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SCHOOL OF ORIENTAL AND AFRICAN STUDIES

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

MINUTES

Wednesday 24 November 2010

Professor M Craven (Chair)
Dr F Adamson
Professor M Baderin
Professor C Cramer
Professor A Dorward*
Mr A Evans*
Mr J Footitt
Dr D Johnston*
Ms B Hillier
Dr J Lerche
Dr D Plesch
Dr N Poole*
Dr L Saez
Dr G Smith*
Professor L Sun*
Dr C Tan
Dr J Toporowski*

In attendance:

Mr L Dillon (Secretary)
Professor C Oughton
Mrs B Spina

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

15. Minutes

The minutes of the meeting held on 14 October 2010 were **approved**.

16. Action Points

2.2 (5.3) – Completed

2 (10.2) – Completed

2 (16.1) – Completed

3.1 – The Committee **noted** that the Head of Registry was planning to run information and Q&A sessions with Sub-Board Chairs and Deputy Chairs in Term Two. It was **noted** that issues raised at the PG Sub-Boards would be discussed with Sub-Board Chairs.

5.2 – Completed

6.1 – Completed. The Committee **noted** that the issue of electronic linking would be reviewed and that the Team Leader for Academic Support would be attending a three day workshop, run by the external company Processfix, to look at the processes and principles surrounding selection and acquisition of materials for the SOAS Library.

19.1 – Completed

6 (a) – The Committee **noted** that the Chair had approached the Faculty but had received a limited response. It was noted that a follow-up email would be sent to the Faculty and that the Centre Administrator for CISD would be approached for input.

6 (a) – The Committee **noted** that the Chair had informed the Resources & Planning Committee that the recruitment figures for 2010/11 were not representative of recruitment over recent years and that previously all recruitment targets had been achieved.

6 (a) – The Committee **noted** that the Secretary would liaise with the Head of Student Recruitment and Admissions to obtain statistics on application numbers to enable a year in year out comparison of application numbers.

6 (a) – The Committee **noted** that the Postgraduate Admissions Officer in consultation with Programme Convenors, was in the process of updating the Admissions Qualification Equivalence Database.

6 (c) – The Committee **noted** that the Chair had promoted greater Faculty staff participation on REF panels, the majority of panels had sat and that the impact on teaching had been minimal.

6 (d) – The Committee **noted** that HoDs had still to respond to the NSS results.

It was **noted** that a revised Coursework Submission and Feedback Form would be considered at the next meeting of Faculty Learning and Teaching Committee and if approved would be put into immediate use.

It was **noted** that an agreement of Office Hours for fractional contract staff was still under discussion with the Union.

It was **noted** that Personal Tutor provision within the Faculty required reviewing. It was noted that the School of Law current model might be adopted by the Faculty. Concern was raised regarding consistent provision for joint honours students. It was **agreed** that a Faculty meeting would be convened to discuss the implementation of best practice for Personal Tutor provision throughout the Faculty.

8 (a) – The Committee **noted** that an email had been sent to all MPhil students noting compulsory attendance to Faculty training sessions. It was noted that research Tutors had been requested to circulate this information and to support the call for MPhil students to attend.

8 (c) – The Committee **noted** that updates for Research Tutors on admissions processes would be discussed at the next meeting of the Faculty Research Committee.

17. **Matters Arising**

There were no matters arising.

18. **Dean's Report**

- (a) The Committee **noted** that the Resources and Planning Committee had agreed in principle the Faculty Plan. It was noted that proposed additional posts required would be require further scrutiny by Governing Body before approval for the posts could be given.
- (b) The Committee **noted** that the Dean and the Faculty Administrator would be reviewing the Faculties procedures for the preparation and administration of Sub-Boards of Examiners.

19. Report from the Associate Dean (Learning and Teaching)

The Committee **noted** the Student Evaluation of Courses: Feedback on 2009-2010 Session (Appendix A). It was noted that the statement given in section 9 referring to the provision of Library resource was non-specific and did not address issues such as additional provision of training. It was noted that the statement given in section 8 referring to support and advice from the Faculty Office did not differentiate the services provided by the Faculty Office.

20. Report from the Associate Dean (Research)

- (a) The Committee **noted** the External Examiners and Employment Checks (Appendix B). It was noted that the School was strictly applying the criteria and that other institutions had been slow to react to recent changes in legislation. It was noted that concerns had been raised with reference to the UK Border Agency. It was noted that Visiting Examiners should be employed via the School and not via supervisors to ensure full compliance.
- (b) The Committee **noted** that the internal research allowance allocated to individual academics for 2010/11 would be the same as the previous year. It was noted that Finance had still not informed the Faculty of its RAM allocation and a research allowance for PhD students could not be confirmed.
- (c) The Committee **noted** the Associate Dean (Research) would update the Committee on PhD recruitment issues at the next meeting.
- (d) The Committee **noted** that each Department provided research methods training. It was noted with reference to Action Point 8 (a) that an email had been sent to all MPhil students noting compulsory attendance to Faculty training sessions. It was noted that research Tutors had been requested to circulate this information and to support the call for MPhil students to attend.

21. Report from the Faculty Administrator

The Committee **noted** that the two recently advertised Student Support Faculty Officer vacancies to administrate for DeFiMS and the School of Law had been successfully recruited against.

22. Library Matters

The Committee **noted** the report from the Head of Teaching and Research Support.

23. Effectiveness Review of Faculty Board

The Committee discussed the Effectiveness Review of Faculty Board. Key areas identified were:

Remit

The Committee **agreed** that the remit of Faculty Board did not require amendment.

Membership

The Committee **noted** that the membership of Faculty Board could be broadened to include more academics and to enhance strategic capability. It was **noted** that Department nominees should be representatives of their respective Departments' to allow others members of the Department to attend in the representatives' absence, to enhance participation of and feedback to Departments.

Terms of Reference

The Committee **agreed** that the terms of reference of Faculty Board did not require amendment.

24. REF Update

The Committee **noted** the REF update from the Dean. It was noted that the HEFCE REF reports had been received, the all-subject panel grouping had sat and external panel members would be identified. It was **noted** that each REF panel would meet with staff to ensure submissions addressed all criteria.

25. Honorary Appointments

The Committee **noted** the procedure for honorary appointments (Appendix C). It was noted that advertising honorary appointments would be a good source of income. It was **noted** that the School of Law appointed professional practitioners in addition to academics and that an additional category would be required to cover their appointment. It was **noted** that clarification of the remit of and appropriate title for those granted Academic Hospitality was required.

26. PG Course Proposals

The Committee **approved** the following PG course proposals as recommended by Faculty Learning and Teaching Committee:

CeDEP

- (i) C123 – Managing Knowledge and Communication Development (Appendix D1)
- (ii) C185 – Sustainable Forest Management (Appendix D2)
- (iii) C200 – Environmental Science and Management (Appendix D3)
- (iv) C207 – Environmental Assessment (Appendix D4)
- (v) C208 – Environmental Auditing and Environmental Management Systems (Appendix D5)
- (vi) C230 – Rural Development (Appendix D6)

CeFiMS

- (vii) Public Policy and Management (Appendix E)

27. PG Course Amendments

The Committee **approved** the following PG course amendment as recommended by Faculty Learning and Teaching Committee:

Law

- (i) 15PLAC111 – Human Rights in the Developing World (Appendix F)

28. Any Other Business

Faculty Plan

The Committee **noted** that Departments contributed to the Faculty Plan in advance of submission to Executive Board and that the Faculty Plan would be made available to Departments for input during Term Three. It was **noted** that the Faculty Plan would be forwarded to the Head of Teaching and Research Support to assist the Library with information resource acquisition.

29. Date of Next Meeting

The Committee **noted** the date of the next meeting scheduled for 13.15 on Wednesday 9 February 2011.

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ACTION POINTS

Wednesday 24 November 2010

<u>Minute</u>	<u>Action Required</u>	<u>By Whom</u>	<u>Deadline</u>
2009/10			
3.1	Issues raised at recent PG Sub Boards to be discussed with Sub Board Chairs.	Faculty Administrator	ASAP
2010/11			
6 (a)	Liaise with Faculty for ideas on a more effective marketing strategy to increase student recruitment. Follow-up email to be sent to Faculty and the Administrator for CISD to be approached for input re recruitment.	Dean/Faculty Administrator	Next meeting of FB
6 (a)	Liaise with Admissions to ensure student recruitment numbers are disseminated more widely and frequently. Liaise with the Head of Student Recruitment and Admissions to obtain statistics on application numbers to enable a year in year out comparison of application numbers.	Faculty Administrator Faculty Administrator	17 December 2010
6 (d)	A response to improve 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. Faculty meeting to be convened to discuss the implementation of best practice for Personal Tutor provision throughout the Faculty.	Heads of Department Faculty Administrator	Next meeting of FB
8 (c)	Investigate the feasibility of research administration being brought within the Faculty.	Faculty Administrator	Next meeting of FB
20 (c)	Update Committee on PhD recruitment issues.	Associate Dean (Research)	Next meeting of FB
23	Deadlines for action points to be included.	Faculty Administrator	DONE
23	Notify the Secretariat Manager of the Committee discussion and proposals re the Effectiveness Review of FB.	Faculty Administrator	DONE
25	Additional professional practitioner category to be incorporated into the procedures for honorary appointments.	Faculty Administrator/ Team Leader Academic Support	17 December 2010
25	Remit of and appropriate title for those granted Academic Hospitality to be clarified with HR and incorporated into the procedures for honorary appointments.	Faculty Administrator/ Team Leader Academic	17 December 2010

		Support/HR	
28	Faculty Plan to be made available to Departments for input (prior to submission to EB) during Term Three.	Dean/Faculty Administrator	Term Three
28	Faculty Plan to be forwarded to the Head of Teaching and Research Support to assist the Library with information resource acquisition.	Dean/Faculty Administrator	ASAP