



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

**Tuesday 28 May 2013**

**MINUTES**

**Present:**

Prof Jonathan Wolff	Dean, AH (in the Chair)
Miss Melanie Albright	Student Rep, AH Postgraduate
Dr Stephanie Bird	A&H Faculty Graduate Tutor
Dr Greg Dart	English
Mr Charles Ford	History of Art
Dr Chris Gerry	SSEES
Dr Tom Gretton	SHS Faculty Graduate Tutor
Dr Nick Grindle	CALT
Dr Arne Hofmann	Joint Faculty Tutor
Prof Peter John	Political Science
Prof Miriam Leonard	Greek and Latin
Dr Anson Mackay	Geography
Mrs Helen Matthews	Deputy Faculty Tutor
Ms Kerstin Michaels	DIS
Dr Isabelle Moreau	SELCS
Dr Lucy O'Brien	Philosophy
Ms Jayne Parker	Slade School of Fine Art
Prof Sara Randall	Anthropology
Dr Tsila Ratner	Hebrew and Jewish Studies
Dr Benet Salway	History
Prof Stephen Smith	Dean, SHS
Dr Paul Walker	CALT
Dr Graham Woodgate	Arts and Sciences
Dr Karen Wright	Institute of Archaeology

Dr Lily Kahn was in attendance for minute 57.

Apologies for absence were received from Ms Lorraine Dardis (Office for International Affairs), Dr Valerie Lechene (Economics), Dr Rob Miller (DIS) Mr Gergely Raccuja (Student Rep, A&H UG) and Dr Peter Schröder (ESPS).

**55. MINUTES**

***Approved***

55.1 The minutes of the meeting held on 23 April 2013 were approved as a correct record.

## **56. MATTERS ARISING**

### **Minute 43.1: Student Print quotas**

#### ***Reported***

56.1 It was reported that Information Systems Division (ISD) had advised that the new print service would need to run for at least one year in order to assess costs fully, but once this information was available a view would be taken on future charging arrangements.

56.2 It was further reported that the Faculty Manager, Cathy Brown was on the Project Board for the new print service, and was aware of student concerns.

### **Minute 43.3: MSc International Relations of the Americas**

#### ***Noted***

56.3 The Committee noted that this programme had been approved by Programme and Module Approval Sub Group (PMASG) on 15 May.

## **57. PROGRAMME PROPOSAL: BA Ancient Languages**

#### ***Considered***

57.1 The Committee considered the proposal for a new programme.

#### ***Reported***

57.2 Dr Kahn provided a background to the new BA programme proposed by Hebrew and Jewish Studies, and welcomed questions from the Committee.

57.3 Questions were raised and discussed in relation to: running costs; sustainability; and the programme title.

#### ***Agreed***

The programme was agreed in principle, subject to approval of the PIQ documentation.

## **58. POSTGRADUATE TEACHING ASSISTANT (PGTA) TRAINING SCHEME**

#### ***Received***

58.1 The Committee received a report from CALT on the PGTA Pilot Training Scheme.

#### ***Reported***

58.2 It was reported that the training scheme consisted of six sessions, and eight departments had taken part.

58.3 The Committee noted that forty students had completed all of the sessions, for which they would receive accreditation.

#### ***Considered***

58.4 The Committee considered the draft Faculty PGTA Training Policy and Guidance 2013/14.

58.5 Dr Hofmann gave a brief overview of the draft policy and guidance.

58.6 The Committee was advised that new PGTAs must receive subject specific training. This could either be facilitated within the Department, or by working with CALT to create a cohesive training experience.

58.7 It was noted that the training needed to be verifiable, and that Departments would need to certify PGTAs to teach.

58.8 The Committee noted that the intention was for the Policy and Guidance to be looked at in a broader context in the next Academic Session, in order for a solid framework to be put in place.

### ***Agreed***

The policy was agreed, subject to amendments. The Committee was asked to provide any further comments to Dr Hofmann by 14 June.

## **59. MASTERS MERIT AWARD**

### ***Reported***

59.1 It was reported that problems had arisen with the Masters Merit Award which UCL introduced in 2010/11. The criteria for this Award required students to achieve a mark of 65 or higher for their dissertation in order to receive a merit.

59.2 In July 2012 UCLBE asked that concerns regarding the Award be put in writing along with data. It was reported that this would be reviewed when three years' worth of data had been accumulated.

59.3 Dr Hofmann summarised the problems identified with the Masters Merit Award, and advised that the intention was to apply for a temporary derogation from the Award, pending the institutional UCL review in 2014.

### ***Discussion***

59.4 Having considered the problems that had been identified; the Committee members felt that applying for a temporary derogation would be the best option. It was also suggested that a request could be made to reduce the (merit award) pass mark to 60, as an interim solution.

### ***Action***

An application would be made by Dr Hofmann for derogation from the Masters Merit Award until it had been reviewed by UCLBE.

## **60. ASSESSMENT WORKING GROUP**

### ***Received***

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

## ***Reported***

60.2 It was reported that the Assessment Working Group had been set up to establish a joint Faculty assessment framework as a result of:

- Education Committee concerns regarding diversity of assessments
- A lack of faculty policy guidelines on module proposals
- NSS feedback
- Academic Committee and Education Committee concerns about the Examination system.

60.3 So far the Working Group had concluded that the framework should take account of formative assessment alongside summative, and were working on ways to do this.

60.4 The Working Group's intention was to gather feedback from Departments over the summer, and conduct a consultation and best practice sharing exercise in the autumn. A final report would be distributed in December.

60.5 The Committee was asked to email Helen Matthews for further information, or with any questions.

## **61. EXAMINATIONS FEEDBACK**

### ***Considered***

61.1 The Committee considered the draft Joint Faculty Examination Feedback Policy.

### ***Discussion***

61.2 Dr Hofmann introduced the draft policy. Two key ideas arising from the Policy were:

- To allow for piles of scripts to be kept together
- To create access policies for courses

61.3 The Committee reviewed and discussed the policy at length, highlighting areas where moderation was needed.

61.4 Concerns were raised in relation to courses with large student numbers, which led to the Committee discussing best practice and demand management.

61.5 It was suggested that the Policy be trialled in the next Academic Session, and be reviewed after one year.

61.6 The Committee noted that once the Policy had been confirmed it would be introduced to students via Departments. Guidance and requirements would be sent to the Departments, and would also be available on the Joint Faculty Intranet.

### ***Action***

A revised version of the policy would be drafted by Dr Hofmann. The Committee was asked to submit any comments to Dr Hofmann by email.

## **62. FACULTY TUTOR'S REPORT**

### ***Received***

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

### **62.2A Politics, Philosophy and Economics programme**

#### ***Reported***

62.2.1 It was reported that preparation for this programme was underway, and a working group was being convened to take this further.

### **62.2B Attendance Monitoring**

#### **Reported**

62.2.2 It was reported that good progress was being made in this area. UCL was working on providing an attendance monitoring system centrally.

62.2.3 The Committee noted that a formal request had been submitted to ISD, and a late funding bid had been submitted to Learning and Teaching Information Services Group (LTISG) from Registry and Academic Services.

### **62.2C Course organisation and management**

#### ***Reported***

62.2.4 Departments were advised that they should have a published list of coursework submission deadlines, and seek to co-ordinate deadlines within the department. Feedback from students highlighted dissatisfaction in this area.

### **62.2D Module assessment details on Portico**

#### ***Noted***

62.2.5 Departments were advised to check before the start of the year that information on assessments provided to students via course handbooks and Moodle corresponded with the assessment information on Portico.

62.2.6 Departments were also asked to ensure that any special assessment requirements (i.e. a requirement to achieve a pass mark on all components as well as for a module overall) were clearly explained to students, as well as documented in the programme handbooks.

### **62.2E Peking University European Studies**

#### ***Reported***

62.2.7 It was reported that the 2013 European Studies course at Peking University had been announced, and a call had been issued for academics to contribute to the programme.

62.2.8 It was further reported that academics from UCL had participated in previous years, and it had been a good way of raising the University's profile. Teachers in related fields were therefore encouraged to participate.

62.2.9 Interested parties were advised to contact the Faculty Office to ascertain whether funding towards travel costs might be available.

### **63. ORAL REPORT FROM THE DEAN OF ARTS AND HUMANITIES**

#### ***Received***

63.1 The Committee received a report from the Dean of Arts and Humanities.

#### ***Reported***

63.2 Prof Wolff reported that an opportunity had arisen to move Imperial College London's Translation Unit to UCL as the MSc Scientific Translation degree would no longer be running at Imperial.

63.3 Discussions were still taking place, however, should the move be agreed; the MSc Scientific Translation degree would be delivered in the 2013/14 academic session.

### **64 AUGMENTED ANNUAL MONITORING**

#### ***Noted***

64.1 The Departments undertaking augmented annual monitoring (English and CES/CIS) were reminded that these needed to be completed and submitted to Mrs Helen Matthews at the earliest opportunity.

64.2 The Committee noted that Hebrew and Jewish Studies, Political Science and SSEES were scheduled for IQR in 2014/15 and would therefore be undertaking Augmented Annual Monitoring in 2013/14.

#### ***Matters for Information***

### **65 MODULE APPROVALS**

#### ***Noted***

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

65.2 Departments were advised to check that new modules and amendments had been set up correctly on Portico.

### **66 ANNUAL MONITORING DEADLINES**

#### ***Noted***

66.1 The Committee noted that the deadline for Departments to submit Head of Department and Departmental Teaching Committee reports for the 2012/13 session was 10 January 2014.

66.2 Departments were advised that they would need to use new Proformas for Programme and Departmental reports; which would be published on the Joint Faculty Intranet in June.

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CE