

## Faculty of Humanities

### Faculty Undergraduate Programmes Sub-Committee

#### Minutes of the meeting held on Wednesday 12 December 2012, 3–4pm in Room 6.207, University Place

Present: Professor Matthew Jefferies (Chair); Dr Ilias Petrounias (MBS); Dr James Garratt (SALC); Dr. Fiona Smyth (SED); Dr. Veronique Pin-Fat (SoSS); Dr. Diane Slaouti (Education); Mrs. Nicola Lord (QAE Administrator); Mrs. Lisa McAleese (Senior Taught Programmes Administrator); Mrs. Emma Rose (Senior QAE Administrator); Mr. Arthur Baker (Faculty Student Rep); Ms Emma Sanders (Secretary)

By Invitation: Dr. Peter Lawler (Director of University College)  
Katy Woolfenden (University Library)

#### 1. Apologies for absence

Received from: Ms Norma Hird (Law); Mr. Dave Williamson (Law)

#### 2. University College Presentation

Dr. Peter Lawler, Director of University College, gave a presentation about University College.

#### Reported:

- University College had been launched this September, 2012
- There were plenty of proposals for high quality courses being submitted for 2013
- It was receiving good support from the centre
- However, registrations were lower than expected
- 95% of students hadn't heard about University College through their Schools, e.g. from Programme Directors, Academic Advisors, or in Programme Handbooks
- Students were risk averse so wouldn't step outside of their disciplinary boundaries unless they felt that the School supported it
- As University College courses are currently 10 credits, they didn't fit easily into curricula that are based on 20 credit units. Some students were being allowed to take 130 credits in one year, but this was not acceptable as load transfer arrangements mean that no funding follows a student for the 10cr "surplus", as the tuition fee is based on 120cr
- "Value-added" courses, such as 'British Sign Language', were popular. 'Leadership of Learning' involved placement in Schools, who had been extremely positive about their experience of students sent to them, as had the students. 'Enterprise' units were also attractive to students.
- The more scholarly courses, e.g. Physics, were harder to attract students to. Students were concerned about possible dilution of their degree programme and the impact of potential failure.

#### Discussed:

Potential ways in which to improve participation included:

##### Schools

- Mention University College in programme regulations
- Invite University College to speak at Discipline/School course unit selection meetings/Options Fairs

##### University College

- Make course titles available to Schools earlier
- (Humanities would be discussing course unit selection and planning as early as February 2013)
- Make timetabling information available to students earlier, so they can check for clashes
- Ensure presence at Faculty Teaching and Learning Showcase on 8<sup>th</sup> January 2013
- Consider using "Student Ambassadors" to spread the word, i.e. students who've completed and benefited from University College and can communicate those benefits to their peers
- Consider using Peer Mentors (via Students as Partners Office) to spread the word amongst students
- Consider using Student Societies to disseminate information

- Redesign the University College website – planned for January 2013
- Unit Specifications were seen as too boring a format for these courses – continue to use postcards?
- Look into how University College units are displayed to/accessible by students when completing Course Unit Selection in Campus Solutions

**Agreed:**

Send key Course Unit Selection and Planning dates to Peter Lawler. **Action: Lisa McAleese**

Amend Programme Regulations and invite Peter Lawler (or another member of the UC Board) to speak at Options Fairs. **Action: All UG/T&L Directors**

Any proposals for units to be offered from 2013 (or expressions of interest for 2014) should be made to University College (unicollege@manchester.ac.uk) by January 9<sup>th</sup> 2013 (or January 16<sup>th</sup> at the very latest). **Action: All UG/T&L Directors**

**3. Minutes of the last Meeting of 31 October 2012 [HUGSC/1/12]**

**APPROVED** as a correct record.

**4. Matters Arising from the Minutes**

- Arising from minute 5. Library Strategy 2012/13: Improving Access to Core Texts [HUGSC1/12/5]

Meetings had begun to take place on a discipline-level basis to agree and take forward specific actions for each subject.

- Arising from minute 6. Revised process for Programme Approval [HUGSC1/12/5]

Emma Rose and Emma Sanders had turned the old Guidance for Internal Advisors proforma into a generic Agenda that can be adapted for discussion at programme approval events.

- Arising from minute 7. Outstanding Academic Achievement Awards [HUGSC/1/12/4]

The proposal to make Faculty Awards had been approved by HPRC, and would be implemented with a Certificate signed by the Dean and a £250 monetary award, from this July.

**5. Letter from Schools to boost DLHE participation [HUGSC/2/12/4]**

**Received:**

A template letter to be adopted (and adapted where required) by all Schools in Humanities with a view to boosting DLHE participation rates.

**Discussed:**

The Assistant Associate Dean had drafted a letter for sending out to all recent graduates asking them to participate in the upcoming DLHE survey, following existing practice in other Faculties.

Schools did not have the resource to send out hard copy letters to all recent graduates before Christmas. Furthermore it was not possible to get ready access to personal email addresses via Discoverer to enable email distribution lists to be generated and the letter sent electronically.

The School of Education's experience of working with the Alumni Office had been extremely positive in terms of making links and sharing ideas and resources. Education was therefore planning to send out a graduate newsletter early January instead of a letter, and had obtained the relevant email addresses.

**Agreed:**

Teaching and Learning Directors to make any desired adaptations to the letter for their School, get their Head of School to sign it, and return it to Nicola Lord by the end of next week. **Action: All UG / T&L Directors**

TLO to liaise with the Alumni Office about issuing the letter to any recent graduates for whom we have personal email addresses. **Action: Nicola Lord**

## 6. **New Undergraduate Regulations [HUGSC/1/12/5a] and Implementation Plan [HUGSC/1/12/5b]**

### **Received:**

Report on issues arising from the notes of meetings held on 11 October and 12 November 2012 between the Senior Taught Programmes Administrator, Teaching and Learning Directors and Managers to discuss the New UG Regulations.

### **Noted:**

The document that had been circulated to committee members had been completed before the recent (November) update to the University's Guide to the New Taught Degree Regulations had been issued.

### **Agreed:**

Any further questions about degree regulations should be forwarded to Lisa McAleese for querying at the New Taught Degree Regulations roadshow event on 22<sup>nd</sup> January 2013. **Action: All Sub-Committee Members.**

An annotated version of the regulations would then be produced for Humanities, to clarify and ensure collective interpretation of them, and taking into account the latest Guide to the New Taught Degree Regulations.

## 7. **Undergraduate NPP1 Programme Approvals "in principle"**

None.

## 8. **Undergraduate Programme Amendments**

None.

## 9. **Undergraduate Programme Suspensions**

None.

## 10. **Undergraduate Programme Withdrawals**

### 10.1 BA Applied Community & Youth Work Studies (School of Education)

Diane Slaouti spoke to the proposal:

### **Reported:**

The programme was closing following a review of the School of Education, as the programme did not fulfil the measures put in place by the review.

The programme had admitted students this year, so these students would be supported for the duration of their study period, as outlined on the withdrawal form, and the expected completion date was 2015.

This had been a difficult year, and communication with the students about the review and resulting decisions had left the School of Education with a lot of issues that needed to be managed by the Programme Director. Students on this programme needed to be reassured that they were valued by the School and the University.

**Noted:** The Faculty Student Union Representative (Undergraduate) spoke on behalf of students whom he had consulted over the withdrawal, and made the following points:

- The students had expressed their opposition to the course being closed.
- The students felt uncertain about where they stood.
- The Student Union felt that the course made a contribution to the Social Responsibility Agenda (Goal 3 of Manchester 2020)
- The proposal to withdraw the programme had led to a perception that graduate earnings were seen as more important than social commitment by the University.

### **Discussed:**

The decision to recommend withdrawal of the programme had been influenced by many criteria, including the size of the cohort, the fact that entry grades for this programme were lower than was usual for a degree at Manchester, and that the programme's performance in the NSS had been relatively poor.

**Agreed:**

The experience of the current students must not be affected by the withdrawal of the programme to future applicants. Current students would be able to pursue their programme to completion, for an award in Applied Community and Youth Work Studies.

**Confirmed:**

The second paragraph of the Withdrawal Form stated that it was proposed to keep the 60cr version open for transfers from the Diploma. The proposal was that such transfers would only be permitted for students currently registered on the Diploma. It would only affect a very small number of students and would be used in exceptional circumstances.

**APPROVED**

Make any required changes to Campus Solutions and inform relevant parties. **Action: Nicola Lord**

**11. Chair's Action**

**Noted:**

There had been no Undergraduate Programme Approvals, Amendments, Suspensions and Withdrawals approved by Chair's Action since 31 October 2012.

**12. External examiner appointments [HUGSC/2/12/12]\***

**Received for information:**

A list of undergraduate external examiner appointments made since 31 October 2012.

**13. Any other business**

**13.1 January Exam Boards**

**Discussed:**

The new UG Regulations stated that:

***"M. Examination Board Arrangements***

*59. There are normally three available assessment opportunities; January, May/ June and Aug/ September within each academic year. It is expected that all reassessment will take place in the academic year in which the assessment was first attempted.*

*60. There must be an opportunity after every assessment period for a chaired forum to make decisions regarding student's attainment on completed units.*

*61. Examination Boards will take place at the end of each academic year or at points in the calendar where decisions are required with regards to progression, overseen by an External Examiner.*

A "chaired forum" was taken to be lighter touch than an Exam Board. It was agreed that a meeting between, say, a Programme Administrator and Assessment Coordinator should be sufficient for the purpose. However, where failure of a Semester 1 pre-requisite means a student is not eligible to progress to Semester 1 e.g. failure in a short-fat, pre-requisite language course, then decisions should be run past a Programme External Examiner.

**13.2 MBS Units and Free Choice/Course Unit Selection**

**Discussed:**

Manchester Business School ran a suite of course units specifically for non-specialist students from programmes run in other Schools: MBS Business and Management for all Programmes (BMAP). These are listed on the online Faculty Course Units Directory, as for any other School in Humanities.

However, students were registering for MBS courses that fall outside the BMAP portfolio, with or without the permission of their Programme Director.

Many programme regulations in Humanities allowed students to take a free choice unit from within their discipline “or any other Level X unit listed in the Faculty of Humanities Course Unit Database, subject to the agreement of the Programme Director.”

This was not explicit enough in explaining to students that they must restrict their choice to BMAP units only.

**Action:**

Programme regulations to be updated to clarify. **Action: All UG Directors to disseminate.**

Raise at the next meeting of the Teaching and Learning Administrators’ Network (TLAN). **Action: Lisa McAleese**

**14. Date of next meeting**

Wednesday 27th February 2013, 2 - 4pm Committee Room A (Whitworth Building)

ECS  
14/12/12

**HUMANITIES UG SUB-COMMITTEE ACTIONS LIST: 12 December 2012**

<b>Who</b>	<b>Action</b>	<b>Outcome</b>
<b>Action:</b> Lisa McAleese	Send key Course Unit Selection and Planning dates to Peter Lawler	
<b>Action:</b> All UG / T&L Directors	Amend Programme Regulations to highlight wherever University College courses are possible, and invite Peter Lawler (or another member of the UC Board) to speak at Options Fairs.	
<b>Action:</b> All UG / T&L Directors	Inform colleagues that any proposals for units to be offered from 2013 (or expressions of interest for 2014) should be made to University College (unicollege@manchester.ac.uk) by January 9 <sup>th</sup> 2013 (or January 16 <sup>th</sup> at the very latest).	
<b>Action:</b> All UG / T&L Directors	Make any desired adaptations to the DLHE template letter for their School, get their Head of School to sign it, and return it to Emma Sanders by the end of next week.	
<b>Action:</b> Nicola Lord	Liaise with the Alumni Office about issuing the letter to any recent graduates for whom we have personal email addresses.	
<b>Action:</b> All Sub-Committee members	Any further questions about degree regulations should be forwarded to Lisa McAleese for querying at the New Taught Degree Regulations roadshow event on 22 <sup>nd</sup> January 2013.	
<b>Action:</b> Nicola Lord	Make any required changes to Campus Solutions and inform relevant parties of the Withdrawal of BA Applied Community and Youth Work Studies.	

<b>Action:</b> All UG / T&L Directors	Programme regulations to be updated to clarify that ONLY BMAP units may be taken as free choice units by students from outside MBS.	
<b>Action:</b> Lisa McAleese	Raise issue that students are registering for MBS courses that fall outside the BMAP portfolio at the next meeting of the Teaching and Learning Administrators' Network (TLAN), if not raised by MBS Admin.	