School of Oriental and African Studies
Faculty of Law and Social Sciences
Faculty Learning and Teaching Committee

Thursday 10th January, 2008
9.00am in Room 116

AGENDA

I. Minutes:
   To APPROVE the minutes of the last meeting held 15th November, 2007

II. Matters Arising:

III. Library Matters:

IV. Essay Deadline Extensions:
   To CONSIDER a consistent approach to essay deadline extensions in light of the Disability Equality Scheme.

   Proposal for the Confirmation of Assessment Marks:
   To CONSIDER proposed confirmation of assessment marks [Appendix A]

V. Late Approval for Existing Law Programmes:
   To CONSIDER the late approval for the following programme:
   • MA Environmental Law and Sustainable Development [Appendix 2A]

VI. UG Programme Reviews for 2006-07
   To CONSIDER the LLB and BA Law programme review (incomplete). [Appendix B]

VIII. UG Law Course Amendments:
   To CONSIDER the amendments for existing courses:
   (a) Law of Obligations - 155200004 [Appendix C]
   (b) Public International Law - 155200025 [Appendix D]
   (c) Public Law - 155200005 [Appendix E]

IX. DeFiMs Dissertation Course Proposals:
   To CONSIDER the DeFiMs dissertation course proposals:
   (a) Dissertation in International Management (China) [Appendix F]
   (b) Dissertation in International Management (Japan) [Appendix G]
   (c) Dissertation in International Management (Middle east and North Africa) [Appendix H]
   (d) Dissertation in Finance and Financial Law [Appendix I]

X. Proposed Structure for UG Quantitative Methods Teaching:
   To CONSIDER the proposed structure for UG Quantitative Methods Teaching [Appendix JA + JB]

XI. UG Economics Course Proposals:
   To CONSIDER the proposal for the following courses:
   (a) Introduction to Quantitative Methods for Economists [Appendix K]
   (b) Quantitative Methods for Economists [Appendix L]

XII. UG Economics Course Amendments:
   To CONSIDER the amendments for existing courses:
   (a) Economic Development of South Asia - 153400011 [Appendix M]
XIII. **Changes to Politics Unit Requirements in Politics Joint Degrees**
To CONSIDER changes to Politics unite requirements for joint degrees.

XIV. **Any Other Business:**
These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

School of Oriental and African Studies  
Faculty of Law and Social Sciences  
Faculty Learning and Teaching Committee  

Thursday 10th January, 2008  
Held in Room 116 at 9.00am

MINUTES

Members:

Ms Sonja Ruehl   Associate Dean – Learning and Teaching (Chair)  
Dr Jens Lerche*   Development Studies Department representative  
Dr Helen Macnaughtan Financial and Management Studies Department representative  
Dr Dic Lo Economics Department representative  
Dr Gunnar Beck The School of Law representative  
Dr Matthew Nelson Politics Department representative  
Mr George Sanders* Undergraduate student representative

In Attendance:

Mr Nicholas Page Deputy Registrar  
Mrs Barbara Spina LASS Faculty Librarian  
Mrs Carolyn Heath Faculty Administrator  
Mr Luke Dillon Committee Secretary  

*=not present – apologies received

1. Minutes of the Last Meeting:  
The minutes of the last meeting, held on 15th November 2007 were APPROVED.

2. Matters Arising:  
It was NOTED that Dr Bentham had not been able to attend this meeting of the FLTC as per item 7.3. Dr Bentham would be invited to the next FLTC.

2.1 It was NOTED that FLTC had still not received the ‘Survey of Disabled Students’ from Zoe Davis as per item 3.1. This would be requested for the next FLTC.

2.2 Mr Nick Page reminded the FLTC that the agenda and papers for the FLTC should be distributed 5 working days before the date of the FLTC and each member and attendee should receive these in hard copy.

3. Library Matters:  
The Faculty Librarian REPORTED:  
1. the Teaching Collection would not be moved before the Summer due to the difficulty of moving it during term time  
2. a review would be made of the Teaching Collection contents and old editions would be sifted out  
3. there was no update on the replacement Librarian
4. **Essay Deadline Extensions:**
The Associate Dean *reported* that a Special Assessment Panel had been proposed that would represent all three faculties to consider requests for the late submission of coursework, particularly in light of the Disability Action Plan. The aim would be greater consistency, whilst ensuring that the Exam Boards would retain their authority.

5. **Proposal for the Confirmation of Assessment Marks (Appendix A):**
FLTC *agreed* the Proposal for the Assessment of Assignment Marks. Faculty Officers would distribute the Confirmation of Assessment Marks document to the departments.

6. **Programme Proposal - PG Law Programmes (Appendix 2A):**
The following programme proposal was considered:
- MA Environmental Law and Sustainable Development
FLTC *recommended approval* to Faculty Board for the above programme proposal. It was *noted*:
1. dissertations for this course must relate to subjects on specific list
2. the course title on Appendix 2A was corrected.

7. **UG Programme Reviews for 2006-07:**
The Associate Dean *noted* that the Law APR was incomplete as the External Examiners Report had still not been received. This was now being dealt with by the Registrar at School level.

7.1 It was *noted* the School of Law raised issues with the content and timing of Student Evaluation Forms. The Associate Dean *noted*:
1. all forms were to be put online in future
2. the forms would be updated by the LTU; timing would enable students to comment on term 1 half-courses, which could reflect changes in teaching staff and there would be additional space for student feedback

7.2 Section 3.1 of paragraph 3 regarding the use of MP3 players was *noted* by FLTC. Dr Gunnar Beck would confirm the availability of recording equipment with AV.

8. **UG Law Course Amendments (Appendices C to E):**
The following Course Amendments were considered:
- Law of Obligations - 155200004
- Public International Law - 155200025
- Public Law - 155200005

FLTC *recommended approval* to Faculty Board for Law of Obligations and Public Law. Public International Law required a scope and syllabus before recommendation could be given.

9. **DeFiMs Dissertation Course Proposals (Appendices F to I):**
The following Course Proposals were considered:
- Dissertation in International Management (China)
- Dissertation in International Management (Japan)
- Dissertation in International Management (Middle East and North Africa)
- Dissertation in Finance and Financial Law

FLTC *recommended approval* to Faculty Board for the above course proposals. It was *noted*:
1. there was no objection to the anomalous hours in section 14 of Appendix I
2. section 15B of all four proposals relating to resubmission had been left blank, the standard answer should be "yes"

10. Proposed Structure for UG Quantitative Methods Teaching (Appendices JA and JB)
Dr Dic Lo stated that the proposed revision was due to a need for more econometrics (recommended by the External Examiner) and introduce streaming, as several students have insufficient maths/stats skills to cope with the existing quantitative methods courses. The restructuring would stream the first year into those with 'A' level maths and those without, with this streaming continuing throughout the BA/BSc. FLTC NOTED:
1. the changes were consistent and met the aims
2. the proposal would be recommended to Faculty Board, to then be approved by LTQC
3. discrepancies of what courses were core and compulsory required clarification
4. there would be an impact upon progression rates e.g. failed BSc Economics students could no longer transfer to BSc Development Economics if they failed Introduction to Quantitative Methods
5. the proposed structure was a welcome development and would apply to students commencing their programmes of study in 2008, if approved

10.1 FLTC AGREED FLTC Secretary to liaise with department to clarify points and corrections raised as a matter of priority. Through Chairs Action the corrected proposal would go to Faculty Board. The Associate Dean would report back at the next FLTC.

11. UG Economics Course Proposals (Appendices K and L):
The following Course Proposals were considered:
- Introduction to Quantitative Methods for Economists
- Quantitative Methods for Economists

11.1 FLTC AGREED FLTC Secretary to liaise with department to clarify points and corrections raised as a matter of priority. Through Chairs Action the corrected proposals would go to Faculty Board. The Associate Dean would report back at the next FLTC.

12. UG Course Amendments (Appendices M to X):
The following Course Amendments were considered:
- Economic Development of South Asia - 153400011
- Economic Development of South East Asia - 153400012
- Introduction to Economic Analysis - 153400003
- Economic Development of Japan Since 1868 - 153400013
- Economic Development of Modern China - 153400025
- Economic Development of the Modern Middle East - 153400031
- Economics of Developing Countries 1 - 153400032
- Economic Development of Africa - 1534000101
- Comparative Growth in Asia and Africa - 153400102
- Econometrics - 153400103
- Intermediate Economic Analysis - 153400107
- Independent Study Project - 153400114

12.1 FLTC AGREED FLTC Secretary to liaise with department to clarify points and corrections raised by FLTC. Through Chairs Action the corrected amendments would go to Faculty Board. The Associate Dean would report back at the next FLTC.

13. Changes to Politics Requirements in Politics Joint Degrees (Appendix Y):
FLTC NOTED:
1. the changes were a statement of intent at this stage
2. the changes were currently too vague, the department of Politics would need to liaise with the Faculty of Languages and Cultures to agree a programme structure which was mutually acceptable
3. a pre-requisite trail should be specified, in line with the recent Economics undergraduate restructure
5. AGREED that draft structure diagrams/grids be presented to a subsequent FLTC meeting

14. **Any Other Business:**
It was NOTED that there was an ambiguity relating to the date of the end of term 2 due to teaching continuing after the Easter break, which could impact upon essay deadlines. It was AGREED that a note would be circulated to course convenors to confirm essay deadlines and that Chairs action would be taken to confirm any necessary changes in essay deadlines.