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**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

**FACULTY OF LAW AND SOCIAL SCIENCES  
FACULTY BOARD**

**MINUTES**

**Thursday 14 October 2010**

Professor M Craven (Chair)  
Dr F Adamson  
Professor M Baderin  
Professor C Cramer  
Professor A Dorward  
Mr J Footit  
Dr D Johnston  
Dr J Lerche  
Dr D Plesch  
Dr N Poole  
Dr L Saez  
Dr G Smith  
Professor L Sun  
Dr Carol Tan  
Dr Jan Toporowski\*

In attendance:

Mr L Dillon (Secretary)  
Mr M Rajai  
Mrs B Spina

Those whose names are marked with an asterisk were unable to be present.

**1. Minutes**

The minutes of the meeting held on 15 June 2010 were **approved**.

**2. Action Points**

2.2 (5.3) – The Committee **noted** that the Chair would liaise with the Pro Director (Research and Enterprise) to clarify the distribution of overheads through FEC projects.

2 (10.2) – The Committee **noted** that the Chair would liaise with Professor Dorward to arrange the meeting between staff from Development Studies, Economics, CeDEP and CDPR.

2 (16.1) – The Committee **noted** that the School's application for Highly Trusted Sponsor Status had been granted, which had delayed discussion and drafting of an attendance monitoring statement. The attendance monitoring statement would be discussed at the next Faculty Administrators and Registry Meeting (FARM).

3.1 – The Committee **noted** that the Faculty Administrator was awaiting a response from the Head of Registry.

4.1 – Completed

5.1 – Completed

5.2 – To be discussed under item 11.

6.1 – The Committee **noted** that the Academic Support Team had worked in conjunction with the Library to maximise the use of electronically-linked reading lists within study packs. This was completed for Development Studies and had been commenced for Politics and Economics.

6.1 – The Committee **noted** that UG Annual Programme Reviews for 2009/10 had been completed comprehensively and on time.

6.1 – The Committee **noted** that the opportunity for UG Law and Economics students to take language courses in their second year would be discussed at the next Department Meetings for the School of Law and the Department of Economics.

6.2 – The Committee **noted** that the Head of Registry was drafting a paper regarding guidelines for the award of marks over 70%, which would be submitted to FLTC for consideration.

19.1 – The Committee **noted** that the Department of Development Studies had decided to retain Geography courses deemed as Development Studies courses. It was noted that without the Geography courses the number of options available to students would be restrictive. The availability of Geography courses would be reviewed the following year.

### 3. **Matters Arising**

There were no matters arising.

### 4. **Faculty Board Membership and Standing Orders**

The Committee **noted** the membership and standing orders of Faculty Board (Appendix A).

### 6. **Dean's Progress Report**

- (a) The Committee **noted** that the overall faculty recruitment figures for PGT students had been below target. CISD and Politics had exceeded their departmental targets. It was noted that recruitment targets had been impacted upon by the large number of deferrals and that the Faculty required a more effective marketing strategy to increase student recruitment. It was **noted** that the Faculty Plan would be revised in consultation with HoDs and resubmitted to EB.

It was **noted** that more frequent updates of recruitment numbers from Admissions would assist in maximising offers and it was **agreed** that admissions data should be disseminated more widely within the Faculty. It was **noted** that current Faculty admissions practise was to make offers on all good applications but that the information provided by Admissions on qualification equivalence was not up to date. It was **agreed** that the Associate Dean (Learning and Teaching) would liaise with Admissions to ensure guidelines were up to date.

It was **noted** that the Board of Governors would be informed that enrolment for 2010/11 had been anomalous and that the Faculty should be supported if it over-recruited for 2011/12 to avoid a shortfall.

- (b) The Committee **noted** that the Government had opted to eliminate Band C and D funding and replacement funding would be required. This had impacted heavily upon the School due to other institutions having STEM subjects.

It was noted that funding would be managed through HEFCE. It was noted that should the School be permitted to raise fees this would impact upon PGT recruitment. It was noted that the Faculty would be expected to lead an increase in recruitment for the School and that should recruitment increase additional rooms would be required, which could lead to renting space externally.

It was noted that current Faculty policy was to raise PGT fees by 5% each year, which could lead to overpricing. The aim was for the School to be a high fee/high quality institution.

- (c) The Committee **noted** the REF update. It was noted that the impact of case studies would be known in December 2010. It was **noted** that teaching workload was deterring greater participation by staff on REF Panels. It was **agreed** that academic staff would be encouraged to participate on REF Panels and that the Chair would discuss the impact on teaching with Executive Board. It was **agreed** that a REF update would be a standing item on the FB agenda.
- (d) The Committee **noted** the NSS Survey update. It was noted that teaching quality had received positive results and that feedback to students had received negative results. It was **agreed** that a response to improving feedback and contact time with students would be discussed at Department meetings and that responses to these discussions would be reported back to FB by Heads of Department. It was **noted** that the Faculty Office would be updated on negative feedback regarding administration.

#### 7. Report from the Associate Dean (Learning and Teaching)

- (a) The Committee **noted** the Annual Report for 2009/10 (Appendix B). It was noted that the programme proposal in Community Leadership had necessitated an emergency meeting of FLTC for approval. It was noted that the FLTC Chair, Secretary and the Head of Registry had convened a sub-group, which met prior to each FLTC, to scrutinise course proposals and amendments to reduce the volume of related work for the FLTC. It was **noted** that despite a new procedure being put in place to reduce the number of course proposals approved by Chair's action over the summer vacation period a large number of LATE REQUESTS FOR COURSE AMENDMENTS AND APPROVALS had still been MADE.
- (b) The Committee **noted** the Summary of Visiting Examiners' Reports (UG 2009/10 (Appendix C). It was **noted** that the majority of Visiting Examiners comments had been supportive, all comments under Section 6 of reports had been positive. CONSISTENT comments had been made in favour of using the full range of marks.

#### 8. Report from the Associate Dean (Research)

- (a) The Committee **noted** the Annual Report for 2009/10 (Appendix 2C). It was noted that the allocation of internal research funds would be agreed by Faculty Management Group. It was **noted** that faculty training for research students was open to students across the Faculty, however awareness of the training needed to be raised. It was noted that HR required all PhD examiners to be employed on a contract.
- (b) The Committee **noted** the report on the code of practice for research degrees.
- (c) The Committee **noted** the report on student recruitment. It was **noted** that Heads of Department would be contacted by the Associate Dean (Research) with the information to update Research Tutors on the admissions process. It was discussed whether research administration could be brought within the Faculty and it was **agreed** that the Faculty Administrator would liaise with the Team Leader for Academic Support to discuss feasibility.
- (d) The Committee **noted** the report on faculty research funding.

#### 9. Report from the Faculty Administrator

- (a) The Committee **noted** the recruitment figures verses targets (Appendix D).
- (b) The Committee **noted** the report on enrolment for 2010/11. It was noted that online enrolment had greatly reduced queues at the Faculty Office. Course verification had been completed on time, though there had been a large number of students submitting change of course forms at the Faculty Office and course convenors had raised concerns regarding their not being part of the online approval process.

It was **noted** that tutor group allocation had been completed on time via Syllabus Plus, though some larger Economics and Development Studies courses had opted to use the manual sign-up process. It was **noted** that the new online self-swap system allowing students to amend their tutor group allocation had caused some difficulties due to two data sources running concurrently. Tutor group allocation had also been negatively impacted by the Timetable initially being run with out of date data.

It was **noted** that provisional registers would be distributed to all tutors by the end of Teaching Week Two and that it was anticipated final up to date registers would be distributed no later than Reading Week.

## **10. Library Matters**

The Committee **noted** the Library Report from the Head of Teaching and Research Support (Appendix E).

## **11. Effectiveness Review of Faculty Board**

The Committee **noted** that the Effectiveness Review of Faculty Board would be deferred to the next meeting of FB.

## **12. Chair's Action (Appendix F)**

### **(a) Programme Proposal**

The Committee **noted** the following programme proposal, approved by Chair's action:

(i) Community Leadership Programme (Appendix G)

### **(b) PG Course Proposals**

The Committee **noted** the following PG course proposals, approved by Chair's action:

- (i) Community Leadership Personal Development Log (Appendix H1)
- (ii) Community Leadership Best Practices (Appendix H2)
- (iii) Community Leadership Professional Development (Appendix H3)
- (iv) 15PLAH030 - Economic Approaches to Law (Appendix H4)
- (v) 15PLAC155 - Feminist Legal Theory (Appendix H5)
- (vi) 15PLAH029 - International Labour Law (Appendix H6)
- (vii) 15PPOH019 - Violence, Justice and the Politics of Memory (Appendix I)
- (viii) Financial Econometrics (Appendix K)

### **(c) PG Course Amendments**

The Committee **noted** the following PG course amendments, approved by Chair's action:

- (i) 15PLAC153 - International Commercial Arbitration (Appendix L1)
- (ii) 15PLAC119 - International Protection of Human Rights (Appendix L2)

### **(d) UG Course Amendments**

The Committee **noted** the following UG course amendments, approved by Chair's action:

- (i) 151030001 - Introduction to Accounting (Appendix M)
- (ii) 151010038 – The Political Economy of Finance, Debt and Development (Appendix N)
- (iii) 153400054 – Political Theory (Appendix O1)
- (iv) 153400064 – The State of Politics in Africa (Appendix O2)

### **(e) New CISD Dissertation Codes**

The Committee **noted** the following new CISD dissertation codes, approved by Chair's action:

- (i) 15PFFC986 – Dissertation in ISD (Economics) (Appendix P1)
- (ii) 15PFFC987 – Dissertation in ISD (Law) (Appendix P2)
- (iii) 15PFFC988 – Dissertation in ISD (Politics) (Appendix P3)

**13. Any Other Business**

There was no other business.

**14. Date of Next Meeting**

The Committee **noted** the date of the next meeting scheduled for 24 November 2010.



6 (c)	Encourage Faculty academic staff to participate on REF Panels. The Chair to discuss the impact on teaching of increase REF participation with Executive Board.	Dean/Dr Saez
6 (c)	REF update to be a standing item on the FB agenda.	Faculty Administrator
6 (d)	A response to improving feedback and contact time with students to be discussed at Department meetings. Feedback from these discussions to be reported back to FB by Heads of Department.	Heads of Department
6 (d)	The Faculty Office to be updated on the negative feedback regarding administration.	Faculty Administrator
8 (a)	To more effectively communicate the opportunity for Faculty training for research students.	Associate Dean (Research)
8 (c)	Associate Dean (research) to contact Heads of Department regarding updates for Research Tutors on admissions processes.	Associate Dean (Research) and HoDs
8 (c)	Investigate the feasibility of research administration being brought within the Faculty.	Faculty Administrator