



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

Tuesday 23 April 2013

MINUTES

Present:

Prof Jonathan Wolff	Dean, AH (in the Chair)
Dr Stephanie Bird	A&H Faculty Graduate Tutor
Dr Greg Dart	English
Mr Charles Ford	History of Art
Dr Chris Gerry	SSEES
Mr Carl Gombrich	Arts and Sciences
Dr Nick Grindle	CALT
Dr Arne Hofmann	Joint Faculty Tutor
Prof Peter John	Political Science
Dr Lily Kahn	Hebrew and Jewish Studies
Dr Valerie Lechene	Economics
Prof Miriam Leonard	Greek and Latin
Dr Anson Mackay	Geography
Mrs Helen Matthews	Deputy Faculty Tutor
Dr Rob Miller	Information Studies
Dr Isabelle Moreau	SELCS
Ms Jayne Parker	Slade School of Fine Art
Mr Gergely Raccuja	Student Representative (Arts and Humanities Undergraduate)
Prof Sara Randall	Anthropology
Dr Benet Salway	History
Dr Peter Schröder	ESPS
Prof Stephen Smith	Dean, SHS
Dr Paul Walker	CALT
Dr Karen Wright	Institute of Archaeology

Ms Lorraine Dardis and Ms Georgina Hills attended the Committee Meeting as observers.

Apologies for absence were received from Miss Melanie Albright (Student Rep, AH PGT), Mr Fabien Eckert (Student Rep, SHS UG), Prof Stephen Hart (SELCS) and Dr Lucy O'Brien (Philosophy).

42. MINUTES

Approved

42.1 The minutes of the meeting held on 19 February 2013 were approved as a correct record.

43. MATTERS ARISING

Minute 31.2E: Student Print quotas

Reported

43.1 It was reported that that the Faculty Finance Director, Margaret Lloyd was still pursuing this matter.

Minute 32: Faculty Degree Reform

Noted

43.2 The Committee noted that the Departmental three year programmes to replace the BA Humanities had been approved.

Minute 33B: MSc International Relations of the Americas

Reported

43.3 It was reported that the programme initiation questionnaire had been received and that the Political Science Department had been consulted. It was anticipated that the PIQ would be approved under Chair's action as soon as the business plan had been signed off.

44. EXAMINATION FEEDBACK

Considered

44.1 The Committee considered the provision of feedback for Examinations.

Reported

44.2 It was reported that Dr Hofmann and Mrs Matthews had met with Mr Raccuja, as Student Faculty Representative for Arts and Humanities to discuss examination feedback, as it was one of the key issues arising from the National Student Survey (NSS). This issue had also been discussed in Education Committee.

44.3 Mr Raccuja reported that he had discussed examination feedback with other students and student reps. Although it was acknowledged that it is not a common practice in the UK; it was felt that receiving feedback would be useful, especially in circumstances where expected grades had not been achieved.

Discussion

44.4 The Committee discussed departmental practices and made suggestions with regards to facilitating students' feedback requests.

44.5 Dr Hofmann advised of two avenues that Departments could take:

- providing generic feedback or model answers (discipline specific); or
- having a dedicated office hour for students to meet with tutors and obtain feedback.

44.6 The Committee was advised that for courses with a large number of students, the office hour option should be limited to students who had failed, or underperformed against expectations.

44.7 Questions were raised and discussed in relation to the impact that providing feedback would have on timescales, anonymity and the marking of scripts.

44.8 It was highlighted that the demand for feedback might be driven by perceived administrative or processing errors, and that these concerns would need to be addressed.

Action

Dr Hofmann would provide feedback on the discussion and suggestions made by the JFTC to the Education Committee, and prepare a draft proposal.

45. FACULTY TUTOR'S REPORT

Received

45.1 The Committee received a report from the Joint Faculty Tutor and Deputy Faculty Tutor.

45.2A International Interdisciplinary Pilot Course: "Citizenship, Memorialisation and Modernity: The Case of Berlin"

Reported

45.2.1 It was reported that the pilot course would be running again in the 2013/14 academic session, and would be particularly aimed at students who did not have Year Abroad as part of their degree programme.

Action

Departments were asked to advertise the course to their students.

45.2B Coursework submission deadlines

Noted

45.2.2 Departments were advised to avoid setting coursework submission deadlines on Fridays, or the day before a public holiday; particularly for work submitted in hardcopy in order to avoid difficulties in applying lateness penalties.

45.2C Unregistered students

Reported

45.2.3 It was reported that there had been a few cases of students attending classes without being registered for them. Departments were advised that it was essential to ensure that students were properly registered for the classes they attend for credit, as retroactive registration requires UCL level approval, so that failure to register for the appropriate modules can result in being unable to take assessment and therefore being unable to progress or graduate.

Discussion

45.2.4 Concerns were raised regarding technical issues, which resulted in students not appearing on Portico within a reasonable timeframe. The difference between auditing courses and attending for credit was discussed and clarified.

Action

Departments were asked to ensure that students were registered for the classes they were attending, and that any students not correctly registered were advised to resolve their status as a matter of urgency.

Departments were also asked to report any technical issues with Portico to Helen Matthews (helen.matthews@ucl.ac.uk).

45.2D Library Access for students on interruption of study

Reported

45.2.5 It was reported that the question of library access for students on interruptions of study had been raised at the Education Committee. Following further investigation Library staff had ascertained that students who were currently interrupting should have the correct access to online library resources through their UCL userid. If in future an interrupting student was unable to gain access, the department should check the student's record on Portico to ensure that the recorded end date of their studies has not inadvertently passed during their interruption. An update to the end date in Portico should then restore online access to e-resources.

45.2E Regulations Review Group (RRG) Update

Reported

45.2.6 It was reported that revisions to the Plagiarism, Extenuating Circumstances and Barring Policies were under discussion.

45.2.7 With reference to the Plagiarism policy it was proposed that a system of Faculty Observers for Departmental Plagiarism Panels would be introduced.

45.2.8 The Board noted that the draft policy for Extenuating Circumstances and Special Provisions was still under discussion.

45.2.9 It was reported that a new Barring Policy had been drafted and had been agreed in principle by the RRG, Under the new policy; if a student's attendance fell below 70%, a barring letter would be issued with a learning agreement specifying the conditions under which the bar would be lifted.

45.2F Alternative assessment

Noted

45.2.10 The Committee was reminded that in the case of modules where affiliate students were unable to take normal assessment, ancillary modules were to be set up in advance so that students could be registered from the outset. This could be done by making a note on the UPC/GPC form for new modules or by emailing modules@ucl.ac.uk giving details of the parent module(s) and the amended form of assessment.

45.2.11 The Committee noted that in circumstances where an individual affiliate student was unable to take the normal means of assessment for a module or modules on which they were registered, an application for alternative assessment was required. The Committee was referred to the Joint Faculty Departmental Tutor Handbook for further information.

45.2G UCL Academy Town Hall Meeting

Noted

45.2.12 The Committee noted that this meeting would take place on Tuesday 30th April, from 4:00 pm to 5:00pm, in the Gustave Tuck Lecture Theatre.

45.2H Enterprise Town Hall Event: UCL Consultants and CPD short course development.

Noted

45.2.13 The Committee noted that this event would take place on Wednesday 8 May, from 4:00pm to 5:00pm, in the Christopher Ingold G21 Ramsey Lecture Theatre.

46. AUGMENTED ANNUAL MONITORING

Considered

46.1 Augmented Annual Monitoring reports were received from History of Art and the Institute of Archaeology, and considered.

47. REPORT FROM WORKING GROUPS

Received

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

47.2A Attendance Monitoring System (AMS)

Reported

47.2.1 Dr Hofmann reported that the AMS system in use in the Faculty of Laws was still under consideration, but that technical difficulties might prevent it from being scaled up for use across multi-departmental faculties, in which case alternatives would be explored. The Joint Faculties were considering an approach to UCL and ISD about piloting a UCL wide system, and an update would be provided at the next JFTC meeting.

47.2B 3+1 Undergraduate Degrees

Reported

47.2.2 It was reported that a working group had been convened to look at 3+1 Undergraduate Degrees, and that a further update would be provided at a future JFTC meeting.

47.2C Assessment Working Group

Noted

47.2.3 It was noted that the Assessment Working Group was scheduled to meet again in May and would report to the next JFTC.

47.2D Year Abroad

Noted

47.2.4 It was noted that good progress was being made in reviewing procedures to ensure that Year Abroad marks would be available in time for progression in future. Interim measures were in place for summer 2013.

Matters for Information

48. ARCHAEOLOGY CURRICULUM REVIEW

Noted

48.1 It was noted by the Committee that the Archaeology Department had undertaken a review of its undergraduate core-courses and degree structures, resulting in changes being made to the curriculum.

49. MODULE APPROVALS

Noted

49.1 The Committee received details of Programme Amendments and Module Proposals and Amendments that had been approved under delegated authority since the last meeting.

50. GUIDANCE FOR STUDENT EVALUATION QUESTIONNAIRES

Noted

50.1 The Committee noted that the guidelines for student evaluation questionnaires could be found at: <http://www.ucl.ac.uk/academic-manual/part-7/student-questionnaires>.

50.2 The Committee was reminded that the results of the questionnaires should be discussed at Departmental Staff-Student and Teaching Committees, and any action taken in response should be recorded in the minutes.

51. CALT UPDATE

Reported

51.1 The Committee was reminded that the 'Developing students' writing' event would be taking place on 26 April, from 1.00-4.00pm, in the Haldane Room.

51.2 It was reported that the media workshops mentioned in the last meeting, had been scheduled for 10 and 21 June.

51.3 The Committee was invited to consult the Teaching and Learning portal for further information and events.

52. EDUCATION COMMITTEE REPORT ON FTC PROCEEDINGS

Received

52.1 The Committee received the Education Committee report on FTC proceedings.

53. DEPARTMENTAL TEACHING COMMITTEE MINUTES RECEIVED SINCE THE LAST MEETING

Noted

53.1 It was noted by the Committee that DTC Minutes had been received from all Departments since the last JFTC Meeting.

54. ANY OTHER URGENT ITEMS OF BUSINESS

Noted

54.1 The Committee noted that Personal Tutoring and E-Learning would be discussed at a future Joint Faculty Teaching Committee Meeting.

Distribution: Joint Faculty Teaching Committee Members, Academic Support

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