MINUTES

Members:
Ms Sonja Ruehl (Associate Dean – Postgraduate)
Prof. Robert Ash (Associate Dean – Undergraduate)
Dr Jonathan Di John* - Development Studies Department representative
Mr Nick Foster - The School of Law representative
Dr Laleh Khalili* - Politics Department representative
Dr. Ray Kiely* - Development Studies Department representative
Dr. Helen McNaughton* - Financial and Management Studies Department representative (on maternity leave)
Dr. Graham Smith - Economics Department representative

In Attendance:
Mr Nicholas Page - Undergraduate Registrar
Ms Barbara Spina - Faculty Librarian
Ms Wangari Muoria-Sal - Committee Secretary

Student Representatives:
George Sanders - Undergraduate representative

* = not present – apologies received

45. Minutes:
The minutes of the last meeting were CONFIRMED.

46. Matters Arising:
Minute item 42: Faculty response to the Library Strategy Review Group discussion: The Associate Dean of Postgraduate Studies tabled the comments posted on-line in the Public Comments page on behalf of the FLTC.

The Faculty Librarian reported in the light of many of the comments received, the Library would be operating a 24-7 service from the 1st of May until the end of the month. This would be reviewed later.

47. Regulation Policies:

47a. Attendance:
The Draft Attendance Policy prepared by the AD for Undergraduate Studies, was circulated by email and tabled at the meeting for CONSIDERATION. FLTC felt that it was not sufficient alone to have a stand alone Attendance Policy, without an effective supporting registration procedure in place. The present procedures, for example, result in lecturers acquiring an accurate class list late in the first term, making it difficult to monitor regular attendance. It was also felt that it would be better to monitor first year attendance only and to follow up non-attendance immediately after the first or second tutorials had been missed, rather than wait till students had missed more than half of their classes. It was therefore AGREED that the AD of Undergraduate Studies would re-draft the policy after he had met with the other Faculty Deans to discuss the policy further.

47b. Leave of Absence statement:
The Draft statement from Registry on the criteria for considering students’ applications for Leave of Absence was NOTED. FLTC AGREED to RECOMMEND the LOA statement for APPROVAL to the Faculty Board, omitting the fourth paragraph.
Clarification on MA/MSc marking scheme procedures was **CONSIDERED**. There was strong objection to the marking scheme for Awarding of a Masters Degree with Distinction. It was felt to be unacceptable and it was suggested that using an average mark would significantly reduce the number of distinctions awarded. A median would be more appropriate. **FLTC AGREED to RECOMMEND** the marking scheme for Awarding of a Merit to the Faculty Board. However, FLTC would like to have the Award of a Masters Degree with Distinction reviewed.

Reference was made to the vagueness of item 6 - the Deputy Registrar explained that the vagueness was intended to cover cases where for example students who were doing very well with their programme, but failed a language or a course outside the programme structure, could still be eligible for consideration by the Board of Examiners for a Merit. Any such cases should be minuted along with reasons. Deputy Registrar also said that he would suggest to the Assistant Registrar of Examinations that he should design a protocol to help set guidelines for when circumstances.

**FLTC AGREED to RECOMMEND APPROVAL to Faculty Board.**

**Double Marking of Examinations Scripts, Coursework and ISPs/Dissertation:**

Statement from Academic Registrar (Appendix E) on the decision made by L&TPC to abandon the requirement for double blind marking of examinations scripts, coursework and ISPs/Dissertation was **NOTED**. **FLTC RECOMMENDED** that the Statement be circulated by the Academic Registrar to all staff. The Statement would also be presented to the Faculty Board for **NOTING**.

**New Postgraduate (Distance Learning) Course Proposals - Defims:**

**FLTC NOTED** that Appendices F to N listed below, were course proposals which already existed and were revised to existing courses, of more than 10% of content. After Defims Annual Programme Review, held in February 06, it was recommended, that Defims would present Course Proposals to the FLTC as a formality, for **NOTING**. The AD for Postgraduate studies reported that there were no changes made to the assessment policies. The course structures only had been updated. **FLTC were happy to PRESENT the following to Faculty Board for NOTING.**

- **FME103** Banking and Capital Markets
- **FM 204** Risk Management: Principles and Applications
- **FME205** Investment and Project Appraisal
- **FME101** Macroeconomic Policy and Financial Markets
- **FM202** Corporate Finance
- **PPM104** Management Information and Information Systems
- **PPM201** Decentralisation and Local Governance
- **PPM203** Managing Organisational Change
- **PPM204** Project Appraisal and Impact Analysis

**New Course Proposal, (Distance Learning) PPM208 Public Sector Financial Reporting and Audit:** (Appendix O), PPM208 Public Sector Financial Reporting and Audit, was **CONSIDERED and FLTC AGREED to RECOMMEND APPROVAL to the Faculty Board.**

**New Postgraduate (Distance Learning) Diploma Programme – Defims**

New postgraduate Diploma in Banking (Appendix P) was **CONSIDERED. FLTC AGREED to RECOMMEND APPROVAL to Faculty Board.**

**New Postgraduate (Distance Learning) Masters of Business Administration (MBA) (not MSc) programme – Defims:**

New programme MBA Banking, Appendix Q, – **FLTC also NOTED** that it was the first time for Defims to host a SOAS Distance Learning MBA programme. **FLTC AGREED TO RECOMMEND APPROVAL to Faculty Board.** (With the amendment to 3.1 - ‘MSc’ would be changed to ‘MBA’)
53. **MSc Finance and Financial Law (Distance Learning) – Defims:**

The changes to structure and syllabus of MSc Finance and Financial Law were **NOTED**. It was also **NOTED** that the requirement for a Dissertation would be compulsory in this programme. With a few minor corrections to the proposal (to add to 3.4 ‘one of the’ ‘biggest programmes’, FLTC **AGREED** to present to Faculty Board to **NOTE**.

54. **MSc International Management (China) (Distance Learning) – Defims:**

Change to structure and syllabus of MSc International Management (China) was **NOTED**. It was also **NOTED** that the requirement for a Dissertation would be compulsory in this programme. FLTC **AGREED** to present to Faculty Board to **NOTE**.

55. **Guidelines relating to reporting lines and Terms of Reference for External Programme Boards of Examiners - Defims:**

The Academic and Quality Sub-Committee – Review of Examination Arrangements and Procedures were **NOTED**. FLTC **AGREED** to **PRESENT** to Faculty Board for **NOTING**.

56. **Guidelines on Renewal and Extension of Registration - Defims**

It was **NOTED** that Appendices U and V ‘Renewal and Extension of Registrations’ and ‘Coursework Extensions’ were guidelines which related mainly to administrative procedures. FLTC **NOTED** these Guidelines, with minor amendment and **AGREED** to present to Faculty Board for **NOTING**.

57. **New Postgraduate Course Proposal – Development Studies:**

The new postgraduate course proposal, Appendix W, entitled ‘Marxist Political Economy and Global Development’ offered as an option for the MSc Development Studies and Violence Conflict and Development students, was **CONSIDERED**. It was **NOTED** that this course was to be taught alongside Marxist Economy and World Development which already existed under the MSc Development Economics programme. Correction was **NOTED** that it was a half unit option, and it was not available as a major. The Economics representative reported that Development Studies Department were happy for their students to take this option. It had not gone through the Economics Department.

It was **NOTED** by the Faculty Librarian that more books would be purchased for this course, to cover the increased predicted number of students.

58. **New Undergraduate Course Proposal – Economics:**

New undergraduate course proposal entitled ‘Econometrics 3’, Appendix X, scheduled to start 06/07 session. After **CONSIDERATION** it was **RECOMMENDED** by FLTC that this course proposal would be referred back to the Economics Department for further **CONSIDERATION**. The following points were raised:

- Considerable overlap with existing second year Econometrics course,
- Submission of course work during Easter break thought not viable – 22.4
- The title of the course required reconsideration
- The course does not build on 15 340 0107 (section 11).
- Section 15 requires correction
- Section 22.4 and 23 require attention
- The course requires departmental approval

59. **New Undergraduate Course Proposal - Law:**

New undergraduate course proposal entitled ‘Company Law’, Appendix Y, was **CONSIDERED**. FLTC **AGREED** to **RECOMMEND APPROVAL TO FACULTY BOARD**.

60. **New Undergraduate Course Proposal - Politics:**

New Politics undergraduate course proposal, Appendix Z, entitled ‘Islam and Democracy’ was **CONSIDERED**. With addition to Section 6 of ‘BA and another subject.’ FLTC **AGREED** to **RECOMMEND APPROVAL TO FACULTY BOARD**.

61. **Course Amendment - Undergraduate Development Studies:**

FLTC **NOTED** the amendment to the exam and course weighting for ‘Themes in Contemporary Development: Civil Society and Social Movements’ – 15 101 0024, from 70/30 to 60/40 with immediate effect. Section 11.2: Essay length from was corrected from 2,500 to 3,000 words.
62. **Course Amendment - Postgraduate Development Studies:**

   FLTC NOTED the amendment to the exam and course weighting for ‘Civil Society, Social Movements and the Development Process’ – 15PDSH001, from 70/30 to 60/40.

63. **Change of Course Title - Law:**

   The change of course title, for ‘Public International Law with Special Reference to Asia and Africa’ 15 520 0025 was **NOT APPROVED**. The Deputy Registrar said that a complete new course proposal was needed.

64. **Change of Course Title and update to Course Proposal – Politics:**

   The change of course title and update of ‘State and Society in Asia and Africa’ to ‘Comparative Political Sociology of Asia and Africa’ was **NOT APPROVED** as section 23 and 22.2 had not been completed.

65. ** Confirmation of Geography courses for the 06/07 session:**

   The Geography courses available to Development Studies students for the 06/07 session, were **CONFIRMED**. However, the Deputy Registrar requested that the FLTC would also need to see the course syllabi. It was **AGREED** that the syllabi would be presented for **NOTING** at the next FLTC meeting.

66. **Deletion of Postgraduate Course - Economics:**

   The deletion of ‘Economics of Development with reference to South Asia’ 15PECC002 with effect from end of 05/06 session was **NOTED**. FLTC would be happy to **RECOMMEND APPROVAL** to Faculty Board once signature of approval from the Economics Head Of Department had been acquired.

67. **Time for Students:**

   Statement from the Learning and Teaching Policy Committee which requested all Lecturers and Tutors to make time between lectures/tutorials to see students (especially part-time students) was **CONSIDERED**. It was expressed by some FLTC members that most Academics would find it difficult to meet in between lectures/tutorials times and that it would be better if additional office hours were mutually agreed with part-time students to meet. FLTC **AGREED** that AD would send a statement to all staff.

68. **Time limits for completion of undergraduate degree courses:**

   The new BA/BSc regulations to apply to entrants in and after September 2006 were **NOTED**.

69. **Any Other Business:**

   No additional items were raised.