



**FACULTY OF ARTS AND HUMANITIES
TEACHING COMMITTEE
AND
FACULTY OF SOCIAL AND HISTORICAL SCIENCES
TEACHING COMMITTEE**

Tuesday 7 February 2012

MINUTES

Chair:

Prof Henry WOUDHUYSEN (Dean, Faculty of Arts and Humanities)

Present:

Prof Michael BERKOWITZ (Hebrew&Jewish Studies)

Dr Stephanie BIRD (A&H Faculty Graduate Tutor)

Prof Susan COLLINS (Slade)

Dr Gregory DART (English)

Dr Lane DE NICOLA (Anthropology)

Dr Chris GERRY (SSEES)

Prof Marcus GIAQUINTO (Philosophy)

Ms Lucy GILDERSLEEVES (DIS – Equal Opportunities)

Mr Carl GOMBRICH (BASc)

Dr Tom GRETTON (S&HS Faculty Graduate Tutor)

Dr Nicholas GRINDLE (CALT)

Dr Arne HOFMANN (Joint Faculty Tutor)

Dr David HUDSON (Political Science)

Mr Richard LAUGHLIN (HR – OSD)

Dr Valerie LECHENE (Economics)

Dr Maria LOH (History of Art)

Dr Anson MACKAY (Geography)

Mrs Helen MATTHEWS (Joint Faculty Office)

Dr Rob MILLER (DIS)

Prof Sara RANDALL (Anthropology)

Dr Matthew ROBINSON (Greek & Latin)

Dr Britta SCHILLING (History)

Dr Peter SCHROEDER (ESPS)

Prof Stephen SMITH (Dean, Faculty of Social and Historical Sciences)

Dr Jakob STOUGAARD-NIELSEN (SELCS)

Dr Paul WALKER (CALT)

Dr Katherine (Karen) WRIGHT (Archaeology)

Apologies were received from Ms Carla BENZAN, Dr Mark LAKE and Dr Benet SALWAY

26. The minutes of the meeting held on 13 December 2011 were APPROVED subject to the amendment of minute 21.
27. Matters Arising from the minutes that are not agenda items.

Minute 14

The Higher Education Achievement Record: NOTED that staff in departments would need to enter/approve details in PORTICO of achievements for which data was held at departmental level. This was likely to be required in term 3 this year. Final decisions on what elements will be included have not yet been taken, but at least some of the activities returned on survey forms in December would be included. It was anticipated that Student Academic Representatives (StARs) would be entered by UCLU.

Semesterisation: Dr Hofmann REPORTED that the move to semesterisation was unlikely to be pursued at the present time.

Minute 18

The Joint Faculty Learning and Teaching Strategy session had taken place on 18 January. Initial drafts of Departmental Teaching and Learning Strategies should be submitted to the Faculty by 24 February.

28. CONSIDERED the Faculty Summary of departmental annual monitoring reports.

AGREED that the Joint Faculty Quality Management Working Group would consider what adjustments might be made to the standard annual monitoring proformas in order to improve the process for next year and review admissions and progression data for the Faculties as a whole. Anyone interested in joining the group was invited to contact the Joint Faculty Academic Administration Manager.

29. CONSIDERED departmental feedback on NSS results.

NOTED that some students who had interrupted their studies did not receive the NSS questionnaire in their final year. This would be raised with Academic Services.

30. CONSIDERED the Joint Faculty summary of Student Evaluation Questionnaires.

The issue of varying levels of response from students was raised. It was NOTED that linking the questionnaires to the submission of mandatory written work was a good means of improving response rates.

31. CONSIDERED progress in MA Credit Harmonization

RECEIVED a report on progress towards the credit harmonization of MA programmes. NOTED that there was a need for programme tutors to liaise concerning modules shared with other programmes or departments in order to ensure that any implications of the reweighting were considered. AGREED that the effects of the credit harmonization should be reviewed in two years' time.

32. RECEIVED and CONSIDERED a discussion paper on Black and Minority Ethnic Student Achievement.

There was general consensus as to the need for further explanation about the parameters used to arrive at the results depicted by the graphs, but it was equally widely recognised this report represents a valuable starting point.

It was AGREED that the Equal Opportunities Working Group, led by Lucy Gildersleeves, should review data on BME student achievement and report back. Carl Gombrich, Stephanie Bird and Karen Wright volunteered to join the group.

33. NOTED the timetable for the appointment of Student Academic Representatives (StARs).

NOTED that student representatives in the Department of Information Studies had expressed concern about the data protection implications of their names being passed to UCLU. AGREED that this should be raised with UCLU and the StARs Project Group.

34. NOTED reports from other UCL Committees.
Programme and Module Approval Steering Group: NOTED that revised guidelines on the structure of arrangements for collaborative provision of modules and programmes were under discussion.
35. NOTED action taken by Deans and Faculty Tutor in respect of degree programme and module approvals and amendments.
36. Any other business.

It was confirmed that Michael Berkowitz and Wendy Carlin had agreed to serve as JFTC representatives on the Internationalization Working Group.

The Joint Faculty Tutor offered an update on the progress of the Global Citizenship Project Working Group. It was NOTED that the new BASc involved modules that were similar in composition to the Global Citizenship proposal, hence somewhat obviating the attraction of specific features of the BASc programme. It was also unclear how the Global Citizenship activities would work in the context of programmes in the Slade.

It was NOTED that the Programme Diet and Module Selection Management Group has recently circulated a report on consultation workshops on the timing of module selection which were held last year. The Joint Faculty Academic Administration Manager undertook to circulate this to members of the Committee for comments.

It was NOTED that 2011/12 regulations had now been published online by Registry and Academic Services. NOTED that in view of the discrepancy between the previous published regulations regarding late submission penalties and the decision of Academic Committee, and the late publication of the 2011/12 regulations, the Joint Faculty Board of Examiners would be applying the more lenient version of the penalties as published in the 2010/11 regulations for the current academic year only.

It was NOTED that UCL regulations require anonymity when assessing all credit-accruing work. Concern was expressed by representatives of departments that offer programmes where assessment cannot always be guaranteed to be anonymous. It was NOTED some institutions do not allow supervisors to assess supervisees' work. AGREED that this should be considered by the Joint Faculty Board of Examiners.

The Department of Information Studies raised a concern about the inadequacy of IT support for teaching.

Lucy Gildersleeves raised the issue of the possible disadvantage to bright, dyslexic students caused by the change in disability assessment definitions and regulations.

