LTC15D027

Title:	***SSF LTQC Minutes***
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Issue

To receive the Minutes of the SSF LTQC meeting held on 10.6.15 and 8.7.15.

Recommendation

None.

Resource Implications

None.

Risk Implications

None.

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: h.reynolds@uea.ac.uk, for any queries/further information relating to this document.

Background

N/A

Discussion

N/A

Attachments Minutes

SSF LTQC 14M007

Minutes of a meeting of the SSF LTQC held on Wednesday 10 June 2015, commencing at 1400, in TPSC 2.24.

Academic Members:
Ratula Chakraborty (Chair)
Rob Grant (DEV)
Sue Long (ECO)
Claudina Richards (LAW)
Graham Manville (NBS)
Jeanette Cossar (SWK)
Victoria Warburton (EDU)

Student Members:
Amilcar Johnson (SSF Faculty Convener)
Tony Moore (UUEAS)

With:
Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

Apologies:
Connor Rand (SU Academic Officer – Undergraduate Representative)
Liam McCafferty (SU Academic Officer - Postgraduate Representative)
Lee Beaumont (EDU)
Neil Cooper (PSY)

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1. **MINUTES**

    Confirmed: the Minutes of the meeting of 22 April 2015.
                                          Document 14M006 available online

2. **MATTERS ARISING FROM THE MINUTES**

    (a) UEA remarking - Tony Moore's report and Chair's report from TPPG.

         RESOLVED: to defer this matter to the next meeting. Tony will distribute a paper.

    (b) Tony Moore and Connor Rand's report on penalty systems applied in other institutions.
         - Tony circulated sample of deadline penalties in other institutions (available online) and would like to see a sliding scale penalty applied to work submitted late but on the deadline day (for 2016/17 introduction).

         RESOLVED: TDs will discuss with CDs and respond to Chair by July.

SECTION A: ITEMS FOR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder with discussion taking place via the discussion board online.

A.1 STATEMENTS FROM THE CHAIR

(a) UUEAS Transforming Teaching Awards
- First time event awarded by STU – congratulations to Neil Cooper who received awards for innovative teaching and transforming teaching.

(b) University Teaching Fellowship Scheme
- Will aid applications for national teaching fellowship scheme.

(c) BA Geography
- Will be administered by ENV.

(d) Peer observation
- 100% compliance achieved. Comments expressed by Schools will be taken into consideration for the future.

(e) Congratulations and thanks to Amilcar who has completed his term as Faculty Convener.

(f) In response to concerns from TDs that they haven't received feedback following submission of reports to LTC etc., the PVC Academic Affairs has agreed to ensure that the 'loop is closed' in future.

(g) Emarking
- Feedback from students indicate that they are ambivalent about this.

(h) Full and Minor Change Course Proposals
- DEV TD is on the working group and welcomes any suggested improvements to this process.

(i) Employability Directors
- All SSF schools have Employability Directors in place.

A.2 LTC UPDATE

LTC update following meeting on 13 May 2015 (document available online).

A.3 TPPG

Update following March TPPG available online.

A.4 FACULTY APPEALS & COMPLAINTS COMMITTEE

April 2015 report available online.

A.5 PERIODIC COURSE REVIEW 2014/15

Course Review documentation 2014/15 can be found in the Course Review folder online.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B.1   NEW COURSES

NBS
BSC (Hons) Accounting and Finance with Year Abroad
BSC (Hons) Accounting and Management with Year Abroad
BSC (Hons) Business Finance and Management with Year Abroad
BSC (Hons) Business Management with Year Abroad
BSC (Hons) Marketing and Management with Year Abroad

Scrutineer - Neil Cooper (report available online) referred back to School for comments which have now been received.

> **RESOLVED**: Chair would like to see Scrutineer's approval prior to taking Chair's Action.

Proposal documents available in New Course Proposals and Course Closures folder online.

B.2   CHANGES TO EXISTING PROGRAMMES

EDU
BA Education with YA (following student consultation and scrutineer's review).
APPROVED BY CHAIR 19.5.15

Proposal documents available in New Course Proposals and Course Closures folder online.

B.3   BIU DATA
Issues/concerns relating to BIU data. To be discussed at meeting with BIU colleagues.

- LAW - School Coordinator found it difficult and time-consuming to obtain historic factual information from BIU for course review documentation. HUB provided more accurate information. Important to have correct data – not always necessary to have narrative which could be misleading.

Document 14D026 available online

B.4   STUDENT MODULE EVALUATION
Brief discussion and the issue of low response rate experienced by most schools.

- How useful would the CMP format (module performance statistics) be for SSF schools? Generally the feeling was that there isn't value in replicating this format.
- Response rates – Memo from PVC Academic Affairs (maximising student participation in end of module evaluation) – how did schools encourage engagement?
  - o SSLC LAW reported survey fatigue with so many end of semester questionnaires to respond to.
  - o Faculty Convener - in PSY this is paperbased and clickers are used during a lecture.

- o Chair built in an opportunity for online evaluation in the final session of a module with PGT students completing the evaluation on their tablets and had a very much improved response. Integrating this into the learning process during the session.
  - o SWK also did this (booked a lab) for NSS and PTES and received a very good response.
- TDs had been asked to discuss with MOs publicising to students information relating to examination generic feedback (format, timing, location and who to raise any queries with). Students must be informed.
- LAW TD asked whether final year students should receive exam feedback and the Chair responded that they should.

> **RESOLVED**:
> - In order to improve student participation in this exercise TDs will encourage MOs to build in an opportunity for online evaluation during class time, at the end of the Autumn Semester, where they will have a captive audience.
> - TDs were also encouraged to build in a similar opportunity for NSS and PTES where this is possible.

Document 14D027 available online

B.5 INDUCTION AND TRANSITION SUPPORT 2015/16
(Memo from ADTL –Planning for Induction and Transitions Support in 2015/16)
- It was felt that most of the recommendations already take place in schools.
- DEV TD – it would be more helpful to run some of the sessions during the course of the year rather than provide too much information during the first week.
- LAW TD - plagiarism session, for instance, would be more useful to students during the first semester.
- NBS TD – NBS gives students a plagiarism handbook in week 4.
- Tony Moore – there are very good free videos.

> **RESOLVED:**
> - NBS TD will circulate a copy of the NBS plagiarism handbook to members.
> - Tony Moore will circulate the video links to members.

Document 14D028 available online

B.6 SEMESTER DATES PLANNING
- ECO TD - unanimously against any change in respect of original document.
- Colleagues' thoughts are being taken into account and an improved updated draft received which will eventually result in a 12-14-4 arrangement.
- Everybody happy that week 13 Sem 1 is no longer an option.
- At TPPG Mark Coleman raised the fact this matter was coming through so quickly and they were being asked to discuss it having received documentation 8.6.15 to discuss 10.6.15. He felt there was a need to stop as it is an important decision – Helena replied that it was not the first time this matter was being discussed but earlier discussion would have related to the first draft of this paper which is a very different document to the current one.
- Tony Moore and Faculty Convener were asked whether any student consultation took place relating to how to use the extra weeks available from

this arrangement – Tony believed that one student officer was consulted but the information/discussion was not cascaded down.

- Is the proposed arrangement something that students are keen to have?
- What is the principle behind 'week 7' having to be a particular week ? Depending on a module's syllabus, it might be important not to take a break from the syllabus at a particular point.
- Need autonomy for schools to decide what they would like to do during 'weeks 7 and 14' and when they should take place.
- Reading weeks – what do we call them?
- DEV TD – The idea that the planned arrangement will be resource free is a fantasy and will increase the cost of completing research. Positive use of Sem 2 week 7 for employability – well received by students. Important to retain flexibilitiy for reading weeks – for a number of students and staff where this might usually coincide with half term. No guidance needed relating to 'week 7'.
- SWK TD – non-standard semester times – would like to keep flexibility in terms of including employability etc.
- ATS staff already have full workload allocations so extra weeks cannot simply be delivered by them without any increase in individual workloads or FTE resources. ATS staff leading activities assumes staff are interchangeable. Some specialised modules might need a subject specialist.
- Students often leave the University during a reading week and in order to avoid this happening a good programme would need to be arranged which involves somebody designing it – workload implication.
- Extending teaching into exam period - how does this work – is this stretching the module? When would work be submitted ? When would work be marked?
- Students could be undertaking modules with mixed assessment (exams in some). If so they wouldn't want to be at classes whilst undertaking exams.
- NBS TD - research active colleagues can link to employability activities so could help facilitate workshops.
- LAW TD – employability runs throughout the year, pro-bono work , law clinic, guest speakers etc. One size fits all doesn't work.
- Faculty Convener– having a revision week prior to exams is a good step but not if other things are included in that week (employability etc.). Students with exams will focus on revision and would be unlikely to attend anything else. Better to have employability running throughout the year.

Document 14D029

B.7 ANNUAL REVIEW OF ASSESSMENT AND MODERATION
Monitoring progress in completing action points.

> **RESOLVED**: To defer this item to a later meeting.
> **Document 14D030 available online**

B.8 CLOSING THE LOOP
- Members discussed comments previously submitted.

RESOLVED:

- Each annual review should include a section explicitly stating the points identified for action in the previous year and discussing progress achieved.
- LTS Manager will ascertain the deadline for annual assessment meetings.
- Secretary will distribute to members the deadline schedule for annual monitoring.

Document 14D031 available online

B.9 STUDENT REPRESENTATION AND STAFF STUDENT LIAISON CODE OF PRACTICE

Report presented to LTC by the review working group.

- Recommendation is currently two SSLC meetings per semester (some schools already meet this criteria but some apparently don't hold SSLCs) but there was a feeling that flexibility is needed as one group has already said that they don't wish to have two meetings. It is not clear why uniformity for all schools is required.
- Membership – all course directors recommended – this might be excessive in some instances – flexibility needed to enable opportunities for small group meetings to feed into main SSLC.
- LAW – regular meetings with LAW Society President offers additional opportunities.
- Did SSLCs discuss any changes to the academic year dates? (Advised by PSY TD, post meeting, that PSY SSLCs did not discuss any changes to the academic year dates.)

RESOLVED: TDs to feedback comments.

Document 14D032 available online

B.10 ADVISING SYSTEM

Report of the review presented to LTC.

- Members were generally happy with this.
- NBS encouraging students to set themselves personal goals (Personal and Professional Development Plan) – new skills award – Careers Service willing to consider for credits towards skills award if this is authorised. Not all students attend advisee meetings but this plan will help – joined up thinking student performance and employability. Extra meeting and training noted.
- Development of the student record system to enhance the ability for Advisers to record notes is essential and planned.
- Tony Moore – Training is key – short video would not be sufficient.

Document 14D033 available online

B.11 LYNNE WARD (1530)

External Examiners,Quality Assurance and Enhancement Guide, HER Update.
Quality Matters Update:

- QAE Guide for Users document (https://www.uea.ac.uk/learningandteaching/documents/learningteaching/guidance-document-quality-assurance-and-enhancement-taught-programmes) has been approved by LTC and will be useful to anybody who has

responsibility for QA processes (includes role descriptors, quality code and brings together all links relating to quality assurance processes).

- External Examiners – Quality Assurance and Enhancement delivery group reviewed administration relating to the reporting process with a view to making it more efficient and to ensure that External Examiners receive responses to their reports within a year. Compliant with UEA Code of Practice and Chapter B7 of the Quality Code. Any comments/suggestions welcomed.
- Some of the enhancements:
  - Copies of reports and responses will be available on the FLTQC BB sites. There will be no need for these to be emailed around.
  - Report and response forms have been combined.
  - Email templates with deadlines available for circulation.
  - Assessments Office will remind External Examiners on three occasions if they have not submitted their report. External Examiners will not be paid until they have submitted their report and Chairs/HoS will be alerted that of this situation to enable them to consider whether they wish to continue to employ the External Examiner concerned on this basis.
  - Reports will be published to students on the LTS website together with responses. External Examiners and students aware of this. Students will be aware of External Examiner names. These are not anonymous. There is a requirement to publish name, institution and their position in the institution.
- LAW TD – is there something in place to ensure students do not communicate directly with an External Examiner? This could be problematic. Not difficult to find them through the web. .
- DEV TD - Could the scrutineer's report be incorporated into the report/response form. It might be good for the External Examiner to see the scrutineer's report. One of the DEV External Examiner's has completed their report and chasing for payment.
- Chair had difficulty ascertaining the standard fee for External Examiner – this is available on the LTS website.
- NBS TD wondered whether an induction is available for External Examiners - not centrally although they have an opportunity to visit schools.
- HER taking place in October. Pulling together self-evaluation document. This has been drafted by a number of authors. Currently in final editing stage. Uploading middle of July (around 1000 documents). Preparatory meeting with QAA review manager, Freda Richardson on 24 June. Jon Sharp is the responsible Institution Officer and Connor Rand is the responsible Student Representative. Briefing has taken place and an internal dry run is taking place 7 September. Theme is employability with James Goodwin leading.
- Where academics are changing roles – Lynne will pick this up – might be better to use those experienced in the role.

RESOLVED:
- Lynne noted concern relating to publication of External Examiners' details.
- Consideration will be given, by the QAE Delivery Group, to incorporating the scrutineer's report within the report/response form.
- Lynne will follow up the non-payment of the DEV External Examiner.

- Lynne investigating the procedure for managing situations where academics, who are required to attend HER interviews, find they are teaching at the time.
- Lynne investigating situations where academic colleagues change administrative roles to ascertain which colleague should be attending HER interview (considered that it might be better to use those experienced in the role).

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

C.1   COURSE CLOSURES

DEV – awaiting approval

INTERNATIONAL DEVELOPMENT WITH ECONOMICS	U1L2L1303
INTERNATIONAL DEVELOPMENT WITH DEFERRED CHOICE (BSc/BA HONS)	U1L920303
INTERNATIONAL DEVELOPMENT WITH LANGUAGES (BA HONS)	U1L9T9303
DEVELOPMENT STUDIES (BA)	U2L921602 and U1L921302
BA INTERNATIONAL DEVELOPMENT WITH OS EXPERIENCE	U1L922302
BSC INT DEV WITH ENV & SOCIETY	U1L2F7303
BSC INT DEV WITH ENV & SOCIETY WITH OS EXPERIENCE	U1L2FR303

Closure documents available in the Course Closure folder online.

SECTION D: EXTERNAL EXAMINERS REPORTS

Deadlines:
23 August 2013 – receipt of UG External Examiners' reports by Assessments Office (Assessments Office will remind those External Examiners who have not submitted by this deadline)
11 October 2013 – consideration of UG External Examiners' Reports by Schools and for draft responses to be received by FLTQC.
15 November 2013 – Faculty LTQC to approve responses to UG External Examiners' reports and for schools to send formal responses to UG External Examiners.
13 December 2013 – FLTQC UG External Examining process report to LTC.
13 December 2013 – receipt of PGT External Examiners' reports by Assessments Office (Assessments Office will remind those External Examiners who have not submitted by this deadline).
31 January 2014 – consideration of PGT External Examiners' reports by schools and for draft responses to be received by FLTQC.
28 February 2014 – FLTQC to approve responses to PGT External Examiners'

reports and for schools to send formal responses to PGT External Examiners.
FLTQC PGT External Examining process report to LTC.

D.1 EXTERNAL EXAMINERS' REPORTS 2012/13 COMPLETED
Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

EXTERNAL EXAMINERS' REPORTS 2012/13 OUTSTANDING

EDU – Ford (PGT) – with School
EDU – Burstow, Clarke, Stone (PGT) – with Task Group Member

D.2 EXTERNAL EXAMINERS' REPORTS 2013/14 COMPLETED

EDU – Bailey, Burstow (PGT)
SWK – Doel (PGT)
CCE – Mannering (UG)

BAILEY EDU/PGT/2013-14
SECTION B:
SCRUTINEER'S COMMENTS:
A very positive report with what look like constructive and helpful suggestions, each responded to fully and appropriately in my view.

BURSTOW EDU/PGT/2013-14
SECTION B:
SCRUTINEER'S COMMENTS:
I note that this MTL course is closing. All points have been responded to appropriately, in my judgement.

MANNERING CCE/UG/2013-4
SECTION B:
SCRUTINEER'S COMMENTS:
It is noted that this is the last instance of running the programme, however the many positive comments indicate that this has been a well-managed course.

EXTERNAL EXAMINERS' REPORTS 2013/14 OUTSTANDING

CCE – Seddon (UG) – Report Not Received
DEV – Lind (UG) – with Task Group Member
EDU – Smith (UG) –Report Not Received
LAW – Bagshaw, (UG) –Report Not Received
LAW – Gehring, Reed (PGT) – Report Not Received
NBS – Almond, Ioannidis, Souchon Cadogan (PGT) – Report Not Received
NBS – Davies (PGT) – with Team Leader
NBS – Veloutsou (PGT) – with School
NBS - Barrett, Johnson (PGT) – Establishing whether reports have been received
PSY– Cook and Vitkovitch (UG) – with Task Group Member
SWK - Nelson (PGT) – 2012/13 report received waiting for 2013/14 (assessments office)

SWK – Broadhurst (assessors report returned) - with Team Leader
SWK – Murphy (PGT) – with School

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DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 8 July 2015 commencing at 1400 in TPSC 2.24
Annual Module Review, Annual Course Monitoring and Course Review + Annual Review of Assessment and Moderation
Opportunities will be identified for the wider sharing of best practice and progress in completing action points will be monitored on an annual basis.
July 2015
Senate Scales - Revisit to assess the impact of the new UG senate scales.
October 2015
Maximising Student Participation in End of Module Evaluation - Monitoring module evaluation participation rates will be a standing item discussed in October and February annually.
February 2016
Maximising Student Participation in End of Module Evaluation - Monitoring module evaluation participation rates will be a standing item discussed in October and February annually.

SSF LTQC 14M008

Minutes of a meeting of the SSF LTQC held on Wednesday 8 July 2015, commencing at 1400, in TPSC 2.24.

Academic Members Present:
Ratula Chakraborty (Chair)
Rob Grant (DEV) SPR SEM
Sue Long (ECO)
Graham Manville (NBS)
Neil Cooper (PSY)
Jeanette Cossar (SWK)

Student Members:
Tony Moore (UUEAS)

With:
Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

Apologies:
Lee Beaumont (EDU)
Claudina Richards (LAW)
Amilcar Johnson (SSF Faculty Convener)
Connor Rand (SU Academic Officer – Undergraduate Representative)
Liam McCafferty (SU Academic Officer - Postgraduate Representative)

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1.   **MINUTES**

      Confirmed: the Minutes of the meeting of 10 June 2015 (Minutes and
                           Action Plan attached)
                                                               Document 14M007

2.   **MATTERS ARISING FROM THE MINUTES**

2.1. **UEA remarking** - Tony Moore's report.
   - Very few institutions have remarking policy – Essex broadly similar to UEA. Some treat as an academic appeal.
   - Sheffield has all summative work double marked.
   - Union in favour of remarking opportunity but must not compromise academic integrity.
   - Discussion with MO sometimes clarifies and avoids remarking.
   - Important to follow the formal process if student is unhappy with a mark.

      Updates to current form suggested:
   - Student required to meet with Module Organiser to discuss in the first instance.
   - Date of the discussion meeting with Module Organiser.

- Secretary will discuss suggested updates to the form with LTS Manager and pursue this matter.

2.2. Tony Moore and Connor Rand's report on **penalty systems applied in other institutions**. TDs responding following consultation with Course Directors.

Suggestions:
- Deadline remains at 1500 but no penalty to be applied to work submitted up to 1515.
- 10 mark penalty for work submitted on the same day is too harsh.

RESOLVED: Defer to Connor Rand to feed this into the process via TPPG in due course.

2.3. Lynne Ward - Links provided:
The QAE Guide
https://www.uea.ac.uk/learningandteaching/documents/learningteaching/guidance-document-quality-assurance-and-enhancement-taught-programmes
External Examiner fees:
https://www.uea.ac.uk/learningandteaching/documents/assessment/External+Examiners+Fees
Lynne Ward Actions:
- Following notification that details of External Examiners will be published, LAW TD asked if there is something in place to ensure that students do not communicate directly with an External Examiner.
  Action: Concerns fed back in LTS but no action required. We will monitor situation but information must be published.
- Incorporate scrutineer's report into the report/response form as it was generally thought that it would be good for the Ext Ex to see the scrutineer's report.
  Action: Added to agenda items for QAE Group to take forward. Updating External Assessor's report/response form in line with the new External Examiner's report/response form has been added to agenda items for QAE Group to take forward.
- DEV TD advised that a DEV External Examiner had not been paid.
  Action: The AQO have a plan in place to deal with the backlog following staffing issues - details of the DEV External Examiner situation awaited from DEV TD.

Document 14MA01 available online

SECTION A: ITEMS FOR REPORT
Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder with discussion taking place via the discussion board online.

A.1 STATEMENTS FROM THE CHAIR
(a) Coursework Turnaround within 20 days. Members were concerned that schools with previously good records might be included within the group being reported for failing to meet this target. TDs were asked to consider reviewing assessment in cases where modules were having difficulty turning around the coursework within this timeframe.

(b)   Requirement for two SSLC meetings per semester per cohort remains.

(c)   Schools required to have an Induction and Transitions Co-ordinator (TD or other – flexibility amongst schools). Suggestion that an ongoing working group within schools will be needed.

(d)   Seeking interest in developing online modules.

(e)   Administration aspect of the Peer Review process being improved. Eve Dewsnapp will be in a position to update on this and will be invited to the September meeting.

(f)   Sharing what we do well – best practice within schools. Perhaps every couple of months catch up for a session to do this. Appreciate that the many tasks being undertaken by TDs may prohibit these opportunities. Potential for innovation and input rather than being directed. Suggested that members give some thought during the summer months as to what could be incorporated.

(g)   LTC update will be incorporated as a paper copy in the agenda paperwork for meetings. LTC Secretary requested to provide an LTC summary of Faculty actions. (Following the meeting it was confirmed that this would be provided by the LTC Secretary to FLTQCs.)

(h)   Supporting students through reassessment. Schools required to at least use Blackboard and signpost students to any additional help. It was noted that other means might be unfair to students who do not live locally and may not be able to access personal contact opportunities. Taught sessions might be appropriate for some students. Feedback from TDs on what schools are doing. SWK offer every student an individual tutorial. Feedback requested from TDs in respect of the arrangements being put into place within their schools.

A.2   LTC UPDATE
Draft minutes following meeting 24 June 2015 available online.

A.3   TPPG
Update from TPPG online.

A.4   FACULTY APPEALS & COMPLAINTS COMMITTEE
May/June report available online.

A.5   PERIODIC COURSE REVIEW 2014/15
Course Review documentation 2014/15 can be found in the Course Review folder online.

A.6   ANNUAL MONITORING
Deadlines for completion of the 2014/15 Undergraduate and Postgraduate Annual Course Monitoring are as follows:

If you have any non-standard courses then please see 2014/15 timeline grid on the LTS Quality Review BB site at
https://learn.uea.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=_5_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_103238_1%26url%3D

	Standard UG Timeline 1	Standard PGT Timeline 1

Annual Module Review (Guidance Note 3)		
Module End Date	**19/06/2015**	**19/06/2015**
Email 1 to MO	**19/06/2015**	**19/06/2015**
Email 2 reminder to Mos to complete Stage 2 of QAR1	**03/07/2015**	**03/07/2015**
Deadline for completion of Stage 2 of QAR1	**17/07/2015**	**17/07/2015**
Email 3 to TDs to complete Stage 3 of QAR1	**17/07/2015**	**17/07/2015**
TDs to complete Stage 3 of QAR1	**30/07/2015**	**30/07/2015**
Deadline for completion of Module Review	**30/07/2015**	**30/07/2015**
Annual Course Review (Guidance Notes 4 & 5)		
Deadline for completion of Exam Boards	**13/07/2015**	**30/11/2015**
Email 4 to CDs to complete QAR2 Stage 2	**31/07/2015**	**02/12/2015**
CD to complete QAR2 Stage 2	**14/08/2015**	**16/12/2015**
Email 5 to TD to complete QAR2 Stage 3	**14/08/2015**	**16/12/2015**
TD to complete QAR2 Stage 3	**28/08/2015**	**13/01/2016**
Deadline for completion of Course Monitoring QAR2 form	**28/08/2015**	**13/01/2016**
Email 6 to TD to complete QAR3 Stage 1	**31/08/2015**	**13/01/2016**
TD to complete QAR3 Stage 1	**14/09/2015**	**27/01/2016**
Email 7 (FLTQC Sec) to AD to complete QAR3 Stage 2	**14/09/2015**	**27/01/2016**
ADs to complete QAR3 Stage 2	**28/09/2015**	**10/02/2016**

Summary of Data Sources for 2014-15

1.Module Data	2.Course Data	3.Data Set	4.Provision/Location of Data
Marks and Boxplots	Marks and Boxplots	2014-15	Provided on LTS Quality Review BB site
	Rank Order Lists	2014-15	Provided on LTS Quality Review BB site

Student Evaluations	Student Evaluations	2014-15	Provided on LTS Quality Review BB site
Oral External Examiners' Comments	Oral External Examiners' Comments	2014-15	Provided on LTS Quality Review BB site
SSLC Data	SSLC Data	2014-15	Provided on LTS Quality Review BB site
	Employability	2013-14	BIU/Employability
	Good Honours (interim data)	2013-14	BIU/Good Honours and Progression
	Entry Standards	2014-15	BIU/Entry Standards
	Continuation Rates	2013-14	BIU/Continuation Rates
	Equality Profiles	2013-14	BIU/Quality Assurance Review/Student Data 2013/UG or PG
	Core Performance Data	2013-14	BIU/Quality Assurance Review/Student Data/2013/UG or PG
	NSS	2013-14	BIU/Student Experience/NSS
	SES	2014-15	BIU/Student Experience
	PTES	2013-14	BIU/Student Experience

Additional information attached and further information available at
https://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate
Link to LTS Quality Review Blackboard Site
https://learn.uea.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=_5_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_103238_1%26url%3D
Link to School Annual Review of Assessment and Moderation document
http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530
Link to Internal Moderation Policy
https://intranet.uea.ac.uk/calendar/section3/regs(gen)/Internal+Moderation+Policy?_ga=1.222560217.377515974.1366289455

A.7   PEER OBSERVATION
PO3 (available online) completed by AD and submitted to LTC.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B.1 NEW COURSES
None to consider.

B.2 CHANGES TO EXISTING PROGRAMMES
EDU
MA in Higher Education Practice (following scrutineer's review - Rob Grant - comments available online).

       RESOLVED: Approved.

MA in Educational Practice and Research (following scrutineer's review – Jeanette Cossar – comments available online)
Issue around modules which might not run and students having to choose reserves.
Transitional arrangements – delaying finish to course – there should be a transitional arrangement for continuing students.

       RESOLVED: School to review application and to respond to Scrutineer's comments. Chair will consider when the response is received from School. (Subsequently **approved** by the Chair 10.7.15.)
       Document 14D034 available online

B.3   BIU DATA – response from Garrick Fincham.

- Chair will remind Garrick about the actions promised, particularly around allowing a short turnaround time to consider data prior to publication.

<div align="right">**Document 14D035 available online**</div>

B.4   SENATE SCALES

Revisit to assess the impact of the new UG senate scales:

https://www.uea.ac.uk/learningandteaching/staff/assessment/Marking+Criteria

- Difficult to assess impact with so many ongoing changes.
- Useful for sharing – mapping onto similar ideas across feedback within module.
- SWK - encouraged use of top end and also the lower end (range). Helped markers with courage of their convictions.
- Scaffold some useful discussions.
- NBS assessing the rigour of the scales. Surprising how bad a student has to be to fail and standard of 69%.

<div align="right">**Document 14D036 available online**</div>

B.5   COURSEWORK TURNAROUND

LTC Minute (23.6.15) relating to ensuring schools meet the 20 day coursework turnaround deadline in 2015/16.

It will be useful to look at those modules where the 20 day turnaround has not been met in the last two semesters and see whether any change in the assessment might aid in ensuring that the turnaround time is met in the future.

- See Chair's statement above.
- Sometimes innovative assessment might cause problems with meeting turnaround.
- ECO - problem with print run for one module, discussing another module with LTS (29 days).

<div align="right">**Document 14D037 available online**</div>

B.6   READING WEEKS

LTC Minute 168: Revisiting the Rationale for Reading Weeks

i.   Associate Deans to feedback on the need for Schools (those affected are outlined in the minute) to consult with SSLCs on setting deadlines in the exam period and to ensure that LTQCs receive the outcome of the consultation and monitor the impact of these deadlines in future.

ii.   Associate Deans to ensure that SSLCs (as noted in the minute) are consulted on setting January deadlines for autumn semester modules. FLTQCs to keep the issue under review.

AD: it was agreed that there needs to be consistency in a school as to when the reading week is either as a school or courses etc. It is not clear whether these can be called reading weeks.

- Chair - Reading weeks remain, flexibility for schools to do what they want. Reading weeks within a course must be the same week.
- Deadlines in January – staggering would involve having some in January. Having all deadlines in December would prevent staggering. Arguments for and against – clean break over Christmas, not impacting upon Spring modules.

- Need to find a good way to discuss with all students, ensuring they understand the implications. Any feedback can be taken into consideration going forward but will be too late for deadlines 2015/16.

Document 14D038 available online

B.7   STUDENT REPRESENTATION AND STAFF/STUDENT LIAISON CODE OF PRACTICE

Report presented to LTC by the review working group.
LTC Minute 172: Student Representation Code of Practice
(i) VCO to cascade the CoP to Deans and Heads of School once amendments agreed by LTC have been made.
(ii) LTC to undertake work around cost-benefits of establishing an online student feedback system for general feedback and of an awareness campaign relating to the importance of student representation
(iii) UUEAS to create a Student Representation Handbook for staff and students

AD:
- There is no mention that it has been agreed we are to have two SSLC meetings per semester.
- There was no support from a single individual in LTC given SSF's recommendation that there needs to be flexibility and where 1 SSLC works per semester this is acceptable.

  - Tony Moore – handbook should be available mid-August.
  - SSLC code of practice – PSY TD is on the working group.
  - Practice across UEA diverse, handbook will help with getting people on message – a lot of flexibility in the handbook.
  - Meeting twice per semester – regular meetings with CDs – less goodwill when things are imposed – reducing good practice. These meetings would count as student representation meetings.
  - Tony Moore – availability of BB site for SSLC material for all students will be important. Student Partnership Officer should be somebody in the School who drives the culture of student representation within the schools.

Document 14D039 available online

B.8   SELF-CERTIFICATION COURSEWORK EXTENSIONS – Rob Grant
LTC 23.6.15: https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2014-2015#24jun15

- Review group being set up to look at this for 2015/16.
- Principle good but the way in which it was put into practice not so good.
- Withdraw the opportunity and explain the intention before putting into place again and then withdraw again if abused.
- Consecutive Semesters.
- Tony Moore – Many students are unhappy with those that take advantage of the system.
- Chair – advised LTC meeting that no consultation with ADs had appeared to have taken place about proposals. Chair couldn't accept proposal.

- ADTP agreed that review will take place early 2015/16 in time for October LTC.
- One year moratorium would provide an opportunity to collect data from period prior to self-cert.
- Tony Moore – could arrange consultation with students. Likely there would be a strong group who would agree with the change but most would probably want self-cert extension. Chair preferred not to do this at the moment until the group has met.

RESOLVED: Tony Moore will research the practice in other institutions.

Document 14D040 available online

SECTION C: ONGOING ITEMS FOR REGULAR REPORT
Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

C.1 COURSE CLOSURES
None to report.

SECTION D: EXTERNAL EXAMINERS REPORTS

External Examiner Reports/Responses 2012/13 – LTQC report to Assessments Office prepared by Chair to be available online

19 September 2014 – Assessments Office will remind those UG External Examiners who have not submitted reports by this deadline
24 October 2014 - Assessments Office will send a second reminder to UG External Examiners.
28 November 2014 - Assessments Office will send a third and final reminder to UG External Examiners.
16 January 2015 - Assessments Office will remind those PGT External Examiners who have not submitted reports by this deadline.
13 February 2015 - Assessments Office will send a second reminder to PGT External Examiners.
20 March 2015 - Assessments Office will send a third and final reminder to PGT External Examiners.

D.1 EXTERNAL EXAMINERS' REPORTS 2012/13 COMPLETED
Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

EDU – Burstow, Clarke, Stone (PGT)

EXTERNAL EXAMINERS' REPORTS 2012/13 OUTSTANDING
EDU – Ford (PGT) – with School

D.2 EXTERNAL EXAMINERS' REPORTS 2013/14 COMPLETED
Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

EDU – Bailey, Burstow (PGT)
SWK – Doel (PGT)
CCE – Mannering (UG)
SWK – Broadhurst (PGT)

EXTERNAL EXAMINERS' REPORTS 2013/14 OUTSTANDING
CCE – Seddon (UG) – report not received
DEV – Lind (UG) – with task group member
EDU – Smith (UG) –report not received
LAW – Bagshaw, (UG) –report not received
LAW – Gehring, Reed (PGT) – report not received
NBS – Almond, Ioannidis, Souchon Cadogan (PGT) – report not received
NBS – Davies (PGT) – with task group member
NBS – Veloutsou (PGT) – with task group member
NBS - Barrett, Johnson (PGT) – establishing whether reports have been received
PSY– Cook and Vitkovitch (UG) – with task group member
SWK - Nelson (PGT) – with School CHECK THIS ONE AS BECKY THINKS NOT YET RECEIVED.
SWK – Murphy (PGT) – with School

DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 16 September 2015, commencing at 1400, in TPSC 2.24
Future Items:
Annual Module Review, Annual Course Monitoring and Course Review + Annual Review of Assessment and Moderation
Opportunities will be identified for the wider sharing of best practice and progress in completing action points will be monitored on an annual basis.

October 2015
Maximising Student Participation in End of Module Evaluation - Monitoring module evaluation participation rates will be a standing item discussed in October and February annually.

February 2016
Maximising Student Participation in End of Module Evaluation - Monitoring module evaluation participation rates will be a standing item discussed in October and February annually.