



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

Tuesday 11 December 2012

MINUTES

Present:

Dr Arne Hofmann	Joint Faculty Tutor (in the Chair)
Melanie Albright	Student Representative (Arts and Humanities Postgraduate)
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 Gonis	Greek and Latin
Dr Tom Gretton	Faculty Graduate Tutor (History of Art)
Dr Nick Grindle	Centre for Advancement of Learning and Teaching (CALT)
Dr Jennifer Hudson	Political Science
Prof Ian Preston	Economics
Dr Anson Mackay	Geography
Mrs Helen Matthews	Joint Faculty Academic Administration Manager
Dr Isabelle Moreau	School of European Languages, Culture and Society (SELCS)
Prof Iwan Morgan	Institute of the Americas
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
Dr Karen Wright	Institute of Archaeology

Professor Anthony Smith (Vice-Provost Education) and Mr Rob Traynor (Academic Support) were in attendance for minute 17).

Apologies for absence were received from Fabian Eckert (Undergraduate Student Representative, SHS), Gergely Raccuja (Undergraduate Student Representative, A&H), Professor Stephen Smith (Dean, SHS), Professor Jonathan Wolff (Dean, A&H), and Dr Jose Zalabardo (Philosophy)

15. MINUTES

Approved

15.1. The minutes of the meeting held on 30 October 2012 were approved as a correct record.

16. MATTERS ARISING

Noted

- 16.1. Minute 6.2: The report of the Task Force on Teaching and Learning had been circulated.
- 16.2. Minute 6.9: The PORTICO upgrade had been completed on 10 December. There were some apparent bugs with the new look and feel which had been reported.

17. STUDENT FEEDBACK

17A National Student Survey (NSS)

Received

- 17.1. The Committee received a presentation on the National Student Survey results from the Vice-Provost (Education), Professor Anthony Smith, and Mr Rob Traynor. Dr Hofmann also demonstrated the Key Information Set (KIS) widget, which included NSS data and which was now required to be displayed in online prospectuses.

Discussion

- 17.2. It was noted that overall satisfaction at UCL had declined slightly and was now in line with the sector average. UCL's rating for feedback had remained steady, whereas that of the sector as a whole was improving. Teaching satisfaction scores for both Faculties were among the highest at UCL, and both were also above the UCL average for assessment and feedback. However they were below the UCL average for learning resources. This was believed to be related to teaching space rather than to library and IT provision. It was noted that the academic support and organisation and management scores were lower in Arts and Humanities. This was possibly partly due to the restructuring of the language departments, which would have affected the students in this cohort.
- 17.3. Departments were encouraged to compare the NSS data with departmental student evaluation questionnaires and the Student Barometer in order to gain a more complete overall picture.
- 17.4. There was a discussion of how to encourage student participation in the survey and it was suggested that involving Staff Student Consultative Committees in the discussion of the results and publicising action taken in response (as in the case of 24-hour library opening, for example) should help. Academic Support had also introduced a scheme by which departments with the best response rate received a financial prize to be spent on students.
- 17.5. It was noted that the recent problems with penalties for over-length coursework might have a detrimental effect on the 2013 NSS scores. This issue had been raised during discussion of the NSS results by the Institute of Archaeology SSCC.

17B Departmental Student Evaluation Questionnaires

Received

- 17.6. A summary of departmental student evaluation questionnaires for 2011/12 was received.

Discussion

17.7. It was noted that problems with inadequate or inappropriate teaching rooms and IT facilities were again being raised as an issue for a number of departments.

17.8. Departments who experimented with online questionnaires tended to receive poorer response rates than those who allocated class time to the completion of a paper-based questionnaire.

18. FACULTY TUTOR'S REPORT

18A Regulation Review Group

Reported

18.1. Dr Hofmann reported that the Regulation Review Group was considering the 'fit to sit' policy of the Institute of Pharmacy with a view to incorporating elements of it in a revised extenuating circumstances policy for UCL. The Group was also reviewing the procedures for barring from assessment and academic insufficiency and was moving towards the use of a single system based on suspension warnings and learning agreements. The Group was also discussing the possible introduction of September resits, and a formal consultation on this was expected.

18B Quality Management and Enhancement Committee (QMEC)

Reported

18.2. Dr Hofmann reported that a Working Group of QMEC had been established to consider programme review and reform of the Augmented Annual Monitoring process. It would also consider the disconnect between Annual Monitoring and the response from Professional Services divisions.

18C Grade Point Average (GPA)

Reported

18.3. Dr Hofmann reported that Bristol and LSE were no longer participating in discussions concerning the implementation of a GPA scheme, but discussions were taking place with Birmingham and Warwick. Exam Boards would be given an opportunity to model their result data against the GPA scheme.

18D Penalties for Over-length Work

Reported

18.4. As a result of student representations concerning the late dissemination of the change to regulations removing the 10% leeway before penalties were applied, Education Committee had agreed that the regulation would only be enforced in respect of work set and submitted after 1 January. Students who had already been penalised for over-length work submitted in term 1 would be advised to contact the relevant Chair of Examiners. UCL Union would be notifying all students. Departments were advised to wait for official notification prior to taking any action in respect of this decision.

Discussion

- 18.5. It was noted that the enforcement of penalties for over length work raised issues about how the word count was calculated. Different software packages produced varying counts for the same piece of work. This issue would be discussed by the Joint Faculty Board of Examiners in January with a view to providing guidance to Boards.

18E Cases for Suspension of Regulations

Reported

- 18.6. Dr Hofmann requested that all applications to the Dean of Students (Academic) for a suspension of regulations be submitted via the Faculty Office. This enabled them to be presented in a way which was more likely to result in a successful outcome. Committee members were asked to convey this to all relevant colleagues in their departments.

Action: ALL

18F Student Handbooks

Noted

- 18.7. A checklist of items for inclusion in student handbooks was likely to be produced by Registry and Academic Services. In the meantime, departments were reminded to ensure that all handbooks included a disclaimer and a link to the main UCL regulations.

18G Key Information Sets (KIS)

Noted

- 18.8. Academic Support would be contacting departments in order to check data on 'scheduled learning' for the next iteration of KIS.

18H MA Credit Harmonisation

Noted

- 18.9. There had been some cases at the examination boards of Masters students completing their programme with too many or too few credits, as a result of the changes to the credit-weighting of modules. Departments were requested to check that all current Masters students (particularly part-time second year students) were correctly registered for a total of 180 credits for the programme, and advised to contact the Faculty Academic Administration Manager if they identified any problems.

19. FACULTY WORKING GROUPS

19A Assessment Working Group

Reported

- 19.1. The Group had met for the first time on 10 December. Discussion had focused on the importance of formative assessment and provision of timely feedback to students. As there was no centrally held data on formative assessment, departments would be contacted in the new year to ascertain what local policies might be in place.

19B Year Abroad Assessment Working Group

Reported

19.2. The Group had met on 7 December to discuss how year abroad assessment could be completed in time for a definite progression decision to be made in advance of the start of the final year. Departments would now consider how to achieve this for each of their year abroad programmes. Members of the Working Group had also expressed a desire for more logistical support for Year Abroad arrangements.

19C Attendance Monitoring Working Group

Reported

19.3. The Group had met on 7 December and had seen a demonstration of the Attendance Monitoring System (AMS) currently used by Laws and SELCS. It had been agreed that the roll-out of this system across both Faculties would be actively pursued, with a view to implementation for 2013/14.

19D Bursaries and Scholarships Panel

Reported

19.4. Some departments had yet to nominate a representative. However, three of the representatives had been selected to review the nominations for the Gay Clifford Bursaries for Women Undergraduate Students. The deadline for receipt of these had been extended from 10 to 14 December, in order to allow more departments time to submit a nomination.

Matters for Information

20. INTERNAL QUALITY REVIEW

Received

20.1. The Internal Quality Review reports for the Department of Economics and the BA European Social and Political Studies were received.

21. AUGMENTED ANNUAL MONITORING

Noted

21.1. The Internal Quality Review schedule for the next five years had been published. The following departments had been scheduled for review in 2013-4 and were therefore expected to undertake augmented annual monitoring in the current year: Institute of Archaeology, English Language and Literature, History of Art, Information Studies, Centre for European Studies and Centre for Intercultural Studies.

22. PROGRAMME AND MODULE PROPOSALS

Noted

22.1. The Committee noted module amendments approved by the Chair under delegated authority since the last meeting.

23. DEPARTMENTAL TEACHING COMMITTEES

Noted

23.1. Minutes of the following Departmental Teaching Committees had been received in the Faculty Office since the last meeting:

Geography: 19 September 2012

History of Art: 10 October 2012

Anthropology: 17 October 2012

24. DATES OF FUTURE MEETINGS

Noted

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

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.

25. ANY OTHER URGENT BUSINESS

25A UCL Teaching and Learning Conference 19 April 2013

Noted

25.1. A Teaching and Learning Conference with the theme 'Embedding Skills and Employability in the Curriculum', organised by CALT, UCL Careers and E-Learning Environments would be held on 19 April 2013. The call for contributions was now open via links on the CALT web page www.ucl.ac.uk/calt, with a closing date of 24 February.

Distribution: Joint Faculty Teaching Committee Members, Academic Support

HM