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

SOAS – FLSS
Faculty Learning and Teaching Committee
Thursday 28th January, 2010 – held in room 116 at 9.00am

MINUTES

Members:
Dr. Nigel Poole Chair
Dr. Damien Tobin Defims
Dr. Mike Jennings Development Studies
Dr. Paulo Dos Santos Economics
Mr. Paul Kohler The School of Law
Dr Rochana Bajpai Politics
Mr. Zack Gross PG Student representative

In Attendance:
Mr. Nicholas Page Head of Department
Ms Sarah Spells Deputy Teaching and Research Support
Mr David Atkins Registry - Admissions
Mr William Hetherington IFCELS
Ms Sue Young Careers
Ms Angela Axon Student Services
Dr Dan Plesch CISD
Dr Stephanie Blankenburg CISD
Mrs Wangari Muoria-Sal Committee Secretary

34. Minutes:
34.1 The minutes of the last meeting held 10th December, 2009 were APPROVED.

35. Matters Arising:
35.1 It was NOTED that Zack Gross (postgraduate student representative) who was in attendance at the 10th December meeting, had been missed off the members in attendance list.

36. New CISD MA Programme Proposal Part 1 Form:
36.1 FLTC NOTED that Part 1 of the MA Programme proposal form had been APPROVED by the Faculty Board.

37. New CISD MA Programme Proposal in MA Globalisation and Corporate Development (GCD) - Part 2 Form: (Appendix B to D)
37.1.1 The following aspects of the Part 2 form of the new CISD MA Programme Proposal were CONSIDERED:
37.1.2 Programme Specification MA GCD (Appendix C)
37.1.3 Programme Structure MA GCD (Appendix D)
37.1.4 Two new course proposals
37.1.5 The Committee commended CISD for the good preparation in providing all the necessary documentation required for the MA programme proposal.
Suggestions and clarifications were made to the programme structure and programme specification. It was also **NOTED** that the Reading List was not yet to hand and that the Library had confirmed that they were aware of this and were happy for the proposal to go forward pending appointment of a new staff member, who would then provide a full reading list in July. Chair’s Action would then be taken.

The members also **CONSIDERED** the suggestion from CISD to make the two new courses *Multinational Enterprises in a Globalizing World-Economic and Legal Perspectives* along with *International Project and Policy Management Practice* both compulsory courses. This would make the MA Programme a tightly focused syllabus clearly linking the programme to the title. It was also considered to be a good marketing tool. The members of the FLTC agreed that this was an excellent programme.

Upon making the two courses compulsory, it was agreed that the elective list for the option third course would be re-organised into two sections (full-year and half-year courses) rather than its current organisation by regional MAs that is potentially confusing (see revised Appendix B: Programme Structure).

The issue of student numbers was also discussed. It was predicted there would be an initial intake of approximately 20 students and that it could be possibly increase to 50 in future years. With this in mind, the issue of space would arise, however necessitating using other venues to accommodate the growth in numbers. It was **NOTED** that CISD would make allowances in their budget for this eventuality.

The Distance Learning option was **NOTED**, however would not be available until 2011.

**37.1.11 ACTION:** FLTC endorsed the suggestion for both courses to be made compulsory. It was **AGREED** that CISD would redraft the Part 2 Form with all the recommended amendments, upon which the AD would sign and report to Faculty Board and forward onto JFPP for **APPROVAL**.

**38. Two New CISD Course Proposals:**

38.1 FLTC **CONSIDERED** the two new course proposals (Appendix E and F) also considered under item 37 above as part of the MA Programme proposal:

38.1.1 • Multinational Enterprises in a Globalizing World-Economic and Legal Perspectives
38.1.2 • International Project and Policy Management Practice (IPPMP)

38.1.3 **ACTION:** Subject to recommended changes – both courses to be compulsory. FLTC happy to **APPROVE** and forward to JFPP for final **APPROVAL**.

**39. New CISD Course Proposal:**

39.1 FLTC **CONSIDERED** the following new course proposal entitled
39.1.1 • Global Energy and Climate Policy.

39.1.2 **ACTION:** Upon amendments and clarification to sections 7, 11, 14 and 16 and Library comments on Reading List - FLTC happy to **RECOMMEND APPROVAL** to Faculty Board.

**40. The Postgraduate Annual Programme Reviews for 08-09 session**

40.1 FLTC **CONSIDERED** the following PG APR’s - (Appendix H through to X).

40.2 CISD

40.2.1 • MSc International Studies and Diplomacy

40.2.2 The overall review was good. It was **NOTED** that the Visiting Examiner had
commented on the merit grading system with the underlying assumption that it was not good. The system was now producing more students with merits which took away the merit worthiness giving it a value such as that of a pass.

40.3. DEFIMS
40.3.1 It was NOTED that the overall programmes had been successful in terms of quality of students, student experience and running of the programmes.
40.3.2 • MSc International Management for China
40.3.3 - Rise in student intake noted.
40.3.4 - The Visiting Examiners comments with regards to marking: using full range of marks 70-100.
40.3.6 - The preparation of exam board for IMC was poor.
40.3.8 - There was concern over instances of plagiarism and late submission of essays noted (but no action points on addressing it).
40.3.9 • MSc International Management for Japan
40.3.10 - No Visiting Examiners report received.
40.3.11 - plans noted to establish BA programme
40.3.12 • MSc International Management for MENA
40.3.13 - Visiting Examiners raised issues re generosity for borderline students in course content.
40.3.14 - It was also noted that many electives were chosen from Birkbeck courses. However, interest in SOAS courses had risen; and there were possibilities of using other SOAS dept courses.
40.3.15 - Negative feedback on tutorials run by GTA’s were NOTED, specific comments could be noted from individual course evaluations.
40.3.16 • MSc Finance and Financial Law
40.3.17 - It was NOTED that the Visiting Examiners Report had not been submitted, and that their 4 year term had also come to an end.
40.3.18 - It was also NOTED that the Regulation of International Capital Markets and Financial Law distance learning modules were being reviewed and updated.

40.4. DEVELOPMENT STUDIES
40.4.1 • MSc Development Studies
40.4.2 • MSc Globalisation and Development
40.4.3 - It was NOTED that MSc Development Studies and Globalisation and Development had not received the Visiting Examiners report. This made it difficult to summarise as it was incomplete.
40.4.4 - It was also felt that there was not enough hard data, no idea of trends could be acquired from the review. Not completed fully, too many blanks.
40.4.5 - Discussion was pursued with regards to the information requested and given on the APR form. It was suggested that in order for the APR to be helpful, it should be a two way flow of information. A tool that can also be used for marketing purposes with more hard data – eg how many students, previous number of students The School of Law representative volunteered to redesign the form and present it to the next FLTC for CONSIDERATION.
40.4.6 • MSc Violence, Conflict and Development
40.4.7 - FLTC NOTED that Visiting Examiners report was available,
40.4.8 - NOTED that the Visiting Examiner had the same concerns as the V.E for CISD with regards to the value attached to the dissertations.

40.5. ECONOMICS
40.5.1 • MSc Political Economy of Development and Development Economics: Appendix P and S
40.5.2 • MSc in Economics with reference to Regional Programmes: (Appendix R,T and U combined)
40.5.4 FLTC NOTED that the APRs were generally good.
One of the Externals commented that the optional papers on Africa appeared to
have less specific applications of economic theory to regional economic issues. It was felt that this could be due to the nature of the economics literature on Africa. Convenors would be consulted.

40.5.5
Secondly, the external also pointed out that the distribution of marks were also different across courses. Some courses had marks bunched in the mid-to-upper sixties while others had a broader distribution. It was NOTED that the dispersion of marks in different courses and the provision of summary statistics as a matter of routine would be CONSIDERED in the Departmental meetings.

40.6
- MA Law and LLM
40.6.1 FLTC NOTED that the Visiting Examiners reports were not available.
40.6.2 It was NOTED with the mixing of MA and LLM programmes had deprived both programmes of a distinct identity. There would be a general review of the programme structure which would address some of the fundamental questions.

**ACTION:** As many of the APRs did not have Visiting Examiners report, the Committee were subsequently advised to return the APRs to await Visiting Examiners comments. Upon receipt the AD would prepare a summary for LTQC.

40.7. LAW (Appendix W and X)
40.7.1 MA Law
40.7.2 LLM Law
40.7.3 FLTC NOTED that no Visiting Examiners reports had been received. It was highlighted however, that the most important long-term goal was the distinctiveness of the MA Law programmes, thus overcoming the de facto fusion of the MA & LLM programmes after the termination of the University of London LLM. A general review of the programme structure as well as the Law School’s postgraduate strategy should address these fundamental questions.

40.8 POLITICS
40.8.1 MSc Politics: It was NOTED that the Politics Department were not happy to present their APR’s without the Visiting Examiners report and consideration at Departmental level. Therefore the APR’s would be presented to the next scheduled FLTC meeting in March.

**ACTION:** It was NOTED that the Committee was not impressed with the overall submission of the APRs. The design of the APR forms was not an issue as had earlier been expressed by some members of the FLTC. However, the way the APR’s appeared to be completed in a hurried manner and the lack of Visiting Examiners report presented a difficult job in summarising for the LTQC.

40.9.1 It was also agreed that the APR form should be reviewed, revised and redesigned and considered at the next meeting.
40.9.2 It was also subsequently recommended by the Committee Secretary of the LTQC that the incomplete APR’s should be presented again at the next FLTC once the V.E’s reports had been received.
41. **SOAS Library: Electronic Reading Lists:** (Appendix A.1)

FLTC RECEIVED the paper from the Deputy Head of Teaching & Research Support. It was NOTED that the pilot project which formatted and uploaded onto BLE approximately 60 courses created by Development Studies and CISD had been a success. It made locating course readings much easier for students and enabled staff to check that relevant texts were available in sufficient copies. It was also NOTED that with the appointment of the new subject librarians and redistribution of responsibilities the Library was in a position to extend the pilot of e-reading across more courses and departments.

41.1.2 **ACTION:** FLTC AGREED that the SOAS Library: e-reading list paper would be circulated at Departmental level for NOTING.

42. **Quality Assurance Handbook:** (Appendix B.1)

42.1 FLTC NOTED the paper from the Quality Assurance Manager and the web link for the Quality Assurance Handbook.

43. **Intercollegiate Courses for BA/BSc Students:** (Appendix C.1)

The Head of Registry spoke to the paper regarding intercollegiate courses for BA/BSc students. The report mentioned that the Colleges exchanged tuition fees in respect of intercollegiate students, outgoing and incoming. SOAS had always run a deficit on its intercollegiate account. The proposal outlined 5 points aimed at level, year of study and maximum number that can be taken either overall or in any one year. The paper also suggested narrowing the course choices to only courses relating to students’ degree structure. FLTC supported the proposal.

43.2 **ACTION:** FLTC to RECOMMEND Proposal to be CONSIDERED at Departmental level then comments sent to LTQC to CONSIDER and APPROVE.

44. **Review of English Language Entry Requirement:** (Appendix D.1)

Mr David Atkins, Head of Admissions and Mr William Hetherington, of IFCELS both presented the paper on the Review of English Language Entry Requirement for CONSIDERATION. FLTC NOTED that due to requirements being high, SOAS was losing students to other Universities who accepted lower entry requirements. The proposal to amend requirements went as follows:

‘no change be made to the standard of English entry requirement but the threshold for acceptance onto a programme of study with a requirement of attending in-sessional English be amended to 7.0 overall with a minimum of 6.5 in each of the sub-scores.’ ....

An adjustment to the boundaries for selection onto the four and eight week pre-sessional programmes as described in para 4.2 of this Appendix D. 1.

The question of length of accreditation to last 2 years instead of 1 year was considered. It was thought that if it was for only 1 year this would give the perception of deterioration which meant there was a risk in the strategy.

It was NOTED that the new category would catch a quarter of the students which were being lost.

FLTC commended the proposed changes.

44. **ACTION:** FLTC AGREED recommend the paper to LTQC for APPROVAL.

45. **Student Services Department:** (Appendix E.1)

FLTC RECEIVED the Student Services Annual Report for 08-09.
46. Careers Services: (Appendix F.1)
   46.1 FLTC RECEIVED the Careers Annual Report – FLTC recognised the importance of Academics creating awareness among students to undertake the survey for DLHE.

46.2 ACTION. The Committee welcomed the report and recommended that the Careers Office should contact the Departments directly as an effective way of communicating via the Departmental staff to the students.

47. Change of Course Title Form: (Appendix G.1 to H.1)
   47.1 FLTC NOTED new course title changes in Development Studies.
   47.2 • 15PDSH025 new title – ‘East Asia and Globalisation’
   47.3 • 15PDSH028 new title ‘Migration and Mobility in the Middle East and North Africa’
   47.4. • 151010033 ‘Tigers’ and ‘Dragons’: East Asian Development Revisited.

47.5 ACTION FLTC to RECOMMEND Approval to Faculty Board

48. Amendment to UG Politics Course: (Appendix J.1)
   48.1 Amendment to the Examining Methods for Government and Politics of South Asia – 153400020 – from 80/20 to 60/40 NOTED by FLTC

48.2 ACTION FLTC to RECOMMEND Approval to Faculty Board

49. Amendment to PG Development Studies Course: (Appendix K.1)
   49.1 FLTC NOTED the amendment to Examining Methods section 11(b) contact hours to Aid and Development 15PDSH027 – Aid and Development.

49.2 ACTION FLTC to RECOMMEND Approval to Faculty Board

50. 2010 Regulations for CeDEP (Centre for Development, Environment and Policy) based at Wye.
   50.1 FLTC NOTED the Regulations available to External System students and for the new academic session.

50.2 ACTION: WM to notify CeDep (Michael Sawyer) that the Regulations for CeDep 2010 were NOTED by FLTC.

51. Syllabus Amendment for three MSc Courses taught at Birkbeck: (Appendix M.1)
   51.1 FLTC CONSIDERED the paper from Head of Registry, who pointed out that the Agenda item XVIII was wrongly titled as MSc Degrees when in fact it should have been MSc Courses as subsequently amended in the minute title above.

   51.2 The Head of Registry reported that the 22 students who were taking Birkbeck courses would have insufficient CATS points and would graduate with a light degree. To prevent this happening in future it was proposed to have the Birkbeck courses removed from the MSc syllabuses for future years by a programme amendment to go through the next FLTC.

51.3 ACTION: FLTC AGREED to this proposal and would consider an amendment at the next meeting.

52. Any Other Business:
   There was none.