

**Faculty of Humanities**

**Undergraduate Programme Sub Committee**

**Unconfirmed Minutes of meeting held on Wednesday 12<sup>th</sup> November 2014,  
2-4pm in 3.205 University Place**

**Present:**

Matthew Jefferies – MJ (Chair); Norma Hird NH (SoL); Veronique Pin-Fat (SoSS); Lisa McAleese (Teaching and Learning Manager); Emma Sanders – ES (Teaching and Learning Officer); Nicola Lord – NL (Teaching & Learning Officer); Rachel Walton – RW (Teaching and Learning Officer / Secretary); Mark Baker – MB (SEED); James Garratt – JG (SALC); Michael Spence (Humanities UG Student Representative).

**By Invitation:**

John Byrom – JB (MBS) (ref. Item 5.2)

**In attendance:**

Anna Goatman – AG (pp. Ilias Petronias, MBS)

**1. Apologies for absence**

Emma Rose - ER, Head of Faculty Teaching & Learning Support Services  
Fiona Smyth, Associate Dean (Teaching, Learning and Students)  
Ilias Petronias, Director of Undergraduate Programmes (MBS)

**2. Minutes of the last meeting of 21<sup>st</sup> May 2014**

Approved: The minutes were approved as an accurate record with the minor amendment of SLAC to SALC to be made by RW.

**3. Matters Arising from the minutes**

**Reported:** Item 4 – It was confirmed that the University's Marking and Assessment Group is consulting on a number of areas and the Faculty's Guidelines on UG Dissertations will be revisited once the University's Group has completed its work.

**Reported:** Item 5 – ER has drafted the portfolio review paper.

**ACTION** – NL to circulate the terms of reference for the Faculty's Portfolio Review and Horizon Scanning Group.

Item 6.1 – will be revisited later in the agenda

**Reported:** Item 7.2 – it was confirmed that the corrections to the Sotheby's motivation statement have been made.

**Action:** Item 7.5 – ES will seek confirmation that the clean version of the amendment form for BA (Hons) Drama has been submitted.

**Reported:** Item 7.9 – The BA (Hons) Japanese Studies has been approved by Chairs Action.

#### 4. NPP1 Programme Approvals 'in principle'

Received: None were received.

#### 5. Programme Amendments

##### 5.1 BA Management and Leisure (SEED)

Proposal for a change in the title to BA Honours Management, Leadership and Leisure from the 2015/16 academic year.

**Reported:** MB reported that SEED propose to amend the title of BA Honours Management and Leisure to BA Honours Management, Leadership and Leisure. This title change has been proposed in order to increase recruitment numbers to the programme and to reflect more explicitly the gradual incorporation of leadership theory into the programme. Therefore whilst the Intended Learning Outcomes have not changed, the programme has been slightly revamped to increase its appeal to students and this change in title reflects the changes within the programme.

RW also reported on behalf of ER that work has been undertaken by the Faculty Marketing Team in terms of research and focus groups with students when considering the new name.

**Discussed:** The Committee queried the lack of programme specification and requested sight of this to see if the leadership content is reflected appropriately. It was also asked if current students would benefit from the change in title and have the opportunity to graduate with the degree under the new name.

**ACTION** – MB to provide a programme specification to MJ and RW and respond to the question as to whether current students will benefit from the name change.

**ACTION** – This proposal will be submitted for approval via Chairs Action once the above has been clarified by MB.

##### 5.2 BSc (Hons) Management ( Singapore) part-time specialisms (MBS)

Proposal for two new pathways: BSc (Hons) Management (Human Resources -Singapore) and BSc (Hons) Management (International Studies – Singapore) from September 2015.

**Reported:** JB reported the MBS proposal to introduce two new part-time specialisms on the BSc (Hons) Management (Singapore) programme. By way of background, JB explained that the programme has been delivered by a partner institution, Singapore Institute of Management (SIM), for the previous five years and a new contract was recently signed to continue this offering. As a response to interest from prospective students and SIM, it is proposed that a development of specialisms be introduced to mirror the programmes based in Manchester. All teaching is delivered by MBS staff and the two new proposed specialisms will run alongside the existing programme.

**Discussed:** The committee questioned the use of the name 'International Studies ' by requesting confirmation as to consistency of the term. JB and AG both confirmed that International Studies is a specialism within MBS. MJ also queried why the application was not approved in January 2014, when first considered by MBS' UG Strategy Working Group. JB confirmed that at the time

there were resourcing issues therefore an agreement could not be reached from all divisions. These issues have since been resolved.

**APPROVED:** *The Committee approved the introduction of the two new part-time specialisms in MBS from September 2015.*

**Action:** *NL to set up the programmes on Campus Solutions and inform relevant parties*

### **Additional Programme Amendment Item Not on Agenda 'Manchester' International Summer School**

**Reported:** By way of background – the 'Manchester' International Summer School was initially presented to the committee in February 2014 (full discussion in the minutes dated 12<sup>th</sup> February 2014) and was put forward as a three- week course which required pre-reading prior to attendance.

The new unit specification presented to the Committee had been requested by MJ in response to the previous queries over the pre- and post-residential workload for the amount of credits received.

The new unit specification details a 20 credit unit, however LM was concerned that the assessment load was high for a 20 credit unit. MB reported that anecdotally the majority of students who attend the summer school take the 10 credit option as an exit award so this perhaps is not an issue. JG confirmed that a maximum limit of 6000 words is acceptable for written assessment on a 20 credit unit, in accordance with SALC's word limit pot.

**Noted:** It was highlighted that there are still spelling and grammar errors within the unit specification which require correction.

**ACTION:** *RW to request updated unit specification*

**APPROVED:** *The committee approved the Summer school subject to the corrections being made within the unit specification.*

### **6. Programme Suspensions**

**Received: None were received.**

### **7. Programme Withdrawals**

**Received: None were received.**

### **8. NPP2 Programme Approvals "in full"**

#### **8.1 MGeog with International Development**

**Reported:** By way of background: The MGeog with International Development was approved at NPP1 stage by the Committee at the previous meeting (full discussion in the minutes of 21<sup>st</sup> May 2014). In response to the Committee's suggestion, the new submitted programme amendment form incorporates elements of the NPP2 for full consideration. ER requested that it be noted in the minutes that whilst the Committee has previously approved Integrated Masters programmes as an add-on to an existing Bachelors as a major amendment, in this instance full approval is being sought.

MB reported that the major change incorporated since the initial NPP1 submission is the requirement of the MGeog students to attend one unit specific to the programme which will be built around the devt@man seminar series, followed by tailored weekly reading and discussion seminar.

The Committee questioned the inclusion of this unit and queried whether this would be made available to other students on either Integrated Masters (IM) or Masters courses.

The Committee was also concerned as to whether IDPM could deliver the intended learning outcomes (ILOs) if different speakers were delivering to different audiences each year. MB confirmed that the ILOs were set in relatively general terms in order to incorporate this.

The Committee also questioned how students would be recruited onto the MGeog with International Development. Would they be additional students, and what evidence was there that there would be enough students to do the fourth year. MB responded that it was not a stand-alone programme and the estimations are based on current transfers onto the MGeog. This programme will be set up in a similar way to the MGeog, allowing students to transfer onto the 4<sup>th</sup> year of the IM programme (subject to achieving the appropriate overall average).

The Committee also requested that the wording of the submission be checked with regard to 'Progression to PGR', as there appears to be a contradiction within the text. Clarification will be sought as to whether this programme will offer a route into PGR. MB suggested that whilst the route is not closed completely there is a preference for the Masters qualification. It is also expected that a further proposal will be forthcoming to Committee in the future regarding a top up to full Masters route to facilitate this.

RW questioned on behalf of ER:

'Why an external advisor was nominated but their appears to be input from someone different'  
'(These comments) mention employability. How is SEED responding to this?'

MB will take these comments back to IDPM and report back to RW.

**ACTION** – MB to take the following back to IDPM and report back to RW on:

- *The inclusion of the stand-alone unit and whether this would be made available to other students on either IM or MSc courses.*
- *Clarification sought and amendment to the wording of the submission made in regards to Progression to PGR.*
- *MB to address ER's comments with IDPM and report back.*
- *This proposal will be submitted for approval via Chairs Action once these points have been clarified by MB.*

**9. \* Approvals by Panel since the last meeting:**

The committee received for information a list of Programme Approvals by panel approved since the last meeting on 21 May 2014.

**10. \*Chair's Action taken since the last meeting**

The committee received for information a list of Programme Approvals, Amendments, Suspensions and Withdrawals approved by Chair's Action since 21 May 2014.

**11. \*Approval of External Examiners since the last meeting**

The committee received for information a list of external examiner appointments made since 21 May 2014.

**12. Any other business**

**Discussed:** NH raised the issue of the marking boycott and the issues over the release of marks. The SoL are currently taking the stance that it will not release any marks as they are unable to moderate them if they do not have the full cohort's marks available. SEED, SoSS and SALC confirmed that they do normally release marks prior to moderation if necessary.

The SoL is concerned that if marks are released prior to moderation and in batches then anonymity cannot be maintained. It was however confirmed that if Gradebook is post-dated then mark release will be delayed for those marks not already uploaded.

LM assured the Committee that discussions are taking place at Senior University level in order to prepare an official stance on the issue. These concerns would be fed back prior to these meetings.

The Committee did agree that the Schools would be steered by the University stance once agreed.

**13. Date of next meeting**

The next meeting will be held on 11<sup>th</sup> February 2015, 2-4pm in 2.217 University Place

**ACTIONS**

Agenda Item	Action	By Whom
3. Item 5	NL to circulate the terms of reference for the Faculty's Portfolio Review and Horizon Scanning Group.	NL
3. Item 7.5	ES will seek confirmation that the clean version of the amendment form for BA (Hons) Drama has been submitted	ES
5. Item 5.1	MB to provide a programme specification to MJ and RW and respond to the question as to whether current students will benefit from the name change.  This proposal will be submitted for approval via Chairs Action once the above has been clarified by MB.	MB  RW
5. Item 5.2	NL to set up the programmes on Campus Solutions and inform relevant parties	NL
5. Additional Item	New unit specification to be requested for Manchester International Summer School	RW
8. Item 8.1	MB to take the following back to IDPM and report back to RW on: <ul style="list-style-type: none"> <li>The inclusion of the stand-alone unit and whether this would be made available to other students on either IM or MSc courses.</li> </ul>	MB

	<ul style="list-style-type: none"><li>• Clarification sought and amendment to the wording of the submission made in regards to Progression to PGR.</li><li>• MB to address ER's comments with IDPM and report back.</li><li>• This proposal will be submitted for approval via Chairs Action once these points have been clarified by MB.</li></ul>	RW
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