

# JOINT FACULTY TEACHING COMMITTEE FOR ARTS AND HUMANITIES AND SOCIAL AND HISTORICAL SCIENCES

### Tuesday 04 February 2014

### **MINUTES**

Present:

Prof Jonathan Wolff Dean, AH (in the Chair)

Dr Stephanie Bird CMII Dr Greg Dart English

Ms Marieke Doelman Postgraduate Student Rep (SHS)

Prof Mary Fulbrook Dean, SHS
Dr Chris Gerry SSEES
Mr Carl Gombrich BASc
Dr Nick Grindle CALT

Dr Arne Hofmann Joint Faculty Tutor Prof Peter John Political Science

Dr Lily Kahn Hebrew and Jewish Studies

Mr Jonathan Kwok Undergraduate Student Rep (SHS)

Prof Miriam Leonard Greek and Latin
Dr Maria Loh History of Art

Dr Helen Matthews Deputy Faculty Tutor

Dr Sophie Page History
Prof Sara Randall Anthropology

Dr Benet Salway Faculty Graduate Tutor, SHS

Dr Julian Thompson Geography

Prof Claire Warwick Faculty Graduate Tutor, AH

Dr Karen Wright Archaeology

Apologies for absence were received from Mr Andy Dawson (Information Studies), Professor Sasha Stern (Hebrew and Jewish Studies) Ms Sydney Vickars (Postgraduate Student Rep (AH) and Dr Graham Woodgate (BASc).

### 24. MINUTES

### **Approved**

24.1 The minutes of the meeting held on 10 December 2013 were approved as a correct record.

### 25. MATTERS ARISING

### **MINUTE 15: E-LEARNING**

### Noted

25.1 It was noted that the first meeting of SLASH E-Learning Working Group, chaired by Jakob Stougaard-Nielsen, would be held on 19 February. The purpose of the meeting would be to share best practice, to co-ordinate ELE and CALT support for e-learning and to develop the joint Faculty e-learning agenda. Invitations would be sent to departmental E-Learning Champions shortly.

### Discussion

25.2 Some members of the Committee commented that lack of availability of cluster rooms with appropriate software could present a barrier to the use of e-learning. Prof Wolff reported on measures that were being taken to make additional teaching space available next year.

#### Action

25.3 Departmental Teaching Committee Chairs were asked to ensure that their departmental E-Learning Champions were either members of the DTC or had a direct reporting link to it.

# MINUTE 17.2J: STUDENT ACADEMIC REPRESENTATIVES (StARs)

### Reported

25.4 Dr Matthews reported that some departments had experienced difficulties finding volunteers to stand for election and enquired whether any departments or student representatives were able to suggest ways of encouraging student involvement.

### **Discussion**

25.5 A student representative suggested that students were likely to focus more on their dissertations and finding jobs in their final year. First years were more likely to volunteer. Feedback from the discussion would be reported to the StARs Steering Group.

### **Matters for Discussion**

### 26. ANNUAL MONITORING

### Reported

26.1 It was noted that departmental reports and Faculty summary statistics had been published on the faculty intranet page (<a href="https://www.ucl.ac.uk/ah-shs-office/quality\_assurance/annual\_monitoring">www.ucl.ac.uk/ah-shs-office/quality\_assurance/annual\_monitoring</a>).

26.2 At the meeting of the UCL Quality Management and Enhancement Committee on 18 June 2013, it had been agreed that issues with UCL's estate arising from Annual Monitoring should in future be redirected to School Estates Strategy Boards. A compilation of all estates issues raised in departmental Annual Monitoring reports had accordingly been forwarded to the Secretary of the SLASH Estates Board.

26.3 It was reported that peer observation of teaching had been carried out in all departments with the exception of the Institute of the Americas, which only joined UCL in 2012, and had omitted to do so owing to an administrative oversight. This had been corrected and the process was underway for 2013/14.

### **Discussion**

26.4 It was noted that widening participation presented a particular challenge for both Faculties. Actions being taken to address this were included in the report.

26.5 It was noted that there were plans to pilot a web-based annual monitoring system in the MAPS Faculty in summer 2014, with a view to rolling the system out across UCL in 2015.

# 27. ASSESSMENT WORKING GROUP (AWG)

# Reported

- 27.1 It was reported that no further feedback had been received from departments since the discussion of the draft Joint Faculty Assessment Framework at the last meeting. (JFTC 10 December 2013 minute 16).
- 27.2 It was reported that a best practice session sharing session would be held on 30 April.

### **Approved**

27.3 The Joint Faculty Assessment Framework was approved and would be used to inform the module approval process for future module proposals and amendments with immediate effect.

# 28. POSTGRADUATE TEACHING ASSISTANT (PGTA) REVIEW

### Reported

- 28.1 The committee was informed that a working group would be established to review and make recommendations on PGTA issues including: teaching opportunities, workload, Human Resources issues, selection, training, monitoring and feedback and impact on the taught student experience.
- 28.2 Dr Hofmann highlighted the need for a wide membership. Anyone interested in being involved was invited to contact the Chair, Professor Warwick or the Faculty Office lead, Dr Matthews.

### **Discussion**

28.3 In discussion it was suggested that the remit of the review should be extended to include Teaching fellows, and that the correlation between PGTA use and PhD completion rates should be considered.

### 29. INTERNAL QUALITY REVIEW (IQR)

### Received

29.1 The following final IQR reports for departments in the Faculties were received and considered:

History (Spring 2011/12) Anthropology (Spring 2012/13) Philosophy (Spring 2012/13) Slade School of Fine Art (Spring 2012/13)

#### **Discussion**

29.2 It was noted that in some cases issues relating to Departmental committee structures and terms of reference had been raised by review teams. One department commented that they had spent a lot of time drafting terms of reference which they were subsequently advised were not in line with UCL policy. It was noted that relevant guidance was set out in the Academic Manual, and that the Faculty Office could provide advice on request.

#### Received

29.3 The final IQR report for the Centre for Languages and International Education (CLIE) was received for information.

#### Noted

29.4 CLIE was based in the Office of International Affairs (OfIA) and not in the Faculty of Arts & Humanities. However, the report was submitted to the committee for information as the review team had recommended that "CLIE should clarify its quality assurance processes with the OfIA/Vice-Provost (International), in terms of how these link outputs A&H and higher-level college QA processes."

# 30. NSS ACTION PLAN FOLLOW UP AND BEST PRACTICE SHARING

### Reported

- 30.1 Dr Hofmann thanked the departments for completing their NSS action plans, and reported that the Office of the Vice-Provost (Education) was likely to follow up on these and check with departments on progress against these plans in due course.
- 30.2 Dr Hofmann called attention to the list of NSS-related departmental actions recently circulated by the Vice-Provost (Education)'s office, which were intended to facilitate best practice sharing across all of UCL.
- 30.2 Dr Hofmann reported that the departmental NSS action plans, together with other sources, would inform the joint faculty best practice sharing exercises due to commence in 2014/15.

# 31. FACULTY TUTOR'S REPORT

### Received

31.1 The Committee received an oral report from the Joint Faculty Tutor and Deputy Faculty Tutor.

### **31.2A MASTERS MERIT AWARD**

### Reported

31.2.1 Dr Hofmann reported that UCLBE has unanimously recommended that the current rules (average of at least 60 and at least 65 in the dissertation) be abolished in favour of criteria based on 60 across the board, in line with practice elsewhere in the sector. This was subject to

approval by Education Committee, and details of the implementation and the exact criteria were yet to be agreed. The Committee felt that a minimum mark should be required in the dissertation as well as an overall average. It was noted that UCLBE was of the view that there should either be a minimum mark requirement in the taught element as well as the dissertation, or that classification should be based on a raw average.

31.2.2 A question was raised about whether the change could be applied retroactively or only to with effect from the next academic year. Dr Hofmann cautioned that retroactive regulatory change was unlikely, but that this was yet to be determined by Education Committee.

### 31.2B GRADE POINT AVERAGE (GPA)

### Reported

31.2.3 Dr Hofmann provided an update on the progress of the GPA Working Group.

### 31.2C PORTICO STUDENT INFORMATION SYSTEMS FUNDING WORKING GROUP

### Reported

31.2.4 Dr Hofmann reported that contrary to the recommendations of the recent Student Information Systems Funding Working Group (SISFWG), it appeared that oversight of Portico related funding would likely remain with the Administrative Information Services Group (AISG), but that a ring-fenced budged for Portico and Student Information Systems might be set up within that domain group.

#### 31.2D COMPREHENSIVE MODERATION

### Reported

31.2.5 The Committee was informed that Dr Hofmann had been asked to chair a UCL Board of Examiners Working Group to review the policy on comprehensive moderation of marking.

### Action

31.2.6 Departments were asked to send any comments to Dr Hofmann.

### 31.2E EXTENUATING CIRCUMSTANCES (EC) POLICY REVIEW

### Reported

31.2.7 Dr Hofmann reported that for a variety of reasons UCL's Extenuating Circumstances Policy would come under review.

### **Action**

31.2.8 Any views on and suggestions for the extenuating circumstances policy could be sent to Dr Hofmann.

### 31.2F GLOBAL CITIZENSHIP PROGRAMME (GCP)

### Noted

31.2.8 Departments were asked to promote the Global Citizenship Programme to their students. Details were available on the Intranet <a href="https://www.ucl.ac.uk/global-citizenship/programme">www.ucl.ac.uk/global-citizenship/programme</a>.

# 31.2G CALT TEACHING & LEARNING CONFERENCE

#### Noted

31.2.10 The Committee was reminded of the CALT Teaching Learning Conference, taking place on 3 April. Further details were available on CALT's events page <a href="https://www.ucl.ac.uk/calt/events/caltconference14/index/">www.ucl.ac.uk/calt/events/caltconference14/index/</a>.

### 31.2H PORTICO MODULE APPROVAL & LEVEL OF STUDY

### Reported

31.2.11 It was noted that Portico now provided functionality for parent departments to view module levels as part of the parent department module approval process. This had been requested by UCLBE in order that departments could verify that students would have taken at least 3 'advanced' course units by the end of their final year, in accordance with UCL regulations. The screen displayed modules previously taken as well as current selections.

# 31.2I ANNUAL ACADEMIC REVIEW (AAR) AND MODULE APPROVAL

### Noted

31.2.12 The Committee was reminded that the annual process of checking programme diets and module details for the next academic year was underway and should be completed by 31 March. Members were requested to ensure that any modules which were compulsory within programme diets (including dissertations and year abroad shell modules) were flagged as running next year, and that amendment forms were submitted (via the Faculty Office) where changes to modules or programmes are necessary.

### 32. FACULTY GRADUATE TUTOR'S REPORT

# Received

32.1 The committee received an oral report from the Faculty Graduate Faculty Tutor, A&H.

### 32.2A JOINT FIGS RESEARCH STUDENT COMMITTEE

# Reported

- 32.2.1 It was reported that the newly formed Joint Faculty Institute of Graduate Studies/Research Students Committee would have meetings in two parts; dealing with PGT issues (reporting to JFTC) and Research Student issues (reporting to Research Degrees Committee).
- 32.2.2 Departments were asked to send at least one representative with responsibility for graduate students.

### 32.2B LONDON ARTS AND HUMANITIES PARTNERSHIP (LAHP) UPDATE

# Reported

32.2.3 It was reported that Prof Warwick would be the Head of Training for the LAHP. It was further reported that there was funding available for any departments interested in collaborating with King's College London and the School of Advanced Study on development activities.

# 32.2C PROBATIONARY STAFF AS SUPERVISORS

### Reported

32.2.4 It was noted that the Joint FIGS Research Student Committee had discussed Faculty policy on supervision by probationary members of staff, since there were contradictions in the regulations and HR policy.

### **Discussion**

32.2.5 The possibilities of (i) using supervisory teams of more than two and (ii) of first and second supervisors meeting with the student jointly were noted'

### 33. AUDITING MODULES

# Reported

33.1 It was noted that there had been a request from a department for clarification of policy on current students who audited modules on a not for credit.

### **Discussion**

- 33.2 The Committee agreed where current UCL students were given permission by the teaching and parent departments to 'audit' an additional module they should not normally be charged the teaching department's fee for external 'non-degree/continuing education' students.
- 33.3 However, it was noted that the difference between auditing and taking a module for credit must be made clear to the student, auditing could not be used to 'keep options open' or be converted to taking for credit once the module choice deadline had passed, and that overstretch due to auditing did not qualify as an extenuating circumstances.

# **Matters for Information**

### 34. MODULE PROPOSALS APPROVED UNDER DELEGATED AUTHORITY

### Noted

34.1 The committee noted details of module amendments approved under delegated authority since the last meeting.

# 35. DEPARTMENTAL TEACHING COMMITTEES

### Received

35.1 The committee noted receipt of the minutes of the Departmental Teaching Committees and the Bartlett Faculty Teaching Committee since the last meeting.

# 36. PROGRAMME OF FUTURE MEETINGS IN 2013/14

- 11 March 2014 in Malet Place Engineering 1.20; and
- 27 May 2014 Gordon House 106.

Distribution: Joint Faculty Teaching Committee Members, Academic Services SS