Minutes

Members:
Ms Sonja Ruehl (Associate Dean – Postgraduate) Chair
Prof. Robert Ash (Associate Dean – Undergraduate)
Dr Bhavna Dave -Politics rep.
Mr Nick Foster* -Law rep.
Dr. Ray Kiely* -Development Studies rep.
Dr. Helen Macnaughton - Defims rep.
Dr. Graham Smith -Economics rep.

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

Student Reps:
Not as yet appointed

1. Minutes of Last Meeting:

The minutes of the last meeting were CONFIRMED as a correct record with the following amendments:

1.1 Item III: Postgraduate course proposal for Marxist Political Economy and World Development – The following amendments to Section 4a and 4b were NOTED: Section 4a: Title of Parent programme was MSc Development Economics and 4b: Other programme(s) in which the course will be available:
MSc in Economics with reference to Africa
MSc in Economics with reference to South Asia
MSc in Economics with reference to Middle East
MSc in Economics with reference to Asia Pacific Regions
MSc in Political Economy of Development

1.2 It was NOTED that the list of members in attendance was omitted, they were as follows Dr Phil Deans – Associate Dean, Dr Graham Smith, Dr Ray Kiely, Mr. Nicholas Page, and Mr Nick Foster – In attendance: Student Services and Wangari Muoria-Sal Committee Secretary.

1.3 Under Any Other Business: Clarification was required with regard to the Undergraduate Tutors’ responsibilities in signing the BA Course Registration form. The statement was amended to ‘Therefore, the Undergraduate Tutor would not be required to check and sign every BA Course Registration form, only the non-standard ones.’

2. Matters Arising:

2.1 Item VI. New Cefims Distance-Learning Course Proposal and outline: (Appendix Band C) was not tabled, it was NOTED that it would be tabled after it had been presented at the Defims Departmental meeting.
2.2 Item VIII Guidelines on Dissertation for staff and students: The FLTC NOTED that the
guidelines had not yet been done. The Associate Dean said she would pursue this and
would report back to the next FLTC. It was NOTED that the Faculty Librarian would
provide some research guideline material to be included in the dissertation guidelines.

2.1 Item IX. MA/MSc provisional marks: The AD asked the FLTC whether there had been
any feedback from the Departments with regard to releasing of provisional MA/MSc
marks?

The Economic Department representative reported that the Economics Department felt
strongly that it was not advisable to release marks early. There was a risk that incorrect
marks would be released, it would be better to release the marks at the end of the year after
the Exam board had met, checked and confirmed the marks. This was NOTED by the
FLTC. The AD asked for feedback from the other Departments and to report back to the
next FLTC which would be held on November 17th.

3. Terms of Reference:
The Terms of Reference for the FLTC were NOTED.

4. To NOTE Chair’s Action Taken over the summer 2005 to RECOMMEND
APPROVAL OF THE FOLLOWING TO THE FACULTY BOARD:

The FLTC NOTED the items and Appendices on the Agenda that had gone through Chair’s
Action over the summer.

a. Course name changes:
   It was pointed out that Political Evolution of Africa could not go through as it was not on
   the correct form. Subsequently, it was discovered that the correct form had been completed
   and was waiting the Head of Department’s signature. Chair’s Action was therefore taken
   and the Associate Dean would RECOMMEND APPROVAL to the Faculty Board.
   Chair’s Action for the other four course name changes listed in Appendix C were NOTED.

   Concern was raised over the procedure for Course Name Changes, namely that the
   requirement to complete new course proposal forms each time a course name was required
   was creating too much unnecessary paper work. The Deputy Registrar stressed the point
   that if the course had an up-to-date proposal form, then the new short procedure could be
   used. The problem remains that many of the course title changes needed extra work, as the
   original Course Proposals themselves had not been revised and updated from way back, as
   long ago as in some cases 1973.

   The Deputy Registrar suggested that perhaps the Associate Dean could request a
   Departmental Review of all the Course Proposals on file to be updated with regard to
   reading list, course aims, objectives and examining methods. It was AGREED by the
   FLTC that this would be pursued.

b. Postgraduate Taught course co-owned by Development Studies and Social Anthropology
   entitled Neoliberalism and the State: Society, Politics, Culture (Appendix D). Chair’s
   Action to RECOMMEND APPROVAL TO FACULTY BOARD WAS NOTED AND
   AGREED.

c. Postgraduate Taught Course – Development Studies
   Proposal for new Postgraduate course entitled War to Peace Transition, (Appendix E)
   available only to MSc Violence Conflict and Development Students. Chair’s Action to
   RECOMMEND APPROVAL TO FACULTY BOARD WAS NOTED AND
   AGREED.

d. Postgraduate Taught Course – Law Dept.
   Proposal for new Postgraduate course entitled Multinational Enterprise and the Law,
   (Appendix F) was AGREED with the following amendment to section 4a – there is ‘no’
   major, and section 4b to list other programme(s) in which the course would be available.
e. Postgraduate Taught Course – Law Dept.
Proposal for new LLM Postgraduate course entitled (Appendix G) Procedural Principles and Ethical Standards. Chair’s Action to RECOMMEND APPROVAL TO FACULTY BOARD WAS NOTED AND AGREED.

f. Postgraduate Taught Course – Law Dept.
Proposal for new MA Postgraduate course entitled Comparative Procedures Principles and Ethics. (Appendix H) Chair’s Action to RECOMMEND APPROVAL TO FACULTY BOARD WAS NOTED AND AGREED.

g. Undergraduate Course Unit Amendment: Law Dept.
Changes to examining methods section 11 and 12 to Introduction to Law and Legal Processes (Appendix I). Registry requested clarification of the change to Section 11.2, received. Chair’s Action to RECOMMEND APPROVAL TO FACULTY BOARD WAS NOTED AND AGREED.

h. The Deputy Registrar reported on the new scheme (outlined in appendix J) between SOAS and the New York University of London to enable SOAS students to take two, half-unit course units either together or separately. This breaks new ground, and there will be no tuition fee implications as a result of students taking these NYU courses.

i. MSc Programme International Management for Japan – Defims. (Appendix K) To make available the combined pair of courses entitled Management in Japan1 and Management in Japan 2 to the MA Japanese Studies programme. It was NOTED that this was considered at the 04/05 7th October 2004 FLTC meeting. However, as no one took the courses the proposal was not reviewed. It was NOTED that this year there were at least two students interested. Chair’s Action to RECOMMEND APPROVAL again TO FACULTY BOARD WAS NOTED AND AGREED. Also APPROVAL FROM The Faculty of Languages and Cultures FLTC was NOTED.

5. Revision to the MA International and Comparative Legal Studies:
The proposed revision to the MA ICLS was not able to be tabled due to the Law representative’s absence through sickness. It was agreed that the revised paper would be presented at the next FLTC meeting on Thursday 17th November 2005 after it had been seen first by Registry.

6. Regulation changes 2006 – Defims:
The proposed Regulation Changes for Defims Distance Learning Programmes for 2006 (Appendix M) was NOTED and FLTC AGREED for the AD to RECOMMEND APPROVAL TO FACULTY BOARD. The AD reported that Defims would be conducting their annual Programmes Review in February 2006.

7. Reading Lists and Information Skills Training:
The Faculty Librarian, Barbara Spina, reiterated that the Library was very keen to support Departments. FLTC noted, for example, that the Library had successfully supported the Law Department and managed to obtain substantial funding to set up and maintain a good Undergraduate Law Collection, and was currently working with Development Studies setting up its VLE for core MSc courses.

The Faculty Librarian said she had started to work through course reading lists (started with Economics as having particular problems, now started on Politics but less time since term had begun) on the departmental web pages but this could not work completely. Problems included
* undated reading lists which often turn out to be dropped, out-of-date or replaced as another teacher took over (in a couple of cases it took some time to discover who if anyone was now teaching a particular course)
* no indication of key texts for multiple copy or the current number of students so the
Library can decide how many copies would be required
* quite a few course outlines and reading lists not posted on the departmental webpage at all

It was therefore very important for Departments to send current Reading Lists to The Faculty Librarian in the Library with identified key texts (up to 10 per course) for multiple copy and the number of students taking the course. Since course reading lists were all done on word processors, it should be easy to send a copy by email.

If any lecturer had sent a recent reading list and was only making a few changes (e.g. adding a few new titles, changing a key text etc), just let The Faculty Librarian know. Ditto student numbers if there was substantial increases or decreases.

The Faculty Librarian requested that in the future all course outlines and reading lists posted on to departmental web pages, must be clearly dated.

The Faculty Librarian was happy to report that the Information Skills Training provided by the Library last session was a huge success and popular with students at all levels. However, she wondered if there was any way of organizing smaller classes to meet the growing demand by students for interactive 'hands-on' sessions. She realised that with the massive student numbers on many L&SS courses and the already heavy pressure to fit the curricula into the year, this posed a substantial problem for L&SS Faculty. Library staff were very flexible and would be happy (especially during the first term) to attend either the Lecture or Tutorial sessions on request by any course lecturer. It was NOTED that these sessions would be specifically useful to Masters students as they were here for one year only.

The Faculty Librarian requested the members of the FLTC to report back to their Departments to consider the above.

8. **Any Other Business:**
   AD reported that the list of Birkbeck International Management Studies electives which may be taken by SOAS International Management MSc students would be sent to Registry after the Defims Department had met and confirmed the revised list.

8.1 It was noted that the information provided for Academics with regard to JYA students had omitted the information respecting what JYA students could and could not do in Economics. See attached document AOB 8.1.

9. Next Faculty Learning and Teaching Committee will be held on Thursday 17th November, 2005 to start at 9 am in room 116.