AGENDA

I. Minutes:
To APPROVE the minutes of the last meeting held 10th January, 2008 [Attached]

II. Matters Arising:

III. Online Submission of Coursework Through Blackboard:
To CONSIDER the online submission of coursework through Blackboard [Appendix A]

IV. Development Studies Exam Board Matters:
To discuss; the rules relating to the award of Merit, to model different scenarios for rules changes and to propose that student profiles include a calculation of the average mark.

V. Survey of Disabled Students:
To NOTE the Survey of Disabled Students [Appendix A2]

VI. Student Services:
To NOTE reports on:
(a) Student Retention [Appendix B]
(b) Letters Relating to Students Personal Circumstances [Appendix C]
(c) Student Services General Reports [Appendix D]

VII. Methods of Assessment:
To NOTE the methods of assessment papers to be considered by the LTQC. [Appendices E and F]

VIII. Deletion of PG Law Course:
To CONSIDER the deletion of the following courses:
(a) Hindu Jurisprudence AD 800-1800 – 15PLAC004
(b) Commercial and Civil Conflict of Laws – 15PLAC076
(c) United Nations Law (LLM78) – 15PLAC091

IX. PG Politics Course Proposals:
To CONSIDER the proposals for the following courses:
(a) Islam and Politics [Appendix G]
(b) Islamic Political Ideologies [Appendix H]
(c) Political Violence [Appendix I]
(d) Political Society in the Middle East [Appendix J]
(e) The Politics of Resistance in the Middle East [Appendix K]
(f) State and Transformation in the Middle East [Appendix L]

X. PG CeFIMS Course Proposals:
To CONSIDER the proposals for the following courses:
(a) Management in China – International Perspectives [Appendix M]
(b) Management in China – Topics in the Chinese Economy [Appendix N]
(c) Public policy and Strategy [Appendix O]
XI. **PG CeFiMS Course Proposals:**
To **CONSIDER** the proposals for the following courses:
(a) International Environmental Law  
   [Appendix P]
(b) Marketing for Small Agribusinesses  
   [Appendix Q]
(c) Gender and Social Development  
   [Appendix R]
(d) Ethics and Environmental Practice  
   [Appendix S]
(e) Understanding Poverty  
   [Appendix T]
(f) Economics and Institutions for Development  
   [Appendix U]
(g) Managing Social and Environmental Responsibility  
   [Appendix V]
(h) Sustainable Land Management  
   [Appendix W]

XII. **PG DeFiMS Course Proposals:**
To **CONSIDER** the proposals for the following courses:
(a) Economic, Business and Institutional Environment of the Middle east and North Africa  
   [Appendix X]
(b) Management Perspectives and Sectoral Issues in the Middle East and North Africa  
   [Appendix Y]

XIII. **PG CeFiMS Course Amendments:**
To **CONSIDER** the amendments for the following courses:
(a) Economics of Environmental Policy – C121  
   [Appendix Z]
(b) Project Planning and Management – C134  
   [Appendix 2A]

XIV. **PG Law Course Amendments:**
To **CONSIDER** the amendments for the following courses:
(a) Law and Society in the Middle east and North Africa – 15PLAC130  
   [Appendix 2B]
(b) International Human Rights Clinic – 15PLAC145  
   [Appendix 2C]
(c) International Protection of Human Rights - 15PANC999  
   [Appendix 2D]

XV. **UG Law Course Amendments:**
To **CONSIDER** the amendments for the following courses:
(a) European Human Rights/EU Law - 15520051  
   [Appendix 2E]

XVI. **UG Politics Course Amendments:**
To **CONSIDER** the amendment for the following course:
(a) State and Politics in Africa - 153400064  
   [Appendix 2F]

XVII. **Any Other Business**

**Date of Next Meeting**
To confirm: the next meeting is scheduled for Thursday 6th March 2008 at 09.00 in Room 116
School of Oriental and African Studies  
Faculty of Law and Social Sciences  
Faculty Learning and Teaching Committee  

Thursday 7th February, 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

*not present – apologies received

In Attendance:

Mr Nicholas Page  
Deputy Registrar

Mrs Barbara Spina  
LASS Faculty Librarian

Mr Luke Dillon  
Committee Secretary

1. Minutes of the Last Meeting:
   The minutes of the last meeting, held on 10th January 2008 were APPROVED.

1.1 It was NOTED that item 4 be amended to read Disability Equality Statement Action Plan.

2. Matters Arising:
   It was NOTED that item 4 of the previous FLTC had been considered by the Assistant Registrar for exams and the Disability Issues Working Group. It was NOTED:
   1. Referral to a SOAS wide group was recommended
   2. A new panel would be required, the decisions of which would impact on Exam Boards.
   3. It was agreed that any erosion of the sovereignty of Exam Boards would be unwelcome

2.1 It was NOTED that the proposed restructuring of the UG economics programmes had gone through the FB and would be considered by the LTQC.

2.2 It was NOTED that the FLTC secretary had contacted all academics regarding the confirmation of coursework deadlines. Course Amendments to be included in the next FLTC.

3. Online Submission of Coursework Through Blackboard (Appendix A):
FLTC NOTED that it was pleased to receive the ‘Online Submission of Coursework Through Blackboard’ report. It was NOTED:

1. Each Faculty would run a pilot
2. Additional resources for MIS would be required for implementation of an online submission system generally
3. Cross-faculty discussion to take place after the pilots
4. The requirement for the analytical use of ‘Student Evaluation of Course’ feedback
5. Support from the Faculty for the Faculty Office because of additional students
6. Identify from the pilots implications for additional workload
7. To discuss with Dr Mandy Bentham training implications

4. Development Studies Exam Board Matters:
   FLTC NOTED that it would investigate the school-wide implications of the changes in the award of Merit and the impact of using alternative models. It was NOTED:
   1. The Deputy Registrar would provide alternative models for discussion in a subsequent FLTC
   2. SOAS marking of PGT Masters programmes was now in line with other universities
   3. The new marking system was commended by External Examiners
   4. Student profiles would include the overall mark this year

5. Survey of Disabled Students (Appendix A2):
   The ‘Survey of Disabled Students’ was TABLED. It was NOTED in relation to the library:
   1. The Library Assistant (Readers Services) Eilian Tsarouhis was to be commended for excellent work
   2. The Faculty Librarian would feed back to Library staff some negative customer care comments here

5.1 FLTC AGREED that after consultation with Zoe Davis and the attachment of a list of contacts, the FLTC secretary would distribute the survey to all academic staff.

6. Student Services (Appendices B to D):
   FLTC NOTED appendices B, C and D. It was AGREED that the Deputy Registrar would liaise with the Assistant Registrar for Examinations to have Appendix C inserted into the ‘Chair of Exam Boards Handbook’.

7. Methods of Assessment (Appendices E and F):
   FLTC NOTED appendices E and F. It was NOTED:
   1. No modification would be made to the ‘core criteria’ listed in point 5 of Appendix F but instead, reasonable adjustments could be made to the subject-specific additional criteria, which departments can choose to specify for marking certain assignments, in order to make adjustments for individual needs of students with disabilities
   2. FLTC approved point 13 of Appendix F
   3. FLTC approved point 16 of Appendix F, to extend this model of PG assessment processes to UG programmes
   4. FLTC to investigate models for course information to be available to students (Development Studies model to be discussed at next or subsequent FLTC)

   FLTC RECOMMENDED APPROVAL of appendices E and F to Faculty Board.

8. Deletion of PG Law Courses:
   The following Course Deletions were considered:
   • Hindu Jurisprudence AD 800-1800 – 15PLAC004
9. **PG Politics Course Proposals (Appendices G to L):**
The following Course Proposals were considered:
- Islam and Politics
- Islamic Political Ideologies
- Political Violence
- Political Society in the Middle East
- The Politics of Resistance in the Middle East
- State and Transformation in the Middle East

FLTC **RECOMMENDED APPROVAL** to Faculty Board for the above courses with specified minor amendments to be made by the department. It was **NOTED**:
1. A revised syllabus and structure diagrams would required for consideration at the next FLTC
2. The aim was to diversify the combination of course options
3. There would be no foreseeable impact on student numbers or the library
4. The courses at present would not be available to students in other departments
5. FLTC queried the availability for non-politics programmes
6. FLTC expressed concern regarding equal access to the non-academic sources of information and advice specified for Islamic Political Ideologies
7. It was **AGREED** that the overlapping of Political Violence with Development Studies courses would not be an issue

10. **PG CeFiMS Course Proposals (Appendices M to O):**
The following Course Proposals were considered:
- Management in China – International Perspectives
- Management in China – Topics in the Chinese Economy
- Public Policy and Strategy

FLTC **RECOMMENDED APPROVAL** to Faculty Board for the above course proposals.

11. **PG CeDEP Course Proposals (Appendices P to W):**
The following Course Proposals were considered:
- International Environmental Law
- Marketing for Small Agribusinesses
- Gender and Social Development
- Ethics and Environmental Practice
- Understanding Poverty
- Economics and Institutions for Development
- Managing Social and Environmental Responsibility
- Sustainable Land Management

It was **NOTED**:
1. The overlap with Development Studies courses will be acceptable if the on-campus and off-campus distinction was maintained
2. FLTC discussed blended learning in general, and noted the examples of students failing on-campus courses and taking additional distance learning courses as an exit route, in other programmes
3. The Development Studies Department representative stated that the department
had not been included in the consultation of Wye and had been assured by the
director that there would be no overlapping of courses
4. These proposals’ assessment methods differ from CeFiMS examination
methods, which universally include some summative coursework assessment
(typically 30% of total)
5. The lack of summative continuous assessment means that these proposals do
not meet the School’s policy for diversity of assessment methods; this issue to
be discussed as a generic issue in the DeFiMS Annual Programme Review
week
6. The courses had already been approved in principle by Imperial as part of
programmes which had already passed through their QAA process, with
agreement for funding for course development from EISA
7. Truncated reading lists required expanding in specified cases

FLTC RECOMMENDED APPROVAL to Faculty Board for the following courses:
- International Environmental Law
- Ethics and Environmental Practise
- Understanding Poverty
- Economics and Institutions for Development

The following courses were NOT APPROVED:
- Marketing for Small Agribusinesses – objection raised, that course should
  convey critical assessment of pro-market perspectives
- Gender and Social Development – to be approved by Chair’s Action, subject to
  agreement that generic discussion off assessment methods will take place at the
  APR
- Managing Social and Environmental Responsibility/Sustainable Land
  Management – expand reading list
- Sustainable Land Management - expand reading list

12. PG DeFiMS Course Proposals (Appendices X and Y):
The following Course Proposals were considered:
- Economic, Business and Institutional Environment of the Middle East and North
  Africa
- Management Perspectives and Sectoral Issues in the Middle East and North
  Africa

FLTC AGREED Chair’s Action to be taken to ensure very minor corrections made, then to
recommend to Faculty Board.

13. PG CeDEP Course Amendments (Appendices Z and 2A):
The following Course Amendments were considered:
- Economics of Environmental Policy – C121
- Project Planning and Management – C134

It was NOTED:
1. FLTC did not recommend approval for the above Course Amendments, because
these courses had not been approved by SOAS before so that SOAS holds no
records of these courses. They would therefore have to be submitted as Course
Proposals incorporating the amendments. FLTC noted that this constitutes an
exception to the procedures for course amendment in the QA Handbook, and arises
because of the special circumstances of the Wye programmes transfer.
2. FLTC AGREED that Imperial’s approval would suffice in the interim, until new
course proposals could be prepared, given the distance-learning course
The following Course Amendments were considered:

- Law and Society in the Middle East and North Africa – 15PLAC130
- International Human Rights Clinic – 15PLAC145
- International Protection of Human Rights – 15PANC999

FLTC RECOMMENDED APPROVAL to the Faculty Board for the above Course Amendments. It was NOTED that exam staff would require guidance for ‘Open Book’ exams procedures in relation to Appendix 2D examinations.

The following Course Amendment was considered:

- European Human Rights Law/EU Law - 15520051

FLTC APPROVED the change in deadline. FLTC NOTED:
1. The requirement for a rationale in section 12 to outline collective marks for groups of two
2. The revised Course Amendment would be welcomed at the March FLTC

The following Course Amendment was considered:

- State and Politics in Africa - 153400064

FLTC RECOMMENDED APPROVAL to the Faculty Board for the above course amendment.

FLTC NOTED that LTU would provide a template for all courses to provide learning outcomes. It was NOTED:
1. Course Convenors would provide electronic copies of learning outcomes
2. Variations in assessment methods for disabled students, as discussed above, were specified in terms of variations to additional criteria, to enable these students to achieve the course’s learning outcomes. This illustrates the important role that learning outcomes specification can play, in enabling SOAS to meet its obligations under disability equality legislation.