These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

Thursday 29th October, 2009 - 13.15hrs in Room 116

**MINUTES**

**Members**
Dr R Bajpai Politics  
Dr P Dos Santos* Economics  
Dr. M Jennings Development Studies  
Mr P. Kohler The School of Law  
Dr. N. Poole Chair  
Dr D. Tobin Defims

**In attendance:**
Dr. M. Bentham Director of Academic Development  
Mr. N. Page Head of Registry  
Mr. J. Robinson Director of Information Services and Learning Support

Mrs W Muoria-Sal Committee Secretary  

* = apologies received  
** = absent

1. **Minutes:**
   1.1 The minutes of the last meeting 14th May, were APPROVED as an accurate record.

2. **Matters Arising:**
   2.1 There were none.

3. **Terms of Reference:**
   3.1 The Terms of Reference were read out by the Associate Dean. The Director of Information Services and Learning Support pointed out that the terms needed to be updated with regards to the new titles: ‘Faculty Librarian’ to be replaced with ‘Head of Teaching and Research Support’. It was also NOTED that a representative from Student Services should also be in attendance.

   The Committee were reminded that it had AGREED last session that a request would be put forward for the Head of Registry to be made a member of the FLTC rather than be just ‘in attendance’. However, it was NOTED that as the request was received late it had not been considered.

3.2 **ACTION:** FLTC members AGREED that the Committee Secretary would follow this up.

4. **Chair’s Action taken over the Summer:**
   4.1 The following Chair’s Action taken for appendices A- Q - for new and amended courses, were NOTED.

4.1.1 **Undergraduate New Course Proposals:**

4.1.2 **Development Studies and..**

- Issues in Industrial Globalisation and Development – 0.5 Term 2 start - subsequently given course code 151010032.
- Issues in East Asian Development – 0.5 Term 1 start subsequently given course code 151010033.
- Non-Governmental Organisations, Development and Change – 0.5 Term 1 start subsequently given course code 151010034.
4.2.1 **Postgraduate New Course Proposals:**

4.2.1 **Development Studies:**
- Migration and Policy Perspectives from the Global South - subsequently given course code 15PDSH029.

4.2.2 **Politics:**
- Identity in International Relations – 0.5 to start October 2009 subsequently given course code 15PPOH016
- Power in World Politics – 0.5 to start January 2009 – subsequently given course code 15PPOH017

4.3 **Amendments to Course Proposals:**

4.3.1 FLTC also **NOTED** Chair’s Action for the amendments to Learning Outcomes which had not previously been clearly formalised on the original Course Proposals. Amendments to Course and examining methods were also **NOTED**.

4.3.2 **Defims:**
Defims course titles where ‘(B)’ for Birkbeck had been dropped off the course titles.

4.3.3 **Development Studies:**
- 151010001 - Development Conditions and Experience - Learning Outcomes
- 15PDSC005 Globalisation and Development – examining methods

4.3.4 **CISD** Amendments to both Learning outcomes and examining methods weighting.
- 15PFFC002 - International Relations –
- 15PFFC001 – General Diplomatic Studies and Practice
- 15PFFC003 - International Law amendments
- 15PFFC004 - International Economics

4.3.5 **LAW:** Amendment to examining methods.
- 15PLAC157 -Dispute Resolution and Conflict Management: Special Applications

4.3.6 **POLITICS:** Amendments to examining methods
- 153400060 – Government and Politics of the Middle East -
- 15PPOC003 – Government and Politics of Modern South Asia
- 15PPOC026 – Comparative Politics of the Middle East - retrospective
- 15PPOC026 – Comparative Politics of the Middle East

4.3.7 **ACTION:** The AD commented on the need for clearer Learning Outcome guidelines, which should be made available to the School. It was AGREED that ADD would be requested to provide good examples and training on writing skills for Learning Outcomes.

*End of Chair’s Action*

5. **08/09 Annual Report Summary:**
5.1 FLTC **NOTED** the Faculty Learning and Teaching Committees’ Annual Summary Report written by former Associate Dean Sonja Ruehl, which had gone to LTQC last session.

6. **L&SS Enrolment stats:**
6.1 The stats for the L&SS enrolment vs target figures (Appendix S) as at 7th
October, 2009 were NOTED. Overall the numbers were up. Concerns were raised with regard to the School being able to support large numbers with regards to class size vs room availability. FLTC also NOTED that Defims were short on resources with the number of lecturers not available to match the targeted increase in Research students.

7. **Summary of Visiting Examiners Report:**
   7.1 FLTC RECEIVED summary report from AD on the Visiting Examiners Reports. The AD reported that many of the Visiting Examiners were generally happy with the level of administrative service they received. He highlighted the issue raised with The School of Law not being happy for undergraduate final year students taking introductory language in their final year. It was NOTED that this issue would be considered further at the newly formed Credit Framework and Regulations and Assessment working groups.

7.2 **ACTION:** FLTC NOTED that the AD would also table a paper for consideration at the Joint Faculty Programme Panel.

8. **UG Programme Reviews for 2008-09**
8.1 The following Undergraduate Annual Reviews were NOTED:
   8.2 • BA Development Studies and another subject
   8.3 • Graduate Diploma (Economics)

8.4 The following undergraduate annual reviews were noted as outstanding and would be considered at the next FLTC scheduled for December 10th, 2009.
   8.5 • BSc Economics/Development Economics/Graduate Diploma
   8.6 • BA Economics and another subject
   8.7 • LLB and BA Law
   8.8 • BA Politics

8.9 **ACTION:** WM to follow-up on outstanding APR for 08-09 for the Extraordinary meeting – Thursday 10th December, 2009.

9. **Report on the Extensive Clerical Checks after the May/June Exams:**
   9.1 The Report on the extensive clerical checks over the summer (Appendix A.1) which were caused by the lack of communication between Academics and Administrative staff with regards to change of assignment deadlines that lead to extensive requests from students for clerical checks was NOTED.

9.2 It was also reported by the Head of Registry that the requirement for coursework submission dates was being removed from the Course Proposal forms. This decision would now be within Departmental jurisdiction.

9.3 **ACTION:** The Action points were CONSIDERED. The Committee recommended that the Faculty Administrator, Head of Registry and Team Leader for Student Support should work together to send out a carefully worded email which would highlight the action points to be taken to avoid the same occurrence.

10. **Proposal to Change Degree Regulation –:**
    The proposal (Appendix B.1) to change degree regulation to accommodate final year students, who failed to sit their exams on their second attempt with an additional September resit opportunity, was CONSIDERED. The Head of Registry reported that this proposal was not supported by the Faculty of Language and Cultures. It was felt that there was no advantage to the student as it would mean that they did not graduate till the following year.
10.1 **ACTION:** This proposal was therefore not supported.

11. **Revising Assessment Guidelines and Marking Rules:**
11.1 FLTC - **CONSIDERED** the paper submitted by the previous Associate Dean, Appendix C.1 along with the CeDep marking criteria. It was felt that giving marks higher than 90% did not reflect what was being done in the other Departments. It was **NOTED** that Development Studies were happy to keep the present marking criteria of 70 to 75%.

11.2 Politics rep welcomed the downward guidelines set out in the CeDep paper. It was **AGREED** that this item would be referred to Departments for further consideration.

11.3 **Marking Rules summary** – FLTC also considered paper on marking rules drafted by the Faculty Administrator to harmonise regulations with School guidelines. This paper was welcomed and found to be a very useful document to help remind staff on what should be done. It was **NOTED** however that there was some ambiguity in the para phrasing, taken from the original main regulations. FLTC were happy for the final paper on marking rules (with the last column deleted) to be circulated to the other Faculties. Any further comments or suggestions should be brought to the next FLTC.

11.4 **ACTION:** WM to request FA to circulate paper to the other two Faculties for comments or suggestions.

12. **Work Falling Over Agreed Word Limit**
12.1 It was **NOTED** that the most up to date paper on work submitted falling over the agreed word limit - from the Director of Student and Registry Services (June 2009) was not circulated. Appendix D.1 was an earlier summary. It was **AGREED** that the correct paper would be circulated to all FLTC members and also attached to the Minutes. It was also **AGREED** that this paper would be considered at Departmental level first with the aim to draw up school-wide regulation for consideration.

12.2 The Head of Registry Mr Nick Page, reported that the paper on word limit was welcomed by the two other Faculties.

12.3 **ACTION:** WM to circulate paper to HOD to be considered as Departmental Meetings.

13. **The Academic Development Directorate:**
13.1 FLTC **RECEIVED** paper (Appendix E.1) from Dr Mandy Bentham Director of Academic Development which outlined the main objectives of the new Academic Development Directorate which was established in June 2009. This document was duly **NOTED**.

14. **Report on Student Evaluation of Courses:**
14.1 Report on the 08/09 Student Evaluation of courses (Appendix F.1) was presented by Dr Mandy Bentham. FLTC **NOTED** that there was a noticeable improvement on student feedback at 53.7%. ADD were working towards ways for further improving the response rate. It was **NOTED** that Heads of Department could get access to full reports on BLE. Dr Bentham highlighted the general unfavourable feedback with regards to the Faculty Office Support. However, as the feedback was not specific, it was suggested that the question on the Evaluation form could be revised to e.g. ‘did you receive?’ or ‘did you require?’ to ensure students were enabled to give more specific feedback.
14.2 **FLTC NOTED** that ADD were piloting with Anthropology an on-line evaluation feedback with a view to going on-line throughout the School.

15. **Joint Faculty Programme Panel:**
15.1 FLTC **RECEIVED** and **NOTED** paper from Quality Assurance Manager outlining the newly formed Joint Faculty Programme Panel.

16. **Library Matters:**
16.1 FLTC **RECEIVED** a brief report from the new Director of Information Services and Learning Support Mr. John Robinson. He spoke to Appendix H.1 which outlined the new structure transformation paper. Also **NOTED** was paper which listed the Subjects and the names of the people responsible for the Teaching and Research Support.

16.2 **ACTION:** FLTC **RECOMMEND** Library new structure and transformation paper to be circulated to FLSS for **NOTING**.

17. **New Postgraduate Courses:**
17.1 FLTC **CONSIDERED** the following Postgraduate New course proposals (Appendices I.1 to O.1):

17.2 CeDep/Defims:
- C118 Conservation and Society
- C122 Environmental Valuation: Theory, Techniques and Application
- C124 Climate Change and Development
- C126 Water Resources Management
- C168 Sustainable Land Management
- C198 Utilising Biodiversity
- C201 Understanding Sustainable Development

The Committee **NOTED** that coursework did not form part of the assessment and that the credit structure proposed did not match that used in the rest of the School.

17.3 **ACTION:** FLTC **happy to recommend** CeDep/Defims courses (Appendices I.1 to O.1) for **APPROVAL** to Faculty Board.

17.4 Development: (Appendices P.1 to R.1)
- Political Economy of Finance Development and Debt – year 2 UG
- Issues of the Working Poor and Development – UG
- The Working Poor and Development - PG

17.5 **ACTION:** FLTC **happy to recommend** Development Studies (Appendices P.1 to R.1) for **APPROVAL** to Faculty Board

Politics: (Appendix S.1)
- Conflict, Rights and Justice for 0.5 January 2010 start.

17.6 **ACTION:** FLTC **happy to recommend** Politics (Appendix S.1) for **APPROVAL** to Faculty Board.

18. **Amendments to Examining Methods and/or Learning Outcomes:**
18.1 FLTC **NOTED** amendments to the examining methods and Learning Outcomes (Appendices T.1 to Z.1) of the following Course Proposals:

18.2 Development Studies
- 151010006 Independent Study Project in Development Studies
18.3 Politics:
- Comparative and International Politics

18.4 **ACTION:** FLTC happy to recommend Faculty Board to Note amendments to examining methods and learning outcomes.

19. **Amendments to Learning Outcomes only:**
19.1 FLTC NOTED the following ‘Learning Outcomes’ (Appendices A.2 to L.2) which were updated and brought into line with Registry and the website.

19.2 Development Studies:
- 151010019 – HIV/AIDS and Development
- 151010020 – Introduction to Global Forced Migration Studies
- 151010024 - Themes in Contemporary Development: Civil Society and Social Movements
- 15PDSH001 – Civil Society, Social Movements and the Development Process
- 15PDSH013 - Development Practice
- 15PDSH015 – Issues in Forced Migration
- 15PDSH017 – Fundamentals of Research Methods for Development Studies
- 15PDSH019 – Problems of Development in the Middle East and North Africa
- 15PDSH020 – War to Peace Transitions
- 15PDSH021 – HIV and AIDS, Culture and Development
- 15PDSH016 - Political and Economic Development of Latin America

19.3 Law
- 15PLAC122 - Islamic Law of Succession

19.4 **ACTION:** FLTC to RECOMMEND Faculty Board to NOTE amendments to examining methods and learning outcomes for Development Studies and Law (appendices A.2 to L.2) with the exception of appendix H.2 which was recommended to be returned to convenor to sharpen the learning outcomes.

20. **Change of Course Title amendments:**
20.1 The Change of Cefims amendments (Distance Learning) Course codes (Appendices M.2 to X.2) – to reflect a 300 in the code rather than a 200 was NOTED by FLTC. It was also NOTED that this was not a necessary exercise:

21. The Change to Course Title (Appendix Y.2)
21.1 Development Studies: amendment to course title was NOTED by FLTC:
- Old title - Migration and the Middle East and North Africa – 151010036 to
- New title - Migration and Mobility in the Middle East and North Africa 151010036

21.2 **ACTION:** FLTC to RECOMMEND Faculty Board to NOTE Change to Development Studies undergraduate course title.
22. **Geography Courses**
22.1 The listed Geography UG and PG courses available at Kings College London were **NOTED** and **CONFIRMED**.

22.2 **ACTION:** FLTC to recommend Faculty Board to Note and Confirm.

23. **Course Withdrawal:**
23.1 FLTC **NOTED** the withdrawal of the following Development Studies courses:

23.2 Development Studies:
- 1510100030 Environment and Development
- 151010026 Social Policy Analysis: Politics and Process
- 15PDSH014 NGOs as Development Agencies

23.3 **ACTION:** FLTC to recommend Faculty Board to Note.

24. **Any Other Business:**
   There was none.