



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

Tuesday 11 March 2014

MINUTES

Present:

Prof Mary Fulbrook	Dean, SHS (in the Chair)
Dr Kristin Bakke	ESPS
Dr Stephanie Bird	CMII
Dr Greg Dart	English
Dr Caroline Garaway	Anthropology
Dr Nick Grindle	CALT
Dr Arne Hofmann	Joint Faculty Tutor
Prof Peter John	Political Science
Prof Andy Leak	SELCS
Prof Miriam Leonard	Greek and Latin
Dr Maria Loh	History of Art
Dr Sophie Page	History
Ms Jayne Parker	Slade
Dr Benet Salway	Faculty Graduate Tutor, SHS
Dr Julian Thompson	Geography
Prof Claire Warwick	Faculty Graduate Tutor, AH
Dr Frank Witte	Economics
Prof Jonathan Wolff	Dean, AH
Dr Karen Wright	Archaeology

Dr Michael Stewart was in attendance for minute 39.

Apologies for absence were received from Mr Andy Dawson (Information Studies), Dr Chris Gerry (SSEES), Dr Valerie Lechene (Economics), Dr Helen Matthews (Deputy Faculty Tutor), Dr Isabelle Moreau (SELCS), Prof Sasha Stern (Hebrew and Jewish Studies) and Ms Sydney Vickars (Postgraduate Student Rep (AH)).

37. MINUTES

Approved

37.1 The minutes of the meeting held on 4 February 2014 were approved as a correct record.

38. MATTERS ARISING

MINUTE 25: E-LEARNING

Reported

38.1 It was reported that the Joint Faculty Departmental E-Learning Champions Meeting had taken place on 19 February 2014.

38.2 The E-learning Champions Meeting discussed concerns regarding Turnitin and anonymity, as it had been reported that some departments were going to great lengths in their attempts to reconcile absolute anonymity with the provision of feedback, which was not currently supported by Turnitin. Dr Vogel was investigating the issue. At the Faculty's request, Dr Vogel was invited to report on this at UCL Board of Examiners (UCLBE) on 26 February 2014. UCLBE is taking the issue forward.

38.3 Concerns were also raised that students were not availing themselves of available online feedback. E-Learning Environments (ELE) and the Faculty are investigating the issue and will be gathering data as the basis for further consideration.

MINUTE 28: POSTGRADUATE TEACHING ASSISTANT (PGTA) REVIEW

Noted

38.4 The Committee noted that the PGTA Working Group had been convened and the first meeting would take place on 13 March 2014.

MINUTE 31.2A: MASTERS MERIT AWARD

Reported

38.5 Dr Hofmann reported that the preferences of the Joint Faculty Teaching Committee had been conveyed to the Chairs of the UCL Board of Examiners and of Education Committee.

38.6 In the meantime, concerns were raised about the implications of a requirement for thresholds to be reached in both the dissertation and in the average of taught modules, as this approach would give the same weighting to 60 and 90 credit dissertations.

38.7 Dr Matthews had reviewed the data and modelled the consequences of all three approaches currently under consideration for the MA in Comparative Literature and the MSc in Economics. The results showed some volatility and unexpected consequences, suggesting a need for UCL to model the consequences of the possible solutions and evaluate them based on the data. The Chairs of the UCL Board of Examiners and of Education Committee have been informed of the findings.

38.8 On 6 March Education Committee agreed that the award of merit should be based on a threshold mark of 60 (i.e. without a higher threshold of 65 in the dissertation) with no second attempts and no condoned passes, and that there should be symmetry between the criteria for the award of merit and distinction.

38.9 The evaluation of which combination of criteria should apply (straight weighted average, threshold mark in the dissertation and the weighted average of all modules, or threshold mark in the dissertation and in the average of taught modules) was referred back to the UCL Board of Examiners, which was asked to assess these options based on a review of data showing their

impact on degree awards. Another extraordinary session of the UCL Board of Examiners was to be convened, with a view to eventual approval of the new Merit Award for 2014/15 onwards.

MINUTE 31.2I: ANNUAL ACADEMIC REVIEW (AAR) AND MODULE APPROVAL

Reported

38.10 The Committee was reminded that the annual academic review was currently underway and should be completed by 31 March. It was noted that too many late changes of assessment were being submitted after the start of the academic year as a result of details not being updated during the previous annual academic review. This had a significant impact on the production of the examination timetable

38.11 The need to ensure that modules which were compulsory in programme diets (including dissertations and year abroad modules) were flagged as running in the following year was also stressed. A list of compulsory modules that had not yet been flagged had been circulated to Departmental Administrators.

Action

38.12 Departmental representatives were requested to check with their Administrators to ensure that confirmation of modules to be available for student selection in the 2014-2015 academic session would be completed by 31 March 2014 and that assessment details for all modules running in 2013-14 were correct in Portico.

Matters for Discussion

39. PROGRAMME PROPOSAL

Considered

39.1 The Committee considered a proposal from the Department of Anthropology for a new MA in Ethnographic and Documentary Film Practice.

Reported

39.2 Dr Stewart provided the background and rationale for the new programme.

Discussion

39.3 The Committee's attention was drawn to the External Scrutineer's comments on staffing levels. The comments were considered and acknowledged by Dr Stewart, who stated that there was room for flexibility in this area.

39.4 Questions were raised and discussed in relation to the proposed start date.

39.5 Dr Stewart confirmed that despite concerns raised, the programme could run from 2014/15 and costs would be covered, provided a minimum of seven students were to enrol. It was felt that the programme was well timed and fit in well with the Faculty-wide agenda. It was also felt that delaying the start of the programme to 2015/16 had risks, as another institution could make similar offerings available, which might impact on the potential applicants currently lined up.

39.6 Dr Stewart confirmed that there should be no objections from other Departments or colleagues and letters of support could be obtained if needed.

Agreed

39.7 The programme was approved by JFTC. The committee endorsed a 2014/15 start, if at all possible.

40. REVIEW OF EXAMINATION FEEDBACK POLICY

Considered

40.1 The Committee considered the draft of a revised Joint Faculty Examinations Feedback Policy.

Reported

40.2 Dr Hofmann reminded the Committee of the background to the Joint Faculty Examination Feedback policy and its current review and emphasised the concern to make the feedback provided pedagogically meaningful, while keeping the administrative footprint light.

40.3 It was reported that two amendments had been made to the revised draft policy to accommodate:

- indicative answers and model answers combined with marking schemes for quantitative subjects;
- substantive and thorough generic feedback.

40.4 The Committee's attention was drawn to the appendix included with the draft policy, which showed how the English Department provided generic feedback.

Discussion

40.5 The Committee discussed the operation of the policy with specific reference to generic and specific feedback, entitlements to feedback, thresholds and examples of best practice.

Approved

40.6 The revised Joint Faculty Examination Feedback Policy was approved for implementation in 2014/15.

41. MA CREDIT HARMONISATION

Reported

41.1 The Committee was reminded that at its meeting of 7 February 2012 it had been agreed that the effects of the credit harmonisation exercise, by which programmes based on 20 and 40 credit modules would move to 15 or 30 credits, should be reviewed in two years' time.

41.2 It was proposed that Joint FIGS/Research Students Committee be requested to undertake this review and report back to JFTC.

Discussion

41.3 The Committee discussed how the review would be taken forward. It was reported that Dr Matthews had raw data which would be used to inform the review and that input and representation from both faculties was essential.

Agreed

41.4 It was agreed that the Joint FIGS/Research Students Committee or a working group of that committee would review the effects of harmonising Masters modules at 15 or 30 credits and report back to JFTC.

42. FACULTY TUTOR'S REPORT

Received

42.1 The Committee received an oral report from the Joint Faculty Tutor.

42.2A PORTICO

Reported

42.2.1 The Vice Provost (Education)'s Office was now developing a major project with the aim to produce a 'roadmap' to inform and fund significant improvements to student information systems. Dr Matthews was participating in the initial consultation workshops for this project. Dr Hofmann was serving on the Administrative Information Services Domain Group (AISG), which under current arrangements would oversee spending.

42.2B ATTENDANCE MONITORING

Noted

Reported

42.2.2 Dr Hofmann reported that the UCL Attendance Monitoring project was moving forward, with costed options being developed. It was hoped that a pilot would be available across the faculties in 2015/16.

42.2C YEAR ABROAD RESITS

Reported

42.2.3 Dr Hofmann reported that following the recent regulatory change requiring all year 2 modules to be complete for progression from year 3 (the year abroad) to year 4 (the final year) and the resulting need for all year 2 reassessments to be taken during the year abroad, the arrangement of invigilated in-country examinations abroad had proven problematic. The arrangements of such invigilated in-country resit examinations was now no longer considered feasible by the registry.

Noted

42.2.4 The Dean of Students (Academic) and Education Committee had therefore resolved that, where necessary, such resit examinations must be taken at UCL as late assessment in the summer following the year abroad before progression to the final year was confirmed.

42.2D MARKING POLICY

Reported

42.2.5 Dr Hofmann had chaired a working group of the UCL Board of Examiners (UCLBE) reviewing UCL's policy and guidance on marking. The revised policy drafted by the group had been approved in principle by UCLBE and would now be submitted to Faculty Boards of Examiners for consultation.

42.2E REFERRED ASSESSMENT

Reported

42.2.6 Following Faculty consultation during the meeting of 22 October 2013 (minute 6.2), referred assessment had been discussed at Education Committee on 6 March 2014. While a majority of faculties wished to abolish referred assessments, two faculties remained committed to referred assessment.

42.2.7 It was possible that Education Committee would agree to a regulatory change to abolish referred assessment, with the two faculties wishing to continue to offer referrals being invited to apply for a derogation from regulations.

42.2F EXTENUATING CIRCUMSTANCES

Reported

42.2.8 Based on a paper by the Dean of Students (Academic) and Chair of Education Committee, Education Committee had discussed the future of UCL's extenuating circumstances policy. There was a shared sense that current policy was not working and failed to distinguish between short term and chronic circumstances or between the impact on assessment as opposed to impact on learning.

42.2.9 The issue remained under consideration by Education Committee.

42.2.10 Dr Hofmann advised that informal guidance for this year would be given at the next meeting of the Joint Faculty Board of Examiners.

42.2G FIT-TO-STUDY POLICY

Reported

42.2.11 Education Committee had approved a new fit-to-study policy in principle, subject to minor changes. Following final approval, the policy would appear in the Academic Manual.

42.2H LECTURECAST POLICY

Noted

42.2.12 Education Policy had approved a Lecturecast Policy confirming the opt-in principle. The new policy should in due course appear in the Academic Manual.

42.2I NEW UCL STRATEGY

Reported

42.2.13 It was reported that a draft of the new UCL strategy was available on the internet for consultation at <http://www.ucl.ac.uk/ucl-2034>. The draft strategy emphasised the notion of students as researchers for learning and teaching, which would be considered in the next session of JFTC.

43. FACULTY GRADUATE TUTOR'S REPORT

Received

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

43.2A GRADUATE SCHOOL CONSULTATION

Reported

43.2.1 It was reported that the Graduate School was to be renamed the Doctoral School, which would report to the Vice Provost (Research).

43.2.2 The Research Degrees Committee would remain, and a Doctoral Training Strategy Committee would also be created.

43.2.3 It was reported that the Faculties anticipated a possible increased administrative burden due to the devolution of some graduate funding matters. The Faculties were also expected to develop a three year training plan for research students.

43.2B CHANGES TO PGTA TRAINING FRAMEWORK

Reported

43.2.4 Dr Salway reported on changes to the PGTA training framework.

43.2.5 The new PGTA Teaching Associate Programme called UCL Arena One comprised three elements:

- 1) a mandatory 3-hour Gateway Workshop;
- 2) optional Teaching Associate Programme (15 hours over one term);
- 3) optional submission of a portfolio to gain Associate Fellowship of the Higher Education Academy (HEA).

43.2.6 Departments were encouraged to contact Dr Helen Brookman (arena.one@ucl.ac.uk) to suggest subject-specific contributions to element 2) and offer volunteers for the pool of assessors.

44. CALT UPDATE

Reported

44.1 It was reported that that the launch of UCL Arena scheme would bring about changes in support for probationary teaching staff. Further details would be provided in due course.

44.2 It was further reported that teaching funds had become available in the context of the likely merger of UCL with the Institute of Education (IoE). The deadline for applying for funds was 28 May.

Noted

44.3 UCL Teaching & Learning Conference 2014: Inspiring Students with Research-based Education, Thursday, 3 April 2014;

44.4 Joint Faculty Best Practice Sharing Session on Assessment, Wednesday, 30 April 2014. Individuals interested in attending were asked to use the online registration form: https://docs.google.com/forms/d/1PoiYntFShLjn1Vufv4-4BhdyAfpQMpzz_o8AVxnfDhk/viewform

Matters for Information

45. MODULE PROPOSALS APPROVED UNDER DELEGATED AUTHORITY

Noted

45.1 The Committee noted details of module amendments approved under delegated authority since the last meeting.

46. DEPARTMENTAL TEACHING COMMITTEES

Received

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

47. PROGRAMME OF FUTURE MEETINGS IN 2013/14

- 27 May 2014, Gordon House 106.

48. ANY OTHER URGENT ITEMS OF BUSINESS

48A OVERLENGTH PENALTY

Discussed

48.1 In response to a query, the regulations governing over-length penalties were briefly discussed.

Distribution: Joint Faculty Teaching Committee Members, Academic Services
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