**Humanities Faculty Postgraduate Taught Programmes Sub-Committee**

**10th December 2013, 2.00-4.00PM**

**4.209 University Place**

**Unconfirmed Minutes**

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| 1. **Attended by:** | **Apologies:** |
| Matt Jefferies (Chair)  Abigail Gilmore (SALC)  Iain Brassington (Law)  Stuart Roper (MBS)  Mark Elliott (SOSS)  Sarah Helsby (Teaching and Learning Officer & Secretary)  Emma Sanders (Teaching and Learning Officer)  Lisa McAleese (Teaching and Learning Office Manager) | Alex Bush (Students Union Rep)  David Williamson (Law)  Elaine Ferneley (MBS)  Emma Rose (Head of Teaching and Learning Support Services)  Fiona Smyth (SEED) |

1. **Minutes of 29th May 2013**

Approved as an accurate record

1. **Matters arising from the above minutes**

* Arising from discussion at previous meeting Ref.HPGT4/12/4 Loyalty Bursary

Paper on proposed Alumni Loyalty Bursary was considered at the Dean’s Advisory Group on 25 November 2013.

It was agreed that, before making a decision, approximate costs should be calculated (including an estimate of the cost of extending it to graduates in receipt of a 2.1 degree) based on last year’s intake.

**Action:  Chris Davies/Lisa McAleese**

A decision about the proposal should be taken in January 2014 so that costs can be built into School budgets (for September 2014 entry).

The proposal and costings would be considered again at 13 January 2014 DAG (with the intention of seeking approval at HPRC 23 January 2014).

* Arising from discussion at previous meeting Ref. HPGT4/12/5 Mark Review

1. *All Schools in the Faculty of Humanities will apply the Mark Review stage for consideration of borderline classifications at PGT level where the additional criteria is not met.*

The result of the vote was for PGT students to be included within Mark Review. This will be discussed at the next Teaching and Learning Committee meeting taking place on the 11th December2013.

1. **Draft TLO guidance on programme amendments and timescales**

**Received**: For discussion a guidance document on approval of programme amendments including key dates for 2013/14.

Guidance was previously circulated at the UG Programme Sub-Committee on 13th November2013. The UG Committee requested revisions as they felt some areas of the guidance was unrealistic in that if everything is to be reported to Faculty it would be excessive. At Point 5, the principle that ‘**Adding or changing units (major amendments) e.g. adding or changing compulsory / core** **units’** must come to Faculty should state that this is only where it affects the learning outcomes. Also at Point 6, **‘Changes to major elements of teaching, learning or assessment’** more examples were requested to expand the rationale and risks.

The group were asked to provide additional comments before Emma Sanders finalises the guidance document. The TLSO also has a working party to look at the programme approval and amendment process. It was noted that this is a useful document with clear stages, clarifying responsibility at School level.

**Action**

**Emma Sanders** to amend and recirculate more widely

1. **School nominations to support programme approvals during 13/14 and 14/15**

In anticipation of an increased workload as a result of portfolio review, members of the committee are asked to nominate colleagues to help and act as support in programme approval events. These representative nominations are not obligatory and events will be on an ad hoc basis outside of this committee. Records will be kept on who has been asked, in an attempt to distribute the work evenly.

**Action**

**Committee** members to forward nominations of their PGT representatives to Sarah Helsby.

1. **2015-16 fee setting timescales**

**Received**: For information the dates when the University’s Finance Sub-Committee and Policy and Resources Committee will be approving the recommendations for the standard PGT and overseas fess for 2015/16.

1. **Update on MSc competition, regulation and development after first year of operation**

In May 2013 the committee approved this new programme and the original external advisor recommended that it be reviewed after one year, however the anticipated market demand has not materialised and no students have been recruited.

Health checks on new programmes are normally conducted every year in February. Schools are given three years before closure so this programme will continue to be monitored to see if the market demand does increase.

It was reported that Emma Rose and Antoinette Perry are meeting to discuss marketing within the Faculty.

**Action**

**Emma Rose** to provide to feedback on these discussions.

Committee members agreed that there is a need for consultancy research into market demands and to survey secondary schools. This research is required to establish more accurate demand information to be considered for new programmes along with the academic input.

1. **Units out of level**

Provision was made in the pre-2012 regulations for PGT students to take credit outside of the particular level of study. A decision was taken by the Faculty that such units must be enhanced to Masters Level (7) and a policy was developed. The September 2012 PGT Regulations also permit students to take credit out of level. It was discussed whether or not the Faculty’s policy on PGT students taking units out of level was still applicable.

**Agreed**

The committee expressed no desire to change the policy so long that approval is maintained within School as per normal course unit approval.

1. **Contact hours framework**

**Received: for discussion document on PGT contact hours**

Within the Faculty PGT Strategy it was agreed that the Faculty would develop a PGT contact hours policy as when previously adopted at UG level it resulted in better NSS scores. Emma Rose has put together an initial document.

**Noted**

Some members of this committee will be called upon to review PGT contact hours.

**Action**

**Lisa McAleese** to contact members to develop this policy

1. **Postgraduate Support Scheme**

For information - Two bids have been made to HEFCE for Postgraduate Support Scheme funding. Humanities are part of one bid and are leading on one bid. If awarded the bids may provide one hundred fully funded stipends for MRes students. This may then open the question of the role of MRes as MA students won't be able to apply for this. Therefore the topic will have to be revisited if the bid is successful.

1. **NPP1 Programme Approvals in principle MA Screenwriting (SALC**)

The requirement for this new programme was a result of a recommendation from the Faculty Review in 2012, and was it also discussed in the context of portfolio review, but the NPP1 has not yet been through SALC PGT committee. .

**Agreed**

More information is required in terms of the types of guaranteed internships for students and their providers. It needs to be established if letters of support have been obtained from employers to secure internships and clarity over the cap at 12 places is also needed to ascertain if this is the maximum.

**Action**

**Abigail Gilmore** to obtain more information, clarify if there are plans for expansion for a student demand greater than 12 and then put the paperwork for NPP1 for Chair’s action.

**The NPP2 form, Page 3 Section 14 Market demand and rationale for the introduction of this programme** relating to the **Dissertation** section states ***’60-credit dissertation, usually taking the form of a feature length screenplay’.*** Clarification is to be obtained on what other forms (other than a feature length screenplay) this could take.

**Action**

**Abigail Gilmore** to confirm ‘other forms’ of assessment that could be used.

1. **Programme Amendments**
2. **MRes Criminology and Socio-Legal Studies (School of Law)**

**Approved**

The title change to MRes Criminology was approved, as the programme no longer offers the Socio-Legal content implied by the previous name.

1. **MA Crime, Law and Society (School of Law)**

It was reported that this course has also changed so the title change is required to more accurately represent current course.

**Discussion**

The concept of admitting students initially to PGDip then progressing to Masters (if passing the threshold) was discussed. There were some concerns surrounding teaching two groups with different abilities together, as the PGDip students would be taught alongside MA students.

**Approved**

Approved subject to clarification on the issue of the threshold specifications.

**Action**

Confirmation is required over the threshold required for recruiting 2.2 students onto MA courses:

**Emma Sanders** to consult Pia Pollock, Admissions Policy Advisor.

1. **Mbus in Global Business Analysis**

Stuart Roper will bring this proposed name change to MSc in Business Analysis and Strategic Management to the next committee, or it will be approved via Chair’s Action.

1. **MA Peace Building**

The MA Peace Building has not recruited as planned, therefore the school is proposing to change its name to MA in Peace and Conflict Studies.

**Discussion**

There are concerns that it may overlap with IDPM’s MA in [International Development: Poverty, Conflict and Reconstruction](http://www.seed.manchester.ac.uk/subjects/idpm/postgraduatetaught/courselist/course/?code=01068) and the HCRI’s MA in Humanitarianism and Conflict Response. It was noted that the proposed name change seems untested and it was questioned whether there was any evidence that it would help to recruit more students.

**Approved**

Approved subject to approval from Fiona Smyth and IDPM.

**Action**

**Emma Sanders** to liaise with Fiona Smyth for approval and signature from IDPM. If the programme does not recruit under new this name then it should still continue to be monitored via annual health checks.

1. **Programme suspensions**

None

1. **Programme Withdrawals**
2. MSc Finance and Economics (MBS)
3. MSc Healthcare Management (MBS)
4. MSc Information Systems, All Streams – Business IT; e-Business Technology; Organisations and Management (MBS)
5. MSC Chinese Business and Management Programme (MBS)

**Approved**

The above four withdrawals were all approved subject to provision being made to manage the student experience for any current students who may need to interrupt.

1. **Any other business**

None reported

1. **Next meeting date**

26th February 2014 at 2.00pm in the Keepers Room, Whitworth Building.

**Summary of Actions**

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| **Agenda item** | **Action** | **Person Responsible** | **Due date** |
| 4. | Emma Sanders to amend and recirculate Draft TLO guidance on programme amendments and timescales | **Emma Sanders** | Ahead of the next meeting 12.2.2014 |
| 5. | Committee members to forward School nominations to support programme approvals during 13/14 and 14/15 to Sarah Helsby. | **All** | 17.1.2014 |
| 7. | Emma Rose to provide feedback to group from meeting with Antoinette Perry re. Marketing within the Faculty. | **Emma Rose** | 12.2.2014 |
| 9. | Lisa McAleese to contact members to develop the Contact hours framework policy | **Lisa McAleese** | 17.1.2014 |
| 11. | Abigail Gilmore to obtain more information on NPP1 Programme Approvals in principle MA Screenwriting. To clarify terms of the types of guaranteed internships for students and r providers and if there are plans for expansion for a student demand greater than 12. | **Abigail Gilmore** | Paperwork to be put forward as NPP1 for Chair’s action ahead of the next meeting 12.2.2014 |
| 11. | Abigail Gilmore to confirm NPP1 Programme Approvals in principle MA Screenwriting Page 3 Section 14 Market demand and rationale for the introduction of this programme relating to the Dissertation: ‘*other forms’* of assessment that could be used. | **Abigail Gilmore** | Paperwork to be put forward as NPP1 for Chair’s action ahead of the next meeting  12.2.2014 |
| 12.b) | Emma Sanders to consult Pia Pollock, Admissions Policy Advisor re. threshold required for recruiting 2.2 students onto MA Crime, Law and Society (School of Law) | **Emma Sanders** | Ahead of the next meeting 12.2.2014 |
| 12.d) | Emma Sanders to contact Fiona Smyth for approval and signature from IDPM re. MA Peace Building. | **Emma Sanders** | Asap |