



**FACULTY OF ARTS AND HUMANITIES
TEACHING COMMITTEE
&
FACULTY OF SOCIAL AND HISTORICAL SCIENCES
TEACHING COMMITTEE**

Tuesday 13 December 2011

MINUTES

Chair:

Professor Henry Woudhuysen (Dean, Faculty of Arts and Humanities)

Present:

Dr Kristin Bakke (ESPS)

Ms Carla Benzan (Graduate student representative, History of Art)

Dr Stephanie Bird (A&H Faculty Graduate Tutor)

Professor Susan Collins (Slade)

Dr Gregory Dart (English)

Dr Jo Evans (SELCS)

Ms Lucy Gildersleeves (DIS)

Dr Tom Gretton (SHS Faculty Graduate Tutor)

Dr Nick Grindle (CALT)

Dr Arne Hofmann (Faculty Office)

Dr David Hudson (Political Science)

Dr Maria Loh (History of Art)

Ms Helen Matthews (Faculty Office)

Professor Tom Mickiewicz (SSEES)

Professor Ian Preston (Economics)

Professor Sara Randall (Anthropology)

Dr Matthew Robinson (Greek and Latin)

Dr Benet Salway (History)

Dr Paul Walker (CALT)

Dr Katherine Wright (for Dr Mark Lake)

Apologies were received from Professor Wendy Carlin, Dr Mathias Disney, Mr Carl Gombrich, Dr Mark Lake, Dr Anson Mackay

1. CONSIDERED and APPROVED the Minutes of the Meeting of 1 November 2011.
2. Matters Arising from the Minutes that are not agenda items.
Ms Carla Benzan was welcomed as the Graduate student representative. Colleagues

were reminded that it was important to find three more student representatives, a Graduate representative from the Arts and Humanities Faculty, and Undergraduate representatives from both Faculties. Ideally the Undergraduate student representative should be from a department other than History of Art.

ACTION: Nominations should be sent to Dr Arne Hofmann as soon as possible.

A volunteer from the Faculty of Social and Historical Sciences was needed to join the Quality Management Working Group. Anyone interested should contact Dr Arne Hofmann. Similarly, volunteers were needed for the Equal Opportunities Working Group. Again anyone interested should contact Arne Hofmann as soon as possible.

Item 7. The reason for the differing entry requirements for the two programmes, a 2:1 for MA Conservation and a 2:2 for the MA in the Archaeology of the Arab and Islamic World was clarified as being a misprint. The requirement was a 2:1.

Item 9. The possible semesterisation of the academic year. Professor Woudhuysen had written to Clare Goudy with the views of departments in the Faculties who had sent in responses to the possibility of semesterisation. It would be discussed at Academic Committee on Thursday 15 December 2011. There was a strength of feeling from all the faculties across UCL and it was unlikely it would go ahead in the form as described.

Item 12. The deadline for responses on the Higher Education Achievement Record was Friday 16th December. There had not been many responses so far.

Item 14. The possibility of capping student numbers on individual modules in Portico would be taken up by Helen Matthews at the Portico User group.

3. NOTED progress with the Annual Monitoring exercise. Reports had only been received by approximately half the departments across the two Faculties. Colleagues were asked to submit their reports to Helen Matthews by Friday 16th December. The Faculty draft report will then be circulated with the papers for the February meeting. It was hoped to streamline the process next year.
4. RECEIVED and CONSIDERED the results of the National Student Survey 2011 for both Faculties.

It was found that on the whole students were contented. The one major complaint was regarding assessment and feedback. Students were constantly frustrated by the late return of work which would enable them to improve their standard for submission of the next piece of coursework.

The student complaints should be taken seriously. Attention was drawn to Paragraph 8, suggested JFTC actions on data.

Departments were also encouraged to drive up the NSS response rate.

ACTION: The NSS results should be taken back to departments and discussed at Departmental Teaching Committees and Staff Student Consultative Committees. Departments should then report back by the next JFTC on 7 February 2012. There would then be a Joint Faculty response submitted to Rob Traynor in Registry.

5. CONSIDERED the proposed merger of BA Hispanic Studies and BA Latin American Studies to create one programme: BA Spanish and Latin American Studies.

This involved no new course modules and was approved unanimously.

6. NOTED the process for the production of departmental Learning and Teaching Strategies by 1 March 2012.

In the past Heads of Department had been asked to produce Learning and Teaching Strategies in isolation. This request for Learning and Teaching strategies could now be used as an opportunity to rethink the process at Faculty level.

With the March 1 deadline in mind, there would be a Teaching and Learning session in January run by CALT for HoDs and JFTC representatives. The Faculty would then discuss Departmental Strategies with them, working closely with specifications set out in the White Paper, for example the reduction of entry points.

A new Vice Provost Education had been appointed: Professor Anthony Smith, who would be starting on January 1 2012.

ACTION: Departments to work on their Teaching and Learning Strategy document for March 1 2012.

7. CONSIDERED the development of joint Faculty guidelines on contact hours for MA modules.

It had been agreed two years ago that the Faculties would harmonise all modules at 30 or 15 credits. This created resource issues which could lead to inconsistency in contact hours between modules available for the same programme and taught in different departments.

ACTION: The Deans, Dr Robin Aizlewood and Faculty representatives to meet and work on the process of MA credit harmonization.

8. NOTED any matters arising from the other UCL Committees.

- i) QMEC: Programme review folded into Annual Monitoring

- ii) IQR: Under review

- iii) KIS moving slowly on

- iv) JFBEx: The problems which were discovered during the 2011 MA examination session were brought to the UCLBEx. The scale of the problem was less than feared. Guidance was still needed for other cases.

There were three new groups:

- i) Harmonised Scheme of Award. Edcom want to consider the deviations from the Harmonised Scheme of Award.

- ii) Programme Approval Steering Group. New programmes should be sent to the Faculty first, and then passed on to the PASG.

- iii) Global Citizenship Steering Group: The key issue here was what was to happen after the examination period in term 3.

CONSIDERED any matters raised by the Faculty Tutor and Faculty Academic Administration Manager.

Faculty Tutor matters:

- CALT:

There were now two designated staff for the Faculty of Arts and Humanities and Faculty of Social and Historical Sciences, Dr Nick Grindle and Dr Paul Walker.

- Edcom:

Admission interviews needed refining. Skype or phone interviews should be arranged for students who were abroad. Written work should not be accepted.

- Common Time Table (CTT) review. There remained a policy against using Wednesday lunch hour or Wednesday afternoons for classes.

UCL had three well endowed Wolfson Awards in History, Language and Literature. A process was being developed for how best to decide who should be the recipients.

Faculty Academic Administration Manager matters:

New modules, module amendments and changes in assessment should be given to Helen Matthews in the first instance. PIQs were now to be on Portico.

9. RECEIVED a briefing on the CALT relaunch.

CALT had been relaunched with six teaching fellows paired up with the various schools. Dr Paul Walker and Dr Nick Grindle had been paired up with SLASH. The job of the Teaching Fellows was to provide support for staff in Learning and Teaching up to strategic level. They would also be offering guidance on widening participation matters and funding for developing initiatives as well, as offering short courses across UCL. There would no longer be any external programmes offered by CALT.

Dr Paul Walker summed up the remit of relaunched CALT:

- i) Give guidance and advice on strategic matters.
- ii) Offer training and development for PG teaching
- iii) Offer continuing professional development.
- iv) Give scholarly collaboration to developments.
- v) Adapt resources to contexts.

10. CONSIDERED any Graduate matters raised by the Faculty Graduate Tutors: Dr Stephanie Bird and Dr Tom Gretton.
Nothing to report.

11. NOTED action taken by Deans and Faculty Tutor in respect of degree programme and module approvals and amendments, and other issues since the meeting of 1 November 2011. (Appendix JFTC 11/02/05)

12. Any Other Business
None.

13. Reserved Areas of Business
None

Distribution: Faculty of Arts and Humanities Teaching Committee Members, Faculty of Social and Historical Sciences Teaching Committee Members, Academic Support (agenda only)

