Faculty of Law and Social Sciences  
Faculty Learning and Teaching Committee  

DRAFT minutes of the meeting held on Wednesday 19 November 2014 in room 116

Approved

Mashood Baderin   School of Law  
Alberto Feduzi   Financial and Management Studies  
Rebecca Knecht   PG Student Representative  
Zoe Marriage   Development Studies  
Emila Onyema   Chair (Associate Dean for Learning and Teaching)  
Lawrence Saez   Politics

In attendance  
Alison Barty   Student Advice and Wellbeing  
Sophie Elgood   Committee Secretary  
Jack Footitt   Faculty Communications & QA  
Elizabeth Harris   Distance Learning  
John Peck   Registry  
Simon Rofe   Centre for International Studies and Diplomacy  
Chloe Weanie   Ex officio – Academic Development Directorate

13. Associate Dean’s welcome and apologies  
The ADLT welcomed all the members and attendees particularly Rebecca Knecht, PG student representative. Apologies were received from Stephanie Blankenburg, Beth Clark, Gina Heathcote and Winifred Ogwang.

14. Minutes  
FLTC to approve minutes of the last meeting held 15 October 2014. APPROVED

15. Action points  
• Point 6 – ADLT report has been sent to Faculty Board  
• Point 7 – course approval and amendment forms are in the process of being developed to accommodate the needs of Distance Learning

16. Matters arising  
It was noted that the title of the Defims programme proposal approved at the last FLTC has changed to MRes Finance and Management

17. Associate Dean’s report – feedback from JFPP  
• Defims MRes Finance and Management programme proposal was approved with minor changes and the change in title was noted  
• Economics MSc Global Economic Governance and Policy was approved with minor amendments. EO encouraged all departments to ensure programmes are taken through the approval process immediately they are approved at FLTC so any amendments/comments at JFPP can be actioned in good time.  
• Development Studies UG BA Dev Studies was approved with minor amendments
The new programme approval and amendment forms were approved in draft form. Any inputs to the new forms should be sent to Jenni Rhodes jr45@soas.ac.uk as soon as possible.

18. Politics
FLTC considered the following course amendments

Southeast Asia Government and Politics - 153400022 (Appendix 53)
- 1h – FHEQ level needed
- 5b – Workload total hours for course to be completed
  APPROVED subject to amendments

Politics of Culture - 153400075 (Appendix 54)
- 6b – remove ‘1st’, ‘2nd’, ‘3rd’ and ‘4th’
  APPROVED subject to amendments

State and Development in Asia and Africa – 15PPOC017 (Appendix 55)
  APPROVED

Government and Politics of Modern Southeast Asia – 15PPOC247 (Appendix 56)
- 1g – credit score of 45
- 5b – Workload total hours for course to be completed
  APPROVED subject to amendments

Action Point; EO to submit one page paper regarding PG tutorials and the combining of UG and PG lectures

19. Law
FLTC noted School of Law/Nalsar student exchange programme which is open to all SoL UG students. Approved for recommendation to LTQC

20. CeFIMS
FLTC considered the following course proposals

Management Information and Information Systems (Appendix 60)
- 2c – does not need to include each week’s breakdown of topics only list the main topics
- 2d – LO1 - replace ‘describe’ with more appropriate word for FHEQ level 7 course
- 2d – LO2 – replace ‘your’ with ‘an’
- 2d – LO4 – replace ‘your’ with ‘the’
- 3a – remove ‘Options in the International Business Courses’
- 5b – replace ‘Distance Learning Methodology’ with ‘Guided Learning’
- 5b – remove ‘including assessment’
- 6b – AS1 – description to move to 6d and add essay
- 6b – AS2 – description to be ‘essay’
- 6c – Exam
- 6d – see 6b
- 7a – remove weekly readings and list 10 key readings
  APPROVED subject to amendments

The Economy of China (Appendix 61)
- 1j – 2014/15
• 2c –does not need to include each week’s breakdown of topics only list the main topics
• 5b – replace ‘Distance Learning Methodology’ with ‘Guided Learning’
• 5b – remove ‘including assessment’
• 6b – AS1 and AS2 – description to be ‘essay’
• 6c – Exam
• 6d – to be completed
• 7a – list 10 key readings

APPROVED subject to amendments

Management in China (Appendix 62)
• 2c –does not need to include each week’s breakdown of topics only list the main topics
• 2d – LO1 - replace ‘outline’ with ‘understand’
• 2d – remove last paragraph beginning ‘enable’ and ending ‘sources’
• 2d – remove ‘which is the key feature of this programme’
• 2e – add ‘This course will’ at the beginning of the paragraph
• 3a – remove ‘Options in International Business Regional Focus’
• 5b – replace ‘Distance Learning Methodology’ with ‘Guided Learning’
• 5b – remove ‘including assessment’
• 6b – AS1 – description to move to 6d and add essay
• 6b – AS2 – description to be ‘essay’
• 6c – Exam
• 6d – see 6b
• 7a – list the 10 key readings

APPROVED subject to amendments

21. UG Visiting Examiner reports for 2013/14 Exam Boards (Appendices 63-81)
FLTC noted good practice and areas for improvements as follows;

Defims
• A weak final year project was not necessarily reflected in the overall mark. This is a School wide issue which is being reviewed
• Failure rate within Accounting modules to be investigated
• Dept to establish good practice regarding marking schemes and guidelines to VEs
• Recommendation of consistency in length of exam and number of questions
• Avoid marks ending in ‘9’. Attempts should be made to consider these prior to the Exam Board
• Give VE’s access to the Learning Outcomes via either BLE or the website
• Issues raised regarding inconsistent use of feedback sheets. Suggested department to establish a policy on this. School policy is to use separate marking sheets and not to write on exam papers.
• How feedback on exams should be given to students to be discussed at Departmental Exam Boards

Development Studies
• Generally positive feedback
• Continued concern regarding the usage of the full range of marks available
• Issues around how a difference in 1st and 2nd marking are resolved. Traditional practice in SOAS is to take an average of the two marks but if a decision cannot be made, then to send the paper to the VE for a final decision. JP recommended that wherever possible attempts should be made to agree the mark within the department.
Exam Boards should be encouraged to consider the marking guidelines and to make full use of the marks both above 80% and below 40%

**Economics**
- To be considered at the next FLTC

**Law**
- Suggestion from VE that draft papers should be accompanied by a list of issues or marking guideline
- Full range of marks should be used
- Degree classifications, rules and guidelines to be made clear to VEs
- Criteria for marking presentations should be transparent
- Generally complimentary

**Politics**
- Generally very positive
- Complimented on use of full range of marks
- Encouraged to use a pre-meeting to resolve issues prior to the Exam Board

All Exam Chairs to respond in writing to the Visiting Examiners with a copy sent to the FLTC

22. **Student Advice and Wellbeing (Appendix 82 and 83)**

FLTC received and noted the Student Advice and Wellbeing reports. The key points as follows;
- Objectives for 2014-15 to include North Block accessibility for students accessing Student Advice and Wellbeing offices
- Fitness for Study – to be re-drafted and represented at FLTC
- Challenges include increased student demand for services with no increase in staff provision
- Reduced funding from Government for disabled students puts greater pressure on the School's learning provision
- Pilot on extension of submission deadlines in term 1 and 2 for students with Specific Learning Difficulties (SpLDs) to be continued in 14/15
- A further review of research and literature on student anxiety to take place, looking at what is currently in place, good practice and comparatives within the sector

**Action Point;** SE to notify all teaching staff about the continuation of this pilot and ask them to give any feedback or comments to disabilities@soas.ac.uk

23. **Cefims; suspension of regulations**

Suspension of regulations was noted as follows;
- Student 130009830 – MSc Poverty Reduction: Policy and Practice
- Student 120006588 - MSc Poverty Reduction: Policy and Practice
- Student 110008932 – PG Certificate in Sustainable Development
- Student 130010146 – MSc Environmental Economics

The meeting closed at 10.45am.

**Date of next meeting**
- 9am - 1pm Wednesday 21 January 2015 – Room 116
## ACTION POINTS (2 – 2014/15)

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<thead>
<tr>
<th>Minute</th>
<th>Item</th>
<th>Action 2014/15</th>
<th>Deadline for report to FTLC</th>
<th>By</th>
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<tr>
<td>18</td>
<td>Politics</td>
<td>Report on PG tutorials and combining UG and PG lectures</td>
<td>7 January 2015</td>
<td>EO</td>
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<td>22</td>
<td>Student Advice and Wellbeing</td>
<td>All teaching staff with SpLD students to give feedback on extended deadlines</td>
<td>7 January 2015</td>
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