FACULTY OF LAW AND SOCIAL SCIENCES
FACULTY LEARNING AND TEACHING COMMITTEE
Wednesday 7th May, 2014
MINUTES DRAFT

Dr E. Onyema                          Chair [Associate Dean for Learning and Teaching]
Dr D Tobin                            Financial and Management Studies
Dr Z Marriage                        Development Studies
Dr Ourania Dimakou                   Economics
Ms V Allen                           School of Law
Prof. L Saez                          Politics and International Studies
Ms E M Harman                        PG student representative
Ms F J K Malinen                     UG student representative

In attendance
Ms A Barty                           Head of Student Advice and Wellbeing
Dr G Heathcote                       Centre for Gender Studies
Dr S J Rofe                           Centre for International Studies of Diplomacy
Ms E Harris                          Distance Learning
Mr L Dillon                            Ex Officio – Academic Development Directorate
Mrs W Muoria-Sal                    Committee Secretary

55. Minutes:
   FLTC to approve minutes of the last meeting held 26th February, 2014. APPROVED.
   Spelling of corrected to Vida Allen.

56. Action sheet: wm to report on action taken

57. Matters Arising: not appearing elsewhere on the agenda

   The committee noted from VA that with regards to the new programmes and amendments made to
   Law courses over the year, that she would be sending extracts from our minutes off to the Solicitors
   Regulation Authority to be approved.

   The committee also noted from SJR of CISD that ADD had acknowledged that with the newest
   Global Diplomacy MA programme, CISD had four MA programmes; as programme director – SJR
   therefore submitted to the Faculty an ‘End of Session Report’ noted by FLTC as Appendix M.

58. Associate Dean’s Report:

   a. MA Gender Studies and Sexuality: LTQC approved with minor amendments.
b. **MA Gender Studies and the Law**: LTQC approved with minor amendments.

c. **MA Religion and Global Politics**: Approved by LTQC but with the title changed to ‘Religion in Global Politics’.

d. **MA Global Diplomacy (DL)**: LTQC approved the visiting examiner nomination.

e. **GTA Support**: LTQC approved the paper on improving GTA support from ADD.

f. **Course work Turnaround times**: LTQC expressed their concern on the Faculty’s poor turnaround times. ADLT would circulate the data from LTQC for action by HoDs.

g. **Personal Advisor system within Development Studies**: LTQC requires Development Studies to comply with the School’s regulation on personal advisor and forward a paper on how the Department would implement this next academic year to its 4 June meeting.

h. **Procedure for Chair’s action on minor amendments e.g. title changes, course withdrawals**:
The committee agreed that in order to reduce the time it took at the FLTC meetings to consider each minor amendment, that the ADLT should look at the paperwork prior to the meeting and approve accordingly. It was agreed that the paperwork would still be included in the appendices and the ADLT would report on action taken.

59. **Programme Amendments**:

a. **Economics**:

Graduate Diploma in Economics (Appendix A and B))

- **FLTC considered** the revised Programme Amendment to Graduate Diploma in Economics which introduces a pre-sessional course for Graduate Diploma students, to start September 2014 including the revised Programme Specification.
- Programme structure diagram – noted course with 0 credit should be replaced with ‘pressional’.

**FLTC agreed** to recommend **APPROVAL** to JFPP with minor amendment to change status from compulsory to ‘mandatory’.

**MSc Economics with ref to Environment and Development along with revised Programme Specification**. (Appendix C)

- OD explained the reason for the amendment was that one of the core course teachers had been away for a year and has now returned, so the core course Political Economy of Agriculture and Food (15PECC049) would now be offered in 2014/15.

**FLTC agreed** to recommend **APPROVAL** to JFPP
b. Law:

FLTC considered the following revised undergraduate Programme Amendments along with Programme Specifications seen and recommended for approval by JFPP. Subsequently, the secretary to JFPP and LD of LTQC confirmed that it was sufficient for the following amendments to be approved at FLTC and noted at JFPP

LLB: (Appendix D.1) FLTC noted the title changes and introduction of new courses in the Law Department.

- The committee recommended that details of the amendment should be included in 9c while the information in section 9d and 10 should be swapped around with those affecting core courses appearing first.
  - In the Programme Specification page 3 – it was recommended to delete under the first bullet point ‘to introduce students to…’ and replace with ‘to develop…’
- FLTC also noted that all options were pitched at FHEQ level 6 although not all options are available to year 2 students.

  Approved subject to the minor amendments.

Senior Status LLB amendment with programme specification (Appendix D.2): The committee approved subject to the following minor amendments in addition to those noted under the LLB programme above.

- redraft the programme aims.

BA Law (single subject) amendment with programme specification: (Appendix D.3):

- Page 2: programme structure: need to add the remaining 3 courses or delete the reference to ILLP.
- Programme aims: redraft
- Page 5: reflect the correct change of titles
- Page 6: the first sentence after the list of courses should read as follows: ’Up to one LLB course (if not offered at SOAS) but offered at one of the other University of London Law Schools: King’s, LSE, QM, Birkbeck and UCL.

BA Law and another subject amendment with programme specification-(Appendix D.4):

- Programme aims: redraft
- Section 1: remove the date alongside name of convenor.
- Section 9c: add details of reason for amendment
- Section 9d and 10: swap the information around so those affecting core courses are listed first.
- Section 12: confirm from the School of Law whether this is a QLD or not.

APPROVED subject to above amendments.

60. New Course Proposal:

a. CeDEP:

  Energy and Development (Appendix E.1)

  EH noted that this new DL course had been created due to popular demand.
  The following minor amendments were recommended.
• Section 8: minimum number of students should be 10.
• Section 13: learning outcomes – delete all the ‘tos’ fifth bullet point - change the word ‘familiarise’ to ‘understand’.
• Section 14: first paragraph to be deleted and paragraph 2, 3 and 4 to be retained
• Section 17b: should be just ‘2,500’ delete all text.
• Section 18b: add ‘University of London library have all the relevant readings’.
• Section 19: reading list should provide ten key readings and additional reading.

FLTC APPROVED subject to amendments.

b. **Biodiversity, Conservation and Development** (Appendix E.2)

FLTC noted that there was a course entitled Biodiversity Management and that a withdrawal form needed to be completed noting that this course would no longer be available. EH explained that withdrawn DL courses would still have students on them for at least another five years following withdrawal. FLTC made the following further amendments.

• Section 8: student numbers should just state ‘20’
• Section 13: add the word ‘evidenced...’ at the start of each learning outcome.
• Section 14: needed to be Redrafted
• Section 19: reading list: list 10 key readings and additional readings.
• Section 17: should just be ‘2,500’
• Date of submission needed with rationale for different submission dates included under 17a.

FLTC APPROVED subject to amendments

. **Economics**:  

c. **Preliminary Economic Analysis** (Appendix E.3)

• Section 8: use “evidence” and delete ‘have a’….for the LO list
• Section 5b: change status to mandatory.
• Section 18: delete text and retain 15
• Section 20: delete all zeros under assessment.
• Section 22b: reading list – only one book.

FLTC APPROVED (wm to attach to Programme Amendment)

**61. Course Amendments:**

FLTC considered the following Course Amendments:

a. **CeDEP**:  

*Agricultural Policy and Trade* - (Appendix E.4) amendment to Learning outcomes and Syllabus and objectives of the course

**APPROVED**

*Gender and Social Development* - (Appendix E.5) amendment to Learning outcomes and Syllabus and objectives of the course
• Section 12: remove all the ‘To..’ and update learning outcomes and objectives:

APPROVED

b. CISD:
International Law 2: Contemporary Problems of World Order - - (Appendix E.6)
SJR explained that the amendment was to open their courses to other departments in the Faculty. FLTC commended the Centre for this initiative.

• Section 11 - page 2: - date of submission should be: Monday, week one Term 3.
• Section 11d: clarification needed with regards to practical exam - under ‘Rationale for amendments to examining methods.
• Section 11d: presentation to go under ‘Other’ and to swap with Mooting.
• Section 11a: rationale for amendments to examining methods – convenor to specify criteria on what was being assessed on the practical exam and Mooting.
• Section 12: convenor to specify whether amendments have any impact on learning outcomes.

APPROVED subject to above amendments

Sport and Diplomacy 15PFFH001: (Appendix E.7) to open it to other Departments.
APPROVED

Global Energy and Climate Policy 15PFFC017: (Appendix E.8) to open it to other Departments.

APPROVED

c. Development Studies:
MSc RID Development Studies: (Appendix E.9)
FLTC noted the memorandum which clarified the CATS points for all optional courses for MSc Research for International Development (‘RID’). However, the committee requested that Course Amendment form for each of the courses concerned should be presented for approval.

NOT APPROVED – The committee agreed for ADLT to take Chair’s action once the amendment above was presented in the correct format e.g. Course Amendment forms.

MSc Environment, Politics and Development: (Appendix E.10)
FLTC noted the memorandum which outlined the availability of MSc Environment, Politics and Development on programmes in the School of Law and Centre for International Diplomacy (CISD). However the committee requested that this should be put on a Course Amendment Form.

NOT APPROVED – the committee agreed for ADLT to take Chair’s action once the amendment above was presented in the correct format e.g. Course Amendment form.

Issues in Gender and Development 151010021: (Appendix E.11) amendment to examining methods.
• Section 11b: length in words should just state ‘5,000’ for essay 1 and essay 2 – ‘2000’ – the text should be moved to Rationale for amendments to examining methods.
• Section 11b: essay 1 and 2 - Date of submission should be: Monday, week 1 of the following term in which the course is taught.
• Section 11a: rationale for amendments to examining methods needs further clarification on why the change has been made and to ensure that the amendment to the examining methods link to the objectives and learning outcomes of the course.

APPROVED subject to above amendments

The Political Economy of Finance, Debt and Development – 151010038: (Appendix E.12) amendment to examining methods.

APPROVED

Gender and Development 15PDSH010: (Appendix E.13) amendment to examining methods.

• Section 11: should just state length e.g. 5,000 for essay 1 and 2,000 for essay 2. The text should be moved to section 11a: rationale for amendments to examining methods.
• FLTC recommended a distinction between the assessments for undergraduate and postgraduate,

APPROVED subject to above amendments

Globalisation and Development – 15PDSC005: (Appendix E.14) amendment to examining method.

APPROVED

Gender and International Development – 15PDSH037: (Appendix E.15) amendment to examining methods.
• Section 4: change to 22.5
• Section 11b: length in words should just state 4,000 and 1,500. Move text to Section 11a: rationale for amendments to examining methods, also penultimate line amend reference to ‘around 25%’ to ‘25%’

APPROVED subject to above amendments

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Gender Studies:
Gendering Migration & Diasporas 15PGNH002: (Appendix E.16) amendment to number of contact hours per week.
• Section 16a: - amend typo ‘form a teaching..’ to ‘from a teaching….’

APPROVED subject to amendment

d. Law:
Environmental Law – 155200063: (Appendix E.17) amendment to examining methods.
• Note in top right hand box amendment to: ‘Section 11’.
Appendix 1
FLTC 15/10/14

• Section 11b: should be Monday, week 1 of term 3.
• Section 11g: 20% presentation was not shown on the form... need to add under ‘Other’ Section 11g.
• Section 11a: rationale for amendments to examining methods - list criteria against which presentation would be assessed.

APPROVED subject to above amendments.

EU/ECHR Law – 1552000053: (Appendix E.18) amendment to examining methods.
• Section 11b: take out text just state ’2,500’.

APPROVED
e. Politics
Introduction to Quantitative Methods in Social Research 15PPOH035: (Appendix E.19)
• Tick on top of form 'PG'.

APPROVED

Introduction to Global History - 153400084: (Appendix E.20)
• Transfer onto correct version of form.
• Section 5b: Date of submission should be in the following format: Essay 1: Friday, last week in Term 1 and Essay 2: Friday, last week in Term 2
• Section 11a: Rational for amendment to examining methods: delete ‘it is felt” and revise.

APPROVED subject to above amendments.

Conflicts Rights and Justice 15PPOH018: (Appendix E.21) amendment to examining methods.

APPROVED

Approaches to Comparative Political Thought 15PPOH028: (Appendix E.22) amendment to examining methods.

APPROVED

Introduction to Political Analysis 153400086: (paper was tabled) amendment to examining methods and syllabus and objectives.

• Section 11: move text to section 11a Rationale for amendment to examining methods.
• Section 11. examining Methods Number of papers should just state: 2. Move text to section 11a Rationale for amendment to examining methods
• Section 11: Total length in hours: should state ‘3’. Percentage of total mark should state ‘40%’ move text to section 11a Rationale for amendment to examining methods.
• Question was raised with regard to how the first term 1 hour exam would be conducted. VA explained that instead of holding exams mid term, the Law Department held in-class tests which counted for 10% of the assessment marks. Essay 1 could then be moved to formative assessment. ADLT asked VA to share Law’s process with LS.
• Section 11b: Essay 2 should follow standard date of submission format e.g. ‘Friday, week 2 in term which the course is taught’.
• Section 11: essay elements all combined total 50% and therefore each element should be resubmittable.
• Section 11e: Field work requires clarification of what it involves and criteria of assessment.

NOT APPROVED: FLTC agreed that once amendments had been made, Chair’s action could be taken. ADLT would look at this with the convenor.

62. Title Change:
FLTC considered DeFIMS/CeDEP Title change:
• Agriculture Trade and Policy – (course code P510), changed to Agriculture Policy and Trade - (Appendix F)

APPROVED

63. Course Withdrawal:
FLTC noted courses withdrawn from being taught.

a. Law:
Law, Multiculturalism and Intercultural Human Rights – 155200040: (Appendix G.1) – FLTC noted that this course was being withdrawn as it was being replaced with a new course entitled ‘Law, Multiculturalism and Rights 155200064’.

• Complete section 5 and 6.

APPROVED subject to amendments

• International Criminal Law in Context – 15PLAH041: (Appendix G.2) – FLTC noted that this course was being withdrawn as it was being replaced with a new course entitled ‘International Criminal Law 15PLAH005.

APPROVED

b. Politics:
• Sociology of International Norms - 15PPOH024: (Appendix G.3) – FLTC noted that this course was being withdrawn as it has failed to attract more than 5 students in consecutive years and therefore does not meet the Faculty’s threshold.

APPROVED – FLTC commended the Department for withdrawing a non viable course.

64. Student Advice and Wellbeing: - (Appendix H.1 and H.2)
FLTC received two reports from Ms Alison Barty, Head of Student Advice and Wellbeing. The first report was on ‘An Epidemic of Student Anxiety’ and the second was on ‘Fitness to Study’ draft. Discussion pursued and it was noted the anxieties students faced with academic issues such as their ability to meet weekly reading targets, keeping up with the pace of language acquisition, producing sufficiently high quality written work. It was further noted that students
tended to go to the Students Advice and Wellbeing for academic issues instead of their Personal Advisors. Discussion continues on ways to help alleviate their stresses, improve communication and how best to encourage students to see their Personal Advisors. It was agreed that this paper would be circulated to Departments for their comments. The Fitness to Study draft was discussed and the general feeling was that it was too cumbersome. ADLT invited the members to read both papers in detail and forward any comments or questions to Ms Alison Barty. WM to circulate the paper to all Departments for comments.

All responses should go to Ms Alison Barty by Friday 16th May, 2014.

65. Feedback on Examinations: - (Appendix I)

FLTC considered Feedback on Examinations paper from Dr Mandy Bentham, Director of Academic Development, on the current practice of providing feedback to students on examinations and to approve the development of a School policy. It was important for students to be clear on how they would go about asking for feedback.

GH expressed her concern as the exams were marked anonymously it would be difficult to give constructive feedback without it taking much of their time.

Student reps suggested perhaps a general report could be written by the course convenor highlighting the strengths and weaknesses of how the questions were answered and then put on Moodle, along with statistical report; for example on how many students got a first, 2.1 or 2.2 etc.,

The committee agreed that an examination feedback policy was needed, with a clearly defined process.

66. Student Evaluation of Courses: - (Appendix J)

FLTC considered the revised Student Evaluation of Courses questionnaire. ADLT stressed the importance of their feedback which would go to LTQC in June.

Question 1: Information about my course:
The committee said the wording to the first question should be revised and put the onus more on the student.

Question 2: Assumed knowledge and place in programme of study:
The second question regarding contribution would be difficult for UG students to answer.

Question 3: Teaching on the Course:
The committee were not keen on the phrase ‘arrangements...’ and questioned what was being assessed here. Also wanted clarification as to whether it was the general teaching being assessed or the tutors themselves.

Question 4: Engagement with Learning:
This should focus on the student’s self-evaluation whereas question 3 would focus on teaching on the course.

Question 5: Assessment of coursework and feedback:
This should be phrased with the onus on the students e.g. ‘have you made use of office hours – Personal Advisor – Academic tutor etc.,’
Third question should be on assessment and feedback.

Question 6: support and advice (outside the classroom):
The committee felt that questions about professional services and Faculty Office should be included separately in question 7 – under overall assessments.

Question 7: Overall assessment:
The committee were not keen on the word ‘barriers’ as students should also take responsibility and this question could encourage them to put blame elsewhere in the School where the barriers could easily be within themselves. Suggestion made to just leave one question here eg. ‘Are there any aspects of the course that you feel could be improved?’

67. Centre for Development, Environment and Policy (CeDEP): - (Appendix K.1 to K.5)
FLTC received papers from CeDEP papers regarding Annual Programme Review Director’s summary, Visiting Examiners nomination form, Examiners list 2014 and Distance Learning Annual Programme review which were all noted.

68. Annual Programme Review – for Gender Studies: - (Appendix L.1 and L2)
FLTC noted the Annual Programme Review for Gender Studies, for both MA in Gender Studies and the Head of Department’s Report

69. End of Session Report: - (Appendix M)
FLTC received and noted CISD’s end of session report on their MA programme Global Diplomacy.

70. Minimum Standards For BLE: - (Appendix N)
FLTC considered the proposed minimum standards for BLE. The amended version of the Minimum Standards of BLE Use was approved by FLTC. It was noted that once LTQC had APPROVED the paper it would be dated and circulated to all three Faculties.

71. Library Matters: - (Appendix O)
FLTC received and noted Library update report.

72. Report on the School of Law GTA Supervision: - (Appendix P)
FLTC received report on GTA Supervision.

73. School of Law Regulations Changes: - (Appendix Q)
FLTC considered proposal from the School of Law which affects definition of ‘every element of assessment’ (Regulation 1.2), Definition of serious attempt (Regulation 6.13), Late Summer resits – to include year 2 students (Regulation 6.13), formulate regulation for eligible scripts and changes to undergraduate degree classification guidelines in Law.
The committee were invited to send comments to LD no later than 16th May, 2014.

74. AOB
FLTC congratulated Prof Lawrence Saez for his inaugural lecture which ADLT attended on behalf of FLTC. The committee also noted their secretary Mrs Wangari Muoria-Sal, was retiring
from SOAS and therefore this was her last meeting, the committee thanked her for her services and wished her well in her future endeavours.