



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

Tuesday 1 November 2011

MINUTES

Chair:

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

Present:

Ms Karen Barnard (Careers Service)

Dr Stephanie Bird (Faculty of Arts and Humanities Graduate Tutor)

Professor Susan Collins (Slade)

Mr Carl Gombrich (BASc)

Dr Tom Gretton (Faculty of Social and Historical Sciences Graduate Tutor)

Dr Arne Hofmann (Joint Faculty Tutor)

Dr Mark Lake (Archaeology)

Dr Anson Mackay (Geography)

Ms Helen Matthews (Joint Faculty Office)

Professor Tom Mickiewicz (SSEES)

Dr Slava Mikhaylov (Political Science)

Professor Ian Preston (Economics)

Professor Sara Randall (Anthropology)

Dr Matthew Robinson (Greek and Latin)

Dr Benet Salway (History)

Dr Jakob Stougaard-Nielsen (SELCS)

Dr Paul Walker (CALT)

1. NOTED the Committees' Terms of Reference and Constitution.
2. REPORTED the membership of the Committees for 2011-2012 and welcomed new members.
 - Four student members were needed on the JFTC, one undergraduate and one postgraduate from the two Faculties.
 - The Quality Management Working Group needed to identify a members from the SHS Faculty. If anyone was interested in joining this Working Group they should contact Arne Hofmann.
 - Equal Opportunities Working Group: If anyone was interested in joining this Working Group they should contact Arne Hofmann. Ms Lucy Gildersleeves reported that she was willing to remain on the Equal Opportunities Working Group even though she was no longer the DIS representative on the JFTC.

3. CONSIDERED and APPROVED the Minutes of the Meeting of 17 May 2011
4. Matters Arising from the Minutes that are not agenda items.
None.
5. RECEIVED an oral report from Karen Barnard, Head of the Careers Service, on departmental careers development.
In the summer of 2011 it was agreed by Council that the Careers Service would be given additional funding to provide a range of services to students and academic departments across UCL. Karen Barnard outlined the services the Careers Service would provide to both undergraduate and postgraduate taught students.
In addition to these services, every department would be allocated a careers advisor who would develop and facilitate the bespoke careers programme within that department.
6. RECEIVED and CONSIDERED the JFTCs' Schedule of Work for the 2011-2012 session. It was noted that the deadline for Annual Monitoring reports to be received by Helen Matthews in the Faculty Office was 2nd December 2011.

ACTION: Arne Hofmann to send reminder to HoDs.

7. RECEIVED and CONSIDERED Programme Institution Questionnaires/Proposals for the following degree programmes, all with a proposed starting date of September 2012:

MA in Conservation and Museum Studies

MA in the Archaeology of the Arab and Islamic World

Both these degree programmes had been put forward by the Office of International Affairs to be offered at UCL Qatar site and been seen by the PMASG Committee. Both are two year programmes to ensure the standards were those commensurate with a UCL degree.

The Quality Assurance issues were discussed, in particular the Annual Monitoring requirements. These would need to be finalised by Professor Michael Worton.

ACTION: The reason for the differing entry requirements for the two programmes, a 2:1 for MA Conservation and a 2:2 for MA in the Archaeology of the Arab and Islamic World to be clarified.

BA in Jewish Studies

This had been set up as a 3 year BA, without the Year Abroad. The 4 year programme included the year abroad and was a BA in Hebrew and Jewish Studies.

The BA in Jewish Studies was approved by the JFTC.

8. RECEIVED and CONSIDERED the Quality Management and Enhancement Committee's Report on Annual Monitoring to Academic Committee 2010-2011.
9. RECEIVED and CONSIDERED a consultation document concerning the possible semesterisation of the academic year.
Responses were requested to be with the Faculty Office by the 14 November 2011.
Colleagues were very concerned that given the complicated nature of some of the questions and issues involved there was not sufficient time for consultation within departments to give a serious and considered response.

ACTION: Henry Woudhysen to write to Clare Goudy and request an extension to enable departments to consult more widely.

A discussion followed, specifically relating concerns about the implications for staff work/life balance, the ambitious exam timetable and increased workload involved. It was also noted that it would not synchronise with the United States and was therefore seemingly at odds

with current UCL recruitment aims. Departments which ran fieldwork courses as a compulsory component of their programmes would find it impossible to do this given the climatic conditions at a different time of year. Overall so many difficulties would be raised the purpose of such a radical change was questioned.

10. NOTED matters arising from the Education Committee meeting of 14 October 2011 and the Academic Committee meeting of 20 October 2011.

Education Committee:

- 1) A report on the personal Tutoring Scheme would be completed by the end of session.
- 2) New regulations for 'non completes' would be finished and circulated in due course.
- 3) New regulations about special provisions, aegrotats etc would also be circulated in due course.

Academic Committee:

There were two major items to report:

- 1) Council White Paper. There was a possibility of moving towards GPAs rather than degree classifications which had considerable implications. There were seven other institutions who had moved to GPAs and semesterisation, and another seven institutions who are currently planning to go ahead. It would be interesting to watch their experiences.
- 2) Conditions of enrolment. Deadlines for enrolment had been agreed and would be circulated. Fewer entry points were planned in the future, with fewer undergraduate programmes.

11. RECEIVED oral reports from other UCL Committees.
No reports were given.

12. CONSIDERED any matters raised by the Faculty Tutor.
The Higher Education Achievement Record (HEAR) will require the collection of information on recorded, verifiable non-academic activities.

ACTION: A spreadsheet would be forwarded to members by Arne Hofmann.

13. CONSIDERED any Graduate matters raised by the Faculty Graduate Tutors: Dr Stephanie Bird and Dr Tom Gretton.

Tom Gretton reported that it had been discovered in the course of a particular masters degree board that there was a discrepancy between lateness penalties as approved by Academic Committee for the 2010-2011 examination round and published UCL regulations governing assessment for that session. It was being reported at this Committee prior to the JFBExaminers on the 15th November to alert Chairs of Master Boards who had yet to meet. Chairs were advised that they should follow the published regulations.

14. RECEIVED an oral report from Professor Sara Randall (Anthropology) concerning the possibility of capping student numbers on individual modules in Anthropology for undergraduate students from other departments.
Sara Randall reported the problems that were being created by students enrolling in large numbers for courses for which there was neither the space nor the TAs. There was no mechanism to work fast enough to prevent students from other departments filling Anthropology courses at the expense of their own students. There was disappointment that PORTICO could not cap students wishing to enrol on a particular course. It was suggested Anthropology followed other departments' lead and fill the courses on a separate first come first served basis and also that PORTICO should point to a department website to say there is a need to sign up.

ACTION: Helen Matthews to convey feedback to PORTICO User Group when she has joined the Joint Faculty Office.

15. RECEIVED a progress report on the BAsC degree from the Programme Director, Mr Carl Gombrich.
Carl Gombrich reported a ten-fold increase in applications which was a very pleasing response to the marketing of the degree. However the main issue remained the problem of timetabling the programme courses.
16. 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 17 May 2011. Two issues were raised by this list:
 - A long list of modules for commencement in September 2011 had been received after the Faculty's deadline of 1st May and the Registry's 31st May deadline. Departments must adhere to these deadlines in future.
 - It was apparent from the list that there were a great many new modules but very few withdrawals. Departments should consider withdrawing courses and not keep them on their books, as these were one of the key performance indicators.
17. RECEIVED the minutes from the Bartlett Faculty Teaching Committee meetings of 9 May 2011 and 13 June 2011.
18. CONSIDERED the dates of the Faculty Teaching Committee meetings during the session 2011-2012, all at 4.00 pm in Foster Court Room 235
 - 13 December 2011
 - 7 February 2012
 - 13 March 2012
 - 15 May 2012
19. Any Other Business.
None.
20. 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)