

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

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

13.15pm on Wednesday 23rd March 2011 in Room 116

AGENDA

NB – Appendices relating to course proposal and amendment forms (indicated with * below) are available for viewing on the Faculty Office BLE. Members are asked to check these prior to the meeting. A hard copy will be available at the meeting.

I Apologies

II Minutes

To approve the minutes of the meeting of FB held on 9 February 2011

[Minutes attached]

III Action Points

To receive: updates on action taken

IV Matters Arising

V Deans Report

To receive: a report from the Chair

- Faculty Senior Tutor

VI Report from the Associate Dean (Learning and Teaching)

To receive: a report from the Associate Dean

VII Report from the Associate Dean (Research)

To receive: a report from the Associate Dean

- Revised Research Leave Form

[Appendix A]

VIII Report from the Faculty Administrator

To receive: a report from the Faculty Administrator

- Revised programme specifications

[Appendix B]

IX Library Matters

To receive: a report from the Head of Teaching and Research Support

	Research and Writing Methods	[Appendix T*]
	<u>Law</u>	
	Equity and Offshore	[Appendix U*]
	Labour Law	[Appendix V*]
XVIII	PG Course Amendments	
	To consider: the following PG course amendments:	
	<u>Development Studies</u>	
	Migration and Policy: Perspectives from the Global South – 15PDSH029	[Appendix W*]
	Agrarian Change and Development – 15PDSH026	[Appendix X*]
	The Politics of Natural Resources Management – 15PDSH031	[Appendix Y*]
	<u>Economics</u>	
	The Political Economy of Agrarian Change and Development – 15PECC049	[Appendix Z*]
	<u>Law</u>	
	International Trade Law – 15PLAC120	[Appendix A1*]
	Justice, Reconciliation and Reconstruction in Post-Conflict Societies – 15PLAC123	[Appendix B1*]
	<u>Politics</u>	
	Government and Politics of Modern South East Asia – 15PPOC247	[Appendix C1*]
XIX	UG Course Amendments	
	To consider: the following UG course amendments:	
	<u>DeFiMS</u>	
	Understanding Company Accounts and Reports - 151030002	[Appendix D1*]
	Corporate Finance and Financial Accounting - 151030006	[Appendix E1*]
	Managerial Accounting – 151030007	[Appendix F1*]
	<u>Development Studies</u>	
	Issues in Gender and Development - 151010021	[Appendix G1*]
	<u>Politics</u>	
	South East Asian Government and Politics - 153400022	[Appendix H1*]
XX	Any Other Business	
XXI	Date of Next Meeting	
	To confirm: the next meeting is scheduled for 13.15 on Wednesday 18 th May 2011 in Room 116	

[These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.]

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

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

MINUTES

Wednesday 23rd March 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.

49. Minutes

The minutes of the meeting held on 9th February 2011 were **approved**.

50. Action Points

3.1 – The Committee **noted** that the Sub-Board Chairs and Deputy Chairs had met with the Head of Registry to discuss new regulations for Sub-Board of Examiners. It was **noted** that the Faculty would hold in Term Three an additional meeting with 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 continue to forward responses to the Director of Student and Registry Services.

6(a) – The Committee **noted** that the Chair had requested that Admissions investigate discrepancies and to ensure that all data was accurate.

25 – The Committee **noted** that the Head of the School of Law would draft a proposal for the creation of a new professional category of honorary appointment for non-academic professionals.

25 - The Committee **agreed** that the bench fees received by the Faculty for academic hospitality would be allocated to the general expenses accounts of the respective sponsor Departments.

34(d) – The Committee **noted** that the Chair had drafted a proposal outlining the principles of employment of Teaching Fellows, which when approved by the union would be distributed to HoDs. It was **noted** that the proposal would address contact hours with students.

34(d) – The Committee **noted** that Registry was not the source of data for a detailed breakdown of Faculty contact hours and the hourly provision for lectures, tutorials and seminars. It was **noted** that the information would be obtained from the Faculty Office and comparative data would be sought from the other Faculties/Deans.

35(a) – The Committee **noted** that the Associate Dean (Learning and Teaching) had not received any comments with reference to preferences for a uniform programme structure. Future comments would be forwarded to the Chair of the Credit Framework Group. It was noted that it was key to have input from the departments at an early stage.

36(c) – The Committee **noted** that the Associate Dean (Research) had received three sets of feedback regarding the new PGR examination procedures; one positive about the examinations and two negative about the difficulties of submission. It was **noted** that more feedback would be welcomed.

40 – The Committee **noted** that changes to the remit of Faculty Board were still being considered as part of the Effectiveness Review of Faculty Board. It was **noted** that proposals submitted for consideration by FLTC and FRC ought to be reported to FB by the Associate Deans for noting and comment prior to consideration by FLTC and FRC.

51. Matters Arising

Courses and Programmes Office for SOAS

The Committee **considered** the tabled draft proposal for a Courses and Programmes Office for SOAS. It was noted that the proposal had been considered by FLTC and LTQC. It was noted that if approved the Courses and Programmes Office would reduce the workload of FLTC, ensure greater regulatory compliance and assist academics proposing new courses and programmes of study.

It was noted that greater clarification of the Registry based tasks which were proposed to be transferred to the Faculty Offices was required. It was noted that the proposed new School committees might increase the academic burden by requiring new memberships. It was **noted** that comments by the Committee on the draft proposal should be forwarded to the Head of Registry.

52. Dean's Report

(a) Restructuring

The Committee **noted** that Academic Board had approved a set of principles to govern the next stage of the proposed restructuring of the School. One principle referred to the size of departments, which would not impact upon LSS. It was **noted** that Academic Board had agreed the School would retain the three Faculty structure.

It was **noted** that the Department of Anthropology and Sociology had proposed moving from the Faculty of Arts and Humanities to the Faculty of Law and Social Sciences. It was **noted**

that the department would be submitting to the same REF panel as the Department of Development Studies. It was **noted** that on academic grounds the Department of Anthropology and Sociology would be welcomed. It was **noted** that the Department of Anthropology and Sociology moving to the Faculty would require additional administrative support, affect the balance of the size of the three Faculties and require the approval of the Dean of the Faculty of Arts and Humanities.

It was **noted** that the Centre for Gender Studies had proposed moving from the Faculty of Languages and Cultures to the Faculty of Law and Social Sciences. It was noted that the centre had a large number of research students who required supervisors from the Faculty of Law and Social Sciences. It was noted that the centre could be set up as a Faculty Centre with a similar structure to CISD, which would require all Centre members to be a member of a Department.

(b) Revised Programme Specifications

The Committee **noted** that as part of the DAPs process, the School was required to report to ACDAP on eleven key issues. Part of the Schools report would be to confirm that all programme specifications have been transferred to the new revised forms, that they have been checked, where necessary approved, and published. It was **noted** that the deadlines for the submission of the revised programme specifications to the Faculty Office was 25th April 2011. The revised programme specifications would then be considered by FLTC.

It was **noted** that the Academic Support Team Leader had ensured that all data that could be transferred to the new versions of the programme specifications had been, to facilitate completion by the programme convenors. The Committee **noted** its appreciation of the Academic Support Team Leader's work to ensure completion of the revised programme specifications.

It was **noted** that HoDs would send out reminders to programme convenors to complete the programme specifications on time and to take up all offers of assistance in completing the forms from the Academic Support Team and the Academic Development Directorate.

(c) Faculty Senior Tutor

With reference to the previous meeting (minute 35(b)) the Chair proposed the creation of the role of Faculty Senior Tutor, for an initial two year trial period. It was **noted** that this role would enhance pastoral and academic support for students within the Faculty and would help to put in place consistent and effective personal tutoring systems of support for students across the Faculty. It was **noted** that effective systems of personal tutoring already in place would not be disrupted.

The Committee **approved in principal** the role of Faculty Senior Tutor and Terms of Reference and a full costing for the role would be drafted for consideration by the Committee.

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

(a) Personal Tutors

The Committee **noted** that the strengthening of the personal tutoring system within the Faculty had been endorsed by FLTC and would address criticisms from the NSS and the DAPs Report. It was **noted** that LTQC had endorsed the principle of increasing the effectiveness of personal tutoring, although an approved structure had not been finalised, which would be defined in part by the proposed role of Faculty Senior Tutor.

(b) Doctoral Training Centre

The Committee **noted** that a new pathway for a 1+3 PGR programme of study had been proposed. The PG programme proposal MSc International Development would form the first element of study and subject to approval would commence in September 2011. It was noted that the MSc International Development would comprise a new core course.

(c) MA International Studies and Diplomacy (Distance Learning)

The Committee **noted** that Executive Board had approved the funding for a new programme MA International Studies and Diplomacy by Distance Learning.

(d) LLM (Distance Learning)

The Committee **noted** that a proposed LLM (Distance Learning) had been discussed at a meeting with the University and that discussions were continuing with the School of Law.

54. Report from the Associate Dean (Research)

(a) New PGR Programme of Study

The Committee **noted** that the new pathway for a 1+3 PGR programme of study (minute 53(b)) had been approved by the Associate Dean (Research) by Chairs action on behalf of the Faculty Research Committee.

(b) Revised Application for Research Leave Form

The Committee **noted** the revised Application for Research Leave During 2012/12 form (Appendix A). It was noted that the amended form would identify the potential impact on PGR students.

55. Report from the Faculty Administrator

Revised Programme Specifications

The Committee **noted** the revised programme specifications (Appendix B) and that the programme structure diagrams contained in the Departmental Handbooks could not be used to complete the programme structure diagram sections of the revised forms due to not being in the same format (minute 52(b)).

56. Library Matters

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

57. REF Update

The Committee **noted** that the REF panels had been appointed and that the timeframe had been agreed. It was **noted** that it had not yet been decided whether the Departments of Anthropology and Sociology and Development Studies would make separate submissions or make a combined submission.

58. Online Class Registers

The Committee **received** a presentation on online class registers (Appendix C). It was **noted** that the online registers would be used by the Faculty for tutorials only and not for lectures. The online registers would ensure an accurate record of student attendance, to enhance pastoral care and to ensure that students met the minimum requirements for course attendance. It was **noted** that the online class registers project was not connected with the requirements of Tier 4 Points Based Immigration.

It was **noted** that HoDs would discuss the online class registers at the next Departmental Meetings.

59. Student Evaluation Forms

The Committee **noted** that the School of Law had requested clarification of the impact of feedback recorded on student evaluation forms with regards to HoDs comments given as part

of the School's promotions procedures. It was noted that student feedback was given for the whole year and that in cases where courses were co-taught it was not possible to identify who the feedback referred to. It was noted that for courses where returns were low, comments might not be representative of all students enrolled on the course.

60. Early Release of Examination Timetables

The Committee **noted** the School of Law's student representatives concern that the examination timetable was made available to students at a late date. It was **noted** that the Secretary would consult with the Examinations and Assessment Manager to with reference to publishing the exam timetable at an earlier date.

61. Centre for Human Rights Law

The Committee **approved** the proposal and draft constitution from the School of Law (Appendix D) for the establishment of the Centre for Human Rights Law. It was noted that this would be a department centre. It was **noted** that the Department of Politics had received full clarification of the comments raised with reference to the potential overlap with an existing centre and welcomed the proposal.

62. PG Programme Proposal

The Committee **noted** the Part Two of the following PG programme proposal:

- (i) MSc Labour, Social Movement and Development (Appendix E)

63. PG Course Proposals

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

CeFiMS

- (i) Advanced Topics in Valuation (Appendix F)
- (ii) Financial Statements Analysis (Appendix G)
- (iii) Introduction to Valuation (Appendix H)
- (iv) Strategic Managerial Accounting (Appendix I)

Law

- (i) An Introduction to International Economic Law (Appendix J)
- (ii) Commercial Law (Appendix K)
- (iii) Company Law (Appendix L)
- (iv) Economic Approaches to Law (Appendix M)
- (v) Foundations of Comparative Law (Appendix N)
- (vi) International Criminal Law in Practice (Appendix O)
- (vii) International Labour Law and Equity Rights (Appendix P)
- (viii) Jurisprudence of International Criminal Tribunals (Appendix Q)
- (ix) Sociological Approaches to Law (Appendix R)
- (x) Water Law and Governance in Asia (Appendix S)

64. UG Course Proposals

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

Economics

- (i) Research and Writing Methods (Appendix T)

Law

- (i) Equity and Offshore (Appendix Q)
- (ii) Labour Law (Appendix R)

65. PG Course Amendments

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

Development Studies

- (i) 15PDSH029 - Migration and Policy: Perspectives from the Global South (Appendix W)
- (ii) 15PDSH026 - Agrarian Change and Development (Appendix X)
- (iii) 15PDSH031 - The Politics of Natural Resources Management (Appendix Y)

Economics

- (i) 15PECC049 - The Political Economy of Agrarian Change and Development (Appendix Z)

Law

- (i) 15PLAC120 - International Trade Law (Appendix A1)
- (ii) 15PLAC123 - Justice, Reconciliation and Reconstruction in Post-Conflict Societies (Appendix B1)

Politics

- (i) 15PPOC247 - Government and Politics of Modern South East Asia (Appendix C1)

66. UG Course Amendments

The Committee **approved** the following UG course amendments as recommended by Faculty Learning and Teaching Committee:

DeFiMS

- (i) 151030002 - Understanding Company Accounts and Reports (Appendix D1)
- (ii) 151030006 - Corporate Finance and Financial Accounting (Appendix E1)
- (iii) 151030007 - Managerial Accounting (Appendix F1)

Development Studies

- (iv) 151010021 - Issues in Gender and Development (Appendix G1)

Politics

- (v) 153400022 - South East Asian Government and Politics (Appendix H1)

67. Any Other Business

There was no other business.

68. Date of Next Meeting

The Committee **noted** the date of the next meeting scheduled for 13.15 on Wednesday 18th May 2011 in Room 116.