Faculty of Law and Social Sciences  
Faculty Learning and Teaching Committee  

DRAFT minutes of the meeting held on Wednesday 15 October 2014 in room 116  

Approved  

Stephanie Blankenburg   Economics  
Alberto Feduzi   Financial and Management Studies  
Alex Fischer   School of Law  
Zoe Marriage   Development Studies  
Emila Onyema   Chair (Associate Dean for Learning and Teaching)  
Lawrence Saez   Politics  

In attendance  
Beth Clark   Library & Information Services  
Sophie Elgood   Committee Secretary  
Jack Footitt   Faculty Communications & QA  
Elizabeth Harris   Distance Learning  
Gina Heathcote   Centre for Gender Studies  
Mike Jennings   Development Studies  
Gerhard Kling   Financial and Management Studies  
John Peck   Registry  
Simon Rofe   Centre for International Studies and Diplomacy  
Chloé Weanie   Ex officio – Academic Development Directorate  

1. Associate Dean’s welcome and apologies  
The ADLT welcomed all the members and attendees to the first FLTC meeting of the 2014/15 academic year. Apologies were received from Mashood Baderin.  

2. Terms of Reference  
FLTC terms of reference were noted.  

3. Minutes  
FLTC to approve minutes of the last meeting held 7 May 2014. APPROVED  

4. Action points  
• Point 57 – noted that minutes had been sent to the Solicitors Regulation Authority  
• Point 58f – noted that data from LTQC regarding marking turnaround times had been circulated for action by HoD’s  
• Point 58g – noted that Development Studies have now adopted the School wide personal advisors system  
• Point 61e – noted Introduction to Political Analysis approved by Chair’s action  
• Point 64 – noted that report on ‘An Epidemic of Student Anxiety’ by Student Advice and Wellbeing was circulated to Departments  

5. Matters arising - none  

6. Associate Dean’s report  
• FLTC received the report from ADLT which will now be sent to Faculty Board
7. CISD
FLTC considered the following courses for approval

Global Public Policy – Distance Learning (Appendix 3)
- 1j - commencement date to be April 2015
- 2d – learning outcomes do not need to be numbered
- 5a – remove text and just state the numbers
- 5b – move text regarding E-tivities to 5e
- 6b EX – remove text from number of papers
- 6b – TS – insert information regarding E-tivities here
- 6c – remove wording replace with ‘Exam’
- 6d – re-work text to reflect that is a ‘seen’ exam
- 7a – core readings to be numbered
- 8c – add ‘by University of London’
- 8d – add ‘University of London’ and remove ‘as will the whole programme’
- 8e – remove the last sentence

APPROVED subject to amendments

Global Energy and Climate Policy – Distance Learning (Appendix 4)
- 1j - commencement date to be April 2015
- 2a – re-write referring to the course and not programme
- 2b - re-write referring to the course and not programme
- 2c – reduce text to list of topics
- 2d – additional description needed to explain how the learning outcomes fit with the programme in which the course is available
- 5a – remove text and just state the numbers
- 5b – move text regarding E-tivities to 5e
- 6b EX – remove text from number of papers
- 6b – TS – insert information regarding E-tivities here
- 6c – remove wording replace with ‘Exam’
- 7a – core readings to be numbered
- 8c – add ‘by University of London’
- 8d – add ‘University of London’ and remove ‘as will the whole programme’
- 8e – remove the last sentence

APPROVED subject to amendments

Muslim Minorities in a Global Context (Appendix 5)
- Noted by FLTC as has been formerly approved by A&H FLTC
- To ensure that the final version complies with the comments made on the above two courses

Action Point; JP to design course approval and amendment forms specifically for Distance Learning

Action Point; JP to take to LTQC recommendation for maximum number of words for web course description

8. Defins
FLTC considered the following programme and courses for approval

MSc Research in Financial and Management Studies
Part 1 (Appendix 6) – noted
- Section 11 – maximum years for full time study should be 3 and 5 years for part-time study

Concept note (Appendix 7) – noted

Part 2 (Appendix 8)
- Degree name has changed to MRes in Financial and Management Studies

Programme specification (Appendix 9)
- Final award should be MRes and not MSc
- Date specification – include ‘updated’
- What is special about this programme – need to re-write this paragraph removing the sentence beginning ‘second’.
- Programme structure – clarify that the core courses are taken in year 1
- Ensure all references to MSc are changed to MRes as appropriate
- Programme structure diagram – change 1/2 to 1 of 2

External comments (Appendix 10/11)
- GK confirmed that the external comments had been taken into account and reflected in the courses proposed for the programme

APPROVED subject to amendments

Advanced Quantitative Research Methods (Appendix 12)
- 2c – reduce length of list
- 2d – MSc to be changed to MRes
- 6c – Exam
- 6d – to be completed
- 7b – add ‘none – to rely on current research’
- 8a – remove second sentence and end first sentence with ‘programme’
- 8b – replace with ‘seminar room’
- 8c – remove ‘Compustat’
- 8e – add ‘no’
- 10a – to say Beth Clark rather than Vicky Bird

APPROVED subject to amendments

Analysing Qualitative and Quantitative Data (Appendix 13)
- 2c – reduce length of list
- 6c – Exam
- 6d – to be completed
- 8a – remove second sentence and end first sentence with ‘programme’
- 8b – replace with ‘seminar room’
- 8c – remove ‘Compustat’
- 8e – add ‘no’
- 10a – to say Beth Clark rather than Vicky Bird

APPROVED subject to amendments

Theories in Management and Finance (Appendix 14)
- 2c – reduce length of list
- 2d – MSc to be changed to MRes
- 6c – Exam
- 6d – to be completed
- 8a – remove second sentence and end first sentence with ‘programme’
• 8b – replace with ‘seminar room’
• 8c – remove ‘Compustat’
• 8e – add ‘no’
• 10a – to say Beth Clark rather than Vicky Bird

APPROVED subject to amendments

Research Design and Epistemology (Appendix 15)
• 2c – reduce length of list
• 6c – Exam
• 6d – to be completed
• 7b – add ‘none – to rely on current research’
• 8a – remove second sentence and end first sentence with ‘programme’
• 8b – replace with ‘seminar room’
• 8c – remove ‘Compustat’
• 8e – add ‘no’
• 10a – to say Beth Clark rather than Vicky Bird

APPROVED subject to amendments

Dissertation in Financial and Management Studies (Appendix 16)
• 1i – final year. JP to amend electronic form to allow this comment
• 1j – n/a for term commences. Again JP to amend electronic form to allow this
• 6b DS – date of submission to be 15 September. JP to amend electronic form to reflect this
• 10a – to say Beth Clark rather than Vicky Bird

APPROVED subject to amendments

9. Development Studies
FLTC considered the following programme and courses for approval/amendment

BA Development Studies

Part 1 (Appendix 17) – noted
• Section 3 – Level 6

Concept note (Appendix 18) – noted
• Mode of delivery – Full time

Part 2 (Appendix 19)
• No further comments

Programme specification (Appendix 20)
• Programme structure – include credit scores
• All non-departmental courses to be checked for availability

Structure diagram (Appendix 21)
• Include credit scores

External comments (Appendix 22/23)
• Comment regarding missing core readings was noted
• FLTC noted the external advisor’s commendation to the department for the inclusion of a language element to the programme
• MJ confirmed that the external advisor’s comments had been taken into account
APPROVED subject to amendments

Introduction to Development Practice (Appendix 24)
- 5a – minimum students 10
- 7a – core readings to be included
- 7b – additional readings to be included (top ten only)
- 9a – date of approval by department required

APPROVED subject to amendments

Critical Reasoning in contemporary Development Studies (Appendix 25)
- 6b AS1 – remove title of paper
- 6b AS2 – remove ‘on an issue related to development’
- 6b AS4 – remove ‘on systems analysis (see below for details)
- 6b OR – to be re-worded
- 6c – Assignment 4
- 6d – remove title of paper
- 6d – 2 – remove ‘related to development’ and amend word count to 1000
- 6d – 4 – text to be revised
- 6d – 5 – add ‘by the lecturer’ to end of the first sentence
- 7a – core readings to be included (top ten only)
- 7b – additional readings to be included
- 9a – date of approval by department required

APPROVED subject to amendments

Introduction to Political Economy of Development (Appendix 26)
- 7a – core readings to be included (top ten only)
- 7b – additional readings to be included
- 9a – date of approval by department required

APPROVED subject to amendments

Key Thinkers and Theories in Development (Appendix 27)
- 2d – remove sentence ‘on completion of this course, students will be able to’
- 7a – core readings to be included (top ten only)
- 7b – additional readings to be included
- 9a – date of approval by department required

APPROVED subject to amendments

BA Development Studies and ……

Programme amendment (Appendix 28)
- Section 13 – FLTC appreciated that timetable clashes would occur but recognised that students would not always be able to take every course that they would like. FLTC also noted the frustrations caused by the timetabling software which continues to fail to identify clashes and travel constraints causing innumerable problems

Programme specification (Appendix 29)
- Programme structure diagram – to be amended to reflect students taking language options

Amendment structure (Appendix 30)
- to be amended to reflect students taking language options
APPROVED subject to amendments

Development Practice (MSc Research for International Development (Appendix 31))
- 2c – remove first sentence and replace with ‘eight out of the following ten’
- 5b – Independent study hours = 126. Overall hours = 150
- 6b AS1 – remove ‘no more than’
- 6c – add ‘exam’
- 7b – additional readings to be included

APPROVED subject to amendments

East Asia and Globalisation (MSc Research for International Development (Appendix 32))
- 2c – remove first sentence and replace with ‘eight out of the following ten’
- 5b – Independent study hours = 126. Overall hours = 150
- 6b AS1 – remove ‘no more than’
- 6c – add ‘exam’
- 7b – additional readings to be included

APPROVED subject to amendments

Global commodity chains, production networks and informal work (MSc Research for International Development (Appendix 33))
- 2c – remove first sentence and replace with ‘eight out of the following ten’
- 2d – remove the first paragraph
- 5b – Independent study hours = 126. Overall hours = 150
- 6b AS1 – remove ‘no more than’
- 6c – add ‘exam’
- 7b – additional readings to be included

APPROVED subject to amendments

Marxist political economy and global development (MSc Research for International Development (Appendix 34))
- 2c – remove first sentence and replace with ‘eight out of the following ten’
- 5b – Independent study hours = 126. Overall hours = 150
- 6b AS1 – remove ‘no more than’
- 6c – add ‘exam’
- 7b – additional readings to be included

APPROVED subject to amendments

Political Economy of Development (Appendix 35)
- 6b AS2 – submission day is unclear
- 7a – need date of departmental approval

APPROVED subject to amendments

Social Movements, Civil Society and Development (MSc Research for International Development (Appendix 36))
- 6b AS1 – remove ‘no more than’
- 6c – current; AS1, amended; Exam

APPROVED subject to amendments

Theories, Trends and Policies in Economic Migration (MSc Research for International Development) (Appendix 37)
- Form appears to be incomplete

NOT APPROVED
The Working Poor and Development (MSc Research for International Development) (Appendix 38)
- Form appears to be incomplete
NOT APPROVED

Extractive Industries, Energy, Biofuels and Development in a Time of Climate Change (MSc Research for International Development) (Appendix 39)
- 6b AS1 – remove ‘no more than’
- 6b AS2 – word count to be increased to 2000
APPROVED subject to amendments

Agriculture and Rural Development in Developing Countries (MSc Research for International Development) (Appendix 40)
- 6b AS1 – remove ‘no more than’
APPROVED subject to amendments

Health and International Development (Appendix 41)
- Form appears to be incomplete
NOT APPROVED

Health and International Development (Appendix 42)
APPROVED

Neoliberalism, Democracy and Global Development (MSc Research for International Development) (Appendix 43)
- 6b AS1 – remove ‘no more than’
- 6b AS2 – remove ‘no more than’
- 6c – current; AS2, amended; AS2 and AS3
APPROVED subject to amendments

Development Conditions and Experience (Appendix 44)
- Amended learning outcomes; remove all of first line except ‘demonstrate’
APPROVED subject to amendments

Development conditions and experience (Appendix 45)
APPROVED

Theory and Evidence in Contemporary Development (Appendix 46)
APPROVED

Theory and evidence in contemporary development (Appendix 47)
APPROVED

10. Law
Law and Natural Resources (Appendix 48)
APPROVED

Feminist Legal Theory (Appendix 49)
- 1g – credits to be 45
APPROVED subject to amendments
11. 2013-14 NSS results (Appendix 50)
All members confirmed that their departments had reviewed the NSS results and any action points would be taken up departmentally. AF suggested that better e-learning resources had contributed to greater student satisfaction but that the next issue is to address recruitment standards.

12. Library Information Service update (Appendix 51)
FLTC received and noted the LIS update report

13. Cefims; suspension of regulations
Suspension of regulations was noted as follows;
- Student 100205770 – Postgraduate Diploma in Financial Sector Management
- Student 100202311 – MSc in Public Financial Management
- Student 120001859 – MSc Finance (Quantitative Finance)
- Student 080267605 – MSc Finance (Financial Sector Management)

The meeting closed at 12.30pm.

Date of next meetings
- 9am - 1pm Wednesday 19 November 2014 – Room 116

ACTION POINTS (1 – 2014/15)

<table>
<thead>
<tr>
<th>Minute</th>
<th>Item</th>
<th>Action 2014/15</th>
<th>Deadline for report to FTLC</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>ADLT report</td>
<td>To be sent to Faculty Board</td>
<td>n/a</td>
<td>SE</td>
</tr>
<tr>
<td>7</td>
<td>CISD</td>
<td>Course approval and amendment forms to be devised for Distance Learning</td>
<td>19/11/14</td>
<td>SR/JP</td>
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<tr>
<td>7</td>
<td>CISD</td>
<td>Maximum number of words for website description to be agreed by LTQC</td>
<td>19/11/14</td>
<td>JP</td>
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<tr>
<td>8</td>
<td>Defims</td>
<td>Course proposal form (sections 1i, 1j, 6b DS) to be amended to accommodate dissertation dates</td>
<td>19/11/14</td>
<td>JP</td>
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