



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

Tuesday 19 February 2013

MINUTES

Present:

Prof Stephen Smith	Dean, SHS (in the Chair)
Melanie Albright	Student Representative (Arts and Humanities Postgraduate)
Dr Caroline Bressey	Geography
Mr David Burrows	Slade School of Fine Art
Dr Greg Dart	English
Charles Ford	History of Art
Dr Chris Gerry	School of Slavonic and East European Studies (SSEES)
Mr Carl Gombrich	Arts and Sciences
Dr Nick Grindle	CALT
Dr Arne Hofmann	Joint Faculty Tutor
Prof Peter John	Political Science
Prof Miriam Leonard	Greek and Latin
Mrs Helen Matthews	Joint Faculty Academic Administration Manager
Dr Rob Miller	Information Studies
Prof Sara Randall	Anthropology
Dr Tsila Ratner	Hebrew and Jewish Studies
Dr Benet Salway	History
Dr Peter Schröder	ESPS
Dr Paul Walker	CALT
Dr Frank Witte	Economics
Dr Karen Wright	Institute of Archaeology

Professor Sonu Shamdasani and Dr James Wilson were in attendance for minute 33.

The Chair welcomed Christina Edwards, the new Faculty Support Officer.

Apologies for absence were received from Dr Stephanie Bird (A&H Faculty Graduate Tutor), Dr Valerie Lechene (Economics), Jayne Parker (Slade School of Fine Art), and Prof Jonathan Wolff (Dean, A&H).

26. MINUTES

Approved

26.1 The minutes of the meeting held on 11 December 2012 were approved as a correct record.

27. MATTERS ARISING

27.1 There were no matters arising.

28. ANNUAL MONITORING

Considered

28.1 The Committee considered Departmental Annual Monitoring reports and summary student data for 2011/12.

Reported

28.2 Helen Matthews reported that reports had been received from all departments except for those undertaking Augmented Annual Monitoring (Archaeology, Information Studies, English and History of Art), for which a later deadline had been agreed by Academic Support. The key themes were: use of marking scale, moderation procedures, IT facilities and room bookings.

Action

A final draft of the Annual Monitoring report to be circulated for final comments.

Augmented Annual Monitoring reports to be completed and returned to Helen Matthews in time for onward reporting to QMEC in March.

29. CONSULTATION ON REPLACEMENT OF 'INCOMPLETE MODULE REGULATION'

Reported

29.1 It was reported to the Committee that the intention was to abolish 'incomplete' modules. Dr Hofmann briefed the committee on two proposed replacement models. The advantages and disadvantages of each model were discussed, and feedback was welcomed.

Discussion

29.2 The Committee discussed which model they felt would work best, taking into consideration the advantages and disadvantages each model would present.

Action

The Committee was asked to provide any further feedback to Dr Hofmann.

30. FACULTY POLICY ON IN-SESSION MODULE SUBSTITUTIONS

Received

30.1 The Committee received a draft faculty policy for In-Session Substitutions.

Reported

30.2 Dr Hofmann introduced a proposed policy to deal with cases where students wanted to drop modules in term one after the course change deadline, and to substitute another module, or two modules in term two.

Discussion

30.3 A question was raised by the Chair as to what would happen in the event that a student asked to switch modules after the first assessment was submitted. Dr Hofmann confirmed that this would be taken into consideration.

30.4 The Committee discussed the number of modules that students could substitute. It was noted that increased workload in term 2 needed to be taken into consideration.

30.5 It was noted that in some cases students had been badly advised by teaching departments which was the reason behind the module changes.

The policy was agreed.

31. FACULTY TUTOR'S REPORT

Received

31.1 The Committee received a report from the Faculty Tutor and Joint Faculty Administration Manager

31.2A Modern Foreign Language (MFL) Requirement

Reported

31.2.1 Dr Hofmann gave an update on the proposed changes to the new Modern Foreign Language Requirements policy, which included a new hierarchy of options. The Committee was informed that the hierarchy of options was in draft stage and had not yet been codified.

Discussion

31.2.2 A question was raised as to whether there would be any exceptions under the new policy to accommodate students who were already multi-lingual. Dr Hofmann confirmed that he would look into this.

31.2B Regulations Review Group (RRG) Update:

Reported

31.2.3 It was noted that the RRG was looking at the barring policy and extenuating circumstances arrangements.

31.2.4 It was mentioned that a further change would be made to the late submission regulation in order to clarify the wording.

31.2C Learning & Teaching Information Services Group (LTISG) Update:

Noted

31.2.5 The Committee noted that departments were able to submit IT bids through the LTISG, and were encouraged to do so. Departments were encouraged to contact Fiona Strawbridge or their local IT contact for further assistance.

31.2.6 It was noted that the JTFC would discuss e-learning and how it affects the faculties at a future meeting.

31.2D Examinations feedback:

Reported

31.2.7 It was reported that the Examinations feedback would be discussed at the next Committee meeting.

31.2E Student Print quotas

Reported

31.2.8 Student representatives had expressed concern that the current printing allowance (£12 allowance, 5p per sheet) was inadequate. It was noted that the Faculty Finance Director, Margaret Lloyd was pursuing this with ISD. It was hoped that the new Managed Print Service project would provide opportunities to reduce the cost of printing per page, or increase the free print quota.

32. FACULTY DEGREE REFORM

Noted

32.1 The Committee noted that SELCS, SSEES and ESPS were bringing forward proposals for Departmental 3 year programmes to replace the BA Humanities.

33. PROGRAMME PROPOSALS

33A MA Medical Humanities

33.1 Prof Shamdasani and Dr Wilson provided a brief background to their programme proposal and welcomed questions from the Committee.

33.2 Questions were raised and discussed in relation to: student intake; resources and relevance; and teacher interest.

Action

Resource issues to be addressed and discussed with departments involved. The Committee was advised to contact Prof Shamdasani and Dr Wilson if they had any queries about the programme, or if departments were interested in getting involved.

33B MSc International Relations of the Americas

Reported

33.3 In the absence of a representative from the Institute of the Americas, the Chair briefed the Committee on the programme proposal.

Discussion

33.4 Prof John highlighted the fact that the Political Science department also run International Relations options. It was noted that the new programme targeted a particular market.

33.5 Helen Matthews advised the Committee that accelerated approval was needed, as the intention was to admit students in 2013/14.

Agreed

The programme was agreed in principle, subject to approval of the detailed PIQ documentation by Chair's action after consultation with the Department of Political Science.

33C 3+1 Undergraduate Degrees

Reported

33.6 A small group comprising faculty staff and representatives of interested departments (Anthropology, Archaeology and Economics) would be convened to take this further by developing a general rubric for these programmes. Any other departments that wish to be involved to contact Helen Matthews as soon as possible.

34. FACULTY WORKING GROUPS

Received

34.1 The Committee received an update on the work of the Joint Faculty Working Groups.

34.2A Assessment Working Group

Reported

34.2.1 Helen Matthews reported on the meeting held on 18 February, where the working group discussed the development of an assessment framework based on broad principles and total assessment load (summative and formative, using learning hours as a comparison).

34.2B Attendance Monitoring Group

Reported

34.2.2 Dr Hofmann reported that he had met with the developer. A number of technical and financial issues had arisen from the meeting which would need to be raised and discussed in the Joint Faculty Management Team Meeting. A further update would be provided at a later date.

34.2C Year Abroad Assessment Group

Reported

34.2.3 Dr Hofmann reported that he would be meeting representatives of History and Hebrew and Jewish Studies on 20 February.

34.2D Bursaries and Scholarships Panel

Reported

34.2.4 Helen Matthews reported that a few departments still needed to nominate a member (ESPS, Philosophy, Slade and History).

35. CALT UPDATE

Reported

35.1 Dr Walker reported that the UCL Teaching and Learning Conference was due to take place on 19 April. The Committee was reminded that the deadline for submissions for contributions was imminent.

35.2 Dr Grindle reported that there would be a 'Developing students' writing' event (26 April, 1.00-4.00pm, Haldane Room) for anyone involved with initiatives to help students with their academic writing.

35.3 Dr Walker further reported that he was proposing to convene a workshop in the summer on adapting teaching practices and presentation styles to come over well on media (video and/or audio, whether for internal or external audiences). This formed part of a collaboration with E-Learning Environments under the working title of "Open UCL".

35.4 CALT would be collaborating with ELE on a series of events "Summits and Horizons", with collegial presentation and discussion of e-learning developments. The next session to focus on social media for academic purposes, would take place from 1 – 2 pm on Wednesday 13 March in the Denys Holland Theatre in Bentham House (Laws building).

Matters for Information

36. PEER OBSERVATION OF TEACHING

36.1 The Committee received confirmation from departments that Peer Observation of teaching had been undertaken in Departments in accordance with UCL policy.

37. TIMETABLE FOR ANNUAL ACADEMIC REVIEW

Noted

37.1 The Committee noted the timetable for the annual review of module availability and diets.

37.2 The Committee was advised departments must comply with the deadline posted on the Faculty Intranet for new modules and module amendments, except in exceptional circumstances.

38. PROGRAMME SPECIFICATIONS

Noted

38.1 It was noted that Departments had been requested by Academic Support to check that programme specifications published on the Academic Support website were up to date.

39. MODULE PROPOSALS APPROVED UNDER DELEGATED AUTHORITY

Noted

39.1 The Committee noted details of the module amendments that had been approved under delegated authority since the last meeting of the Committee.

40. DEPARTMENTAL TEACHING COMMITTEES

Noted

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

40.2 The Committee was advised that in future, the Departmental Teaching Committee Minutes should be sent to Christina Edwards (c.edwards@ucl.ac.uk).

41. DATES OF FUTURE MEETINGS

Noted

41.1 The meetings for the remainder of the academic year were as follows:

- 23 April 2013 at 4.00 p.m. in Gordon House 106. This is the last meeting at which new (PGT) programme proposals can be considered for a 2014 start.
- 28 May 2013 at 4.00 p.m. in Gordon House 106.

41.2 The Committee was reminded that any agenda items for the Joint Faculty Teaching Committee should be sent to the Secretary, Christina Edwards (c.edwards@ucl.ac.uk); two weeks before the meeting.

Distribution: Joint Faculty Teaching Committee Members, Academic Support

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