**University of Manchester**

**Faculty of Humanities**

**Draft Minutes of the Postgraduate Taught Programmes Sub Committee**

**Wednesday 28th May 2014 from 2.00pm in the Keeper’s Room, Whitworth Building**

**Present:**

**Members of Committee**

Chris Davies (Chair); Alex Bush (Student Union Rep);; Emma Sanders; Fiona Smyth (SEED); Lisa McAleese (Teaching and Learning Office Manager); Sarah Helsby (Teaching and Learning Officer & Secretary) Emma Rose (Head of Faculty Teaching and Learning Support Services); Abigail Gilmore (SALC); Iain Brassington (Law); Elinor O'Connor (MBS)

**By invitation**:

Linda Rush, Director of Professional Learning & Head of Initial Teacher Education (SEED)

David Alderson, Senior Lecturer In English Literature (SALC)

Philip Woodhouse, Lecturer (SEED)

**Apologies:**

Matt Jefferies (Assistant Associate Dean)

Antoinette Perry (Marketing)

Abigail Gilmore (SALC)

Elaine Ferneley (MBS)

Mark Elliott (SoSS)

Dave Williamson (Law)

**2. Minutes from 19th March 2014**

Agreed as a true record subject to the following corrections to item 5 and 6.1:

**Item 5) New/ Recent Programme Health Checks**

**MBS**

1. MSc Executive Management (Banking and Finance) is not currently running. The programme was contracted by an Executive Education client.  The programme remains available for further clients.  A PGDip and part time MSc version of the programme is currently running for clients.
2. PG Cert Health Management and Leadership (PT) – the contract to deliver this programme has now come to an end.
3. MSc Management - it was noted that actual intake figures are below target but well above minimum numbers (as per previous notes).
4. MSc Leadership and Service Improvement (PT) joint with Birmingham – it was noted that the contract to deliver this programme to the NHS has come to an end. The School, along with Birmingham have been successful in winning the tender to deliver the superseding programme.
5. PGC Leadership and Service Improvement (PT) Joint with B’Ham - it was noted that the contract to deliver this programme to the NHS has come to an end. The School, along with Birmingham have been successful in winning the tender to deliver the superseding programme.
6. MSc Chinese Business and Management - it was noted that this programme has now been closed and withdrawn (as per previous notes).
7. General Executive MBA – it was noted that the start of this programme has been delayed.  Recruitment is healthy but delivery has not yet started.
8. Global MBA – the numbers on this programme remain healthy.
9. MSc/PgDip/PgCert Healthcare Leadership (joint with Birmingham) – the students initially register with the University of Birmingham and are subsequently registered with Manchester.  There are three intakes per year each of 192 students.

**Item 6.1) NPP1: PG Cert in Higher Education (SEED)**

Reference to ‘Peter Cairns’ to be corrected to state ‘Peter Khan’.

**3. Matters Arising from the above minutes**

* Sarah to amend Jen O’Brien’s title in School nominations for committee members support
* Complete
* Sarah to amend ‘IDPM Peace Building’ title to state ‘SALC MA Peace and Conflict Studies’
* Complete
* Lisa will contact PGT Directors with arrangements for the submission of nominations for the Distinguished Achievement Awards before the TLO deadline
* Covered under agenda item 5
* Ian Rodd to be asked to confirm model to calculate the nominal figure for the cost for a PGT programme to break even.
* Ongoing, Fiona to meet with Ian Rodd
* New/ Recent Programme Health Checks

**Reported:**

Emma R reported that a paper is going to the Deans Advisory Group (DAG) presenting a more formal annual process of portfolio review. This will embed the review process of intakes in December and will involve looking at identifying trends for highlighting programmes requiring further review and investment in those showing growth in numbers. Looking from employability aspect Opportunities identified as well.

**Queried:**

It was queried how this review process will be reported back to schools if not through this committee. Emma R reported that this will link in through HPRC communication channels and more detail will be added to the in principle group.

* New/ Recent Programme Health Checks – SEED**,** Fiona to investigate if no students have been recruited to the MSc Competition, Regulation and Development as no intake to this programme was reported.
* Ongoing
* New/ Recent Programme Health Checks – SALC, Abigail to provide feedback on programmes with actual intakes lower than targets:
* MA Conference Interpreting/ PGDip Conference Interpreting

This programme is in its third year of its business plan. There were some issues with Visa’s last year. This year they have received less applications but have made more offers and received more acceptances.

* MA (Research) Languages and Cultures (FT & PT)

This programme is struggling to recruit applicants and so the target has been reduced as mentioned within the previous minutes.

* MA Intercultural Communication (FT & PT);

This programme is now in its second year and applications are on an upward trajectory.

* MA Peace Building

This programme title has been changed to Peace and Conflict Studies for marketing purposes to attract higher student numbers.

* Steve Jones to amend page 5 of the NPP2 document for the PG Cert in Higher Education (SEED)
* Completed and a NPP2 Approval panel is scheduled for 9th June 2014

**4. Targets against PGT Strategy May 2014**

**Reported:**

Lisa circulated the first draft of the PGT strategy KPIs and reported that moving forward should be revisited annually.

**Noted:**

It was noted that the key findings from this strategy have good merit to enable future trends to be identified. However it was also noted that gathering the relevant data was a difficult task due to the fact that it required significant time to consolidate information from differing data sources. However as the University is putting together a dashboard project to enable all management data to be pulled together at programme level, which will enable the process to be easier in subsequent years.

It was noted that of the 19,000 applications received this year 8,000 offers were made. Although the offer rate itself has increased this doesn't indicate the quality of applications at all. Therefore more evidence and reliable data will enable better interpretation.

**Action**:

* It was suggested that on Page 3, Strategy 2 the proportion of students reported as achieving distinctions would be better presented as percentage rather than number. It was noted that it would also be useful to have number of students passing with Diplomas.

**Queried**

The committee queried if there is Russell Group data available to compare against? It was noted that

Other Universities use DLHE data to actively promote their PGT courses and so there is a concern that UoM could use this employability data more effectively. The usefulness of PTES data was queried as it can't be used at programme level.

**Action**:

* Committee members to submit any further feedback to Lisa who will update the strategy accordingly.

**5. PGT Distinguished Achievement Award Process**

Lisa reported that the PGT Distinguished Achievement Awards for postgraduate taught student and research students have been separated. As the award deadline does not tie in with examination deadlines and nominations must be reported to Susan Rowe using the relevant proforma (being circulated on the 2nd June 2014) by the 17th October 2014.

**6. NPP1**

**6.1 MSc Special Educational Needs (SEED)**

**Reported:**

Fiona spoke to the NPP1 paperwork for the MSc Special Educational Needs and reported that she has been working with SEED colleagues to discuss resourcing issues identified for the additional staff requirement for the proposed 10 new units. It was noted that these new units will be introduced gradually and SEED are currently reviewing their work load model which will reduce the amount of time spent on PGR students, which therefore may free up time existing staff time.

**Noted:**

It was noted that MMU have a similar programme that they are charging £4800 and so a comparison may be required on these programmes in terms of content.

**Queried:**

The committee queried an issue with number of credits from optional units which appears have 15 credits missing.

**Queried:**

The committee queried if this programme will be replacing the BSc (Hons) Profound and Complex Learning Disability Studies? If so, has there been an identified a gap in the current portfolio with demand for this programme?

**Queried:**

As there are mostly part time providers in competition with this programme it was queried if there is a market for this as a full time programme? It was suggested that a part time programme may be more viable making use of intensive periods of block teaching.

**Noted:**

The group discussed the placement aspect being an optional unit, noting that a lot of students taking this type of programme will already be in practice. It was noted that placement this would be aimed at the full time students only.

**Queried:**

The committee queried whether the school would be paying the cost of Psychometric tests which is quoted as being £3k per year per cohort. Is it covered in the fees or do students have to pay an additional charge for this?

**Noted:**

Elinor advised that within MBS they offer a module in their MSc in Organisational Psychology which includes training to students in psychometric tests. MBS have therefore teamed up with a test publisher who now provides instruments for free so that students are trained in using their equipment.

**Action:**

* The committee agreed for this proposal to go back to SEED to consider the above queries and then resubmit for approval.

**6.2 School Direct Summer School (SEED)**

**Reported:**

Fiona and Linda spoke briefly to this paper which was provided to the committee for information purposes only, as this is zero credit rated activity. SEED are offering this Summer School as a week’s provision for the alternative route into teaching via ‘School Direct’.

**Noted:**

School Direct provision is directed by the school with their trainees starting in schools from day one. With that in mind SEED have brought forward a five day induction week for the first week in July for these specific trainees Linda advised that there is no additional work involved as the time engaged in the summer school is taken out over the course of the year which has been restructured. Lucy Galloway has approved this pre-sessional event as having no additional costs as it is all handled by existing staff timetables. Any students unable to attend the July dates would have to attend the bridged version in September.

**Queried:**

The committee voiced concerns that the School may be open to student appeals if they do not see this as compulsory and subsequently state that they have not received the skill set.

**Noted:**

There is an expectation that this optional pre sessional School Direct may move to this being compulsory in coming years but as it is only being introduced this year and would impact on pre-booked holidays it is optional.

**Approved:**

The committee granted retrospective approval for this Summer School.

**7. Programme Amendments**

**7.1 MA English and American Studies (SALC)**

**Reported:**

David Alderson reported that pressure is on to achieve threshold efficiencies. SALC need to maintain recruitment and provide efficiencies enabling them to cover the whole spectrum of literature which generates prestige over competition received from York, Liverpool and Leeds University. As SALC want to continue to recruit at all levels therefore this proposed structure is intended to try and facilitate this to maintain viability for marketing purposes. As the Faculty threshold is 10 for student numbers, it was noted that directed reading units may be offered if individual units are not ran due to low uptake

**Queried:**

The use of ‘core’ terminology was queried as if students have options to choose depending on their chosen pathway then these would be compulsory not core.

**Action:**

* An amendment is required to the Programme specification to state 27 months duration for part time programme rather than 24 months that is quoted at present.
* An amendment is also required to the text in section 5 on Page 8 which repeats the previous page.
* An amendment is required to the course unit description notional hours quoted at 200 for 30 credit unit which should state 300 hours.
* Lack of costings was identified within this Amendment SALC to provide further costing details

**Approved**:

The committee approved this programme amendment subject to the minor actions stated above.

**7.2 MA Baptistic Histories and Theologies** (**SALC)**

**Reported:**

Abigail spoke to this proposal to validate PGCert and PGDip as Entry Awards for implementation in August 2014. Abigail reported that these PGDip entry awards will allow entry from different sources.

**Noted:**

It was noted that these students would then be able to progress to the higher award if they meet appropriate pass mark and so a clear route for assessment is desired.

**Approved**

The committee approved this amendment for PGCert and PGDip entry awards from August 2014.

**7.3 MA in Christian Thought and Practice (SALC)**

**Reported:**

Abigail reported SALC are proposing to offer the opportunity for Christian Thought and Practice students to take 30 credits options from the MA Theology programme. This was requested by a student and so now is being proposed as becoming a standard option.

**Noted:**

It was noted that the Options quoted on page 6 are all different kinds of specialisms. Although it is anticipated that the ILO’s are met through compulsory units, clarification is asked for on what will be omitted and what will be added.

**Action:**

* Page 6 to be amended with track changes
* ILO’s to be revisited if impacted by any units being omitted

**Approved:**

The committee approved this amendment subject to clarification that ILO’s will not be impacted.

**7.4 MA in Contextual Theology (Luther King House Educational Trust, validated by SALC)**

**Reported:**

Abigail reported that the Luther King House Educational Trust, validated by SALC are proposing to remove the previously named specialised language pathways from their programme. PGDip and PGCert entry routes are also proposed to be recognised by this programme.

**Noted:**

Abigail has reviewed the amendment document and has made a number of recommendations for minor amendments as follows:

* Value of credits to be assigned to course units
* Further details of placement and research methods course to be confirmed (both non-credit bearing)
* Clarification that all students on MA programme must take research methods and dissertation (60 credits)
* Clarification that the two options offered ‘Theological Educators’ and ‘Ministry and Church Leaders’ are not pathways’
* 6,000 word essay length to be brought in line SALC assessment guide.

**Approved**:

The committee approved this amendment subject to Abigail’s recommendations

**7.5 MA PGDip in ArtBusiness (Sotheby's** **Institute of Art, validated by SALC)**

**MA PGDip Contemporary Art (Sotheby's** **Institute of Art, validated by SALC)**

**MA PGDip Contemporary Design (Sotheby's** **Institute of Art, validated by SALC)**

**MA PGDip East Asian Art (Sotheby's** **Institute of Art, validated by SALC)**

**MA PG Dip Fine and Decorative Art (Sotheby's** **Institute of Art, validated by SALC)**

**MA PG Dip Photography(Sotheby's** **Institute of Art, validated by SALC)**

**Reported:**

Abigail reported that Sotheby's Institute of Art, validated by SALC are proposing for the introduction of a “shared curriculum” i.e. a common compulsory unit across all PGT provision for implementation in September 2014. By standardising their MAs (sharing common compulsory units) has meant that all of the programme specifications have been amended to reflect this. Abigail reported that all documentation has been reviewed and had subject area academic comments.

**Noted:**

It was noted that the modes of assessment highlighted good practice with regards to the high level of contact time available.

**Action:**

* Abigail to query the semester 2 workloads in the MA PGDip Fine and Decorative Art and the MA PGDip Photography as they are unevenly balanced.

**Approved**:

The committee approved this amendment subject to Abigail’s clarification on semester 2 workloads.

**7.6 PGCE Secondary (SEED)**

**Reported:**

Linda reported that SEED are seeking retrospective approval for 30 credit course unit split. Historically the 60 credits at MA level was delivered via four units made up of 15, 15 and 30 credits. The 30 credit unit proved to be problematic for students and so SEED are proposing to split the 30 credit unit into two individual 15 credit units.

**Noted:**

It was noted that the ILO’s all remain the same along with the assessment strategy.

**Approved**:

The committee approved this retrospective amendment.

**7.7 PGCE Primary (SEED)**

**Reported:**

Linda reported that as stated above for the PGCE Secondary, SEED are seeking retrospective approval for 30 credit course unit split. SEED are proposing to split the 30 credit unit into two individual 15 credit units.

**Noted:**

It was noted that the ILO’s all remain the same along with the assessment strategy.

**Approved**:

The committee approved this retrospective amendment.

**Reported:**

Linda reported that in addition to the above change the PGCE Primary programme is also seeking approval of a new pathway ‘Teaching, Learning and Assessment’.

**Noted:**

Currently students have the opportunity to identify a subject area they would like to specialise in. This proposal is for an additional option for students to opt to specialise in generic aspects of teaching and learning. This study area has been reconfigured to reduce impact on timetables. It was noted that this is a new course unit which is generic, there is internal administration required for students studying this but it is not formally recorded on transcript.

**Approved**:

The committee approved the introduction of this new pathway.

**7.8 PGCE QTS Skills Test**

**Reported:**

Linda reported that this amendment has been circulated for information purposed only to acknowledge the removal of the non-credit bearing QTS skills test unit.

**Noted:**

It was noted that QTS is non-credit bearing but a professional requirement. Although this skills unit test has been removed QTS is still awarded to students studying the PGCE.

**Approved**:

The committee approved this amendment.

**7.9 PGCEs School Direct - Economics**

**Reported:**

Linda reported that SEED are proposing for the addition of an ‘Economics’ pathway to be added to the Secondary School Direct route. This is being added as this is an additional subject area to the existing range.

**Approved**:

The committee approved this amendment.

**7.10 PGCE Teach First**

**Reported:**

Linda reported that this proposal from SEED is for additional Teach First plan codes in ‘English; Mathematics; Science; Modern Languages and Primary’ for admin purposes only.

**Approved**:

The committee approved this amendment for the above additional Teach First plan codes.

**7.11 PGCE Secondary and Primary Restructure**

**Reported:**

Linda reported that SEED are proposing to rationalise their assessment strategy across all routes of core provision and new provision with School Direct, so that every trainee will engage with the same course units. This will draw on existing units from the MA Teaching and Learning that students can engage with to top up to full Masters Qualification.

**Queried**:

The committee queried the title of ‘PGCE (QTS) in Primary Leading towards Master of Arts in Teaching and Learning’.

**Noted:**

It was noted that the above title is for marketing purposes and will not be quoted on certificates which will state ‘PGCE (QTS)’

**7.12 International development (SEED)**

**Reported:**

Philip Woodhouse reported that this proposal is for the amendment of International Development programme specialism titles from the original formulation quoted on the NPP1 paperwork (previously approved by this Chairs Action on the 29th April 2014).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title on NPP1** | **Amended Title** | **Plan code** |
| 1 | International Development: Globalisation, Trade and Industry | Globalisation, Trade and Industry | 09885 |
| 2 | International Development: : Governance and Policy | Politics, Governance and Development Policy | 09886 |
| 3 | International Development: Development Management | Development Management | 09887 |
| 4 | International Development:Poverty & Inequality | Poverty, Inequality and Development | 09888 |
| 5 | International Development: Poverty, Conflict and Reconstruction | Poverty, Conflict and Reconstruction | 09889 |
| 6 | International Development: Environment, Climate Change and Development | Environment, Climate Change and Development | 09890 |

These changes are proposed for 2015 and if approved will be advertised for 2015/16. The changes are marketing driven and not academic, they will each be taught by an integrated system, whereby students take around 30 credits of common course units.

Following testing on titles of IDPM programmes with cohorts of students SEED are now intending to remove the pre-fix of International Development from programme titles. These programmes will still be run and managed under a single International Development programme but the marketing will reflect the differing specialisation offerings.

**Action:**

* When moving forward SEED will need to be incorporate these new proposed titles without the International Development pre-fix into the NPP2 paperwork including the rationale behind these changes.

**Noted:**

Graduation certificates will not include the pre-fix of International Development.

**Queried:**

The committee queried the removal of International Development pre-fix from the Poverty, Conflict and Reconstruction and if this opens up internal competition against SALC’s MA Peace and Conflict Studies programme.

**Action:**

* SEED to seek confirmation from SALC that they are satisfied with the programme differentiation.
* SEED to seek confirmation from Emma Carter-Brown that she is satisfied with the programme differentiation.

**Noted:**

It was noted that SEED should consider the online guidance provided on the teaching and learning website re. Pathways within Programmes:

<http://www.humanities.manchester.ac.uk/tandl/qa/programmeamendments/pathways.html>

**Action**:

* Following the above actions being completed paperwork to be approved by Chairs Action over the summer.

**Noted:**

It was noted that as the deadline for prospectus entry may be missed and so the school may decide whether to postpone the removal of the international development pre-fix as the titles quoted on original NPP1 can now proceed to NPP2.

**8. Programme Suspensions**

None reported

**9. Programme Withdrawals**

**9.1 MA Screen Studies (SALC)**

**Approved:**

The committee approved the last intake for the above programme as September 2014

**9.2 MA English and American studies (SALC)**

**Approved:**

The committee approved the last intake for the above programme as September 2014

**9.3 MA Theatre Practice (Rose Bruford College, validated by SALC)**

**Approved:**

The committee approved this retrospective withdrawal from 2009.

**9.4 MA Theatre and Performance (SALC)**

**Approved:**

The committee approved this retrospective withdrawal from 2006.

**9.5 MSc Educational Research (SEED**

**Approved:**

The committee approved the withdrawal of both FT and PT routes of the above programme.

**9.6 IDPM Programmes (SEED)**

**Noted:**

It was noted that the following MSc International Development Programmes are to be withdrawn in respect of the IDPM restructure (approved by Chairs Action 29th April 2014 – please refer to item 7.12 for additional information):

* MA Development Studies
* MA Development Studies (Research Training)
* MA International Development: Development Management
* MA International Development: Environment and Development
* MA International Development: Politics and Governance
* MA International Development: Poverty Conflict and Reconstruction
* MA International Development: Social Policy and Social Development
* MSc Globalisation and Development
* MSc Industry, Trade and Development
* MA MA International Development: Economics and Management of Rural Development
* MSc Poverty and Development

**Approved**

The committee approved the last intake for the above programme as September 2014

**9.7 IDPM PGDip entry routes (SEED)**

**Noted:**

It was noted that the IDPM programmes remain but the following entry routes from the PGDip International Development are are being withdrawn:

* Development and Finance 02505/02476
* PGDip Organisational Change and Development 02570/02544
* PGDip ICTs for Development

**Approved:**

The committee approved this retrospective withdrawal

**11. Approval by panels since the last meeting**

**Received for information:**

* 1. **LLM Approval Panel 31st March 2014 (Law)**

LLM Public International Law (FT & PT)

LLM Transnational Dispute Resolution (FT & PT)

LLM Security and International Law (FT & PT)

MA Security and International Law (FT & PT)

**Received for information:**

**11.2 General Executive MBA (GEMBA) Approval Panel 23th March 2014 (MBS)**

Amendment to the existing Accelerated Global MBA and change in title to General Executive MBA (GEMBA)

**12. Chairs Action taken since the last meeting**

**Received for information:**

A list of NPP1s, NPP2s, Programme Amendments, Suspensions and Withdrawals approved by Chair’s Action since the last meeting of 10 Dec 2013

**13. Approval of External Examiners since the last meeting**

**Received for information:**

A list of external examiner appointments made since the last meeting of 10 Dec 2013

**14. Any other business.**

None reported

**15. Date of Next Meeting**

12th November 2014, 2.00-4.00 venue tbc