Faculty of Law and Social Sciences
Faculty Learning and Teaching Committee

DRAFT minutes of the meeting held on Wednesday 21 January 2015 in room 116

Approved

24. Associate Dean's welcome and apologies
The ADLT welcomed all the members and attendees. Apologies were received from Mashood Baderin, Jack Footitt, Gina Heathcote

25. Minutes
FLTC to approve minutes of the last meeting held 19 November 2014. APPROVED

26. Action points
- Point 18 – ADLT to report on use of combined UG and PG lectures – see agenda point 36
- Point 22 – JF to contact all teaching staff with SpLD students requesting feedback on extended deadlines – no comments received

27. Matters arising
No report

28. Associate Dean's report – feedback from JFPP
- See appendix 90
- Chair’s Action; 153400068 The International Organisation of World Politics – AMENDMENT Noted

29. Cedep
FLTC considered the following programme for approval
**MSc Climate Change and Development**

Part 1 (Appendix 91) – noted

Concept note (Appendix 92) – noted

Part 2 (appendix 93)

Programme specification (Appendix 94)

External comments (Appendix 95/96)
- Student feedback will be monitored and taken into account
- Detailed descriptions of learning outcomes has been amended following comments from External
- From the DL team experience with UoL, issues regarding poor internet connectivity tend to be few despite many students coming from affected areas. In addition, the materials are also sent via USB stick

APPROVED

FLTC considered the following course proposals for approval

Climate Change Adaptation and Development (Appendix 97)  
APPROVED

Low Carbon Development (Appendix 98)  
APPROVED

30. CISD – Distance Learning
FLTC considered the following programme for approval

**MSc Global Energy and Climate Policy**

Part 1 (Appendix 99) – noted

Concept note (Appendix 100) – noted

Cover note (Appendix 101) - noted

Part 2 (appendix 102)

Programme specification (Appendix 103)

External comments (Appendix 104/105)  
APPROVED

Cedep and CISD were commended on their collaboration in developing both MSc Climate Change and Development, and MSc Global Energy and Climate Policy. The distinction between both programmes were fully discussed and it was agreed that the cover note included as appendix [ 100 ] will accompany both programmes through JFPP and LTQC.

31. DeFIMS
FLTC considered the following programme amendments for approval
MSc Public Financial Management
Programme Amendment (Appendix 106)

Programme Specification (Appendix 107)
- Course codes to be included where available
APPROVED subject to amendments

MSc Public Policy and Management
Programme Amendment (Appendix 108)

Programme Specification (Appendix 109)
- Course codes to be included where available
APPROVED subject to amendments

FLTC considered the following PG course proposals for approval

Macroeconomic Policy and Financial Markets (Appendix 110)
- 1i – Any Year
- 2a – Need a more detailed description (between 200 – 250 words)
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged
APPROVED subject to amendments

Managerial Accounting (Appendix 111)
- 1i – Any Year
- 2a – Need a more detailed description (between 200 – 250 words)
- 6b – PR – to consider reducing scope of minutes allowed for each student’s presentation. To be resubmissible see above for correct wording
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged
APPROVED subject to amendments

Managing Organisational Change (Appendix 112)
- 1i – Any Year
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged
APPROVED subject to amendments

Public Financial Management: Planning and Performance (Appendix 113)
- 1i – Any Year
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged
APPROVED subject to amendments
Public Policy and Management: Audit and Compliance (Appendix 114)

- 1i – Any Year
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged

APPROVED subject to amendments

Public Financial Management: Financial Reporting (IPAS) (Appendix 115)

- 1i – Any Year
- 2d – LO1 – Remove ‘Outline and discuss’
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged

APPROVED subject to amendments

Public Financial Management: Revenue (Appendix 116)

- 1i – Any Year
- 2a - Need a more detailed description (between 200 – 250 words)
- 2d – LO2 – identity to be replaced with understand
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 2e – fundamentals to be replaced with fundamentals
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged

APPROVED subject to amendments

Public Policy and Management: Perspectives and Issues (Appendix 117)

- 1i – Any Year
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged

APPROVED subject to amendments

Public Policy and Strategy (Appendix 118)

- 1i – Any Year
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
- 6b – PR – to consider reducing the time allocated to each student’s presentation to ensure all students have equal opportunity to make presentations. To be resubmissible
- 6d – need greater explanation regarding rationale and criteria against which the student presentations will be judged

APPROVED subject to amendments

Dissertation in Public Policy and Management (Appendix 119)

- 1i – Any Year
- 2d – Remove ‘If the learning outcomes of this course are achieved then’
• 4c – add Pre-requisite
• 5b – Workload hours to total 450
• 6b – DS – To be resubmissible

APPROVED subject to amendments

Dissertation in Public Financial Management (Appendix 120)
• 1i – Any Year
• 2d – Remove ‘If the learning outcomes of this course are achieved then’
• 4c – add Pre-requisite
• 5b – Workload hours to total 450
• 6b – DS – To be resubmissible

APPROVED subject to amendments

FLTC considered the following PG course amendments for approval

15PFMC062 Research Methods in Management (Appendix 121)
• 1i – Any Year
• 3a – complete column with Add

APPROVED subject to amendments

15PFMC078 International Human Resources Management (Appendix 122)
• 1i – Any Year
• 3a – complete column with Add

APPROVED subject to amendments

32. Economics
FLTC considered the following UG course proposals for approval

Economic Development in the Asia-Pacific Region (Appendix 123)
• 4c and 4d – further explanation required to be included against pre and co-requisites
• 5b – Workload to total 150
• 6b – assignment to be resubmissible
• 7b – library need list of additional readings for approval

APPROVED subject to amendments

History of Economic Thought and Methods (Appendix 124)
• 1c – title to have capitals
• 4c and 4d – further explanation required to be included against pre and co-requisites
• 6b – assignment to be resubmissible
• 7a – BC (library) raised concerns regarding age of publications in reading list. SB to confirm list

APPROVED subject to amendments

Economic Development of Japan (Appendix 125)
• 2e – Need to add withdrawal of 153400013 Economic Development of Japan in 2015/16
• 4c and 4d – further explanation required to be included against pre and co-requisites
• 6b – assignment to be resubmissible

APPROVED subject to amendments

The Economics of the Environment (Appendix 126)
• 2c – replace numbers with bullet points
- 4c and 4d – further explanation required to be included against pre and co-requisites
- 6b – assignment to be resubmissible

**APPROVED subject to amendments**

FLTC considered the following UG course amendments for approval

**153400125 Global Economic Policy (Appendix 127)**
- 5b – workload to equal 300

**APPROVED subject to amendments**

**153400127 Gender Economics (Appendix 128)**
- 5b – workload to equal 300

**APPROVED subject to amendments**

FLTC considered the following UG course withdrawals for approval

**153400013 Economic Development of Japan Since 1868 (Appendix 129)**
- 2b – 2015/16 instead of 2014/15

**APPROVED subject to amendments**

**153400128 Environmental Economics (Appendix 130)**

**APPROVED**

FLTC considered the following PG course proposal for approval

**History of Economic Analysis (Appendix (131)**
- 1i – Any Year
- 5b – workload to equal 225
- 7a – BC (library) raised concerns regarding dates of publications in reading list. SB to confirm list

**APPROVED subject to amendments**

**33. Law**
FLTC considered the following UG course proposal for approval

**The Law of Commercial Arbitration (Appendix 132)**
- 5b – workload to equal 150

**APPROVED subject to amendments**

FLTC considered the following PG course withdrawal for approval

**15PLAC109 Law, Multiculturalism and Intercultural Human Rights (Appendix 133)**

**APPROVED**

**34. Politics**
FLTC considered the following UG course proposals for approval

**Politics, Economy, Society: Japan (Appendix 134)**
- 2a – Reconsider wording of opening sentence. Change wording of the second sentence to avoid use of the word ‘introduction’ as not felt to be appropriate for third year course
- 2b – avoid use of the word ‘introduction’. Confirm that there is no overlap with Economics courses
- 2e – ‘for’ instead of ‘four’
- 5a – maximum should be n/a
- 5b – workload to equal 150
- 6a – FLTC encourage use of Formative assessment
- 6b – all assignments to be resubmissible
- 6c – AS2

**APPROVED subject to amendments**

**Religion and World Politics (Appendix 135)**
- 2a - Re-consider wording of opening sentence
- 2b – to be completed in full
- 2d – change first line to ‘By the end of the course students will be able to understand:
- 2d – remove ‘understanding’ and ‘appreciation’ and replace with bullet points
- 5b – workload to equal 300
- 6b – all assignments to be resubmissible

**APPROVED subject to amendments**

FLTC considered the following UG course amendments for approval

153400060 Government and Politics of the Middle East (Appendix 136)
- 1h – FHEQ level 5
- 6b – all assignments to be resubmissible

**APPROVED subject to amendments**

153400084 Introduction to Global History (Appendix 137)
**APPROVED**

153400083 The Politics of the World Economy (Appendix 138)
**APPROVED**

153400085 Introduction to International Relations (Appendix 139)
- 1h – FHEQ level 4
- 6b – all assignments to be resubmissible

**APPROVED subject to amendments**

FLTC considered the following PG course amendments for approval

15PPOH021 Comparative International Political Thought (Appendix 140)
- 1h – FHEQ level 7
- 6b – OR – to be resubmissible
- 6d – need to give clear criteria for oral presentations

**APPROVED subject to amendments**

35. A&H Faculty report on timetable inconsistencies
The report raised concerns regarding the inconsistent use of week 1 for tutorials, number of students in tutorials and use of the first two weeks of term 3. FLTC departmental and student representatives to feedback to SE on the following:
- What the current practice is across departments.
- The reasons we do not have tutorials in week 1 of Term 1.
- How the first two weeks of term 3 are used
- It was agreed that these comments will feed into the FLTC response to the A&H paper so that colleagues should discuss this at their departmental meetings and send comments and views to SE.
36. ADLT report on joint courses in LSS
The paper by the ADLT on jointly taught courses was fully discussed. FLTC including the two PG and UG student representatives supported the joint teaching of PG and UG courses as it offers a greater choice of courses but with the proviso that the level of teaching remains at PG level. There also needed to always be separate tutorials and separate learning outcomes.

The ADLT requested that each departmental representative discuss this with their departments and provide feedback to SE for consideration at the next meeting.

37. Cefims – Regulations APPROVED

38. Cedep – Suspension of regulations NOTED

AOB: ADLT announced that she will not be available to attend the next FLTC, JFPP and LTQC and that ZM will chair the next FLYC meeting while ZM and SE will attend the JFPP and LTQC meetings in her absence.

The meeting closed at 12.10pm.

Date of next meeting
- 9am - 1pm Wednesday 25 February 2015 – Room 116

ACTION POINTS (3 – 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>35</td>
<td>A&amp;H Faculty report on timetable inconsistencies</td>
<td>Department representatives plus student reps to feedback to SE on views regarding use of Week 1 tutorials, target numbers for tutorials and use of first two weeks of T3</td>
<td>18/2/15</td>
<td>SB/MB/AF/ZM/LS/RK/WO</td>
</tr>
<tr>
<td>36</td>
<td>ADLT report on joint courses in LSS</td>
<td>Department representatives to discuss with their departments and feedback to SE</td>
<td></td>
<td>SB/MB/AF/ZM/LS</td>
</tr>
</tbody>
</table>