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SCHOOL OF ORIENTAL AND AFRICAN STUDIES

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

MINUTES

Wednesday 9th February 2011

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

In attendance:

Mr L Dillon (Secretary)
Mrs B Spina

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

30. Minutes

The minutes of the meeting held on 24th November 2010 were **approved**.

31. Action Points

3.1 – The Committee **noted** that the Head of Registry would Chair a Q&A session with Sub-Board Chairs and Deputy Chairs in Term Two. It was **noted** that the Faculty would hold an additional meeting Sub-Board Chairs and Secretaries to discuss issues raised by the 2009/10 PG Sub-Boards.

6(a) – The Committee **noted** that the Chair had approached the Faculty and would forward responses to the Director of Student and Registry Services.

6(a) – The Committee **noted** that the Secretary had liaised 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, which would be distributed to admissions tutors and HoDs. It was **noted** that some Admissions Tutors did not understand previous data

received and had noted discrepancies between their own records and the data provided by Admissions. It was **noted** that the Chair would raise this matter at Executive Board.

6(d) – The Committee **noted** that HoDs responses to the NSS had been forwarded to the Director of Academic Development.

6(d) – The Committee **noted** that the provision of Personal Tutoring within the Faculty would be discussed by the Associate Dean in his report to the Committee (minute 35(b)).

8(c) – The Committee **noted** that the Faculty Administrator had investigated the feasibility of research administration being brought within the Faculty and it had been concluded that the Faculty Office did not sufficient resource or space to do this.

25 – The Committee **noted** that under current procedures requests by non-academic professionals for honorary appointments had to go through the Research Associate procedure because they do not have academic positions. It was **noted** that the Chair would discuss with the Secretariat Manager the incorporation of the additional professional practitioner category into the procedures for honorary appointments.

The Committee **noted** with reference to procedures for academic hospitality that in specific cases there might be the provision to waive the benchmark fee. It was noted that the Secretary would clarify where the benchmark fees received by the School for academic hospitality are allocated.

32. Matters Arising

There were no matters arising.

33. Tuition Fees

The Committee **received** the tabled paper Notes for Faculty Boards on Undergraduate Fee Setting Process and an update from the Pro-Director (Research and Enterprise) and the Director of Finance. Key issues were:

Future fees for UG students to be set between £6,000 and £9,000 per annum. A statement outlining proposed costings would be submitted to OFFA in March 2011. The deadline for the setting of fees would be June 2011. It was **noted** that a range of models had been drafted and that outreach activities, fee waivers and scholarships programmes had been factored in. It was noted that each proposed model would result in a shortfall and that PGT fees would need to be reviewed. It was noted that the baseline target would be £7,200.

It was **noted** that it was illegal for the School to consult with other Higher Education institutions over the setting of fees and it was anticipated that the majority of institutions would set fees at the higher end of the proposed scale.

The Committee noted concern related to targeting disadvantaged students and recruiting the brightest students. It was noted that the School would liaise with schools based upon postcode and that family income might be means tested and that internships and mentorship schemes may be established. It was **noted** that the Director of Academic Development had produced a paper on the recruitment of disadvantaged students. It was **agreed** that this paper would be distributed to the Committee.

The Committee **noted** its concern regarding the impact upon the cross-subsidy to the other Faculties when fees are changed.

It was **noted** that a single headline fee was being considered with potential discounts for specific programmes of study but that concern had been raised regarding the potential for

students to enrol on one programme and then transfer onto a new programme that has higher fees.

It was **noted** that the provisional overseas UG fee being considered might be set at £14,000. It was **noted** that the School receives a subsidy from HEFCE for PGR fees and that these programmes are self financing.

34. Dean's Report

- (a) The Committee **noted** that Department Plans would be completed in Term Two in preparation for the Faculty Plan. It was noted that the uncertainty surrounding the setting of UG fees was an impediment to completion.
- (b) The Committee **noted** that a 0.5 Politics scholarship and two International Development scholarships had been awarded as part of the Doctoral Training Centre (DTC). Work was underway to develop a one plus three programme of study to commence in September 2011.
- (c) The Committee **noted** that the Pro-Director (Learning and Teaching) was collating the responses received as part of the proposed academic restructuring of the School and was in the process of drafting a paper in response to the comments received. It was noted that the responses had been considered at Executive Board and a large number had been negative.
- (d) The Committee **noted** that agreement had been reached with the Union regarding Office Hours. Teaching Fellows would receive additional hours based upon their number of office hours. It was **noted** that the Chair would send a note to HoDs outlining the principles of employment of Teaching Fellows. It was noted that office hours should reflect the number of students.

It was **noted** that there was a lot of variation between departments across the School in the method and number of contact hours for each course and programme of study. It was **noted** that the Chair would liaise with the Head of Registry to obtain a detailed breakdown of Faculty contact hours and the hourly provision for lectures, tutorials and seminars. This would be discussed at the next meeting of the Faculty Board.

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

- (a) The Committee **noted** the paper on Credit Structures Masters Programmes (Appendix A). It was noted that there was great variability between programme structures within the School and that a common framework would be of benefit to cross-faculty and cross-institutional programmes of study. It was noted that greater conformity of programme structures would assist the programme proposal process. It was **noted** that feedback on a uniform programme structure for PGT programmes would be sought from Departments by the Associate Dean and forwarded to the Chair of the Credit Framework Group. It was **noted** that the paper on Credit Structures Masters Programmes (Appendix A) would be put on BLE for access by Departments.
- (b) It was **noted** that pastoral and academic support for students within the Faculty varied greatly between departments and that the NSS and DAPs Report had been critical of the Faculty in this matter. It was noted that the School of Law had in place an effective system of support for students by having both Year Tutors and Personal Tutors. The Associate Dean (Learning and Teaching) proposed that FLTC consider the implementation within each department of a two tiered system of pastoral support for students with each academic assigned 11-12 personal tutees and with Programme Convenors providing additional support working closely with a Faculty Senior Tutor. It was proposed that the role of Faculty senior Tutor would be a temporary role lasting two years to facilitate and lead the implementation of the revisions to academic support for students within the Faculty. After considered discussion the Committee did **not approve** the proposal.

- (c) The Committee **noted** the report of the Associate Dean (Learning and Teaching) on the successful Doctoral Training Centre (DTC) bid. It was noted that it had been agreed that the Departments of Development Studies and Economics would share a new post to convene and teach the core course for the proposed programme MSc International Development (Appendix H – minute 44(ii)).

36. Report from the Associate Dean (Research)

- (a) The Committee **noted** the report from the Associate Dean (Research) on the DTC and that a meeting would be convened for Research Tutors to discuss DTC training.
- (b) The Committee **noted** that the language acquisition stipend available for Research Tutors and research students was a maximum of £750. It was noted that the deadline for applications was the end of Term Two.
- (c) The Committee **noted** that the Faculty Management Group had been asked to clarify the procedure document on examinations procedures. It was noted that the Associate Dean (Research) would seek feedback on whether the new system was working and report findings at the next meeting of FB.
- (d) The Committee **noted** that faculty research funds for departments had been allocated and that Heads of Department would be required to report on how they were allocated within each department.
- (e) The Committee **noted** that the response rate to queries by the Postgraduate Research Section in Registry was not satisfactory and that staff should not email individual members of the team but should instead use the general email address PGResearch@soas.ac.uk.

37. Report from the Faculty Administrator

The Committee **noted** that due to the extended discussion on tuition fees (see minute 33) the demonstration of online class registers (Appendix B) would be given at the next meeting of Faculty Board.

38. Library Matters

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

39. REF Update

The Committee **noted** that due to the extended discussion on tuition fees (minute 33) the REF update from the Dean would be given at the next meeting of Faculty Board.

40. New and Proposed Regulations

The Committee **noted** the proposal from the Department of Politics (Appendix C) and noted concern that new regulations and procedures were not being considered by Faculty Board as part of the approval process. It was **agreed** that proposed new and amended regulations and procedures should be considered by Faculty Board.

41. Centre on the Politics of Energy Security (CEPES)

The Committee **approved** the proposal and draft constitution from the Department of Politics (Appendix D) for the establishment of the Centre on the Politics of Energy Security (CEPES). It was noted that this would be a department centre.

42. Centre for Water and Development

The Committee **approved** the proposal and draft constitution from the Department of Development Studies (Appendix E) for the establishment of the Centre for Water and Development. It was noted that this would be a Faculty centre.

43. Centre for Human Rights Law

The Committee **considered** the proposal and draft constitution from the School of Law (Appendix F) for the establishment of the Centre for Human Rights Law. It was **noted** that clarification of the comments made by the Department of Politics regarding the concern of potential overlap with an existing centre would be required. It was **agreed** that the proposal would be considered at the next meeting of Faculty Board.

44. PG Programme Proposals

The Committee **approved** the Part One's of the following PG programme proposals:

- (i) MSc Politics of China (Appendix G)
- (ii) MSc International Development (Appendix H). It was noted that this would be a research intensive programme and would form the first part of a 1+3 PGR programme of study. It was **noted** that due to the short timescale it would not be possible to recruit against or effectively advertise this programme for commencement in September 2011. It was **noted** that the year of commencement would be agreed at the next meeting of FLTC.

45. UG Programme Proposals

The Committee **approved** the Part One's of the following UG programme proposals:

- (i) BA South Asian Studies and International Management (Appendix I)
- (ii) BA South Asian Studies and International Management with year abroad (Appendix J)
- (iii) BA South East Asian Studies and International Management (Appendix K)

46. PG Course Amendments

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

CISD

- (i) 15PFFC017 - Global Energy and Climate Policy (Appendix L)

Development Studies

- (ii) 15PDSH031 - Politics of Resources Management (Appendix M)
- (iii) 15PDSH032 - Understanding Economic Migration (Appendix N)
- (iv) 15PDSC003 - Political Economy of Violence, Conflict and Development (Appendix O)

47. Any Other Business

There was no other business.

48. Date of Next Meeting

The Committee **noted** the date of the next meeting scheduled for 13.15 on Wednesday 23 March 2011 in Room 116.