FACULTY LEARNING AND TEACHING COMMITTEE
HELD 21ST OCTOBER, 2010
AT 9.15 - ROOM 116
MINUTES

Members

Dr Nigel Poole Chair
Dr M Jennings Development Studies
Dr C Lapavitsas Economics
Mr P Kohler The School of Law
Dr R Bajpai Politics
Mr N Page Head of Registry

In attendance:
Ms B Spina Head of Teaching and Research Support
Dr M Bentham Director of Academic Development Directorate
Ms W Muoria-Sal Committee Secretary

1. Minutes
   The minutes of the last meeting held 20th May, 2010 were APPROVED.

1.1 The Minutes of the pre-extraordinary and Extra Ordinary meetings held 24th August and 3rd September were NOTED. The meeting was held to look at the Part 2 form for the new Community Leadership programme, a bespoke leadership training programme for the London Borough of Tower Hamlets delivered in co-partnership with the Council of Ethnic Minority Voluntary Sector Organisations. (see attached Part 2 form)

2. Matters Arising:
   FLTC members NOTED the target and actual fte figures of enrolment as at 14th October, 2010. The Undergraduate numbers were well up, however besides Politics meeting its PG target, the overall postgraduate targets were low. It was felt that a contributing factor was students facing visa problems. It was NOTED that the School would be taking appropriate measures to CONSIDER the visa problems.

3. Terms of Reference:
   It was NOTED that the Terms of reference (app. C) circulated with the Agenda, was an outdated version.

3.2 ACTION: It was AGREED that WM would circulate updated Terms of reference
4. Chair’s Action taken over the summer:
4.1 AD referred to (appendix D) listing all Chair’s Action taken over the summer.

5. New Course Proposals – Distance Learning: (Appendix E to K)
5.1 FTLC CONSIDERED one new CeFIMS course proposal:

5.1.1 • Cefims: Public Policy and Management: Development Assistance.

5.2 and also CONSIDERED six CeDEP course proposals: It was NOTED that the CeDEP proposals were already running but were formulated to meet with the School’s model. It was NOTED that CeDEP C123: Managing Knowledge and Communication for Development had incorporated continuous assessment for the first time, and that this would apply to all modules in the future.

5.2.1 • CeDEP C123: Managing Knowledge and Communication for Development
• CeDEP C185: Sustainable Forest Management
• CeDEP C200: Environmental Science and Management
• CeDEP C207: Environmental Assessment
• CeDEP C208: Environmental Auditing and Environmental Management Systems
• CeDEP C230: rural development

5.3 ACTION: Subject to minor amendments to appendix F CeDEP C123 – correction to 14B word count – FLTC were happy to recommend APPROVAL for all the above to Faculty Board.

5.4 Two additional DeFIMS course proposals, to run in the second term, were tabled at the FTLC meeting.
5.4.1 • International Business Strategy
5.4.2 • International Marketing

5.5 It was NOTED that the courses had been running at Birkbeck, however as the CATS weighting was no longer consistent with SOAS – these two new proposals would allow SOAS to offer the above courses with the correct CATSpoints to our students.

5.6 ACTION: Subject to amendment to section 14 – course weighting and section 15. Rationale for examining methods – sentence required on benefits of examining through a tutorial examination. FLTC happy to recommend APPROVAL to Faculty Board of the above two course proposal.

6. Undergraduate 09/10 Annual Programme Review:
6.1 FLTC NOTED the following four out of five Annual Programme Reviews for 09/10 - (Appendices L to P):

6.2 BSc International Management (China) – 3 and 4 year degree programme, although launched in 09/10 – FLTC NOTED that the language option arrangements were still outstanding and needed to be confirmed as soon as possible.

6.2.1 There were also a large number of plagiarism cases noted in this programme, however, it
was noted that this could be due to the newly set up on-line course work submission which is more vigilant in identifying these cases.

6.2.2 **ACTION:** Language arrangement details to be reported to next FLTC

6.4 **BA Development Studies and another subject:** Noted

6.5 **BSc Economics and BA Economics and another subject:** - It was **NOTED** that the Economics Department were in discussion with regards to reviewing the new streaming of A and B for students with or without Maths A level – although it was working well it was proving to be resource intensive, raising the question whether it would be better to revert to asking for maths ‘A’ level as entry requirement.

6.5.1 **ACTION:** It was noted that both BA Economics and BA Economics and another subject written on separate reports had exact same text. FLTC recommended that the APR reports should be returned for new comments to differentiate two sets of programmes.

6.6 **LLB and BA Law and another subject:** Noted

6.7 The following APR (App. Q) was **NOTED** as outstanding and would be considered at the next December 2nd FLTC.

- BA Politics single subject and BA Politics and another subject.

6.3 **ACTION:** AD to prepare a summary report on all the APRs for LTQC.

7. **Core Course Requirements – to be effective 2011**

7.1. The Head of Registry presented his proposal (Appendix R.) for **CONSIDERATION** with the proposed changes to the core course requirements for - BA Development Studies and another subject, BA Law and another subject and BA Politics (single subject and two subject degree). It was **NOTED** that the proposal presented significant changes to the syllabus of the degrees and if approved would apply to students entering the School in and after 2011. The LLB single subject was not included, and would be considered next year.

7.1.1 The Politics representative requested to discuss the proposal further with the Department.

7.1.2 **ACTION:** Head of Registry to wait to hear from Politics and to redraft and seek Chair’s Action in order to present to LTQC.

8. **Amendment to Course Proposals:**

8.1 **FLTC NOTED** amendments to the following course proposal (Appendix S)

8.1.1 - DeFIMS: International Management - course scope has been amended in order to introduce a comprehensive range of topics in international management to students.

8.1.2 FLTC enquired whether the amendment to the course scope had created any changes to the reading list – also originator was recommended to contact ADD for clearer Learning Outcomes – section 7.
8.1.3 **ACTION:** Subject to the above revision FLTC happy to recommend APPROVAL to Faculty Board.

9. **FLTC also NOTED Law course amendment which was tabled:**

9.1 **Law – Human Rights in the Developing World.** FLTC NOTED amendment to Examining methods – course weighting.

9.1.1 **ACTION:** FLTC happy to recommend APPROVAL to Faculty Board.

10. **Student Course Evaluation Results for Law and Social Science (Appendix T):**

10.1 FLTC RECEIVED a report from The Director of Academic Development Directorate, Dr Mandy Bentham who reported on the outcome of the recent Student Course Evaluation results. FLTC NOTED the 2010 survey had a total response rate of 48% compared to 53.7% in 2009. It was also NOTED that in comparison with the other two Faculties, L&SS scores were lower in all sections of the survey.

10.1.1 Heads of Department have been asked to feed back on action being taken on issues raised in the survey. There would also be a new Head of Department forum to look at the National Student Survey.

10.1.2 • In addition the following points were also NOTED:
    • The Associate Dean would be invited to a demonstration on on-line survey response.
    • Another drive to improve response was a possibility of conducting the survey at programme level rather than by course.

10.2 **ACTION:** FLTC NOTED that ADD would be changing some of the questions on the survey in order to get better more specific feedback. Library question also to be reviewed.

11. **Suspension of Regulations – SOAS - CeFIMS:** (Appendix U to U4) plus additional request tabled. FLTC CONSIDERED requests for suspension of regulations for the following students:

11.1 • Student number 070260229 – Programme of study: MSc in Financial Economics
    The student was enrolled on C210/C310 – Public Financial Management: Reporting and Audit and wishes to complete the MSc in Financial Economics in 2010. Therefore suspension of regulation related to 'Completion of Programme'.

11.2 • Student number 080259736 – Programme of study: MSc degree in Finance (Economic Policy).
    The student had mistakenly enrolled on C229/C329 – International Finance after enrolling on five core courses and wishes to complete in 2010. Therefore suspension of regulation related to ‘Completion of Programme’.

11.3 • Student number 080260558 – Programme of study: IPC in Public Policy and Management.
    The student was mistakenly enrolled on a fourth IPC course as it was assumed that they wanted to take the MSc in Public Policy and Management. Therefore suspension of regulation related to ‘Taking an extra course as an IPC student.

11.4 • Student number 080261968 – Programme of study: MSc in Public Policy and Management.
    The student enrolled on C313 – the International Monetary Fund and Economic Policy and
was unable to complete. They wish to substitute this with another course. Therefore suspension of regulation related to ‘Withdrawal of previously enrolled course and substituted with another course’.

11.5

- Tabled – Student number 070259544 – Programme of study: MSc Finance (Financial Sector Management).

The student originally enrolled on C227 – Investment and Project Appraisal as an IPC in Financial Management. She has transferred to MSc Finance (Financial Sector Management) and would like this course to be credited. Therefore suspension of regulation related to ‘Credits C227 – Investment and Project Appraisal to the above programme’.

11.6 **ACTION:** FLTC Approved all of the above suspension of regulations.

12. **Annual Summary Report:**

12.1 FLTC **NOTED** the Annual Summary Report prepared by AD which was presented to LTQC in May 2010.

13. **2010/11 Regulations for Distance Learning CeFIMS Programmes:** (Appendix X,Y and Z)

13.1 FLTC **NOTED** the 2010/11 CeFIMS Programmes – Distance Learning regulations.

14. **Any Other Business:**

14.2 FLTC **RECEIVED** a verbal Library report from the Head of Teaching and Research Support – see attached