

Summary Report of Curriculum Changes reported and approved at:

- UTLC 23 on 14th November 2012 ;
- Quality Enhancement sub-committee on 29th November 2012 and;
- A special meeting of UTLC 24 on 10th December 2012 (the Outcomes of the Periodic Review Action Plans).

Chair's Action and Items Considered at TLC 23

A Approval to Proceed to Validation (Outline Approval from New Academic Courses Committee)

- BMEc
- (a) MSc Management
 - (b) MSc Global Supply Chain and Logistics Management

- Life Sci
- (c) MChem Chemistry and Drug Design
 - (d) MSc Medicinal Chemistry and Drug Design

For a 2013/14 start date.

B Full Course Approvals

- (a) BA Philosophy, Politics and Economics

With effect from 2013/14.

C Course Withdrawals

Type 1 withdrawals (non-material, contained within the school)

School of Business, Management and Economics

Formal withdrawal of the following with effect from 2012/13, all previously offered within CCE and suspended for a minimum of two academic sessions:

- a) UG Certificate in Managing Voluntary and Community Organisations #
- b) UG Certificate in Life History Work #
- c) UG Certificate in Practical Archaeology #
- d) UG Certificate in Archaeology #
- e) UG Certificate in Arts and Cultural Management #
- f) UG Certificate in Creative Writing #
- g) MA Life History Research: Oral History and Life Story Documents#

School of Education and Social Work

- h) PGCE – KS2/3 Science #

School of Life Sciences

- i) MSc Cellular & Molecular Neuroscience*
- j) PGDip/MSc Developmental Cell Biology*

School of Psychology

- k) MSc Health Psychology*

#Effective 2012 (ie final intake 2011/12 – approved by Chair's action)

*Effective 2013 (ie final intake 2012/13)

D Course Suspensions

MA Writing History was suspended for 2012/13 – approved by Chair's action.

E Change in Course Title

School of Education and Social Work

Course title change approved by Chair's action:

From

BA Working with Children and Young People

To

BA Childhood and Youth: Theory and Practice

Effective from 2013/14.

F Major Course changes approved

None requested.

Items Considered at QEsc 1

G Curriculum Sign Off

School of Law, Politics and Sociology

The Department of Law had submitted a request that the Graduate Entry Law Degree be exempted from the approved academic framework due to the proposed inclusion of an additional 15 credit option module: completion of 135 credits in first year of study and the award of LLB after the completion of 225 credits. This was **not approved** as there was no Professional Body requirement for such a proposal; it was not a change that would be in keeping with such courses in other Universities; it raised issues around student loading in their first year of study. It was suggested that the module could be included in the full option list in the final year.

H STLC Termly Templates

All templates were referred to a sub group of TLC on 29th November 2012, for consideration. Decisions were made as follows:

BMEc

- (a) A new core module was proposed and **approved** for BSc Finance and Business: N1086A Introduction to Accounting, for the transition year only (2012-13) for the 2011 cohort - to ensure sufficient academic underpinning for the module N1515 Financial Reporting.

V&E alternative assessment modes – were all **approved** aside from N1085 Emerging Issues in HRM and IR. The proposed change was from: CWK (GPN) & UEX ; to: 2,000 word essay. It was recommended that they retain the presentation and do a 1,000 word essay.

Clarification was sought on the alternative assessment mode for L1088 Environmental Economics.

ESW

- (b) Major change request to extend the current MEd portfolio to include the PGCE (PQ). This variation of existing PGCE courses had been designed for newly qualified or established teachers following completion of non-award bearing routes to Qualified Teacher Status. The proposal was **approved in principle** but it was conditional upon a form having been submitted to the New Academic Courses Committee for approval.

EngInfo

- (c) British Computer Society approval of BSc ITEC was noted. It was clarified that the professional body had awarded accreditation as follows:
“Confirmation of accreditation as meeting the education requirements for CITP registration and partially meeting the requirements for CEng/CSci registration for a period of five intakes from the 2012 intake up to and including the 2014 intake and backdated to the 2007 intake, in the full-time mode as follows:
BSc (Hons) Information Technology for E-Commerce”

V&E alternative assessment modes – **approved**.

English (including SCLS)

- (d) Transfer of ownership for BA English and Film Studies to MFM was **approved**.

V&E alternative assessment modes – it was noted that those submitted for English were not alternative assessment modes but normal assessment modes to be submitted electronically.

Global Studies (including IDS)

- (e) Proposal for a new School Marking Policy – was **not approved**. A University marking policy will be published.

The MSc Dissertation Marking Criteria was **noted**.

New MA Dissertation with Placement Deadline – **further clarification was required** on the proposal to delay the submission deadline of the Dissertation for students on placement. It was unclear whether this request was for one year only, to which MA courses it applied and why the placement started in mid-August for 12 weeks.

V&E alternative assessment modes – **approved**.

HAHP

- (f) Many module changes were propose relating to assessment – **the Chair agreed to consider these outside of the meeting along with the proposed V&E assessment modes**.

LPS

- (g) Termly template – **approved**.

V&E alternative assessment modes – **referred to the Chair for consideration outside of the meeting**.

Life Sciences

- (h) Termly template – **approved**.

V&E alternative assessment modes – **referred to the Chair for consideration outside of the meeting**.

MPS

- (i) Request to change course entry requirements **should be referred to SRAC**.

MFM

- (j) Request for the University to reconsider assessment terminology was noted. Proposal for consideration of the cross-listing of module with Cultural Studies **was referred to the Chair for consideration outside of the meeting** following provision of greater detail on the impact this might have on timetabling.

- Psychology*
(k) Progression requirement change was **referred to the Academic Regulations sub-committee.**

Note that requests for derogation were forwarded to the Academic Regulations sub-committee for consideration.

I Elective Proposals

School of English

Under Consideration:

- i. Free Standing Electives:
 - Why the Novel Matters
 - Shakespeare
 - Utopias and Dystopias
 - Introduction to communication analysis
 - Introduction to Linguistics

School of HAHP

Under Consideration:

- i. Free Standing Elective:
 - Philosophy, Politics and the Middle East
- ii. Approved Pathway Electives:
 - Heritage
 - American Studies

School of MFM

Under Consideration:

- i. Free Standing Elective:
 - What is Cultural Studies?

School of Psychology

Under Consideration:

- i. Free Standing Electives:
 - Applied Psychology
 - Forensic and Applied Cognitive Psychology
 - Contemporary Issues in Psychology

Sussex Centre for Language Studies

Approved as follows:

- i. Approved Pathway Electives:
 - With English Language Teaching
 - With proficiency in <a language. [Intermediate]
 - With proficiency in <a language. [Advanced]
- ii. Free Standing Electives:
 - Introduction to English Language Teaching
 - Intercultural Studies – Who do you think you are?

J Proposals for the incorporation of 120 credit Placement models into existing course variants

Approval was sought for:

School of Engineering and Informatics

- (a) A 120 credit Industrial Placement Year for all undergraduates, leading to a named exit award, "X with Industrial Placement Year". [Integrated masters will therefore become five stage variants.] Full roll out planned in 2014-15. Placement to be offered on a competitive basis and assessed as pass/fail.

School of Law, Sociology and Politics

- (b) The incorporation of a 120 credit placement model within all of the law undergraduate courses offered [including single honours and law with], at stage 3 and for students in Sociology and Politics. Placements to be offered on a competitive basis. Start date 2014/15.

School of Psychology

- (c) The introduction of a placement year on BSc Psychology from 2014-15. This will be on a competitive basis, assessed pass/fail. Start date 2014-15.

It was clarified that once the pilot currently being undertaken in BMEc this year is completed, placement opportunities will be made available to all students. There will be no requirement for individual Schools to apply. If advertised on entry, places must be guaranteed, otherwise students can opt in and the placements can be offered on a competitive basis.

Items Considered at the special meeting on TLC 24

K Action Plans arising from Periodic Review

An audit of Action Plans arising from Periodic Review was conducted and concluded at a special meeting of TLC on 10th December as follows:

School of Business, Management and Economics

- (a) Approved: One risk in terms of potential fragmentation across the Departments in the School. Signature pedagogy incoming to the School was noted.

School of Education and Social Work

- (b) Approved: Promotion for Directors at lecturer level - now addressed.

School of Engineering and Informatics

- (c) Approved.

School of English (including SCLS)

- (d) Approved: Note that for English the responsibilities and time frames in the action plan are not sufficiently precise and it should be revised to reflect this.

Updated Plan to come to the Spring Term TLC

School of Global Studies(including IDS)

- (e) Approved.

School of History, Art History and Philosophy

- (f) Approved: New Teaching and Learning Strategy noted but a timescale for this is required.

Updated Plan to come to the Spring Term TLC

School of Law, Politics and Sociology – Not approved?

- (g) Steps at departmental integration apparent but may need to do more, unclear how duplication of effort will be addressed.

Withdrawal of the classical sociology was not what the panel requested. Student engagement and dialogue required before a decision is reached.

Use of IT was good but other technologies available eg Web2, Pebble Pad, Skills clouds, Echo360 etc.

Employability agenda weighted to law, the rest of the portfolio needs consideration.

Plan needs further work.

Revised Plan to come to the Spring Term TLC

School of Life Sciences – Not approved?

(h) Teaching and Learning Actions appropriate.

Research methods course very well received by students and suggested this should be rolled to assure continuity of cohort membership.

Response inadequate and the school to reconsider.

Revised Plan to come to the Spring Term TLC

School of Maths and Physical Sciences

(i) Much in progress, issues addressed, but follow up on progress next year required.

Report to come to 2013 Autumn Term TLC

School of Media, Film and Music – Approved?

(j) Study direct - good but consideration should be given to other more innovative technologies. Cohesiveness of MA courses - reasonable resize but a mapping of LO at course level would be useful.

Isolation of final year students and how this was addressed was good.

When and how feedback/forward is given needs to be strengthened.

PGR annual monitoring good.

Use of ATs response appropriate.

Academic advising not adequately addressed

Updated Plan to come to the Spring Term TLC

School of Psychology

(k) Approved.

General feedback from student consideration of Section D of the plans: Student Support and Guidance: advising, attendance, signposting, study abroad preparation outgoing and incoming are the priority areas.

L Course Management Proposal

In 2009 the University moved to create 12 Schools (now 11 following the merger of Engineering & Informatics) with a superstructure consisting of a Head of School supported by Directors in key functional areas. Schools were also required by Senate to put in place a number of School-level committees each of which have a formalised reporting line to the relevant University level Committee. With respect to School management structures, each School is expected to establish a management team which is advisory to the Head of School on matters relating to strategy, planning and operations.

The diversity of School-level organisational arrangements became apparent during School Periodic Review. The main issue emerging from a quality/student experience perspective is strengthening the structures of oversight and management of courses within Schools and the fragmentation of roles and responsibilities concerning the student experience of doctoral students and there is a need to clarify consistent approaches to course management and related operations within Schools.

Each School needs a Board of Studies or Departmental Board, with standard terms of reference

and membership, for planning, maintaining and reviewing course provision within each cognate academic area.

The following proposals were discussed and approved:

- a) Management team to meet at least once a month during term time to ensure effective reporting in of business from the School's academic committees.
- b) School Meetings should occur at least once per term.
- c) Each School will ensure a Board of Study/ Departmental Board for each agreed cognate area, with standard terms of reference and membership. The Board will meet at least once a term. In instances where these Boards rest within existing School structures, e.g. where they reflect existing departmental structures or where, in a single subject School, they reflect School structures, Schools will establish arrangements to ensure that on, designated occasions, these structures operate as boards of study that address course provision, management and function.

It was noted that School Teaching and Learning Committee Terms of Reference and membership will require amendment to reflect the formal establishment of Boards of Study/Departmental Boards.

**18 December 2012
S.Bromfield**