

**Faculty of Humanities
Programme Approvals Subcommittee
Wednesday 21 October 2015 in University Place 2.217**

**Unconfirmed Minutes of the meeting held on Wednesday 21 October 2015,
2-4pm in University Place 2.217**

Present: Matt Jefferies - MJ (Chair), Mark Baker – MB (SEED), Ken Clark – KC (SoSS), Gail Divall – GD (T&LO & Secretary), Norma Hird – NH (Law), Nicola Lord – NL (T&LO), Lisa McAleese – (T&LO), Elinor O’Connor – EO’C (AMBS), Emma Rose – ER (T&LSS), Emma Sanders – ES (T&LO), Bruce Wardhaugh – BW (Law), Anna Verges-Bausili – AV-B (eLearning)

In attendance: Ralf Becker – RB (SoSS) Item 5.2, Stefan Zagelmayer – SZ (AMBS) Item 5.3

1. Apologies for absence

David Brown (SALC), Liam Harte (SALC)

2. Minutes of the last Meetings of 20 May 2015 and 27 May 2015

Agreed: The minutes were approved as an accurate record

3. Matters Arising from the Minutes

Undergraduate Programme Sub-Committee

Reported: Agenda Item 3 – GD/ES is looking into whether the Manchester International Summer School (MISS) new unit specification has been received.

Agenda Item 5.1 - ES will check the revised programme specification has been received

Agenda Item 5.2 – NL confirmed that the TLO have looked at streamlining the approval process of amendments. It was reported that if there are changes to core course units with no impact to the Intended Learning Outcomes, there is School discretion as to whether it comes to Faculty for approval. Thus there is no formal requirement to report to Faculty, but it is recommended that these changes are still submitted to the TLO for information.

Secretary’s Note – TLO have confirmed that changes to Core/Compulsory course units which are defined as a major amendment only require Faculty approval when the Intended Learning Outcomes are affected. T&L Directors are able to make the judgement as to whether the changes affect the ILOs.

Agenda Item 5.3 – ER confirmed that within the NPP1 paperwork for the BA (Hons) Theological Studies in Philosophy and Ethics no list was provided containing the individual course codes.

Agenda Item 5.4 – ES will check the revised programme specification has been received.

Agenda Item 7 – GD confirmed the withdrawal for BA (Hons) Law in Politics is in progress and has been closed to admissions.

Postgraduate Programme Sub-Committee

Reported: Agenda Item 2 – *Secretary’s Note – It was reported at the recent HTLC meeting that PTES will remain for this current year (7th October 2015)*

Agenda Item 5.1 – GD confirmed that SoSS and DTC issues have been checked and the paperwork is now with the School, which will be aiming for a September 2016 start date.

Agenda item 6.1 – Detailed in Item 9 of current meeting

Agenda item 6.2 – Detailed in Item 9 of current meeting

Agenda Item 9 – confirmed circulation of document

Agenda Item 12 *Secretary’s Note – This item will be picked up within a separate group.*

4. NPP1 Programme Approvals “in principle”

Reported: None

5. Programme Amendments

5.1 LLM International Finance Law

Reported: BW reported the rationale behind the proposal for the programme amendment was motivated by numerous options being undersubscribed. They have looked at existing streams within the LLM and the resulting change to the LLM International Finance Law core units is being put forward for Sept 2016-17.

It was confirmed that resources are not affected by these changes.

Discussed:

- The understanding of what “Core” means was discussed to ensure that the units being introduced can be considered for compensation or resit.
- The wording on page 11 of the Programme Specification under heading Examinations, dissertations and Research Papers advice sessions was highlighted. Students are not able to do both a dissertation and a research paper and therefore the following sentence needs to be reworded to avoid confusion.

“Regular advice will be given to students who elect to write to research papers as well.”

- The target audience for this amendment was queried and it was confirmed that it would be beneficial for both the market and applicants.
- AV-B enquired whether any additional eLearning support would be required. BW reported there are no development issues attached to the new Course Unit. There were however resource implications for the delivery of one unit in a DL manner. The additional dedicated resources would be incorporated under School eLearning support Plans.

Agreed: The course unit amendments were APPROVED with the following action to be carried out.

Action: Law to amend the Programme Specification to make it clearer that a student cannot complete both a dissertation and a research paper.

BW

Secretary's Note – Revised Programme Specification received 21 October 2015.

5.2 Economics curriculum re-structure

Reported: RB provided the committee with background information on the restructuring of the Economics curriculum along with the rationale for introducing two streams.

It was noted that the updated version of the re-structure contains information on doubling up course units following feedback from SALC and MBS on how many Economics credits per semester their students can enrol on.

KC noted that all Schools and Programmes affected by the restructure have signed the paperwork except BA Politics, Philosophy and Economics.

Discussed:

- Current student feedback on the re-structure was queried. RB confirmed that students were initially sceptical of the change. Once the rationale had been explained, however, they had accepted it, even if they thought it would be difficult for them personally to make a decision on which stream to take.

KC noted that they have worked hard to avoid using the terminology of 'tiers' and emphasised that the streams are to help employability. RB confirmed that they have spoken with employers and they see a need for both streams as there are a range of employment outcomes.

- It was noted that the paperwork does answer the question of transfer options for students.
- The marketing information was raised as an important tool for students to help make a decision on the streams. The Committee agreed that this material should be explicit in terms of what each stream will provide as it is important to provide guidance up front.
- The mechanism for monitoring the different streams was raised to ensure safety margins are in place. KC confirmed that the pre-requisites in place on the programme should not cause any problems during examination boards. Compulsory options within year 1 will mean transferring after this point will be more unlikely. ER recommended that path advisement notes be generated to assist academic advising.
- The understanding of what "Core" means was discussed to ensure that the units being introduced can be considered for compensation or resit.
- LM requested clarification on the Programme Structure document in relation to the availability of taking credits from lower levels (page 1). It was confirmed that there is a maximum of 30 credits over all levels that can be taken outside of the level/year of study. KC confirmed that this section of the programme was taken from the BA Economics current structure and this would be brought to their attention.

Secretary's Note: This statement was incorrect; a maximum of 30 credits can be taken at a neighbouring level in each year of the programme (although level 3 students cannot take units from level 1 unless permission has been given).

Agreed: The updated re-structure was APPROVED with the following action to be carried out.

Action: Marketing information to be clear in terms of the two streams.

RB

Path advisement notes to be generated to assist academic advising

RB

5.3 MSc International Business and Management

Reported: SZ provided the committee with background information on the existing successful programme and how the introduction of two pathways would help. It was confirmed that there are no amendments to the Intended Learning Outcomes but rather updates to the curriculum.

Research Methods has been moved to semester 1 with core units embedded into semester 2. The different electives for the pathways will be in semester 2.

- Discussed:**
- The resource issue around student numbers on core pathway units was raised. It was confirmed that, based on market research, competitors take between 15-20 students on research programmes and it is rare for MBS to have fewer than 10 students on any given course unit. SZ confirmed that if numbers were low this would only relate to 2 units within the programme.
 - Concerns over students moving between the two pathways once they have arrived were raised by the Committee. SZ agreed there may be movement between the two pathways but they would hope it would work in favour of students moving over to the research pathway rather than the other way around.
 - The paperwork submitted was identified as not being explicit with regard to whether an additional member of staff had been recruited and/or whether the post is for additional support or a pathway-specific post. Clarification was requested on whether the post was dependent on the new pathway being approved.

EO'C acknowledged there were two issues relating to the post: i) student numbers; and ii) specific knowledge required. The Committee requested clarity on whether the delivery of the programme could go ahead if this post was not filled.

EO'C/SZ confirmed that the Head of School supports the request for the post and the resources form has been completed to acknowledge this.

- AV-B reported that the eLearning team had already made a contribution to the programme since one academic was not based on campus. eLearning would be happy to approve the amendment, but noted that IT would also need to give consent
- It was also queried whether ESRC approval would be required for the addition of a new pathway. Clarification was recommended to be sought from the Faculty Research Office.
- Elements of the Marketing information were raised by NL as inappropriate for an

external audience. EO'C confirmed that the information provided in this document contained the market research information and not necessarily the marketing information.

Agreed: The programme amendment was APPROVED with the following action to be carried out.

Action: Approval is subject to the appointment of an additional post

Marketing information to be amended, removing any sections which are not appropriate for an external audience. NL to liaise with Rachel Tuftt.

NL

ESRC approval process confirmed with Nichola Ellis.

SZ

Approval from Guy Percival on the IS/eLearning Form.

SZ

Entry requirements for the research pathway to be clarified.

SZ

6. Programme Suspensions

Reported: None

7. Programme Withdrawals

Reported: The Committee received five programmes from SALC which are being withdrawn following the Portfolio Review.

MA Art History

MA Theatre & Performance, MA Theatre & Performance (Applied Theatre)

MA Religions and Theology (Biblical Studies)

MA Languages and Cultures (Research route)

MA American Studies

Discussed:

- ER noted that although the trigger for looking at programmes within Portfolio Review was student numbers, this was not the only reason for the closures.
- The importance of the student experience for the remaining students on the withdrawn programmes was also discussed.

Agreed: The Committee APPROVED the proposal to withdraw the above programmes.

Action: MJ will sign the forms once School signatures have been received.

ES & MJ

ES to make the required amendments on Campus Solution to begin withdrawal.

ES

8. Collaborative Proposals

Reported: None

9. *Approvals by Panel & Chairs Action since the last meeting

Received: Notes of all Approval Panels and Chairs Action taken since 20 and 27 May 2015

10. *Current Portfolio 2015-16

Received: A FULL list of all Programme Approvals, Amendments, Suspensions, Withdrawals and Collaborations.

11. *Approval of External Examiners since the last meeting

Received: A list of external examiner appointments made since 20 and 27 May 2015

12. Any other business

Reported: None

13. Date of next meeting

Reported Wednesday 18th November, 2-4pm, Uni Place 5.206

ACTIONS		
Agenda Item	Action	By Whom
3	To chase the MISS new unit specification To confirm programme specifications have been received from SALC	ES
5.1	School of Law to amend the Programme Specification to make it clearer that a student cannot complete both a dissertation and a research paper.	BW
5.2	Marketing information to be clear in terms of the two streams. Path advisement notes to be generated to assist academic advising	RB
5.3	Marketing information to be amended, removing any sections which are not appropriate for an external audience. NL to liaise with Rachel Tufft. ESRC approval process confirmed with Nichola Ellis. Approval from Guy Percival on the IS/eLearning Form. Entry requirements for the research pathway to be clarified.	NL SZ
7	MJ to sign the forms once School signatures have been received. ES to make the required amendments on Campus Solution to begin withdrawal.	ES & MJ