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 9th October, 2008
9.00am in Room 116
MINUTES

Members: Representing

Ms Sonja Ruehl  Associate Dean – Learning and Teaching (Chair)
Dr Jens Lerche  Development Studies Department
Dr. Dafydd Fell  Politics ad International Studies
Dr Damien Tobin  Defims
Dr Dic Lo  Economics
Dr Carol Tan*  Law
Mr David Anderton  Undergraduate Student representative

In attendance:
Mr Nicholas Page*
Ms Barbara Spina  Head of Teaching & Research Support
Mrs Wangari Muoria-Sal – Committee Secretary

*= apologies received

1. Minutes:
The minutes of the last meeting held 15th May, 2008 were APPROVED.

2. Matters Arising:
   2.1 Item 2: under matters arising from previous minutes, referred to the Timetable Rollover update. FLTC NOTED that an update was still outstanding.
   2.3 ACTION:
   It was, therefore, AGREED to invite Dr Mandy Bentham to the next FLTC scheduled Thursday 13th November, 2008 – to give an update.
   2.4 Item 2.3: Library access - under matters arising from the previous minutes – regarding full library access for students who were granted extensions or deferrals for their dissertations. The AD reported that she had received an email from the Head of Reader Services – Ms Jane Phillipson who outlined the current situation:
     2.4.1 whereby students who requested extensions to the end of the month (30th September) received an automatic two week extension on the authorisation of their supervisor.
     2.4.2 An extension of over 2 weeks was only granted authorisation by letter from Registry specifying the end date.
     2.4.3 Students who were resubmitting their dissertation would be granted free reference access of up to one year on authorisation by letter from Registry.
     2.4.4 And finally,
     Students deferring submitting their dissertation would be entitled up to 3 months free...
2.4.5 borrowing (at their student status) again on receiving authorisation by letter from the Registry.

**ACTION:**
FLTC NOTED these options, but it was also RECOMMENDED that Ms Jane Phillipson, Head of Reader Services, would be invited to the next FLTC to discuss this matter thoroughly. It was also requested that access for students on field work would be added onto the next agenda for discussion.

2.5. Item 5: Course Information for students – FLTC NOTED that the Development Studies model for Course Information was still on-going. The suggestion made to add tutorial templates was taken on board.

**2.5.1 ACTION:**
Development Studies representative to provide updated model to next FLTC meeting.

2.6. Item 6: On-line Coursework Submission: FLTC members expressed their uncertainty with the On-Coursework submission project.

**2.6.1 ACTION:**
It was RECOMMENDED that the Faculty Administrator and Head of LTU would be invited to the next FLTC in November to give an update.

2.7. Item 10: Postgraduate programme Reviews: It was noted that incomplete Reviews still needed to be amended (MSc FFL and MSc Politics) and an update given on blended learning in Dubai.

2.8. Item 11: FLTC NOTED that the Cefims Programme Proposal (MSc Finance) had gone to the Panel and had been APPROVED by Chair’s Action.

Item 19: Any Other Business: PhD students acting as invigilators: FLTC had NOTED the concerns highlighted with regards to inadequate invigilating by PhD students. AD REPORTED that Registry had noted this concern and had put in place better training for the PhD students. However, it was NOTED from the Student representative that there were still worrying concerns from some students on the strictness of the PhD invigilators, with some reported as possibly being too slack.

**2.8.1 ACTION:**
FLTC AGREED that this issue would be relayed by FLTC secretary to the Examinations Officer.

2.9. **ACTION:**
FLTC AGREED that this issue would be relayed by FLTC secretary to the Examinations Officer.

**2.9.1 Item 19.2:** FLTC CONFIRMED that it would be good practice to provide new members of staff with Course Proposals of the course they are intended to teach, as part of their induction pack.

3. **Faculty Board to NOTE and APPROVE.**

**3.1 Terms of Reference:**
FLTC NOTED the Terms of Reference for the Faculty Learning and Teaching Committee.

AD requested for clarification whether alternative membership had been approved. It was felt that in cases where the assigned members were not able to attend, alternative members should be available with the same authority in order to make a quorum.

**Action:**
AD requested Committee Secretary to get clarification and report to the next FLTC.

4. **To Note Chair’s Action taken:**
FLTC NOTED Chair’s Action taken by the Associate Dean and Dean in the summer (see appendix A). Correction was NOTED to Amendment to CISD 15PFFC001 General Diplomatic Studies and practice
– changes to weighting from 60/10/15/15 to 50/10/15/15 + 10% attendance. The 10% attendance also included 'with in class exercises'.

4.1 AD requested FLTC members to ensure that their Departments were aware of the importance of submitting new courses for consideration early. Late requests were very time consuming and messy for Library. FLTC AGREED that another notice would go out to all FLSS to highlight this and give a deadline for new course proposals to be submitted for CONSIDERATION by end of March 2009.

4.1.1 Faculty Board to NOTE Chair’s Action taken

Action:
Committee Secretary to send out notice for early consideration of course proposals.

5. Any Other Business:

5.1 Deletion of three Economic Postgraduate courses:

5.2 FLTC NOTED the deletion of the following courses as was agreed at the Economics Departmental meeting on 6th March 2008 – due the changes to academic staff these courses had not run for many years.

15PECC046 Comparative Political Economy
15PECC012 Cost Benefit Analysis for Developing Countries
15PECH001 Economic Social Theory and Development

5.2.1 FLTC were happy to RECOMMEND APPROVAL to Faculty Board and for Faculty Board to inform Registry.

6. Library matters:
The Head of Teaching & Research Support presented a detailed Library Update covering;

- Improvements made to the Library
- Electronic Reading Lists on the BLE
- Electronic Services
- Student induction

6.1 AD and FLTC members commended the Head of Teaching & Research Support for an excellent update report and it was therefore RECOMMENDED by the AD that the FLTC secretary would circulate it to all Faculty of Law and Social Sciences staff.

6.1.1 Action:
FLTC secretary to circulate to all Faculty staff.

7. Start of Term Matters:
The Development Studies representative expressed his concern on the procedures which seem to go wrong during the start of term, such as BLE, tutorial sign up, printing of handbooks and study packs. He suggested that it would be helpful if a 'Start of Term' working party was formed early in the summer to address these issues to ensure smooth running at the start of term. FLTC members AGREED that this would be a good move and agreed to RECOMMEND APPROVAL to Faculty Board for a 'Start of Term' working party to be formed.

It was also NOTED that it would be of great help if MSc students were allowed to pay a month before the start of term. This would help in getting the right student numbers. However, it was NOTED that this would not always be possible as many of the students do not know until the last minute as to whether they had the funds to start and that students from abroad sometimes had problems in acquiring visas etc..

7.1 AD REPORTED that UNIT-E were working towards improving the whole process from start to finish, of the student lifecycle..

8. Student numbers:
It was also NOTED that due to building works, it had not been possible for the FA to circulate daily
update of student numbers.

9. Date of next meeting:
The next FLTC meeting was scheduled for Thursday November 13th at 9.00am in room 116.