MINUTES

Members:

Ms Sonja Ruehl* (Associate Dean – Postgraduate)
Prof. Robert Ash (Associate Dean – Undergraduate)
Dr Alfredo Saad-Filho Development Studies Department representative
Dr Sanzhu Zhu* The School of Law representative
Dr Charles Tripp* Politics Department representative
Dr. Richard Mead Financial and Management Studies Department representative (on maternity leave)
Dr. Graham Smith* Economics Department representative

In Attendance:
Mr Nicholas Page - Deputy Registrar
Ms Heather Philips - Student Welfare
Ms Wangari Muoria-Sal - Committee Secretary

*= not present – apologies received

1. Minutes of last meeting:
The minutes of the last meeting, held 25th May, 2006 were APPROVED.

2. Matters Arising:
It was NOTED that the Special Assessment Panel Committee, mentioned in item 74 of the previous minutes, would be holding their first meeting in the week beginning 15th October.

3. Student Services:
The Annual Report for Student Services was NOTED. Ms Heather Phillips, the Student Services Officer spoke on the Annual Report. Ms Phillips highlighted the main achievements, including meetings with a total of 1,497 students on a one to one basis. Many of these were repeat visits. Given the limited resources available, Ms. Phillips was congratulated for having provided such effective and focused services.

Secondly, the Student Services were exploring the lack of student/staff contact, especially with the decline of the Personal Tutoring system. Students needed Academic assistance during the beginning of term with regards to courses and also at the end of their exam period. Students found that on many occasions it was difficult to locate academic staff. FLTC NOTED this and RECOMMENDED that this be discussed further at Departmental level, to improve the services given to students.

The Student Services officer also reported that the Drop-in services at Russell Square was a success. The only on-going problem was the lack of a permanent base. It was NOTED that informal discussions were being held to try and resolve the problem.

The Associate Dean congratulated the Student Services Office for all their work and achievements.

4. Postgraduate Assessment Guidelines:
It was NOTED that the new changes to the postgraduate assessment guidelines for acquiring a MERIT had not been adopted by the Faculty of Arts and Humanities. The Deputy Registrar reported that the new changes would not be able to go ahead until there was agreement across all three Faculties and that discussions were in place between the Associate Dean, the Dean and himself. Should they fail to get agreement from the Faculty of Arts and Humanities, and for the purpose of uniformity, the other two Faculties would have to revert to the previous regulation until the next session.
The Deputy Registrar said that he would keep the FLTC updated on the progress.

It was also NOTED that there were discussions to have a criteria for the 70 – 100 mark.

5. **Programme Approval Procedure for session 2006-07**

   Dr Mandy Bentham, Head of Learning and Teaching Unit, introduced the new Programme Proposal form process, which was intended to be web-based once the work flow of the paper-based pilot version had been assessed. The only observation NOTED by the FLTC members was that the Heads of Department did not feature in the approval process. This was NOTED by Dr Bentham.

6. **L&SS Enrolment stats:**

   FLTC NOTED the Recruitment vs Targets figures – item H. It was reported that the Undergraduate figures were good but the School had not done too well on the Postgraduate figures. It was also NOTED that these figures were not realistic as they were based on aspirations. FLT Committee felt that making available what were perceived to be the most accurate figures available should be a major priority within the School.

7. **Library Matters:**

   The Library report (Appendix I) was NOTED by FLTC. It was NOTED that the Library’s Map collection had been recently monitored and it was conclusive that usage was minimal and even with this knowledge; usage was mainly by non-SOAS members. It has therefore been decided to give a large proportion of the map collection to other specialist libraries. SOAS Library would be retaining all pre-1900 maps and a selection of more recent maps.

   It was also NOTED that the Library had been liaising with lecturers of first-year and Master courses, over class time for information resources and research skills training sessions, to be done early in Term one. The Library would also be happy to put on sessions upon requests.

8. **Examination Arrangements for MA Area Studies Dissertations:**

   It was NOTED that the Economics Department were not happy with the present system whereby the Dissertations for Area Studies, which were supervised and second marked by the Economics Department staff, were then sent to the Area Studies External Examiner. The Associate Dean and Deputy Registrar reported that this issue had been accepted in principle and would be going to Faculty Board for further discussion.

9. **Programme Reviews for 2004-5**

   The Programme Review for 2004-5 was NOTED. The issue of access to student feedback for considering reappointment of EAAAs was discussed and reaffirmed.

10. **To Note Chair’s Action taken over the 05/06 Summer Period for the following:**

    10.1 **Course Name Changes:**

        a. **Chinese Politics of the Twentieth Century – Politics 15 340 0028: (Appendix L)** The request to change above course name to ‘The Politics and Government of 20th and 21st century China’ was declined by the Deputy Registrar. It was felt that the name change implicated a change to the syllabus and therefore a New Course proposal would need to be CONSIDERED.

        b. **Financial Reporting and Audit – DeFims PPM 208 – (Appendix M)**

           Changed to Public financial Management: Reporting and Audit. Chair’s Action taken and APPROVAL RECOMMENDED to FACULTY BOARD.

           And

        c. **Policy Analysis – PPM 206 – (Appendix N)**

           Changed to Public Policy and Strategy. Chair’s Action taken and APPROVAL RECOMMENDED to FACULTY BOARD.
10.2 **Course Amendments:**
Chair’s Action taken and **APPROVAL RECOMMENDED to FACULTY BOARD** to the amendments made in Section 11 of the following 29 Postgraduate courses and 1 Undergraduate course.

a 155200004 UG - Law of Obligations 1 [Appendix O]
b 15PFCC002 PG - International Relations [Appendix P]
c 15PFMC001 PG -International Management (A) [Appendix Q]
d 15PFMC003 PG –Cross-Cultural Management (A) [Appendix R]
e 15PFMC005 PG -Management in China 1 (A) [Appendix S]
f 15PFMC009 PG –Risk Management (A) [Appendix T]
g 15PFMC013 PG -Corporate Finance (A) [Appendix U]
h 15PFMC016 PG -Topics in the Chinese Economy [Appendix V]
i 15PFMC017 PG -Management in Japan 1 (A) [Appendix W]
k 15PFMC019 PG -Management in Japan 2 (A) [Appendix X]
l 15PFMC021 PG –The Japanese Financial System (A) [Appendix Y]
m 15PFMC023 PG -Legal Aspects of Corporate Finance [Appendix Z]

n 15PFMC024 PG -Financial Law [Appendix A.1]
o 15PFMC027 PG -Regulation of International Capital Markets [Appendix B.1]
p 15PFMC028 PG -Legal Aspects of International Finance [Appendix C.1]
q 15PFMC029 PG -Management for Middle East and North Africa 1 (A) [Appendix D.1]
r 15PFMC031 PG -Management for Middle East and North Africa 2 (A) [Appendix E.1]
s 15PFMC033 PG -Islamic Banking and Finance (A) [Appendix F.1]
t 15PFMC036 PG -Corporate Governance (A) [Appendix G.1]
u 15PFMC039 PG -International Human Resources and Management (A) [Appendix H.1]
v 15PFMC041 PG -Research Methods in Management [Appendix I.1]
w 15PFMC050 PG –Finance in the Global Market [Appendix J.1]
x 15PLAC037 PG -Developing World 1: Law and Development [Appendix K.1]
y 15PLAC090 PG -Central Asia: Law Institutions and Political Economy of Transition [Appendix L.1]
z 15PPOC003 PG -Government and Politics of Modern South Asia [Appendix M.1]
aa 15PPOC248 PG -International Politics of Asia [Appendix N.1]
bb 15PPOC021 PG -Politics and Society of the Korean Peninsula [Appendix O.1]
c 15PPOC241 PG -Government and Politics of Turkey [Appendix P.1]
dd 15PPOC247 PG -Government and Politics of Modern South East Asia [Appendix Q.1]

d 10.2 Course Amendments:
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n 15PFMC024 PG -Financial Law [Appendix A.1]
o 15PFMC027 PG -Regulation of International Capital Markets [Appendix B.1]
p 15PFMC028 PG -Legal Aspects of International Finance [Appendix C.1]
q 15PFMC029 PG -Management for Middle East and North Africa 1 (A) [Appendix D.1]
r 15PFMC031 PG -Management for Middle East and North Africa 2 (A) [Appendix E.1]
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11. **Any Other Business:**

There were no matters discussed under AOB.