**University of Manchester**

**Faculty of Humanities Undergraduate Programmes Sub Committee**

**21st May 2014**

**2.00pm in 3.213 University Place**

**Present:**

Matt Jefferies (Chair); Norma Hird (SoL); Ilias Petrounias (MBS); James Garratt (SALC); Fiona Smyth (SED); Emma Rose (Teaching and Learning Support Services); Lisa McAleese (Teaching and Learning Manager); Emma Sanders (Teaching and Learning Officer); Sarah Helsby (Teaching and Learning Officer)

**By Invitation:**

Tanja Bastia (SEED)

1. **Apologies for absence:**

Rosie Dammers (UMSU); Veronique Pin-Fat (SOSS); Dave Williamson (Director of Teaching and Learning, SoL); Harriet Pugh (Humanities UG Student Rep); Asif Parvi (Humanities UG Student Rep);

Antoinette Perry (Marketing)

**2. Minutes of the last meeting**

* **Sarah** to replace reference to SED with SEED.

**3. Matters arising**

* **Emma S** will chase the 2015 Summer School marketing items
* **Sarah** to amend item 11.b) to state:

‘It was agreed that a common sense approach must be adopted on a case by case basis.’

**4. Faculty guidelines on UG Dissertations**

**Reported:**

**Emma S** requested this item be included on the agenda to remind committee members of the available guidelines, which were produced in 2007 and may require updating.

**Discussed:**

It was noted that at present the document contains no reference to ethics or supervision records in case of appeals. Nor is there an equivalent document on the PGT side, and so the committee queried if this document could be considered by TLC for PGT use.

**Action**: This guidance document to be revisited in the future once the review outcomes of the University Marking and Assessment group are shared.

**5. UG Healthchecks (ER)**

**Reported**:

Emma R reported that in recent years tables have been produced at UG Sub Committee for all new programmes containing their projected intakes for the first three years and actual progress against these. At present this exercise doesn’t cover where horizon scanning should take place to look at areas we should be investing in.

An annual portfolio review exercise is to be established which will include new programme health checks, as well as looking at how growth areas can be identified. Emma R is drafting a paper which will be presented at DAG, HPRC and TLC before being shared with this committee.

**Action**: Emma R to draft annual portfolio review paper and share with this committee at a future meeting.

**NPP1**

**6.1 MGeog with International development**

**Reported:**

Tanja Bastia reported that this SEED proposal is for a new Integrated Masters programme, MGeog with International Development, whereby students will study three years of Human and Physical Geography before studying their fourth year units delivered by International Development. This programme will be a unique offering, building on the success and popularity of MGeog. It will exploit existing resources and build on the fact that IDPM provision is the best in the country. The fourth year will be resourced from existing IDPM course units, with the addition of one new course unit that will be linked to the seminar series. This proposal aligns with strategy across the School but will require some supplementary administrative resources for the additional unit.

The estimated student intake for September 2014 is ~10 from the current cohort of Geography students. IDPM are looking at offering this option to final year Geography students but are also hoping that the programme might recruit from year one.

As with other Integrated Masters programmes students would have to achieve a 2.1 in their BA/BSc to transfer over to this route. It was noted that the MGeog programme has recruited 18 students and now has 16 opting to top up to the full MA. This programme may result in depletion of student numbers opting to complete the MGeog programme.

Jen O’Brien has informed students that this proposal is in the pipeline, however IDPM would expect 2014 to be a small cohort and so would suggest that this may be postponed until sept 2015.

The committee suggested that this programme could be approved via programme amendment as it is an addition to the existing Geography programme. As it will need external input there will be some aspects of the NPP2 process incorporated into the amendment form.

**Agreed**:

**Approved:**

This programme is approved for 2015 implementation (and potentially for 2014 implementation subject to IDPM demonstrating adequate demand from current students).

**Action:**

* Tanja to ascertain if there is adequate demand for a cohort in 2014 and complete the programme amendment paperwork with start dates accordingly.
* Page 5 of the NPP1 in UCAS information should be amended to state that this Integrated Masters is an ‘enhanced UG degree’ not a Masters degree. As this may have been taken from MGeog template those papers should also be checked to ensure they reflect this.

**7. Programme Amendments**

**7.1a) BA Hons Urban and Regional Planning**

**Reported:**

Fiona reported that SEED propose to amend the title of the ‘BA (Hons) Town and Country Planning’ to ‘BA (Hons) Urban and Regional Planning’. This change is based on current market feedback from SEED’s partnership board and professional networks. The new title reflects the modules being taught to students more accurately, is in line with provision from competitor institutions, and is also supported by the Royal Town Planning Institute (RTPI).

**Approved:**

The committee approved the new title of BA Hons Urban and Regional Planning to be implemented as soon as possible

**7.1b) Master of Planning (MPlan)**

**Reported:**  
Fiona reported that SEED propose to amend the title of the 4 Year ‘Master of Town and Country Planning’ to ‘Master of Planning’ or ‘MPlan’. This change is based on current market feedback from SEED’s partnership board and professional networks. The new title reflects the modules being taught to students more accurately, is in line with provision from competitor institutions, and is also supported by the Royal Town Planning Institute (RTPI). It was noted that the title MPlan will now be used in this format in line with other Integrated Masters programmes i.e. MGeog, MHist. The title of the full MA award (previously MPlan) will now be changed to ‘MSc Planning’.

**Approved:**

The committee approved the new title of BA Hons Urban and Regional Planning to be implemented as soon as possible.

**7.2 Sotheby’s Institute of Art Summer course and Semester courses**

**Reported:**

James reported that this proposal by Sotheby’s Institute of Art, validated by SLAC is to change the entry criteria for their Summer course and Semester courses by removing the requirement for applicants to submit a 400 word personal statement.

**Queried:**

The committee queried the reference made on Page 5 to a ‘motivation statement’ that might be accepted in lieu of English language qualification. It was noted that clarification would be required on how this would be scrutinised if it was to be used in exceptional circumstances.

**Action:**

* ‘Motivation statement’ bullet point to be removed. Sotheby’s to leave in exception statement which is at the approval of the Director of Semester and Summer Study
* Reference to ‘TOEFL’ to be removed from the amendment as this has been withdrawn nationally

**Approved:**

The committee approved the above changes to entry criteria subject to the above two actions re. The removal of the ‘motivation statement’ and ‘TOEFL’ reference for implementation in September 2014.

**7.3 ITMB (MBS)**

**Reported:**

Ilias reported on the proposal to introduce the following specialisms across ITMB with/ without Industrial Experience (IE):

* ITMB (Accounting)
* ITMB (Accounting) with IE
* ITMB (Strategy and Economics)
* ITMB (Strategy and Economics) with IE
* ITMB (Marketing)
* ITMB (Marketing) with IE

The motivation behind this proposal comes from portfolio review and is to offer students the chance to choose a specialism before or during the ITMB programme. Student numbers for all specialisms would be combined as on the BSc Management . None of the units being delivered as part of these specialisms are new as they already run for ITMB or Accounting/ Strategy and Economics/ Marketing. ITMB programme delivery in the first year will be same with options in second year. ITMB are proposing this to offer students more choice for their options and to reduce large class numbers in ITMB units that will be replaced by the chosen specialist units instead.

MBS have completed market research with feeder colleges which has shown that students like the idea of having options to specialise in.

**Queried**:

The committee queried page 3 of the programme amendment form which states that the review of content had not ’taken place after the inception of the programme in 2006’. Ilias advised that monitoring has in fact taken place and is now part of portfolio review and annual monitoring.

**Approved:**

The committee approved the introduction of specialisms to the ITMB programme to be implementedfor 2015.

**7.4 BSc Accounting (MBS)**

**Reported:**

Ilias reported that MBS are proposing to move a Taxation unit (10cr.) from level 3 to level 4. This amendment is in line with competition and in response to student requests.

MBS are also proposing that the ‘Financial derivatives’ unit (10cr.) is to be redefined from a ‘core unit’ to an ‘optional course unit’ as it isn't required for accreditation purposes.

MBS now want to advertise the BSc Accounting with internship more prominently as BSc Accounting with Industrial / Professional placement.

**Queried:**

The committee queried if the reference made to a BSc ‘Ordinary Degree’ (on page 7 of the amendment form) is as an exit award.

**Approved:**

The committee approved the above amendments to units to be implemented for September 2014.

**7.5 BA (Hons) Drama (SALC)**

**Reported:**

James reported that SALC are proposing that within the BA (Hons) Drama a new optional team-taught module ‘Television Drama and New Media’ be introduced at level 1. Also at level 2 the existing core module ‘Screen, Culture and Society’ will cease to be core for Drama but will become an optional unit (as it already is for Drama & English students) and remain core for Drama and Screen Studies students only.

**Actions:**

* A clean version of the programme amendment form to be provided by SALC stating: ‘At level 2, existing core module DRAM20041: Screen, Culture and Society will cease to be **core** for Drama students but will become an optional unit (as it already is for Drama and English students) and will remain **core** for Drama and Screen Studies students only.
* ‘**Similarly’** to be omitted from paragraph 6 of the programme amendment form (page 1).

**Approved:**

The committee approved the above changes to units to be implemented for September 2014.

**7.6 BA (Hons) Drama and Screen Studies**

**Reported:**

James reported that SALC are proposing that within theBA (Hons) Drama and Screen Studies a new compulsory team-taught module ‘Television Drama and New Media’ be introduced at level 1 and at level 2 the existing core module ‘Screen, Culture and Society’ will remain core for Drama and Screen Studies students (but cease to be core for Drama and Drama & English students).

**Actions:**

* A clean version of the programme amendment form to be provided stating: ‘At level 2, existing core module DRAM20041: Screen, Culture and Society will cease to be **core** for Drama students but will become an optional unit (as it already is for Drama and English students) and will remain **core** for Drama and Screen Studies students only.
* ‘**Similarly’** to be omitted from paragraph 6 of the programme amendment form (page 1).

**Approved:**

The committee approved the above changes to units to be implemented for September 2014.

**7.7 BA (Hons) Ancient History**

**Reported:**

James reported that SALC are proposing to remove the requirement of a long essay as a compulsory element at level 2 to increase the amount of choice offered to students and reduce the strain on staff resources.

**Approved:**

The committee approved the above change to be implemented in September 2014.

**7.8 BA (Hons) History**

**Reported:**

James reported that SALC are proposing to remove the level 1 long essay HIST10812 from the BA (Hons) History degree regulations to enable students to explore other level 1 History modules.

It was noted that this change does not alter the programmes’ learning outcomes as they are doing other substantial work: the second year includes a long essay element and the dissertation course includes research methods training.

**Approved:**

The committee approved the above for implementation in September 2014.

**7.9 BA Japanese Studies**

**Reported:**

James presented the SALC proposal for changes to the structure of course units at level one in the BA Japanese Studies. This consists of the introduction of a skills-based unit which will address specific academic matters in Japanese Studies and offer enhanced student experience and increased personal academic support. It was noted that the SALC committee is taking place next Wednesday (28th May 2014) and so following this meeting James will be able to provide more information on these proposed changes.

**Agreed:**

The committee agreed that the programme amendment and supporting programme specifications did not clearly outline the proposed changes and their impact on the programme.

**Actions:**

* Specific details of changes to units at level 1 to be provided
* The impact on Learning outcomes to be clarified
* A tracked changes version of the new course unit structure needs to be obtained
* This proposal is to be submitted for approval via Chairs Action ahead of the next UG Programmes Sub Committee which is scheduled for 12th November 2014

**8. Programme suspensions**

None

**9. Programme withdrawals**

None

**10. Npp2 programme approvals in ‘full’**

None

**11. Approvals by panel:**

**11.1 BA Creative Management (SEED)**

**Received:**

The committee received for information a copy of the approval panel held on 22nd April 2014.

**11.2 BA World Politics and Modern History (SEED**)

**Received:**

The committee received for information a copy of the approval panel held on 22nd April 2014.

**12. Chairs Actions**

**Received:**

The committee received for information a copy of Chairs Actions taken since the last meeting (12th February 2014).

**13. External Examiners**

**Received:**

The committee received for information a copy of the approvals of External Examiner appointments taken since the last meeting (12th February 2014).

**14. Any Other Business**

None

**15. Date of next meeting**

* 12th November 2014 at 2.00pm, venue tbc