Faculty of Law and Social Sciences
Faculty Learning and Teaching Committee

DRAFT minutes of the meeting held on Wednesday 25 February 2015 in room 116

Waiting Approval

Mashood Baderin  School of Law
Stephanie Blankenburg  Economics
Alberto Feduzi  Financial and Management Studies
Zoe Marriage   Acting Chair (Development Studies)
Lawrence Saez  Politics

In attendance
Beth Clark    Library
Alex Dawson   Timetable
Zoe Davis     Student Advice & Well-Being
Jack Footitt  Acting Secretary (Faculty Communications Officer)
Elizabeth Harris Distance Learning
Gina Heathcote Centre for Gender Studies
Dan Plesch    Centre for International Studies and Diplomacy
Simon Rofe    Centre for International Studies and Diplomacy
Chloe Weanie  Ex officio – Academic Development Directorate

39. Associate Dean’s welcome and apologies
The Acting Chair welcomed all the members and attendees. Apologies were received from Sophie Elgood (Secretary), Emilia Onyema (Chair), and John Peck (Registry)

40. Minutes
FLTC to approve minutes of the last meeting held 21 January 2015. APPROVED

41. Action points
• Point 26 – JF reported that all teaching staff have been contacted with regards to SpLD students and extended deadlines, and all comments have been directed to the Student Advice & Well-Being Dept. JF has liaised with Angela Axon following the results.
• Point 25 – ZM reported that discussions with Dept. and Student Reps have occurred, and there is concern over introducing tutorials in Week 1 (Term 1).

42. Matters arising
No report

43. Associate Dean’s report
• In the Chairs’ absence, no report was given.

44. Politics
FLTC considered the following UG course amendments for approval

153400085 Introduction to International Relations (Appendix 146) APPROVED
45. School of Law
FLTC considered the following programme amendments for approval

- LLM Chinese Law (Appendix 148/149) APPROVED
- LLM Dispute & Conflict Resolution (Appendix 150/151) APPROVED
- LLM Environmental Law (Appendix 152/153) APPROVED
- LLM Human Rights, Conflict & Justice (Appendix 154/155) APPROVED
- LLM International & Comparative Commercial Law (Appendix 156/157) APPROVED
- LLM International Economic Law (Appendix 158/159) APPROVED
- LLM International Law (Appendix 160/161) APPROVED
- LLM Islamic Law (Appendix 162/163) APPROVED
- LLM Law in the Middle East & North Africa (Appendix 164/165) APPROVED
- LLM Law, Culture & Society (Appendix 166/167) APPROVED
- LLM Law, Development & Governance (Appendix 168/169/170) APPROVED
- LLM Master of Law (Appendix 171/172) APPROVED

- MA Chinese Law (Appendix 173/174) APPROVED
- MA Dispute & Conflict Resolution (Appendix 175/176) APPROVED
- MA Environmental Law & Sustainable Development (Appendix 177/178) APPROVED
- MA Human Rights Law (Appendix 179/180) APPROVED
MA International & Comparative Commercial Law (Appendix 181/182) 
APPROVED

MA International & Comparative Legal Studies (Appendix 183/184/185) 
APPROVED

MA International Law (Appendix 186/187) 
APPROVED

MA Islamic Law (Appendix 188/189) 
APPROVED

MA Law, Culture & Society (Appendix 190/191) 
APPROVED

MA Law, Development & Globalisation (Appendix 192/193) 
APPROVED

FLTC considered the following programme withdrawals for approval

LLM Banking Law (Appendix 194) 
APPROVED

LLM South Asia Law (Appendix 195) 
APPROVED

FLTC considered the following UG course proposal for approval

Dispute Processes & Primary Forms of Decision Making (Appendix 196)

- 5b – Total Hours for Course calculates to 150 not 220
APPROVED subject to amendment

FLTC considered the following PG course amendments for approval

15PLAC153 International Commercial Arbitration (Appendix 197)
APPROVED

15PLAH029 International Labour Law (Appendix 198)
APPROVED

FLTC considered the following PG course withdrawals

15PLAC144 Arab Comparative Commercial Law (Appendix 199)
APPROVED

15PLAC158 Development, Environment and the Law in the South (Appendix 200)
APPROVED

15PLAC168 International Criminal Law in Practice (Appendix 201) 
APPROVED
15PLAH036 Transitional Justice in Africa (Appendix 202) 
APPROVED

15PLAH037 International Law & International Relation (Appendix 203) 
APPROVED

15PLAH042 Jurisprudence of International Criminal Tribunals (Appendix 204) 
APPROVED

46. Development Studies

FLTC considered the following UG course proposal for approval

Natural Resources, Development & Change, Putting Critical Analysis into Practice (Appendix 205) 
APPROVED

FLTC considered the following PG course proposals for approval

Aid & Development (MSc RiD) (Appendix 206) 
APPROVED

Borders & Development (MSc RiD) (Appendix 207)
- 1j – Year should read 2015/16 
APPROVED subject to amendments

Environment, Governance & Development (Appendix 208) 
APPROVED

Issues in Forced Migration (MSc RiD) (Appendix 209) 
APPROVED

Migration & Policy (MSc RiD) (Appendix 210) 
APPROVED

Problems of Development in the Middle East & North Africa (MSc RiD) (Appendix 211) 
APPROVED

FLTC considered the following PG course amendments for approval

15PDSH031 Contested Natural Resources, Rural Livelihoods & Globalisation (Appendix 212)
- 6c – To be completed for KIS data 
APPROVED subject to amendment

15PDSH035 Security (MSc Research for International Development) (Appendix 213)
- Remove tick from 1:6 ‘Assessment’
APPROVED subject to amendment
15PDSH040 Water Resources: Conflict & Governance (MSc Research for International Development) (Appendix 214)
   - Remove tick from 1:6 ‘Assessment’
   APPROVED subject to amendment

15PDSH041 Water Resources: Justice & Governance (MSc Research for International Development) (Appendix 215)
   - Remove tick from 1:6 ‘Assessment’
   APPROVED subject to amendment

15PDSH043 Rural Livelihoods, Contested Natural Resources & Globalisation (MSc Research for International Development) (Appendix 216)
   - 6.c – To be completed for KIS data
   APPROVED subject to amendment

15PDSH046 War to Peace Transitions (MSc Research for International Development) (Appendix 217)
   APPROVED

47. Centre for International Studies & Diplomacy

FLTC considered the following PG course proposal

Global Advocacy (Appendix 217a)
   APPROVED

FLTC considered the following PG course amendment for approval

15PFFH006 The United Nations in the World (Appendix 218)
   APPROVED

48. Centre for Gender Studies

FLTC considered the following PG course proposal

Gender in the Middle East II (Appendix 219)
   APPROVED

49. CeFIMS

FLTC considered the following PG course proposal

Project, Programmes & Policy Evaluation (Appendix 220)
   APPROVED

50. Report from Working Group on Academic Regulations (Appendix 221)

In JP’s absence the FLTC noted the Notes of the Working Group on Academic Relations. Members commended John Peck for the much needed work done on revising and simplifying the academic regulations.

51. Student Evaluations: Completion Rates per Course (Appendix 222)
The completion rates for Student Evaluation of Courses are relatively low across the Faculty, and it is felt that more advertisement would increase the response rate which is likely to be carried out by the Students’ Union.

- It was noted that Course Convenors had not been informed about the survey. It was requested that convenors are notified when the questionnaires become available to students so that they can advertise it in lectures and tutorials.

52. Enrolment Numbers per Programme (Appendix 223)

The Committee noted the Enrolment numbers per programme. Concern was raised that a number of the programmes listed on the report are degree pathways rather than actual programmes, but it was felt that the Faculty need to consider reviewing those programmes with low student numbers and whether the resources they require could be directed elsewhere.

53. Student Advice & Well-Being: Update (Appendix 224)

Zoe Davis (SAWB) discussed the update report:

- Members are asked to note that the ‘Fit-to-Study’ policy is being considered by Faculty Board and Executive Board with a view to introducing it in Sept 2015.
- There is a project looking at Disabled Students’ Allowances which are to be reduced and will have an impact on the current welfare support available. FLTC members are asked to note that the project will be going on for the next 6 months, and are encouraged to share ideas for more inclusive teaching and learning practices and ideas for the best ways to engage both staff and students in the project.
- The Staff/Student forum was well attended, but needs more engagement from Academics. Another forum is to be set for Term 3 and academics are encouraged to attend.

54. Timetabling Issues 2015/16

Alex Dawson (Timetabling) discussed issues surrounding the timetable for the 2015/16 academic year. The following points were raised:

- Teaching in Senate House is due to begin in Sept 2016, and therefore the timetable is being reviewed to coincide with this. This will ease the travel times between campuses, and change how the School timetable is put together.
- Most of the rooms in SOAS are used between 9am-5pm, though with constraints on room availability, it may be that the teaching day needs to be extended into the evening hours.
- Sample forms have been created to request staff availability before the timetable is drafted. This will be forwarded to members over the next few weeks.
- Alex thanked the admin staff of FLSS as the timetabling model used by them works very well.

55. Library & Information Services update (Appendix 225)

The Committee noted the update, highlighting the following:

- Wi-Fi coverage has now been improved throughout the library, though members of the Committee stated that there continues to be poor coverage in the 4th & 5th Floor offices.
- There will be a change in the library systems with a new catalogue beginning in the next academic year.
- There will be info-skills drop-in sessions for students with their Subject Librarian – these should be advertised to students.
- The I.T. Helpdesk is now on Twitter (@soassevicedesk).
56. Online Learning & Teaching

With a view of sharing good practice, SR and DP introduced the committee to BLE pages used for Distance Learning, with a view for use on on-campus courses. The Centre has been trialling examples of Distance Learning Moodle pages with its on-campus MA Dissertation. Students are introduced to the pages during Welcome week, which sets online tasks and deadlines within self-contained chat-rooms, all overseen by course tutors. This results in the Centre knowing who isn’t doing the tasks, and also which students’ level of English needs to be improved. This system helps students to formulate a Dissertation topic sooner, and academics are seeing their students more involved in their thesis much earlier in the year.

57. CeDEP – Suspension of Regulations

Suspension of Regulations was noted as follows:

- Student 120004506 – MBA Banking
- Student 120009305 – MSc Environmental Economics
- Student 110004794 – MSc Finance (Economic Policy)
- Student 110001760 - MSc Finance (Economic Policy)
- Student 110003638 - MSc Finance (Economic Policy)
- Student 110002387 - MSc Finance (Economic Policy)
- Student 110004473 – MSc Finance (Finance Sector Management)
- Student 100202816 – MSc Public Financial Management
- Student 110003317 – MSc Public Financial Management
- Student 100203949 – MSc Public Financial Management
- Student 110002701 – MSc Public Policy & Management
- Student 100203824 – MSc Public Policy & Management
- Student 110004532 - MSc Public Policy & Management
- Student 120009202 – MSc Sustainable Development

58. CISD – Distance Learning (Appendix 226/227)

FLTC to consider PG Programme Amendment for approval:

Global Diplomacy (Appendix 226/227)

APPROVED

The meeting closed at 11.30am

Date of Next Meeting

- 9am-1pm, Wednesday 6 May 2015 – Room 116
**ACTION POINTS (4 – 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>53</td>
<td><strong>Student Advice &amp; Wellbeing Update</strong></td>
<td>Members with ideas / experience with ‘inclusive teaching’ should contact Zoe Davies</td>
<td>N/A</td>
<td>SB/MB/AF/ZM/LS/RK/WO</td>
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<tr>
<td>56</td>
<td><strong>Online Learning &amp; Teaching: Sharing Good Practice</strong></td>
<td>Members to add to agendas for future Department Meetings.</td>
<td>20/04/15</td>
<td>SB/MB/AF/ZM/LS/RK/WO</td>
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