

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

Tuesday 10 December 2013

MINUTES

Present:

Prof Mary Fulbrook Dean, SHS (in the Chair)

Dr Stephanie Bird CMII
Dr Greg Dart English
Mr Andy Dawson DIS

Marieke Doelman Postgraduate Student Rep (SHS)

Dr Chris Gerry SSEES
Dr Nick Grindle CALT

Dr Arne Hofmann Joint Faculty Tutor
Dr Jennifer Hudson Political Science
Ms Melanie Jackson The Slade

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

Dr Helen Matthews Deputy Faculty Tutor

Dr Isabelle Moreau SELCS
Dr Sophie Page History
Prof Ian Preston Economics
Prof Sara Randall Anthropology

Dr Tsila Ratner Hebrew & Jewish Studies
Dr Benet Salway Faculty Graduate Tutor, SHS

Dr Julian Thompson Geography

Sydney Vickars Postgraduate Student Rep (AH)

Dr Paul Walker CALT

Dr Karen Wright Archaeology

Dr Mira Vogel (E-Learning Environments) was in attendance for minute 15.

Apologies for absence were received from Prof Peter John (Political Science), Dr Valerie Lechene (Economics), Prof Claire Warwick (Faculty Graduate Tutor, AH), Prof Jonathan Wolff (Dean, AH) and Dr Graham Woodgate (BASc).

13. MINUTES

Approved

13.1 The minutes of the meeting held on 22 October 2013 were approved as a correct record.

14. MATTERS ARISING

MINUTE 2.1: POLITICS, PHILOSOPHY AND ECONOMICS (PPE)

Noted

14.1 The Committee noted that the Politics, Philosophy and Economics (PPE) degree had been approved by the Programme and Module Approval Steering Group (PMASG).

MINUTE 2.2: HISTORY, POLITICS AND ECONOMICS

Noted

14.2 It was noted that SSEES' History, Politics and Economics degree had also received PMASG approval.

MINUTE 5: NATIONAL STUDENT SURVEY (NSS)

Reported/Noted

- 14.3 The Committee was advised that the completed departmental NSS Action plans for the Office of the Vice-Provost (Education) would be reviewed by the Faculty over the Christmas/New Year Period. Departments were requested to send copies of their Action Plans to the Faculty Office, if they had not already done so.
- 14.4 The Committee was advised that the NSS had been discussed by Academic Committee, and it was felt that rapid improvement was needed. This would be followed up by the Vice Provost (Education) in spring 2014.

MINUTE 6: REFERRED ASSESSMENT/SEPTEMBER RE-SITS

Noted

- 14.5 The committee noted that Referred Assessment had been discussed at Education Committee.
- 14.6 Although the Joint Faculty Teaching Committee had already been consulted and expressed its views on the issue of referred assessment, its attention was drawn to the Chair of the Education Committee's report on referred assessment.

Action

14.7 Committee members were asked to circulate the document on referred assessment as appropriate, including making it available to Departmental Teaching Committees. Any further comments on referred assessment resulting from this were to be sent to Dr Hofmann (a.hofmann@ucl.ac.uk) by 15 February 2014.

Matters for Discussion

15. E-LEARNING

Received

15.1 The Committee received a presentation on E-Learning.

Reported

15.2 Dr Hofmann referred the Committee's attention to the paper on E-Learning, and introduced Dr Mira Vogel, the E-Learning Facilitator for the Joint Faculty and Laws.

15.5 It was reported that UCL had built a solid resources suite of E-Learning Environments. Available E-Learning tools and their uses were explained in brief. These included:

- Moodle;
- My Portfolio;
- Lecturecast;
- Turnitin.

15.6 The E-Learning Environments team were available to provide support and assistance where needed.

Discussion

- 15.7 The Chair asked the Committee's opinions on Massive Open Online Courses (MOOCs), Moodle and Turnitin.
- 15.8 Whilst some felt sceptical regarding MOOCs, some support was expressed. However, it was noted that finance, resources and commitment were needed to make this work.
- 15.9 There needed to be a focus on building bulletproof robust systems, and quality training and support was needed.

Action

15.10 Departments were asked to email Mira Vogel (m.vogel@ucl.ac.uk) for any support or action needed, or if anyone had ideas or initiatives with which the E-Learning team could be of assistance.

16. ASSESSMENT WORKING GROUP (AWG)

Received

16.1 The Committee received a report from the Assessment Working Group.

Reported

16.2 It was reported that the consultation meeting had not taken place as scheduled owing to illness, and that a Best Practice sharing meeting would be held in April 2014.

16.3 Dr Matthews provided a background on the Assessment Working Group, which had been set up to address the aim of the Joint Faculty Learning and Teaching Strategy to establish a joint Faculty assessment framework as a result of:

- Education Committee concerns regarding an apparent lack of diversity of assessments
- A lack of UCL or Faculty policy guidelines to inform module proposals
- Concerns about student assessment and feedback arising from National Student Survey feedback
- Academic Committee and Education Committee concerns about reliance on unseen examinations and possible over-assessment.

16.4 The working Group considered that it was not always desirable for a variety of assessment methods to be employed within a single module and that diversity of assessment across a programme as a whole was more important. It also noted that the assessment categories on Portico tended to mask a diversity of assessment practices. It was also noted that formative assessment that did not contribute towards final module results was not recorded and departmental practices varied.

16.5 The working group identified challenges with terminology, the complexity of measuring workloads, and encouraging diversity of assessment.

Considered

16.6 The Committee was referred to the draft Joint Faculty Assessment Framework.

Discussed

16.7 It was felt that there was a need for wording that implied flexibility. In particular, it was suggested that the word "normally" should be inserted into the first point of the general principles.

16.8 It was noted that UCL would shortly be reviewing its assessment strategy. This presented an opportunity for the Joint Faculty to be pacemakers in introducing a new framework for assessments.

16.9 It was felt that unassessed/formative-only work was beneficial to students in increasing learning skills and encouraging experimentation, although two departments reported that work which did not contribute towards final module results was apparently not popular with their students. It was also noted that learning hours could be useful for balancing contact and assessment time. Although it had not proved possible to express the framework in terms of learning hours, UPC/GPC forms of for new modules would still require a breakdown of learning hours between scheduled class time, private study and assessment.

Action

16.10 Committee members were asked to discuss the report with their Departmental Teaching Committees and Staff-Student Consultative Committees and to provide any feedback to Dr Matthews (helen.matthews@ucl.ac.uk) by 27 January 2014.

17. FACULTY TUTOR'S REPORT

Received

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

Reported

17.2A GRADE POINT AVERAGE (GPA)

Reported

17.2.1 It was reported that the GPA Working group had reported their findings to Education Committee and Academic Committee. Both Committees were strongly in support of the GPA.

17.2.2 It was further reported that there would be a HEA 'pilot' of 20-25 Universities between November 2013 and July 2014, with a summary report to follow in autumn 2014. UCL was involved in the pilot.

17.2B PORTICO

17.2.3 Dr Hofmann reported on the discussions and recommendations of the Student Information Systems Funding Working Group.

17.2C FIT-TO-STUDY POLICY

Reported

17.2.4 It was reported that UCL was working on a fit-to-study policy. It was hoped that this would provide a means of dealing with students who were unfit to study but unwilling to request an interruption of study.

17.2DTIMETABLING WORKING GROUP

Reported

17.2.5 It was reported that the Vice Provost (Education) had established a Timetabling Working Group. Recommendations arising from the Working Group included:

- annual teaching estate utilisation surveys;
- early module selection;
- reviewing CMIS training;
- programme diet review.

17.2E ATTENDANCE MONITORING

Reported

17.2.6 It was reported that the Information Systems Division were managing the Attendance Monitoring project.

17.2F PERSONAL TUTORING REVIEW

Noted

17.2.7 The Committee noted that Dr Paul Walker of CALT was preparing a report on Personal Tutoring for Education Committee.

17.2G BARRING POLICY

Reported

17.2.8 It was reported that the new barring policy had been implemented and appeared to be working well.

Action

17.2.9 Departments were advised to update their programme handbooks and/or module literature with references to any specific engagement criteria beyond the standard attendance requirement that they wanted to make enforceable under the new barring policy.

17.2H MASTERS MERIT AWARD

Reported

17.2.10 It was reported that the requirement for a minimum mark of 65 in the dissertation in order to qualify for an award with Merit had received criticism from External Examiners for the third year in a row. The operation of the Merit Award on the basis of three years' data would be reviewed by UCL Board of Examiners and Education Committee in the Spring term.

17.2I ESTATES HELPDESK

Noted

17.2.11 Departments were requested to continue to email alerts and requests to <u>room-refresh@ucl.ac.uk</u>. This email would be kept active to allow Facilities Services to keep the alerts and requests separate from routine service requests, which Departments were encouraged to log via the Customer Service Centre.

17.2J STUDENT ACADEMIC REPRESENTATIVES (StARs)

Reported

17.2.12 It was reported that Academic Committee and UCL Union had stressed that Student Academic Representatives (StARs) should be chosen by election rather than all volunteers being appointed.

17.2.13 Departments were asked to encourage students to stand for the election of undergraduate and research StARs in January 2014.

18. FACULTY GRADUATE TUTORS' REPORT

Received

18.1 The Committee received an oral report from the Graduate Faculty Tutor, SHS.

Reported

18.2A LONDON ARTS AND HUMANITIES PARTNERSHIP (LAHP)

Reported

- 18.2.1 Dr Salway reported on the launch of the London Arts and Humanities Partnership (LAHP), which had been funded by the Arts and Humanities Research Council (AHRC).
- 18.2.2 Prospective research students needed to apply to departments for Mphil/PhD places, however grant applications were to be made to the LAHP.

Noted

18.2.3 The Committee noted that further information was available on the LAHP website http://www.lahp.ac.uk/ or via Prof Claire Warwick (c.warwick@ucl.ac.uk).

Action

18.2.4 Departments were asked to advertise the LAHP launch to current MA/MSc students; drawing their attention to the application deadline for admission to departments and to the LAHP for funding on 31 January 2014.

18.2B GRADUATE RECRUITMENT OPEN DAY 2014

Reported

- 18.2.5 It was reported that following the Graduate Recruitment Open Day on 20 November, the organisers had met with the Faculty Graduate Tutors to identify areas of success and make recommendations for 2014/15.
- 18.2.6 It was agreed that a series of publicity templates would be created. These would be available for Departments to download from the Joint Faculty Intranet and customise.

Noted

18.2.7 The Committee noted that the 2014/15 Graduate Recruitment Open Day had been scheduled for 19 November 2014.

18.2C JOINT FACULTY INSTITUTE OF GRADUATE STUDIES (FIGS)

Reported

- 18.2.8 In was reported that the activities of the Faculty Institute of Graduate Studies would be extended to SHS from January 2014, and a new Joint FIGS Committee (which would incorporate the role of Joint Faculty Research Degrees Committee) was being established.
- 18.2.9 It was further reported that the FIGS Friday Forums would become bi-termly from spring 2014.

Action

18.2.10 Departmental Post Graduate Taught and Research Tutors were asked to advertise the activities of the Joint FIGS, as well as the various funding opportunities on offer to the attention of their Masters and research students.

19. CALT UPDATE

Reported

- 19.1 It was reported that CALT was running a scheme to support Post Graduate Teaching Assistants during Term 1, and 12 departments were involved.
- 19.2 It was further reported that CALT would be developing a scheme for Teaching Fellows and PostDocs interested in gaining formal recognition for teaching. Interested parties were advised to contact Dr Grindle.
- 19.3 It was reported that there had been low response to the Personal Tutor Review, owing to a similar request for information from Education Committee. The Committee noted that supplementary information might be requested from some departments.

Noted

- 19.4 It was noted that the Summits and Horizons e-learning sessions on were running throughout the Academic Year from 1pm-2pm.
- 19.5 The next session of UCL Teaching and Learning Exchange would be taking place on 15 January 2014.
- 19.6 The UCL Teaching and Learning Conference would be held on 3 April 2014. The deadline for submission proposals was 20 December; however this would be flexible because of Christmas closure. Further updates and information could be found on CALT's events page http://www.ucl.ac.uk/calt/events

Matters for Information

20. ANNUAL MONITORING

Noted

20.1 The Committee noted that Departmental Annual Monitoring reports and summaries of Student Evaluation Questionnaires were to be submitted to Dr Matthews by 10 January 2014.

21. PROGRAMME AMENDMENTS

Noted

- 21.1 The Committee noted Programme Amendments approved under delegated authority since the last meeting.
- a. Executive Masters in Public Administration: Award and Title change: Master of Public Administration / Programme: Master of Public Administration, Executive Programme in Global Public Policy & Management;

- b. BA Geography (International): Amendment to Year Abroad to incorporate 1 c.u. project, 0.5 cu dissertation preparation and 2.5 c.u. shell units;
- c. BSc Geography (International): Amendment to Year Abroad to incorporate 1 c.u. project, 0.5 cu dissertation preparation and 2.5 c.u. shell units.

22. DEPARTMENTAL TEACHING COMMITTEES

Received

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

23. DATES OF FUTURE MEETINGS IN 2013/14

- 04 February 2014 in Rockefeller 337 (David Sacks);
- 11 March 2014 in Malet Place Eng 1.20; and
- 27 May 2014 Gordon House 106.

Distribution: Joint Faculty Teaching Committee Members, Academic Support CE