**Faculty of Humanities**

**Portfolio Advisory Group**

**Minutes of the meeting of Wednesday 5 October 2016**

**Present**

David Brown Director of PGT Studies, SALC

Mark Baker Director of Teaching and Learning, SEED

Rebecca Bennett Director of Teaching and Learning, SoL

Ken Clarke Director of Teaching and Learning, SoSS

Marie Gray Head of Marketing and Communications

Mike Gibbons Director of Student Recruitment and International Development Division

Liam Harte Director of UG Studies, SALC

Nicola Lord Teaching and Learning Officer (Secretary)

Ian Rodd Head of Faculty Financial Analysis and Reporting

Carol Rowlinson Head of Teaching and Learning Support Services

Fiona Smyth Vice Dean for Teaching, Learning and Students (Chair)

Philippa Woods Acting Head of Faculty Financial Analysis and Reporting

**In attendance**

Kieron Flanagan Director of UG Teaching, AMBS

Andrew Koontz-Garboden SALC Lead for Recruitment & Admissions

1. **Apologies**

Received from Sharon Clarke and Maja Zehfuss

1. **Minutes of the last meeting and actions arising (HPAG 1516/5 and HPAG 1617/1/2)**

The minutes of the 8 June 2016 meeting were approved.

* 1. **Matters arising / outstanding from 2015-16 meetings.**

**19 January 2016 meeting**

***Item 4.2.2 Single Honours language programmes -*** *A final report on Single Hons languages to be supplied to Faculty by 18 April. The April report should confirm Flexible Honours combinations to be offered from 2017 and those combinations which will no longer be offered.*

Reported: LH reported that the final report on Single Hons languages is still expected.

***Item 4.2.4 Flexible Honours:*** *SALC’s response to phase 2 had proposed that ‘Latin and…’ programmes be retitled Classics (Major) with a Language (Minor), or vice versa. PAG suggested that Marketing support to investigate this be requested via School Marketing Group.*

Reported: LH could not recall this proposal and will investigate further.

***Item 4.2.4*** *A report should be supplied to PAG in January 2017 on progress with the scheme. SALC to create a process / criteria for review****.***

Reported: For Jan 2017 meeting of PAG.

*Secretary’s note: From Joseph McGonagle: (The School is) ‘in month one of the official launch scheme so it’s early days…when the first full cycle is complete we will take stock and inevitably revise what we offer in light of uptake.’*

**8 June 2016 meeting**

***Item 2 – Programme costing model***

Reported FS reported that work on this is ongoing and will be supplied to the next meeting of PAG.

***Item 3 – Discussion of PAG process and potential revisions***

Reported: An updated version of the process for 2016-17 is supplied as Item 4.

***Item 5 – Planning for Away Day 2016***

Reported: The day was scheduled for 22 September but was cancelled. Agenda items will be moved to PAG meetings throughout the year and a series of T&L lunches on various topics is planned. A wider group of attendees will be invited to these meetings to discuss portfolio / horizon scanning-related topics.

1. **Chair’s Report**

No items to report.

1. **PAG process document for 2016-17 (HPAG 1617/1/4)**

Received: The above document was received for discussion.

Reported: FS reported that the document has been agreed by the Dean’s Advisory Group and Humanities Policy and Resources Committee.

FS reported that IR had suggested that the financial models produced for programmes selected for phase 2 be based on the weighted average number of students achieved over the past three years, as taking an average over three years can ignore trends. This has been agreed by Heads of School.

1. **Plans for the ‘Manchester Insight Group and Manchester Intelligence and Market Insight Unit’**

Reported: Mike Gibbons, Director of SRID, reported that the review of Student Marketing, Recruitment and Admissions had made a number of recommendations:

1. Establishment of a market insight function as a University-wide service. This must however be created from existing resources. A grade 7 manager and 3-4 officers will be created, one dedicated to each Faculty. This will be underpinned by a Market Insight Group.
2. A Portfolio Strategy Group (PSG) will be established, comprising the Faculty Deans and the Vice-President for Teaching, Learning and Students. The Dean will provide the link between the PSG and Humanities PAG. It is noted that Humanities has already completed much of the work relating to review of its portfolio.

The market insight team will sit within the Directorate for the Student Experience. The aim is to support home and international recruitment at all levels. The PSG will enable cross-Faculty discussion will a view to supporting collaborations. MG noted that Petroleum Engineering, a cross-School programme, is now the most popular programme in the School which manages it.

MGr noted that we will need to consider how Faculty PAG interacts and feeds in.

1. **Recruitment to UG and PGT programmes 2016**

Received: List of UG and PGT programmes showing recruitment for the last five years (circulated by email on 4 October), updated to show intake as of 26 September.

Reported: PAG members were asked to consider the lists and those programmes which have been highlighted.

Programmes selected to be part of the phase 2 process will be sent to the Head of School and T&L Director. Schools will be invited to return a report on those programmes.

The Dean’s Advisory Group meeting of 24 October 2016 and Humanities Policy and Resources Committee meeting of 10 November 2016 will receive the agreed list of programmes for review in 2016-17.

**Undergraduate**

**AMBS** KF reported that all units on the Management specialisms are shared with other programmes. Innovation, Sustainability and Entrepreneurship has been retitled as Innovation, Strategy and Entrepreneurship from 2017 to avoid overlap with another specialism. All UG provision is currently under review, including units with less than ten students registered. Units are being revised to make them more efficient. The School is monitoring recruitment to the Sustainable and Ethical Business specialism, but this was introduced in order to meet goal 3 and diversify provision within the BSc Management overall rather than increase numbers.

**SALC** LH reported that single honours language programmes are being reviewed in the context of the outcome of the review of languages. This will be the major priority this semester. Scenario planning is being undertaken.

LH noted that Flexible Honours is in its second month of operation and the School suggests that it needs a full cycle before it can be reviewed. Last year, 53 students enrolled on a minor and 80 have done so this year.

With regard to Latin, it is necessary to run small units in order to maintain the provision. LH noted that Flex Hons choices can change up until week 2, so the date on which the intake data is downloaded from Discoverer to inform the lists is significant.

AK-G noted that HCRI provision is new and should be left out of consideration for at least a year. The business plan suggested 20 recruits could be expected, which has been achieved.

**SEED** MB reported that SEED intends to review PGT Geography provision, and the scope will encompass the Integrated Masters in Geography and the IM concept, in light of the fee increase to £9k.

FS noted that the intake numbers listed for the IM programmes may not be an entirely accurate indicator of demand, as students can switch on to the IM programme from the BA/BSc programme at various stages.

The outcome of an RTPI review of Planning was awaited before further action was taken. The Planning UG portfolio will now be reviewed later this year.

Reported: The review of English Language for Education (with SALC colleagues) as agreed last year has not yet progressed. AK-G noted that SALC colleagues are concerned that recruitment to English Language has declined since the programme name was changed and that it may be cannibalising an internal market. ELE offers ABB entry grades whereas SALC’s BA English Language is AAB.

Agreed: The programme should be reviewed.

**Law** No programmes had been highlighted in this stage.

**SoSS** The BASS ‘X and Quantitative Methods’ pathways had been highlighted. KC noted that the QM pathways are part of the School’s strategic plan to boost social statistics. Only two years’ data is available so far. Social Statistics pathways are also proposed for offer on the BA Econ from 2017.

The units contributing to these pathways will be considered at the unit level next year.

**Postgraduate**

*Secretary’s note: In advance of the meeting, the Associate Dean for PGR had reported that three of the highlighted PGT programmes are required for delivery for the purposes of ESRC-funded PGR training. The ESRC has changed its rules to require us to offer a 1+3 route. The rationale is that we have to offer funding from PGT so as not to require students to self-fund PGR. Three programmes fall into this category:*

* *MA Anthropological Research (SoSS). KC subsequently confirmed that all units on the programme are shared with other programmes.*
* *MRes Management and Business Research (AMBS)*
* *MRes Criminology (Law)*

**SEED** MB reported that growth is being managed. Some area of MIE are starting to grow.

Further consideration will be given to MSc ICTs for Development.

**Law** Healthcare Ethics and Law provision has been reviewed, but BB suggested that course unit numbers be looked at more closely.

The LLM International Trade Transactions programme will be reviewed in discussion with the PGT Director.

Action: RB to inform NL about what can be combined.

**SoSS** KC noted that pathways within MA Political Science, MA Human Rights and MSc Economics can be grouped for the purposes of this exercise, however this would leave MA Anthropological Research MSc Econometrics and MSc Economics and Econometrics as areas which may be explored. NL noted that MZ had made the above comments regarding MA Anthropological Research.

KC noted that other institutions run similar programmes but they have many more applications than Manchester. MGi noted that Manchester spends money on agents to encourage relevant applications to be made here. SRID can look at comparator institutions using publically available data. It was suggested that KC contact Mike or Fiona Brown (Head of the International Office) to assist with this task.

**SALC** DB reported that recruitment to MA Archaeology may have been impacted by lack of morale following the impact of the review and loss of two academics.

MA Arts (Modular) is an administrative device which allows students to register to take individual units.

MusM Music (Ethnomusciology) is in year 1 of recruitment.

DB noted that of the programmes highlighted for growth, the School would like to grow them further. There had been an increase in applications to SALC PGT programmes by 33% this year. DB asked whether Faculty or the University is planning to investigate whether this is a one –off response to the introduction of the PGT Loan. MGi noted that it may be possible to see whether students have taken a loan and how long they have been away from study. Bernard Strutt (Head of UK / EU Student Recruitment) can help with information on home students and Fiona Brown can assist with international.

**Action:** Further comments to be supplied to Nicola Lord by 14 October.

1. **‘Programme Proposal / Amendment Tracker 2016-17’ document, covering programme developments currently taking place within the Faculty (HPAG 1617/1/7).**

Received for information

1. **Dates and discussion items for future meetings**

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| **7 December 2016 1-2pm (before HTLC)**  Strategy and horizon scanning discussion covering:   * Employability – Head of Careers Service to attend to discuss employability and the influences on portfolio. | Committee Room A (Knowles) |
| **17 January 2017 10-12pm**   * Special meeting of PAG to consider School responses * Report from SALC on progress with Flex Hons * PGT fees | Ken Kitchen Committee Room |
| **22 March 2017 1-2pm (before HTLC)**   * Strategy and horizon scanning discussion covering: | Whitworth Council Chamber |
| **14 June 2017 1-2pm (before HTLC)**   * Strategy and horizon scanning discussion covering: | Ken Kitchen Committee Room |