



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

Tuesday 30 October 2012

MINUTES

Present:

Professor Stephen Smith	Dean of Social and Historical Sciences (in the Chair)
Melanie Albright	Student Representative (Arts and Humanities Postgraduate)
Parama Chakravorty	Student Representative (SHS Postgraduate)
Dr Greg Dart	English
Fabian Eckert	Student Representative (SHS Undergraduate)
Charles Ford	History of Art
Prof Marcus Giaquinto	Philosophy
Mr Carl Gombrich	Arts and Sciences
Dr Nick Gonis	Greek and Latin
Dr Nick Grindle	Centre for Advancement of Learning and Teaching (CALT)
Dr Arne Hofmann	Joint Faculty Tutor
Prof Peter John	Political Science
Dr Valerie Lechene	Economics
Dr Anson Mackay	Geography
Mrs Helen Matthews	Joint Faculty Academic Administration Manager
Dr Isabelle Moreau	School of European Languages, Culture and Society
Jayne Parker	Slade School of Fine Art
Prof Sara Randall	Anthropology:
Dr Tsila Ratner	Hebrew and Jewish Studies
Dr Benet Salway	History
Anne Welsh	Information Studies
Dr Paul Walker	CALT
Prof Jonathan Wolff	Dean of Arts and Humanities
Dr Karen Wright	Institute of Archaeology:

Apologies for absence were received from Dr Chris Gerry (SSEES), Prof Iwan Morgan (Institute of the Americas), Gergely Raccuja (Undergraduate Student Representative, A&H), Dr Peter Schröder (ESPS), Dr Jose Zalabardo (Philosophy)

1. INTRODUCTORY REMARKS

1.1. The Chair welcomed those present to the first meeting of the academic year.

2. TERMS OF REFERENCE AND MEMBERSHIP

Noted

- 2.1. The terms of reference and membership of the Committee for 2012/13 were noted. It was explained that whilst the Joint Faculty Tutor, Dr Arne Hofmann, was formally Chair of the Committee, meetings would normally be chaired by one of the Deans of two Faculties.
- 2.2. Members were asked to ensure that in the event that they were unable to attend a particular meeting, they arranged for a competent deputy to attend in their place.
- 2.3. It was noted in response to a question that any programme or module proposals developed by the new inter faculty Centre for Editing Lives and Letters would come under the jurisdiction of the Committee.

3. MINUTES

Approved

- 3.1. The minutes of the meeting held on 15 May 2012 were approved as a correct record.

4. MATTERS ARISING

Minute 54.1

Noted

- 4.1. The modern foreign language requirement had been published as regulation 1.1.2 in the Academic Regulations. Students lacking a GCSE pass in a foreign language were required to undertake a language course at UCL as part of their degree programme, where the programme diet permitted this. Where this was not possible, a supplementary course at the Language Centre would be made available at no extra cost to the student. Some problems had occurred with the implementation, and it was likely that the policy would be considered further at Senior Management Team or Academic Committee.
- 4.2. The Global Citizenship programme for term 3 was going ahead as a pilot for 500 students across UCL. It was understood that the programme was now expected to be voluntary rather than compulsory.

5. LEARNING AND TEACHING STRATEGY

Received

- 5.1. At appendix JFTC 12/01/03 the Joint Faculty Learning and Teaching Strategy 2012-17.

Noted

- 5.2. The strategy included a rolling implementation plan which would be reviewed each year. Working Groups to discuss implementation of aspects of the strategy would be formed over the next 18 months. A formal review in Spring/Summer 2014 was envisaged.

Discussion

5.3. It was noted that the removal of student number caps for ABB+ students had created a new competitive environment.

5.4. It was noted that there was potential tension between the aims of research-led teaching and the reduction of entry points, as a more liberal arts type curriculum could reduce the demand for more specialised modules. It was felt that there was a need to balance these objectives. There would be an opportunity to draw on the experience of the BASc in dealing with such issues.

6. FACULTY TUTOR'S REPORT

Grade Point Average Working Group

Reported

6.1. A pilot exercise would be going ahead in the current academic session. The Dean of Arts and Humanities, Professor Jonathan Wolff had joined the Working Group.

Task Force on Learning and Teaching

Reported

6.2. The Task Force on Teaching and Learning had been established as a result of the institutional Learning and Teaching Strategy. Following the appointment of the new Vice-Provost Education, the work of the Task Force had resumed as a series of listening exercises with key stakeholder groups and its final report was submitted to Academic Committee in July. The recommendations included:

- The establishment of a Working Group to review promotion, rewards and probation procedures;
- Proposals for the Programme Review process introduced by the White Paper;
- A review aimed at closer alignment of the Annual Monitoring, IQR and the learning and teaching strategy processes;
- A review of the links between academic and estates strategy;
- The development of a Student Training Centre.

6.3. Dr Hofmann undertook to enquire whether the full report could be circulated to Committee members. **[Action: Dr A Hofmann]**

QMEC report on Internal Quality Review

Reported

6.4. A review by QMEC of the Internal Quality Review process had concluded that IQR should continue in its current format. However it was felt that the time was now right to involve students in the IQR teams. As a result student representatives would be included in some IQR teams in 2012/13 as a pilot exercise. Augmented Annual monitoring would be the subject of a further review during 2012/13.

IQR Report on European Social and Political Studies (ESPS)

Reported

6.5. During the recent Internal Quality Review of ESPS it had been found that there was apparent confusion on the part of some contributing departments regarding the nature of their relationship to ESPS. It was noted that all teaching and supervision of ESPS students was fully recognised in the funding model for teaching.

Engagement Monitoring

Noted

6.6. Departments had recently supplied details of their processes to monitor the engagement of students, in response to a request from the Vice-Provost (Education). It was noted that supporting records needed to be easily available for inspection and audit purposes.

Key Information Sets (KIS)

Noted

6.7. The KIS data had now been published online at <http://unistats.direct.gov.uk/>. 'Widgets' containing KIS data, including National Student Survey (NSS) satisfaction scores, would be appearing on the UCL Prospectus pages soon. It was noted that there would be a full discussion of the latest NSS results at the next meeting of the Committee.

Personal and Professional development system (PPD)

Reported

6.8. This system had been developed to provide students with a tool with which to plan and record their personal and development in a systematic way. It was noted that if students were encouraged to engage with the system via PORTICO, it should provide their personal tutors with useful information for writing references. More details about the system were available online at www.ucl.ac.uk/ppd.

PORTICO upgrade

Reported

6.9. It was noted that as part of the annual upgrade to PORTICO in December, changes would be made to the look and feel of the application so that functions and supporting documentation would be grouped together.

7. FACULTY WORKING GROUPS

Noted

7.1. The Joint Faculty Learning and Teaching Strategy proposed the establishment of a number of working groups to consider specific issues:

- Assessment
- Attendance Monitoring
- Year Abroad Assessment
- Bursaries and Scholarships

7.2. The Chair of Faculty Teaching Committee would invite individuals to participate in order to ensure an appropriate spread of expertise, but members who had a particular interest in participating in a particular group were asked to contact the Joint Faculty Academic Administration Manager so that their preferences could be taken in to account.

Matters for Information

8. E-LEARNING

Noted

8.1. It was noted that the consultation draft of the UCL E-Learning Strategy was available online at www.ucl.ac.uk/teaching-learning/strategic_priorities/e-learning-strategy. A network of departmental E-Learning Champions would be formed.

8.2. It was noted that a Public E-learning Portal was being developed for the delivery of CPD and 'taster' courses.

9. ANNUAL MONITORING

Noted

9.1. The Faculty timetable for Annual Monitoring in 2012/13 was noted:

- 30 November 2012 - Departmental summaries of student course evaluations to Faculty Office;
- 31 January 2013 - Departmental annual monitoring reports to Faculty Office.

10. INTERNAL QUALITY REVIEW

Received

10.1. The Internal Quality Review (IQR) Summaries of Good Practice and Recommendations for Improvement arising from IQR Reports in 2010-11 were available at www.ucl.ac.uk/ras/acs/qme/qmea-z/iqraction.

11. PROGRAMME AND MODULE PROPOSALS

Received

11.1. The Committee noted action taken by the Chair under delegated authority since the last meeting, specifically the establishment of Study Abroad version of the BA Greek with Latin and BA Latin with Greek and the approval of 261 new modules and 527 amendments and changes of assessment.

12. DEPARTMENTAL TEACHING COMMITTEES

Noted

- 12.1. Members were reminded that minutes of Departmental Teaching Committees should be submitted to the Faculty Teaching Committee.

13. DATES OF FUTURE MEETINGS

Noted

- 13.1. The meetings for the remainder of the academic year were as follows:

- 11 December 2012 at 4.00 p.m. in Taviton (16) 432. This meeting would focus on the National Student Survey and Departmental student course evaluations. The Vice-Provost (Education) would attend.
- 19 February 2013 at 4.00 p.m. in Gordon House 106.
- 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.

14. ANY OTHER URGENT BUSINESS

Noted

- 14.1. The change to the regulation on penalties for over-length coursework had not been flagged in the email circulated by the Curricular Development and Examiners in the summer and it had unfortunately not been picked up by some departments until student handbooks had been printed.
- 14.2. It was noted that the intention was that in future regulatory changes would be confirmed much earlier.

Distribution: Joint Faculty Teaching Committee Members, Academic Support