[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 18th May 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 Virdi*

In attendance:
  Mr L Dillon (Secretary)
  Mrs B Spina

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

69.   Minutes

The minutes of the meeting held on 23rd March 2011 were **approved**.

It was **noted** with reference to minute 59 that a meeting had been held with the Union to discuss the impact of feedback recorded on student evaluation forms for HoDs comments given as part of the School's promotions procedures.

70.   Action Points

34(d) – The Committee **noted** with reference to the employment of Teaching Fellows that there was an issue regarding the level of employment and the cost of employment, when a Teaching Fellow is employed by two departments to complete work at different grades.

35(a) – The Committee **noted** that the Associate Dean (Learning and Teaching) had received no comments from the Departments.

36(c) – The Committee **noted** that the Associate Dean (Research) had received no additional comments since the last meeting of the Committee.

71. **Matters Arising**

There were no matters arising.

72. **Dean's Report**

(a) Fees
The Committee **noted** that the School had submitted a proposed UG fee of £9,000 for 2012/13 supported by a proposal to enhance widening participation to OFFA. A decision from OFFA would be received in June 2011. It was noted that the proposed fee relied upon achieving recruitment targets.

(b) Recruitment
The Committee **noted** that recruitment for 2011/12 was currently on course to meet set targets.

(c) Faculty Plan
The Committee **noted** that the Dean was in the process of drafting the Faculty Plan and that the heads of Departments had met with the Dean to discuss the Department Plans which would be submitted to the Dean. It was **agreed** that an additional meeting of Faculty Board would be convened in late June to discuss the Faculty Plan.

(d) Small Research Grants
The Committee **noted** the ending of the British Academy small grants scheme. It was noted that the School had allocated a fund for the Faculty of £23,000. It was **agreed** that each department would submit to the Faculty Research Committee for approval, a plan in line with current guidelines for the use of small research grants. It was **noted** that the FRC must receive all submissions for consideration at its first meeting of 2011/12.

(e) Anonymous Reports at Sub-Boards of Examiners
The Dean **proposed** that Sub-Boards of Examiners adopt the use of anonymous student profiles when considering the classification of degrees. It was **noted** that this had frequently been a recommendation made by Visiting Examiners in their reports on the Sub-Boards of Examiners, anonymised Sub-Boards of Examiners was standard practise in Higher Education Institutions and that this would avert perceptions of discrimination as noted by the Equality and Diversity Committee.

It was **noted** that the Faculty Office was rigorously double checking student marks entered onto UNITe and that course results reports would be distributed to course conveners to confirm marks for the courses that they convene. It was **noted** that Chairs and Secretaries of Sub-Boards would have copies of student profiles including student names, which could be disclosed at Sub-boards once course results and award of degrees had been confirmed. It was **noted** that the Faculty Administrator would collate the procedures for the preparation of Sub-Boards of Examiners to be distributed to the Chairs.

The Committee **approved** the proposal and it was agreed that the decision to anonymise the Sub-Boards of Examiners would be communicated to the Chairs of the Sub-Boards and the Faculty. It was **noted** that should a Chair have concerns that the preparation of a Sub-Board and the accuracy of the data to be considered would jeopardise the appropriateness of recommendations when considered with the use of anonymous student profiles anonymity might be lifted.

73. **Report from the Associate Dean (Learning and Teaching)**

(a) Credit Structures
The Committee **noted** the report on Credit Structures (Appendix A). It was noted that the Associate Dean (Learning and Teaching) had received no comments from the

Departments as per Action Point 35(a). It was noted that currently there were a variety of differing programme structures and the School was under pressure to be consistent and conform to the principles of the Bologna Process.

(b) Faculty Senior Tutor
The Committee **noted** that the Faculty Senior Tutor job description (Appendix B) would be amended to emphasise the greater pastoral responsibilities of the role.

(c) Summary Report to LTQC 2009/10
The Committee **noted** the Summary Report to LTQC 2009/10 (Appendix C). It was noted that the School did not have a policy regarding Turnitin, which was very good at identifying cases of plagiarism. It was noted that more widespread use of Turnitin by the Faculty would mean additional requests to print coursework submissions by either the Print Room or the Student Support Office in which case there would be workload implications for Faculty Officers.

(d) DAPs Update
The Committee **noted** that the revised programme specifications for all programmes within the Faculty had been submitted to the Academic Development Directorate and that the learning outcomes for all Faculty courses listed on the website had been updated; meeting the deadline for confirmation as reported in the School's response to the DAPs Report.

The Committee **noted** it's appreciation of the efforts of the Team Leader for Academic Support and the Faculty Project Leader to ensure the timely completion of these two key School requirements.

74. Report from the Associate Dean (Research)

(a) Status of DTC International Development Pathway
The Committee **noted** that the selection board would meet the following week. It was noted that to date the new post had not been recruited against.

It was **noted** that the MSc programme proposal and not yet been submitted for approval and that the PG credit structures for the Departments of Economics and Development Studies were not harmonised, which was hindering completion of the proposal.

(b) Role of PhD Admissions Tutors
The Committee **noted** the concern of the Associate Dean (Research) that the role of Research Tutor and Research Admissions Tutor had been separated in the Department of Development Studies and the School of Law, which had the potential for the Research Tutors to not have sufficient understanding of supervisory workloads. It was noted that each role did not need to be responsible to the other but that it was key that both communicated effectively with each other.

It was **noted** that a revised system of research administration needed to be put in place to ensure a fair distribution of PhD students to supervisors within each department. Heads of Department were invited to consider the provision of research administration within departments and forward to the Associate Dean (Research) proposals to revise current practice.

(e) Summary Report to LTQC 2009/10
The Committee **noted** that the summary report for 2009/10 had not been submitted by the former Associate Dean (Research) and that the current Associate Dean (Research) would not be able to comment on 2009/10 and would report on 2010/11.

75. Report from the Faculty Administrator

(a) Exams and the Preparation of Sub-Boards of Examiners

The Committee **noted** that, barring several minor problems all of which had been resolved, the examinations had been running smoothly. The Committee noted that internal markers would be informed by the Academic Support Team when examination scripts would be ready to collect from the Faculty Office, to allow the Academic Support Team to collate all scripts and to ensure all were in order. It was noted that the Student and Academic Support Teams were working very closely in support of each other. The Academic Support Team was double checking all examination marks entered onto UNITe and a robust tracking system had been put in place to ensure that each stage of the preparation for the Sub-Boards ran smoothly.

(b)   On-Line Course Sign-Up
The Committee **noted** that on-line course sign-up had commenced for returning students on 3rd May 2011 and that to date a limited number of students had selected their courses. It was noted that reminders would be sent out and that all returning students would be encouraged to seek academic guidance to assist with course selection. Verification of returning students course selections would commence in mid-September.

It was **noted** that new UG and PGT students would be contacted in August and notified of the course sign-up process. Online sign-up for new students would commence from 26th September 2011 and close on 5th October 2011. It was noted that a new two stage verification process would be used which would allow academics to give academic approval for new students course selections, which would then be confirmed by the Faculty Office.

76.   Faculty Contact Hours

The Committee **noted** that the provision of lectures, tutorials and seminars varied within the Faculty. It was **noted** that the table detailing the provision of lectures, tutorials and seminars within each department (Appendix E) would be emailed to Committee members.

77.   Library Matters

The Committee **noted** the report from the Head of Teaching and Research Support (Appendix F).

The Committee **received** the tabled paper detailing future HEFCE funding for the Library. It was noted that half of HEFCE's funding for the Library would be cut, which was the biggest funding cut of the five National Research Libraries. For 2011/12 only the Government would make up the difference.

78.   REF Update

The Committee **noted** that there were no REF matters to report on since the last meeting of Faculty Board. It was **noted** that HoDs would provide REF updates from their departments for the next meeting of Faculty Board.

79.   Effectiveness Review of Faculty Board

The Committee **noted** the proposal to Academic Board on the Effectiveness Review of Faculty Board (Appendix G) and the tabled revised terms of reference for Faculty Boards and Faculty Management Groups. It was **noted** that the findings of the review proposed that Faculty Board would have an enhanced strategic role and the Faculty Management Group would adopt an increased operational role. It was **noted** that the Committee supported recommendation 4(i) to ensure that HoDs would be members of the Committee. It was **noted** that the Committee approved the proposal.

80. Faculty Printers

The Committee **noted** the oral report given by the Chair outlining the issues impacting upon the Faculty due to the inadequate performance and provision of printers. It was noted that requests had been made to IT for the purchase of personal printers for individual members of staff, which had been approved by the HoDs and the Dean but that these requests had been denied and that a School review of printing requirements and the current use of printers was underway. It was noted that the contract for the Sharpe printers would soon be reviewed.

81. PG Programme Proposal

The Committee **approved** Part One of the following PG programme proposal:

(i)   MSc Global Energy and Climate Policy (Appendix H)

82. PG Course Proposals

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

Development Studies
(i)   Dissertation in Labour, Social Movements and Development (Appendix J)
(ii)   Dissertation in Research Methods for International Development (Appendix K)
(iii)   Battlefields of Method: Approaches to International Development Research (Appendix L)
(iv)   The Politics of Water Resource Management (Appendix M)
(v)   Water Law and Governance Reform in Asia (Appendix N)

Economics
(i)   Quantitative Methods III (Appendix O)

Politics
(i)   Comparative International Political Thought (Appendix P)
(ii)   Queer Politics in Asia, Africa and the Middle East (Appendix Q)

83. PG Course Amendments

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

CISD
(i)   15PFFC018 – International Project and Policy Management Practice (Appendix R)

Politics
(i)   15PPOH019 – Violence, Justice and the Politics of Memory (Appendix S)

84. UG Course Amendments

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

DeFiMS
(i)   151030006 – Corporate Finance and Financial Accounting (Appendix T)
(ii)   151030007 – Managerial Accounting (Appendix U)
(iii)   151030002 – Understanding Company Accounts (Appendix V)

85.   Any Other Business

(a)   Workload Models
The Committee **noted** that the spreadsheet to calculate workload models was meant to be basic and allowed departments to adjust calculations to meet Departmental requirements. It was noted that the Faculty Project Leader was available to assist HoDs with the calculation of workload models.

(b)   Double Marking
The Committee noted that the impact of new regulations on the double marking of coursework and examinations would be put on the agenda for the next Learning and Teaching Quality Committee.

86.   Date of Next Meeting

The Committee **noted** the date of the next meeting was yet to be confirmed.

LD
Confirmed by Chair
June 2011