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

FACULTY LEARNING AND TEACHING COMMITTEE
HELD 2nd December, 2010 – rescheduled for 13th December
AT 9.15 - ROOM 116
MINUTES

Members

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<tr>
<th>Name</th>
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<tr>
<td>Dr Nigel Poole</td>
<td>Chair</td>
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<td>Dr D Tobin</td>
<td>Development Studies</td>
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<td>Dr M Jennings</td>
<td>Economics</td>
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<td>Dr G Dyer</td>
<td>The School of Law</td>
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<td>Mr P Kohler</td>
<td>Politics</td>
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<td>Dr R Bajpai</td>
<td>Ex-Officio - Head of Registry</td>
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In attendance:

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<tr>
<td>Ms S. Spells</td>
<td>Deputy of Teaching and Research Support</td>
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<td>Ms Zoe Davies</td>
<td>Student Services</td>
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<td>Ms W Muoria-Sal</td>
<td>Committee Secretary</td>
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<td>Butool Ahmedar</td>
<td>UG student rep</td>
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<td>Vasiliki Mavroeidi</td>
<td>PG student rep</td>
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14. **Minutes**
14.1 The minutes of the last meeting held 21st October, 2010 were APPROVED.

15. **Matters Arising:**
15.1 There were no matters arising

16. **UG Annual Programme Review:** (appendix A)
16.1 FLTC noted summary given on the BA Politics and another subject.
16.1.1 It was noted that ISPs and extended essays reflected “unfulfilled potential” which can be fulfilled with more guidance
16.1.2 It was noted that the time it took for clarification of the ambiguity regarding the payment of GTAs for Office hours affected the student access.
16.1.3 Student feedback response was lower than previous years – FLTC noted action being taken by the Department by commissioning informal surveys to see common trend.
16.1.4 FLTC commended the very thorough Politics APR and noted the Department’s excellent suggestions to follow up action points.

17. **Syllabus design – unique elements and avoidance of overlap:** (appendix B)
17.1 FLTC were invited to consider the suggestion that each taught Masters programme should
have a core course unique to that programme and not available in any other programme.

17.1.1 FLTC members agreed with the principle, however there were some concerns as to whether this action would reduce options for students.

17.1.3 The Head of Registry was asked whether a list of courses could be provided showing where this would be affected. The Head of Registry said that this would mainly affect new courses.

17.1.4 The student reps were also in support and suggested that perhaps there could be a window for compromise.

17.1.5 **ACTION:** WM to circulate paper to HOD and student reps for further consideration.

18. **Student Services Annual Report 2009/10:** (appendix C)

18.1 The FLTC received the Student Services Annual Report for 2009/10.

18.1.2 The following issues were highlighted:

18.1.3 There has been a noted increase in number of students seen.

18.1.4 It was noted that resources had gone down.

18.1.5 The need for further information for Academics on how to deal with cases of dyslexia was requested by the FLTC members.

18.1.6 Students needed to be encouraged to see their Personal Tutors.

18.1.7 Personal Tutoring training– it was noted that although badly attended in previous years, the Student Services would put on more training sessions. It was also requested that there should be several sessions put on due to timetable constraints. New members of staff should also be encouraged to attend at the start of their appointment.

18.1.8 The question was raised as to how students with a disability were encouraged to put themselves forward – the Head of Registry reported that students can declare their disability at the application stage eg UCAS…

18.1.9 The AD commended on behalf of the FLTC members the excellent work provided by the Student Services. Also commented that the Departments needed to look at how they could better affect the Student Services. It was noted that the Student Services would also be attending the Departmental meetings.

19.2 Student reps commended the work of Student Services

19. **The Profile of Student Services in SOAS:** (appendix D)

19.1 FLTC were asked to note the need for the term ‘Student Services’ to be used consistently in all School information material. This was due to the continual confusion between Student Welfare and Student Services. It was noted that SOAS had fully integrated Student Services Department since 2002, incorporating International Student and Welfare Advice Service), Student Disability Advice Service and Student Counselling Service. In 2007 Student Mental Health and Wellbeing Advisor was added to the Team.

20. **End date of Taught Masters Programmes: and Terminology:** (appendix E)

20.1 End date of Taught Masters programme:
20.1.1 FLTC were asked to consider the proposal to make 30 September the end date of all Taught Masters programmes; There were two reasons for this: the first was based on the new regulations covering dissertation submission, which now permitted dissertation submission up to 30 September without prior approval but subject to deduction of 2 percentage points per working day.

20.1.2 The second reason related to non-EU students resident in the UK on a Tier 4 student visa who wish to apply for a Post Study Work Visa (PSWV). It was noted that this could possibly be withdrawn by the government.

20.2 Terminology:
20.2.1 The second part of the proposal (appendix E) proposed changes to the present terminology:

20.2.2 Floater courses or floaters to be referred to as ‘Programme option’ or ‘Open option’

20.2.3 Pre-sessional courses (PGT) to be referred to as ‘Preparatory course’.

20.3 ACTION: FLTC welcomed both proposals which outlined the reasons for the changes. WM to circulate (appendix E) to the Departments and recommend Faculty Board to note.

21. Year Abroad Arrangements: (appendix F)
21.1 FLTC noted that the Year Abroad degree programme which combined Management with Chinese language was taught in collaboration with the Department of China and Inner Asia. The year abroad aspect of this degree would be administered by the Department of China and Inner Asia as considerable expertise and links in this area had already been established and it made sense to use this rather than to duplicate work.

21.2 ACTION: FLTC requested more information and reassurance on what the syllabus would consist of with Management courses. Would the tuition fees be the same? Would consideration and support be given to the level of Chinese acquired before the students go abroad?

22. Date of graduation ceremonies from 2012 onwards: (appendix G)
22.1.1 The proposal from the Head of Registry to move back the graduation dates by two weeks. This was due to
- increase in student numbers
- increase in examinations sessions
- complaints from Visiting Examiners they have inadequate time to give sufficient consideration to the increasingly large amount of material.

22.1.2 In addition to the above the School was receiving increasing number on appeals in respect to examination marks.

22.1.3 ACTION: FLTC members were not in agreement and felt that it conflicted with the School’s research policy. It was felt that other ways needed to be explored eg to bring forward the exams, or perhaps holding graduation, like other institutes, during the first term mid to late October.

23. Anonymised exam results during the pass/fail/re-sit and classification:
23.1 The Head of Registry gave a brief verbal report on the requests that have been received
from Visiting Examiners and students to make coursework and dissertations anonymous. He said that he would submit a paper to the next FLTC for consideration.

23.2 **ACTION:** FLTC endorsed verbal report and would await paper to be brought to next FLTC in January.

24. **Suspension of regulations: CeDep – SOAS (appendix H)**  
24.1 Student no. 090267657 – Programme of Study: MSc in Poverty Reduction: Policy and Practice – FLTC **considered** the request for the student to be permitted to study C185 Sustainable Forest Management to complete the requirements for Part 2 of the MSc.

24.2 **ACTION:** Suspension of regulations were approved by FLTC.

25. **School of Law new MA Rubric (appendix I):**  
25.1 The proposal to permit MA Law students to select one complementary non-law SOAS Master level course was **considered** by FLTC.

25.2 **ACTION:** FLTC approved proposal subject to appropriate wording….language acquisition. It was agreed that the Associate Dean, Head of Registry would agree on wording to be circulated by wm for approval. It was also noted that all the MA programs would have to be amended.

26. **Columbus Registers and Online UNIT-E Class Register marking (appendix J)**  
26.1 A representative from the Management Information Services (MIS) Mr Andrew Unsworth demonstrated the new Columbus registers to the members. It was **noted** that the Registers would be ready to use from the second term January 2011.

After the demonstration the general feedback was as follows:

- it was impressive that photos of the students appeared when the cursor hovered over the student’s name. It was requested whether a gallery of photos report could be printed in order to assist academics to put names to faces.
- there was too many clicks to get to the Columbus Register, could this be reduced.
- in order to use the registers staff needed to be given access to Columbus
- in order to use the registers it would be necessary to have laptops or access to desktop in the class room.
- It was noted that Economics had taken the stance not to take registers due to the UK border issues.
- Suggestions were made whether it was possible for students to have the same access to sickness reporting which could then transfer onto the on-line registers.

26.2 **ACTION:** FLTC noted that the Registers would be ready to use from the second term. Mr Unsworth noted FLTC’s comments and reported that he would take back the feedback to Management Information Systems for further consideration.

27. **Change of Course Title Form (appendix K):**  
27.1 FLTC **noted** the following course title change.  
Ethnic Minorities and the Law – both undergraduate and postgraduate courses changed to Law, Multiculturalism and Intercultural Human Rights with (PG) added to the postgraduate one.

27.2 **ACTION:** FLTC were happy to recommend approval to Faculty Board.
28. **BA South Asian Studies and International Management (3 and 4 year programme):** (appendix M).

28.1 FLTC considered the Programme Proposal for BA South Asian Studies and International Management. It was noted that was to replace courses taught with Birkbeck, where the agreement had come to an end.

28.2 Concerns were raised with regards to there not being sufficient focus on International Management in South Asia. There was lack of appropriate regional specialism in South Asia. Suggestions were made of the possibility to change the title to do more across regions. The constraint facing DeFIMs in servicing these degrees was primarily one of resources and could have been overcome by new appointments that had been recently cut back.

28.3 **ACTION:** FLTC welcomed concept, however did not approve – need further re-think due to lack of resources to provide the teaching for this degree both 3yrs or 4 yrs.

28.4 Options A and B needed further consideration by Languages and Cultures.

28.5 It was important that the subjects reflect academic coherence.

29. **Proposed Generic Essay Feedback Form:** (appendix Na.b.c)

29.1 A proposed generic written assignment feedback form was considered – it was noted that this had come about due to students who had frequently acknowledged that they did not receive sufficient feedback. WM circulated updated form inviting comments from the committee.

29.2 Several recommendations were made to improve the form.

29.3 Student reps welcomed the use of the form in enhancing feedback.

29.3 **ACTION:** FLTC agreed that the form would be considered at Departmental level. WM to amend the draft generic form and circulate to Departments for further consideration.

30. **Any other business:**

There was none.