**Faculty of Humanities**

**Undergraduate Programme Sub Committee**

**Unconfirmed Minutes of meeting held on Wednesday 13th November 2013,**

**2-4pm in the Keeper’s Room, Whitworth Corridor**

**Present**:

Matthew Jefferies (Chair); Norma Hird (SoL); Fiona Smyth (SED); Veronique Pin-fat (SoSS);

Lisa McAleese (Teaching and Learning Manager);

Emma Sanders (Teaching and Learning Officer); Sarah Helsby (Secretary)

**By Invitation:**

Tarani Chandola (SoSS) (ref. Item 9.1)

**In attendance:**

Fiona Fraser (pp. James Garratt, SALC)

1. **Apologies for absence**

Iias Petrounias (MBS); Dave Williamson (Director of Teaching and Learning, SoL); James Garratt (SALC); Emma Rose (Head of Teaching and Learning Support Services); Rosie Dammers (UMSU)

The Chair introduced Sarah Helsby as QAE Administrator. Replacing Nicola Lord during her secondment to MHS, Sarah will be working with SEED and SoSS.

1. **Minutes of the last meeting 22nd May 2013 (HUGSC/4/12)**

**Approved** as a correct record.

**Action:**

However, SH to correct the roles of Norma Hird and Fiona Smyth as described on the Agenda.

**3. Matters arising from the minutes**

None.

**4. Units taken out of level (with reference to the new UG Regulations (Sept 2012))**

**Reported:** LM presented a paper (HUGSC/1/13/4)on students taking units out of level. Previous Faculty guidance was that students should only be permitted to take up to 20cr at a ’neighbouring level’. The new regulations allowed up to 30cr to be taken outside of the year the student is currently studying in.

**Agreed:**

The Faculty’s previously agreed position with regard to UG students taking credit out of level is still applicable:

‘A student will normally only be allowed to take credits at a neighbouring level, so that they will not be permitted to take level 4 credits in level 6. However, exceptionally, by permission of the Teaching and Learning Director, in consultation with the Programme Director, a student may be allowed to take level 4 credits in level 6.’

**5. Draft TLO Guidance on Programme amendments and timescales**

**Discussed:**

ES presented the Guidance on the approval of programme amendments and key dates during 2013/14 (HUGSC/1/13/5).

It was accepted as a very useful guidance document, however there were some issues in section 5 relating to changes being made to compulsory units. It was argued that this should not necessarily require Faculty approval and would need discussion on whether or not it should automatically be escalated to Faculty.

**Queried:**

The committee requested that a check is done to see if the wording (based on central T&L policy) can be changed to be more explicit so that amendments will not automatically come to the committee.

**Queried:**

**Section 6.** Definitions of ’major elements for learning, teaching and assessment’ were required providing more detail with different examples as they are not uniform.

**Action:**

Different examples for individual learning, teaching and assessment to be sought and included in the guide, as it was felt that more clarity was needed.

The members queried the use of ‘core’ Vs ‘compulsory’ units. ES to circulate university definitions on core Vs compulsory from the University glossary document, with reference to dispensation previously emailed out to T&L Directors by Nicola Lord, as this affected referrals.

**Action:**

ES to provide feedback on the proposed changes to the Guidance on the approval of programme amendments.

**6. 2015-16 fee setting timetable** (HUGSC/1/13/6)

**Received:**

The timetable was received by all committee members for information.

**7. School nominations to support programme approvals during 2013/14 and 2014/15**

**Discussion:**

Following portfolio review it was likely that there would be an increase in programme withdrawal/approval activity for this committee. Given that the number of Schools had fallen from 7 to 5, it was likely that the each member would be called upon more often to act as internal advisor.

**Agreed:**

It was agreed that Schools should be canvassed to provide the names of more individuals (such as ex-members of the committee and programme directors) who might be willing and able to act as internal advisors.

**Action:**

**Action:**

ES to circulate the guidance on internal advisors with a deadline for identifying one additional representative per School.

**8. NPP1 Programme approvals in principle**

None.

**9. Programme amendments**

**9.1 (BA Hons) Social Sciences - new pathways:**

**(Sociology and Quantitative Methods)**

**(Politics and Quantitative Methods)**

**(Social Anthropology and Quantitative Methods)**

**(Philosophy and Quantitative Methods)**

**(Criminology and Quantitative Methods)**

**Discussion:**

TC presented the new pathways for BASS and Quantitative Methods (QM).

The proposal came out of a successful bid to the Nuffield Foundation for Q-Step funding. Q-Step is a £19.5 million programme designed to promote a step-change in quantitative social science training. Over a five-year period from 2013, fifteen universities across the UK are delivering specialist undergraduate programmes, including new courses, work placements and pathways to postgraduate study.

It was discussed how pathways should all be referred to as ‘BASS and discipline’ (not ‘with’ or ‘plus’ as mentioned in some of the documentation.) It was noted that changes might be required to the credit balance between the two subjects, to fit with the requirements regarding degree titles set out in the Guide to the Taught Regulations.

*Secretary’s Note:*

*On following this up it emerged that the number of credits required for ‘and’ in the degree title was moot. The title of the BASS is “BA in Social Sciences (specialism)” and not, for example “BA in Sociology and Quantitative Methods.” Therefore, the subject balance requirements for degree titles do not apply, and the original number of QM credits and balance of 20/40/60 was perfectly fine.*

There may be a perceived potential conflict of interest if Criminology students opted to apply for the BASS pathway instead. This was agreed to be monitored once the intake begins but at this stage NH noted that Dave Gadd, Head of Criminology, had given his consent to the proposal.

Projected intakes for the first three years were small: 05/10/15. These numbers were for all the pathways combined, so some pathways would have 0 students in some years. It was acknowledged that the market was tiny, but that was why Q-Step had been launched in the first place. Should the initiative fail, then the consequences for SoSS would be minimised by the incorporation of the pathways under the BASS umbrella. The only extra cost – the creation of QM modules – would be funded by Nuffield. The grant funded whole or partial new posts in SoSS, Law (10% FTE) and ALC. It was noted that SoSS expected some students from other programmes both within and without SoSS to take the QM units.

Concerns were raised about student identity on such small cohorts. However, SoSS has a successful and long-established model of cohort identity across interdisciplinary pathways in the BA Econ.

SoSS informed the committee that placements would be supported by an administrator (Nuffield would fund 50% of a Grade 8) plus Social Stats academic staff. SoSS were advised to contact CED for additional support. It was also raised that the actual timing of the internship being during the summer of the students' second year was not clear within the document. The pathways guaranteed students an *interview* with a placement provider, provided they achieved at least 65%. However, it was up to the employer whether to offer the placement or not. This would have to be carefully worded in marketing and publicity materials.

External Advisor comments had been received from Nikos Tzavidis (Southampton) suggesting a potential reconfiguration of the second year modules into the first year, and vice versa. Whilst taking the External comments into consideration it had been decided by SOSS not to follow this suggested model. It was thought that including challenging Statistics models within the first year may deter students. Therefore the first year had been carefully planned to include the required methodological skills. Other feedback from the external advisor would happily be adopted.

Core and compulsory units would need to be confirmed with some changes needing to go to Faculty.

**Actions:**

* Prog Spec p.5 – SoSS to confirm that these pathways follow same structure and rules as previously-approved BASS pathways.
* Prog Spec p.13 – SoSS to note that what were termed ‘compulsory’ modules would need to be called ‘core’ modules, because technically no referrals were permitted for compulsory modules under the new UG exam regulations.
* SOSS to clarify in programme amendment forms and publicity and marketing material that internships are to take place in the summer break during the students second year, and that interviews are guaranteed subject to achieving good grades, rather than actual placements/internships being guaranteed.TC will respond to the External Advisor and provide copies of the correspondence to the Chair via Emma Rose. Cath Dyson's signature to be obtained for approval.
* SoSS UG Director’s signature is required.
* Monitor to see whether a conflict of interest develops between Criminology and SoSS - enter into a discussion about it if necessary.

**9.2 Art Museums, Galleries and Curating (Sotheby's London, validated by SALC)**

**Discussion:**

The committee identified that there may be potential entry requirement issues as the Programme Amendment form for this 60 credit programme articulated that ‘students successfully completing this course would be well equipped to proceed to the Institute’s MA in Fine and Decorative Arts, Contemporary Art, Contemporary Design, Photography and East Asian Art.’ This did not specify that these students must already have a first degree. The group believed that this may be assumed but would like it to be clarified.

**Action:**

ES to confirm Sotheby's entry criteria and have the marketing material clarified.

**9.3 Arts of Asia and their Markets (Sotheby's London validated by SALC)**

**Discussion:**

This programme amendment form articulated that ‘approximately 50% of students attending this course over the last five years have progressed to the MA in East Asian Art.’ As above this did not specify that these students must already have a first degree. The group believed that this may be assumed but would like it to be clarified.

**Action**:

ES to confirm Sotheby's entry criteria and have the marketing material clarified.

**10. Programmes suspensions**

None.

**11. Programme withdrawals**

None.

**12. Chair's action** [HUGSC/1/13/12]

**Received:**

A list of Programme Approvals, Amendments, Suspensions and Withdrawals approved by the Chair’s Action since 22nd May 2013.

**13. External examiner appointments** [HUGSC/1/13/13]

**Received:**

A list of External Examiner appointments approved since 22nd May 2013.

**14. Any other business**

None.

**15. Date of next meeting**

Wednesday 12th February 2014, 2-4pm, Keeper’s Room, Whitworth Building

**HUMANITIES UG SUB-COMMITTEE ACTIONS LIST: 13th November 2013**

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| **Who** | **Action** | **Outcome** |
| **Action:** SH | Corrections required to the roles of Norma Hird and Fiona Smyth as described on the Agenda. |  |
| **Action:** ES | Provide feedback on the proposed changes to the Guidance on the approval of programme amendments. |  |
| **Action:** ES | Circulate the guidance on Internal Advisors with a deadline for identifying an additional representative per school. |  |
| **Action:** SoSS | * Prog Spec p. 5 – SoSS to confirm that these pathways follow same structure and rules as previously-approved BASS pathways. * Prog Spec p.13 – SoSS to note that what were termed ‘compulsory’ modules would need to be called ‘core’ modules, because technically no referrals were permitted for compulsory modules under the new UG exam regulations. * SOSS to clarify in programme amendment forms and publicity and marketing material that internships are to take place in the summer break during the students second year, and that interviews are guaranteed subject to achieving good grades, rather than actual placements/internships being guaranteed.TC will respond to the External Advisor and provide copies of the correspondence to the Chair via Emma Rose. Cath Dyson's signature to be obtained for approval. * SoSS UG Director’s signature is required. * Monitor to see whether a conflict of interest develops between Criminology and SoSS - enter into a discussion about it if necessary. |  |
| **Action:** ES | Confirm Sotheby's entry criteria and have the marketing material clarified. |  |