

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

# Tuesday 15 May 2012

### **MINUTES**

Chair:

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

### Present:

Prof Susan Collins Slade School of Fine Art

Dr Gregory Dart English
Dr Lane DeNicola Anthropology

Dr Chris Gerry School of Slavonic and East European Studies

Ms Lucy Gildersleeves DIS / Equal Opportunities

Mr Carl Gombrich BASc

Dr Arne Hofmann Joint Faculty Tutor – AH & SHS

Dr David Hudson Political Science

Dr Dilwyn Knox Italian
Dr Mark Lake Archaeology
Dr Valerie Lechène Economics
Dr Maria Loh History of Art
Dr Anson Mackay Geography

Ms Helen Matthews Joint Faculty Academic Administration Manager – AH & SHS

Dr Rob Miller Information Studies
Prof Sara Randall Anthropology
Dr Matthew Robinson Greek and Latin

Dr Michael Stewart Anthropology
Prof Hans van Wees History
Dr Paul J Walker CALT

Dr Karen I Wright Institute of Archaeology

In attendance:

Mr Oscar Martinez Joint Faculty Office

Apologies were received from Ms Carla Benzan, Prof Wendy Carlin, Prof Marcus Giaquinto, Dr Benet Salway (dep. by Prof H van Wees) and Dr Jakob Stougaard-Nielsen (dep. by Dr D Knox)

# 47. MINUTES

47.1. The minutes of the meeting held on 13 March 2012 were APPROVED.

### 48. MATTERS ARISING FROM THE MINUTES

# **Minute 46: Any Other Business**

48.1. NOTED that the Dean of Students (Academic) had confirmed that travel to sporting fixtures did not constitute a legitimate reason for students' absence from class.

### 49. **NEW MASTERS PROGRAMMES**

49.1. AGREED that a new procedure for prior screening of programme proposals before submission to JFTC be introduced.

# 49.2. MA In Ethnographic And Documentary Film

49.3. AGREED that further work was required on this proposal and that a meeting between the Dean and Departmental representatives would be convened to discuss the requirements.

### 50. **DUTIES OF DEPARTMENTAL TUTORS**

- 50.1. CONSIDERED a revised statement of duties of Departmental Tutors that had been drafted by the Dean of Students (Academic) to replace the obsolete version that had been withdrawn from the Academic Manual.
- 50.2. Initial comments included concerns about the perceived merger of pastoral and tutoring responsibilities on the one hand and academic leadership on the other, and a possible weakening of the differentiation with the post of Head of Department. The Faculty Tutor undertook to feed these comments back to the Dean of Students (Academic) and Education Committee.

# 51. **LEARNING AND TEACHING STRATEGY**

51.1. RECEIVED updates by the Joint Faculty Tutor on the Learning and Teaching Strategy process. NOTED that next session a Faculty-wide framework of guidelines on module assessent would be developed in order to address the Faculty Tutor's concerns about comparability of assessment load and Education Committee's concern about diversity of assessment.

# 52. ANNUAL MONITORING

52.1. RECEIVED proposed amendments to the Programme and Head of Department Annual Monitoring forms. Members of the Committee were invited to submit further comments to the Joint Faculty Academic Administration Manager by 8 June.

# 53. **COMMON TIMETABLE**

53.1. NOTED that Education Committee had received little feedback to date on the effect of the changes to the Common Timetable approved by Academic Committee in December. Members of Teaching Committee were requested to ask their departmental

timetablers to let the Joint Faculty Academic Administration Manager have comments on whether the changes had had any positive effects for the timetabling process. In discussion it was **NOTED** that travel times from one location to another were a particular problem.

# 54. REPORTS FROM OTHER UCL COMMITTEES

- 54.1. RECEIVED updates from the Joint Faculty Tutor on UCL committees. The report was organised by subject rather than Committee.
  - Year Abroad: A sub-group of the Education Committee was reviewing, amongst other equally significant issues, assessment for the year abroad, with a view to greater harmonisation. The Faculties were represented by Dr Arne Hofmann and Dr Dilwyn Knox.
  - Admissions: The requirement for a modern foreign language would be retained but for those candidates who do not meet it at entry, it would be an exit requirement. Opportunities would be provided for such students to meet the requirement during their time at UCL.
  - A UCL policy paper on admissions interviews would be circulated shortly.
  - UCL Global Citizenship Programme for Term 3: a pilot scheme was under discussion, and the Arts and Humanities, and Social and Historical Sciences were likely to be included in the pilot.
  - The Regulations Review Group would be meeting shortly to review amendments to regulations to be published in September 2012.
  - It is intended to create a Policy Zone on the UCL website to bring together all regulations and policies in one place.

# 55. **DEGREE PROGRAMME AND MODULE APPROVALS**

55.1. NOTED that details of action taken by Deans and Faculty Tutor in respect of degree programmes and module approvals and amendments since the last meeting had been posted on the Faculty intranet.

# 56. **ITEMS TO NOTE**

- 56.1. **Key Information Set (KIS)**: NOTED that departments were required to nominate a KIS contact by 17 May. The contact would be required to pass on information about the KIS as necessary but the most immediate task will be to check the programme data required for the KIS. This includes information on typical contact hours, assessment methodology and possibly on PSRBs.
- 56.2. **Higher Education Achievement Record (HEAR)**: NOTED that PORTICO functionality for the recording of non-degree related achievements was now live.
- 56.3. **Immigration**: NOTED that changes to the Tier 4 visa rules came into effect on 6 April. The changes included a five year cap on study at degree level and above for Tier 4 students.

# 57. ANY OTHER BUSINESS

- 57.1. NOTED that CALT were running a pilot scheme for training of Postgraduate Teaching Assistants. Departments interested in participating were invited to contact Dr Paul Walker.
- 57.2. A concern was raised by L Gildersleeves about the loss, or misplacement, of applications from candidates to the Library Management programme. Chair to liaise with the Faculty Manager to attempt to recover them and/or raise the issue with Central Admissions.
- 57.3. Prof S Collins announced the opening of the private viewing of works by BA/BFA students, on Friday 18 May, which would remain open for two weeks afterwards.
- 58. NOTED that dates and venues for next session's JFTC meetings would be confirmed and circulated at a later date.

Distribution: Joint Faculty Teaching Committee Members, Academic Support