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 18th March, 2010 – held in room 116 at 9.00am

MINUTES

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

In Attendance:
Ms J. Dixon Academic Directorate Development
Mr J. Footitt Faculty Officer - Student Support Office
Mr M. Green Academic Directorate Development
Mr N. Page Head of Registry
Ms S. Spells Deputy Teaching and Research Support
Dr D. Fell Politics of International Studies
Mrs W. Muorial-Sal Committee Secretary

53. Minutes: The minutes of the last meeting held 28th January, 2010 were APPROVED.

54. Matters Arising:

55. New Defims Part 1 and Part 2 BSc Programme Proposal:
55.1 FLTC NOTED Faculty Board approval of Part 1 form (appendix A) and CONSIDERED Part 2 of the BSc Programme Proposal (appendix A+). for BSc International Management (Middle East and North Africa) – 3 year and BSc International Management (Middle East and North Africa) including year abroad 4 year programme proposal.

55.1.2 It was however NOTED section 33 was not complete. The members noted that the second year where the options were limited. The third year seemed to be fine.

55.1.3 ACTION: Subject to the completion to section 33, FLTC were happy for the Chair to take Chair’s Action.

56. BA/BSc Classification Scheme - proposed replacement: (App B)
56.1. FLCT were asked to CONSIDER the proposal to replace the current BA/BSc classification scheme with the simpler scheme used for LLB degrees. FLTC welcomed this suggestion. It was noted that to start off with the BA/BSc classification scheme would run along side the LLB one. Degrees would be awarded under the scheme more favourable to candidates, if there were different outcomes.
56.1.2 The Head of Registry also reported that the Faculty of Language and Cultures L&T committee had suggested that 10% of the Year 1 marks should count towards classification for Honours. This was welcomed by the FLTC. It was NOTED that this suggestion would be considered at the Regulations and Assessment working group and reported back to the next FLTC.

56.1.3 The members agreed that it was important to harmonize the marking schemes – clarifying how high and how low marks can be allocated.

56.1.4 **ACTION:** Head of Registry would report back to FLTC the outcome from the Regulations and Assessment Working Group.

57. **Coursework submission deadlines – UG regulations:** (App. C)

57.1 FLTC **CONSIDERED** the proposal to rationalise and simplify the BA/BSc and LLB regulations on deadlines for submission of coursework. The revised proposal now states ‘The School deadline for the submission of any coursework is 16.00 on the Friday immediately before the beginning of the May/June examination period of the academic year in which the course is taken. No marks will be awarded for any coursework submitted after this deadline’.

57.2 FLTC were happy to recommend the above regulation revision to LTQC.

58. **Coursework submission deadlines – PG regulations:** (App. D)

58.1 FLTC **CONSIDERED** this proposal parallel with the above minute 57.

59. **ACTION:** FLTC were happy to recommend APPROVAL to LTQC of the revision to the BA/BSc, LLB and Postgraduate deadline regulations outlined in appendix C and D to start 2010/11.

60. **Draft regulations requiring students to complete all elements of assessment and examination:** (App. E)

60.1 FLTC **CONSIDERED** the revised three new regulations relating to students undertaking all the assessment elements prescribed for a course. FLTC NOTED that the DAPS people had been astonished to learn that students were allowed to sit their exams without having submitted any or insufficient coursework. It was also NOTED that further discussion was needed next term with regards to withdrawing students who do not submit their coursework elements.

60.1.1 **ACTION:** FLTC AGREED to recommend APPROVAL of the three new revised regulations to LTQC – to start 2010/11.

61. **Late dissertation submission – Postgraduate Taught Masters regulations and procedures:** (App. F).

61.1 The proposal to rationalise and simplify the regulation and procedures governing late dissertation submission was **CONSIDERED**. It was NOTED that the main deadline of 16.00 on 15th September would remain. However a new School deadline of 16.00 on 30th September would be introduced. Dissertations would be taken in, marked with a deduction of 2% points for each day late between 15th and 30th. However, this deduction of marks would not apply if the relevant Sub-Board of Examiners determines that there is good cause for the late submission. Certification would be required.

61.1.1 It was felt that this scheme could be abused by some students. The student representative suggested that perhaps a higher deduction percentage of 5% per working day late would be severe enough to draw
more attention to the main deadline of 15th September.

**61.1.2 ACTION:** This was not favourably received, however FLTC AGREED to recommend APPROVAL to LTQC and to review it at the end of 2010/11.

62. **Programme Specifications:** (App. G)
62.1 The Quality Assurance Manager solicited the views of the FLTC on the proposed changes and development to the Programme Specifications. It was NOTED that the aim for reviewing the document was to move forward, not only should it be part of the programme proposal documentation, but a source of information for students. Therefore, the language should be more student-friendly, to include broader contextual information helpful to students.

63. **Draft revised undergraduate/postgraduate programme specification form:** (App. H)
63.1 FLTC also CONSIDERED the proposed first draft for the UG and PG programme specification form. It was NOTED that the aim was to include a clear statement of purpose, written for a public audience particularly with the prospective student in mind.

63.1.1 FLTC welcomed and supported the proposed focus, review and direction of the form, it was felt to be more thought provoking. It was also NOTED that the revision would also trigger the revision of the course proposal forms.

63.1.2 It was also NOTED that there was a need for better examples and guidelines on writing better Learning Outcomes.

64. **On-Line Coursework submission on the BLE:**
64.1 FLTC RECEIVED a general update and summary of the pilot to date and recommendations. The E-Learning Manager asked FLTC whether they wished to continue with online submission next academic session and beyond. If so, whether TURNITIN would be the tool of choice and finally whether FLTC would agree to recommend that a School-wide approach to online submission was adopted or preferred to decide policy locally.

64.1.1 Each of the FLTC members spoke on behalf of their Department.
- Defims reported that they were generally very happy.
- Economics – excellent.
- Development Studies – fantastic. It was generally felt that online submission encouraged good behaviour – allowing students to see plagiarism report could be used as a learning experience.
- Politics – hadn’t used it much but had not heard any negative comments.
- Law – reported that those that had used it liked it. However, there were concerns on health and safety with reading off the screen for long periods.

64.1.2 There was strong endorsement from FLTC members.

64.1.3 **ACTION:** FLTC recommended that members of ADD – E-learning should attend Departmental meetings to address On-line coursework submission and address training.

65. **Library Matters:** (App. J)
65.1 FLTC RECEIVED latest Library update on the Library transformation project. It was NOTED that another email would be sent to all students and staff. The Library would be closed from 1st April through to 12th April – there would be staff outside the library to direct students where to go.
66. **Publication of provisional marks to Postgraduate students in July:** (App. K)

66.1 FLTC CONSIDERED a paper presented by Faculty Officer from the Student Support Office with regards to releasing marks in July. The paper was presented from an administrative point of view.

66.1.1 The request to withdraw the publication of provisional marks in the summer was CONSIDERED. The Head of Registry said that he was sympathetic to the points raised in the paper, but that these points had been considered and another paper had been produced to release finalised marks rather than provisional. The benefits of releasing marks in the summer were NOTED as beneficial to PhD applications, potential employers etc. Also the November meeting would be much shorter as only Dissertations and the overall profile would be considered.

66.1.2 **ACTION:** FLTC AGREED to consider the concerns raised at the next LTQC. Also recommended that the administrative burden should be raised with the Faculty Administrator.

67. **Cefims New Distance Learning - Postgraduate Course Proposal and Programme specification:**

67.1 FLTC CONSIDERED the following Cefims course proposal and programme specifications for 2010

67.2 **Cefims** Course Proposal entitled - **Financial Econometrics**- (App.L)

67.2.1 **ACTION:** FLTC happy to RECOMMEND APPROVAL to Faculty Board

67.3 **Programme Specifications:**

67.3.1 For documentation purposes, the Distance Learning Programme Specifications - Appendix M through to Appendix T for Cefims were NOTED by FLTC. Some inconsistencies were also NOTED regarding number of courses and in App. M page 2 the pass mark was incorrect. This would however be tidied up in the future. At the bottom of page 3 of the same appendix M – the last paragraph was commended as it harmonized with the new policies written by the Head of Registry which related to students having to sit all elements of their assessments in order to pass.

67.3.2 **ACTION:** Recommend Faculty Board to NOTE.

68. **Development Studies New UG Course proposal:** (App. U)

68.1 FLTC CONSIDERED new undergraduate course proposal entitled **Food Security and Livelihoods**.

68.2 **ACTION:** Subject to the following amendments – FLTC were happy to recommend APPROVAL to Faculty Board.

68.2.1 - With amendments to sections
  - 20 – should read ‘Yes’
  - 21 – should read ‘Yes’
  -23a – number of papers should be ‘1’
  -23a – Exam % of total mark should be 70%
  -23b - Essay % of total mark should be 30%
  -24 – it was felt that the rationale for examining methods was not linked to section 11.
69. **The School of Law New PG Course proposals**: (App. V)

69.1 FLTC CONSIDERED three new course proposals as listed below:

69.2 **ACTION**: Subject to the following amendments – FLTC were happy to recommend all three new course proposal for **APPROVAL** to Faculty Board.

69.2.1 **Affirmative Action Law** (App. V) – Amendments to sections
- 14b – length in words for half unit course – the norm should be 5 to 6,000 words
- 14b – date of submission – should be read ‘Second week of term in which the course is taught’
- 14c – presentation and number of students – it was noted that there would be time constraints.

69.2.2 **Law and Development in Africa** (App. W) –
- Section 11 Learning Outcomes – point 4 remove the word ‘further’.
- also core readings to be identified.

69.2.3 **Law of the Creative Cultural Industries in the Middle East and North Africa** (App. X) –
- Section 11 it was noted that MENA was not included in the Learning Outcomes.
- point 3 - the word ‘appreciate’ should be avoided.
- also awaiting library comments

70. **Politics and International Studies**:

70.1 FLTC CONSIDERED three new course proposals:

70.2 **ACTION**: Subject to the following amendments – FLTC were happy to recommend all three new course proposal for **APPROVAL** to Faculty Board.

70.2.1 **Identity in International Relations** – undergraduate (App. Y).
- Sections 6 should read ‘BA Politics’ ‘international’ to be removed.
- Section 11 – Learning Outcomes to be redrafted
- Section 12 – the same amendment as section 6 to the first line.
- Section 21 – should read ‘YES’
- Section 23(a) should be 1 written paper
- Section 23(b) should state last Monday of term in which course is taught.

70.2.2 **Taiwan’s Political and Economic Development** – undergraduate (App. Z)
- Section 21 should read ‘YES’
- Section 23 it was NOTED that there was mention of a presentation in section 11 under the Learning Outcomes, however not factored in the examining methods. Clarification was required.

70.2.3 **Taiwan’s Politics and Cross-Strait Relations** – postgraduate (App. A.1)
- Section 14(b) second essay deadline should read ‘Week 1 Term 3’
- Section 14(d) should read ‘NO’
71. **Course Amendments to assessment weighting:**

71.1 The following course amendments were **CONSIDERED** and could not be approved as the amendments were incorrect and unclear. Therefore subject to the following amendments – the FLTC would be happy to recommend APPROVAL to Faculty Board.

71.2 **Development Studies:** (App. B.1)

71.2.1 - PG Famine and Food Security – clarification needed as percentage to examining methods did not add up.

71.3 **The School of Law:**

71.3.1 **Climate Change Law and Policy:** (App. C.1)

71.3.2 **International Environmental Law:** (App. D.1)

71.3.3 - Percentage to examining methods did not add up.

71.4. **International Human Rights Clinic** (App. E.1)

71.4.1 - Essay 2 deadline should not fall on School deadline.

71.5 **Intellectual Property rights and Development:** (App. F.1)

71.6 **Law and Natural Resources** (App. G.1)

71.7 - Percentage to examining methods did not add up.

71.8 **Politics and International Studies:**

71.9 **International Theory** - (App. H.1)

71.9.1 - Section 5a should be 2hrs

71.10 **ACTION:** Subject to the above amendments from app.B.1 through to H.1 – FLTC would be happy to recommend APPROVAL to Faculty Board

71.11 **Conflict, Rights and Justice:** (App. I.1)

FLTC **NOTED** urgent Chair’s Action was taken on the amendment to the examining methods that had been wrongly quoted on the new course proposal which had been seen and approved in October 2009 for second term start.

72. **Change of Course Title form:** (App. J.1)

72.1 FLTC **NOTED** two new change of course titles:

72.1.1 Course code 15PLAC157 proposed new title

**Access to Justice and Dispute Resolution: Special Application** –

72.1.2 **ACTION:** Faculty Board to NOTE change of course title.

72.2. Course code 15PLAC132 – (App. K.1) FLTC **NOTED** that the title proposed was unclear – to be returned to originator.

72.2.1 **ACTION:** Subject to clarification to new title FLTC happy for FB to NOTE.

73. **Annual Programme Review:**

73.1 - MSc Development Studies - (App. L.1)

73.2 - MSc International Management of Japan - (App. M.1)

73.3 FLTC **NOTED** the two Annual Programme reviews
Postgraduate Taught masters programme – three years part-time:

FLTC CONSIDERED (App. N.1) the proposal for the following Master programmes in the Faculty of Law and Social Sciences to be made available part-time three years, in addition to the existing options of full-time over one year and part-time over two years:

MSc Development Economics
MSc Development Studies with special reference to Central Asia
MSc Economics with reference to Africa
MSc Economics with reference to South Asia
MSc Economics with reference to the Asia-Pacific region
MSc Economics with reference to the Middle East
MSc Political Economic of Development.

ACTION: FLTC AGREED with the proposal and felt it was a good idea. To RECOMMEND APPROVAL to Faculty Board.

Any other Business:

Suspension of Regulations:

Student number 070262887 – Programme of study: MSc in Sustainable Development: Environmental Economics specialism –

ACTION: NOTED and APPROVED BY FLTC – to be passed onto Student Assessment, Internal and External Student Administration (EISA). Faculty Board to NOTE.

Student number 09026950 – Programme of study: PG Certificate in Agricultural Economics –

ACTION: NOTED and APPROVED BY FLTC - to be passed onto Student Assessment, Internal and External Student Administration (EISA). Faculty Board to NOTE.

Next FLTC scheduled for Thursday 20th May, 2010.