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 20th JANUARY, 2011
AT 9.15 - ROOM 116
MINUTES

Members
Dr Nigel Poole Chair
Dr M Jennings Development Studies
Dr G Dyer Economics
Mr P Kohler The School of Law
Dr R Bajpai Politics
Mr N Page Head of Registry
Ms Butool Ahmedar UG student rep
Ms Vasiliki Mavfroeid PG student rep

In Attendance
Ms W Muoria-Sal Committee Secretary

30. Minutes
30.1 The minutes of the last meeting held 13th December, 2010 were APPROVED.

31. Matters Arising:
31.1 Item 21.2 – Action point for Year Abroad Arrangement (appendix F) The FLTC Defims member spoke to the paper prepared by Prof Christine Oughton on the Year Abroad Arrangements BSc International Management (China) (Year Abroad). The following was highlighted a) focus on language in first year and b) there would be no limit on number of students. It was also highlighted by Head of Registry that as with the rest of the School’s policy on Year Abroad language students, no marks would be given, only credits would be awarded. It was also suggested that the word ‘mainly’ in line 5 of the paper should be deleted.

31.2 Item 23.2 – Action point for Anonymised exam results during the pass/fail/re-sit and classification.
31.2.1 The minuted Action gave the impression that FLTC had unanimously endorsed the verbal report from the Head of Registry on the above. However, in actual fact there were some reservations expressed from the FLTC Politics member on behalf of the Politics Department. Therefore, the Action point should have read ‘Some of the FLTC members endorsed the verbal report.....’.

31.3 Item 28.3 – Action point - BA South Asian Studies and International Management (3 and 4 year programme) appendix M.
31.3.1 Further discussion developed and it was agreed that FLTC would like to see further papers on academic coherence.
31.3.2 Action: FLTC asked to see further papers on academic coherence at the next FLTC.
32. **Postgraduate Annual Programme Review**:

32.1 FLTC considered the Postgraduate Annual Programme Review for MSc Violence Conflict and Development (appendix B) – it was noted that there was a need for clearer feedback mechanism with regards to courses, some of the answers were vague and neutral. It was noted that students were positive about the assistance received from the Faculty Office.

32.2 It was also noted that the use of Turnitin was an individual’s choice, part of the issue was down to large classes. It was noted that handing in dissertations via Turnitin was being considered by the Development Studies Department. One consideration was to allow students access to the report on their work with regards to plagiarism.

32.3 **ACTION:** FLTC recommended that Academic Development Directorate be informed of the need for clearer feedback mechanism to avoid vague and neutral responses.

32.4. FLTC also considered the Annual Programme Review for MSc International Management (China) – (appendix C). It was noted that the student staff contact needed to be improved as it had been affected by the move of registration responsibilities to the Faculty Office along with students submitting their work via Turnitin on BLE – although the change was welcomed it had reduced the opportunity for students meeting their teachers outside of class times.

32.5 **ACTION:** FLTC noted that there were several Postgraduate APRs still outstanding and hoped to consider them at the next FLTC meeting in March.

33. **Annual Programme Review**

33.1 The Quality Assurance Manager from the Academic Development Directorate office, spoke to the paper (appendix E). The AD solicited feedback from each member of the FLTC on the reviewing of the Annual Programme Review form. The following comments were highlighted:

33.1.1
- Unsure of info given on course review
- No ownership on who ensures the points raised on the APRs are sorted.
- It would be useful to have flow chart showing links.
- What is the purpose of APR, is it for course enhancement? It would be helpful to have a check list.

33.1.2 AD suggested that perhaps APRs should be considered first at Departmental level before coming to FLTC.

33.2 **ACTION:** It was AGREED by FLTC that the review paper on APR (appendix E) should go to Department meetings and comments feedback direct to the Quality Assurance Manager Jan Dixon on jd104@soas.ac.uk.

34. **Revised Programme Specification form**

34.1 FLTC received and Noted the revised Programme Specification form for undergraduate and postgraduate programmes, (appendix F and G). FLTC commented that the
- programme structure diagram was too small.
- It would be useful to number the pages
- Question raised whether the Programme specification was to be updated yearly and if so by whom. Therefore, clearer job description regarding ownership was needed.

35. **Politics feedback on new and proposed regulations**

35.1 FLTC received a tabled addendum from the FLTC Politics member with regards to the Politics and International Studies Department’s concerns and views on the introduction of the new 10/11 regulations on:

35.1.1 **Over length coursework** – it was felt that this could only work with online submission, otherwise it would be impossible to monitor. The notification of this regulation was sent out after the academics had already prepared their syllabuses and had not included this information for the students.
35.1.2 • Proposed master core course – it was noted that Politics Department were not happy with this proposal as it would not work for any of the Politics Master programmes. Defims felt it would be difficult to analyse without having the list of courses to view.
   The AD felt that the principle was a good one, having differentiation between programmes, having some distinctive elements. However, he was aware that a single core course would not work for all Departments and that other possibilities for differentiation of degree pathways should be enabled.

35.1.3 • Online registration of courses – FLTC also noted that the new on-line course registration process in some cases allowed students to choose the wrong courses. It was hoped that the Faculty Office would be able to tighten the systems in time for next session.

35.1.4 It was generally felt that due to the response to the DAPS visit during 09/10 session, the new regulations were introduced at a very late stage with very little consultation with Departments. Therefore, enforcement of the regulations came up against serious challenges from staff and students.

35.1.5. ACTION: FLTC noted the comments. AD reassured the Department that they were aware of the problems some Departments were having.

36. Course Amendments:
36.1 FLTC considered the following Course Amendments:
36.2 Development Studies
   • Politics of Natural Resources Management - 15PDSH031 – Understanding Economic Migration – 15PDSH032
   Amendment to section 11b number of contact hours changed from 2hr lecture to no lecture and from 1hr tutorials to 3 hr seminars. FLTC noted the rationale for this was the course teacher wanted to use interactive teaching methods and vary method within the session.

36.2.1 ACTION: FLTC and student representatives supported this idea. FLTC happy to recommend APPROVAL to the Faculty Board.

37. The School of Law
37.1 • International Law and Global Orders – 15PLAH019
   Amendment to section 5 (a and b) to be changed from: one 3hrs written paper to one 4,000 word essay worth 100%.

37.1.1 ACTION : FLTC did not approve this due to the following:
   • The weighting of the essay was considered too light weight for this postgraduate course being at 100% - it needed a rethink
   • deadline too early - as syllabus would not have been fully covered
   • rationale should be based on academic grounds not location of staff as stated.

37.1.2 AD reported that the School would soon be reviewing the CATS weighting for all Masters programmes including Distance Learning programmes.

38. Incompatibility of KCL postgraduate courses:
38.1 FLTC noted that due to the low CATS weighting of the Geography courses at Kings College – the courses have been removed at postgraduate level for SOAS students.

39. Report on Ethnicity and attainment at SOAS:
39.1 FLTC received report from the Equality and Diversity Committee: FLTC noted the contents. However it was noted that linked to the question of anonymity of marking, there were no action points which would have been helpful.

38. Thematic Review on Anonymous Assessment of Coursework:
38.1 The 2005/06 Thematic review report (appendix N) from the University of Gloucestershire which set out the procedures for piloting the anonymous assessment of course work was
FLTC members feedback: The Student representatives welcomed the paper but felt that greater consideration to other factors was needed. The Politics FLTC member felt that the Politics Department may not be in favour due to impacts on staff student relationships.

**ACTION:** The Head of Registry accepted the comments and FLTC agreed that implementation of a pilot scheme should go ahead.

### Suspension of Regulations:

**39.1** AD presented on behalf of CeDep-SOAS the grounds put forward for the suspension of regulations for:

- **39.1.1** Student number 090268850 (appendix P)
- **39.1.2** Student number 000262316 (appendix Q)

**ACTION:** FLTC Approved both cases

### Over length Coursework:

**FLTC noted** the paper from Dept of Economics which showed example instructions for quantitative subjects to which the ordinary word limits regulations could not be applied.

### Any Other Business:

**41.1** The following three course amendments were noted under any other business and required urgent implementation as the amendments affected the present 2010/11 session.

- **41.1.1 Development Studies:**
  - Political Economy of Violence, Conflict and Development – 15PDSC003: Currently at 3hrs long unseen written exam, amended to 2hrs long

- **41.1.2 Centre for International Studies of Diplomacy:**
  - Global Energy and Climate Policy – 15PFFC017: Section 5 (d) Learning Diary focussed on engagement with diplomatic processes – current weighting was 10% amended to two Presentations at 5% each.

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

### CeDep Regulations for Distance Learning:

**AD reported** that the updated regulations from CeDep would be forthcoming. FLTC were happy for AD to give a brief summary at the next FLTC in March.

### The next FLTC was scheduled for Thursday 3rd March, 2011.