

LTC15D092

Title: *Faculty Learning, Teaching and Quality Committee Minutes*
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Issue

Faculty of Arts and Humanities minutes of LTQC meeting 7th October 2015

Recommendation

Recipients are invited:
To receive the minutes

Resource Implications

None

Risk Implications

None

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

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Background

Please find attached the confirmed minutes of the HUM LTQC meeting held on the 9th September 2015.

Discussion

None

Attachments

Minutes

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 7th October 2015

Present: Dr C Matthews (Chair), Mr S Bennett, Dr J Poppleton, Dr M Neumann, Dr R Tillett, Dr M Gough, Dr M Neumann, Miss Z Phillips, (Entertainments Assistant), Miss A Slevin (HUM Faculty Convenor)

In attendance: Miss L Newark (Secretary to the Committee), Ms M Pavey (Learning and Teaching Service, Arts Hub Manager), Mrs J Wilkinson, School Manager, PPL.

Apologies: Mr J Clare (UUEAS Head of Student Engagement), Mr C Rand (UUEAS UG Education Officer).

19. MINUTES

19.1 To amend: Minutes of the meeting held on 9th September 2015
Minutes:

6.2

Dr Matthews (CM) referred to his document circulated 'Student Guide to Feedback'. Dr Poppleton had comments about document not relating specifically to academic work which she would feedback on directly to Dr Matthews.

ACTION: CM to circulate his Student Guide to Feedback to Teaching Directors to take to their schools. Teaching Directors to provide feedback it will be used.

19.2 Action on minute 7.13 CM put in diary to remind colleagues to action low touch

19.3 Minute 9.2. The pre meeting was held a week prior to this LTQC. Miss Slevin will be invited to future ones.

20. MATTERS ARISING NOT COVERED ON THE AGENDA

20.1 CM welcomed Miss Anna Slevin, the new Faculty Convenor.

21. Agenda item A1. Statements from the Chair

Received:

21.1 Feedback from LTC

- Time-tabling – rooms. More rooms are being sought, this is being dealt with at a higher level.

21.2 Induction

CM asked if there were any issues with induction, rooming problems aside.

None reported. Galit Hart will be going along to the Business Intelligence Unit (BIU) de-brief on start of year to see if there is anything that can be pulled out for us in the transitions group.

CM talked about a video he has been involved in talking about transitions and asked TDs to encourage colleagues to come up with ideas. He reminded the meeting that HUM has a reputation for innovation.

If anyone wants to discuss further please contact CM or Galit.

ACTION: Ask all SSLC to put on next agenda to ask first years for feedback.

LN

21.3 Minute 12 (September). External examiner reports

CM reported that the majority of those for 13/14 have been cleared with three going back for amendment.

CM thanked the TDs who worked on these and noted a number of 14/15 are in now so meetings will go in diary soon for those to clear them as quickly as possible.

21.4 Module Outlines

CM mentioned that LDC and ART are behind in providing module outlines and encouraged them to provide them urgently.

Dr Neumann offered that he had drafted some suggested helpful answers to the area of linking to benchmarking which helped speed the process along which he was happy to share.

Mr Bennett mentioned that the request to E-marking information for markers and moderators could go on the module outline form.

21.5 Rapid return

CM reported on feedback about ART and HIS from last year. There were problems with copying the work for externals. CM has argued for another chance as feels people were not aware. **UPDATE:** Rapid return has been made available again to those Schools, provided the conditions are met.

21.6 Blackboard e-marking

There was a discussion about the Blackboard e-marking pilot. Support and help is available in person and by phone/email, five days a week from the Learning Technology Team.

Dr Poppleton raised question about whether seminar leaders could return feedback once they have completed their allotted group on e-marking.

ACTION: LN to find out. **UPDATE:** Currently the pilot will operate under the same processes as the printed marking therefore the whole cohort should receive their marks together (excluding late submissions)

There is to be a new centre for technology and enhanced learning – this will be for people to go along and learn more about technology. TD's to cascade

email to colleagues regarding the Media creation day.
<https://portal.uea.ac.uk/learning-technology/media-creation-day>

21.7 Advising system

CM announced that there will be online training resources about advising which be available soon.

Concerns were raised about the new adviser process, comments included:

- Bureaucratic and time consuming
- Not fit for purpose
- Time taken setting up meeting and recording will create problems
- Need to separate the booking from recording

CM stated we will need to see how it works this semester.

Dr Neumann explained HIS have talked about how to use this within the school. He suggested that in week one and week thirteen, send an email to all students giving surgery times. The system is well intentioned and he understands need to keep a record but it is currently problematic. Ms Pavey advised it will be launched shortly with bulletins and leaflets for students.

ACTION: To go onto agenda in the new year to discuss. LN

22. **Agenda item A2. Report from the Union of UEA Students (UUEAS)**

Received:

An oral report from the UUEAS Education Officer

22.1 Student Union (SU) have started quality conversations. All members of staff in the SU are to go out and speak with students, topic one was on welcome and inductions. There was a survey online and staff went out to talk to people on campus.

General impressions are that everything was positive:

- On the union side students enjoyed what they did and asked for some to be less focussed on drinking.
- Students who studied as UG and went into PG felt inductions not best use of time.
- Key word was boring.
- Bombardment of information. Not appropriate for the length of time scheduled.
- Second and third years, there is a massive demand for help in transitions. Asked to help have the first week to help with this.
- Issues with timetables – building codes, no obvious way of knowing where they are. Guide for how room system works would be helpful. Mr Bennett mentioned about setting up internal sat nav on campus to aid students.
- Miss Phillips stated that the SU are working on electronic solutions so will raise this.
- Students found the welcome parties awkward and forced. This might be an aspect that could be redesigned.

Mr Bennett explained that this year the Foundation programme had a quiz and pizza delivery. Worked well as had to get in to groups and had things to talk about.

From the Unions perspective, the first week would then allow them to help provide their services.

ACTION: Miss Phillips advised she would send through the report once completed.

Miss Phillips would let the Secretary know who the key writers of the report are to come along and discuss in a future meeting.

ACTION: Miss Phillips and LN

22.2 CM asked for explanation of who does what in the SU.

ACTION. Miss Phillips to provide diagram.

23. Agenda item B1. Peer Observation – administration (see PO3 on Blackboard under Peer Observation)

23.1 CM explained what peer observation is and the requirement for all academic staff once every two years except those on probation.

Po1 – report of each observation, goes to TDs

TD completes PO2, to summarise for school this goes to the Associate Dean

(AD)

AD completes a PO3 form for Faculty

23.2 Outcome from discussion in LTQC about Peer Observation

Teaching Directors are required to complete the School summary report, PO2, however, there are issues surrounding their ability to do this accurately:

- They do not know when staff appointments have been confirmed and probation periods have ended
- They are also not always aware who is full time, part time and who falls into the category of needing observation.
- Some staff are observed as part of MA HEP but although this fulfils the observation requirement, the form is not always copied and provided to the Teaching Director
- Some peer observations are taken to the promotions committee but again are not copied to Teaching Directors
- Teaching Directors are unclear on who should be observed in each year so cannot report effectively. They need to be able to report on how many staff are observed each year with reference to the number from previous years.
- Teaching Directors commented that it is a complicated process with many stages of the form going back and forth for agreement and sign off. This needs to be simplified.

- The TD's would appreciate a much more streamlined, automated process and suggested that something similar to the way the PHD supervision process works would be useful.
- They would also appreciate notice of when these are taking place to know when to expect the PO1 forms.
- The Teaching Directors were in agreement that it would be helpful and appreciate if process was managed centrally by their School Manager.

24. Agenda item B2. The ten principle features of the Learning and Teaching strategy

Available at: <https://portal.uea.ac.uk/documents/6207125/8480269/uea-learning-teaching-strategy-2014-19.pdf>

CM suggested HUM should consider this and how addressing it as a Faculty as it would be useful to assess. Some will be driven by university policies. This is not a requirement to do at the moment but would be good practice. CM suggested we might plan a half day to review.

ACTION: CM to revisit

25. Agenda item B3. Timetabling and profiles

A reminder that Module update needs to be completed by December, course/profile update in January.

25.1 CM reported a number of items that Schools will be required to do this year:

- Autumn modules should not have exams – this is going to LTC shortly. This is important as the examined element has to come out of assessment pattern so may wish to revise these.
- Timetable slots. CM reported from the Timetable meeting. There are issues with the slots being too defined. We are being asked to use the more generic letter codes instead. Concerns were expressed over how this would work.

ACTION: Nigel Shed to be invited to next meeting to explain. LN

25.2 Ms Pavey asked Miss Slevin how not being in same room each week effects the student experience.

Miss Slevin responded that the main problem is finding the room each time. Also, students learn how to use room in seminars so this can take time with each new room.

Miss Phillips commented that this gives students something to complain about. Students gain information from their lecturers – if these have positive attitude, the students adopt that. Miss Phillips recommended that lecturers be a positive as they can with the situation they have.

Dr Neumann raised concerns about the number of rooms available and suitability.

ACTION: Add to future agenda LN

25.3 First year profiles

At Executive Team level it was agreed that as much of first year should be compulsory as possible with no option ranges in first semester.

The reason for this is the belief that students are not in a good position to make informed decision before get here.

CM reported that this was something that had been on the University agenda since 2012 and that it would be taken to the next Faculty Executive meeting, supported by the Dean.

There were a number of concerns raised including:

- Issues with LDC and the HUM foundation courses and what they could offer
- Miss Slevin: argued that students don't even get much information once have arrived to make a decision then. From student perspective, those unhappy were those with zero choice.

CM responded that across University there is virtually no choice in first year and that we are talking a small number relatively.

- Miss Phillips suggested that there are different ways of doing this. Could offer small number of modules which could be compulsory. If taking away selection are we saying that those modules are not good enough for course. If start taking away choice will see drop off in students.

CM responded that there is no evidence of this the across sector of Arts and Humanities.

- Miss Phillips suggested that it might be idea to ask students how many picked the UEA because it offers choice. She believes that students select it because of the choice available.

CM responded that this is not closing off choice, just in first semester.

- Dr Neumann commented that within HIS they can resolve in his but believe there is a problem with choice gradually decreasing. No real consultation.

CM reminded that there are still second semester and years 2 and 3 to make choices in.

- Dr Poppleton thought it students unlikely that students would want to choose another module in the spring.

Miss Slevin agreed as often there are pre-requisites. Asked if there was a possibility of having modules where have the same overview in first few weeks and then split into groups.

CM confirmed this would not be an option as would then have timetable problem mid way through system.

- Miss Phillips asked that if the problem is students not informed before arrive, are we giving enough good information?
- Miss Slevin commented that the problem with compulsory modules is that people often did not engage and get involved.

Following further discussion the Teaching Directors were clear about their concerns with this matter.

25.4 New Academic Model

CM commented that the faculty did not buy into new academic model and that last year there were 25 LDC students who did unique pathways.

He explained that the problem with this is that we cannot guarantee that any student fulfils learning outcomes of course as cannot be sure that every student meets all of aims of the degree.

The TDs felt all that modules were equal and met all learning outcomes of programme.

ACTION: LN to send Miss Slevin the Bachelors and Integrated Masters reassessment guide for advisers.

26. Agenda item B4. Semester abroad

Discussed

26.1 CM reminded the committee that students going on semester abroad from 16/17 will be on pass/fail rather than an awarded mark.

The reasons for this change are:

- Marks from foreign institution working to different systems from ours
- Marks transferred to European Grade system which then has to be transferred to our system is ambiguous.
- There is no way of giving a true relevant mark as previously the average mid-point of the range has been given.

For those students the classification algorithm will be 25/75 rather than 40/60 year weighting.

All UG students on the three year programme should have the semester abroad module on their profile as an option. Confirmed that the 55% requirement still applies – CM.

Dr Tillett raised the problem with students thinking that they can select the semester abroad even if on a four programme with a year abroad.

ACTION: Study Abroad to be reminded that this is not permitted.

Dr Tillett also raised the issue of where students have not been permitted to go on year abroad could then chose the semester abroad module.

ACTION: Dr Tillett to provide a summary document for CM to take to Caroline Sauverin

Miss Slevin commented that students have the attitude that the first year does not matter and that it is important to stress to students from the very beginning that it does count towards degree in terms of meeting the progression criteria. It is important to make clear how the weighting will work.

ACTION: Ms Pavey

Miss Phillips cautioned that the Faculty could run the risk of putting students off if push the fact that they have to make the cut.

CM advised that the Dean has tasked John Tully, Senior Faculty Manager about how to inform students about study abroad as practices across Faculty may differ.

26.2 Visiting students – Erasmus incoming

There have been problems getting these student onto modules, where they already full as the internal module enrolment takes place much earlier in the year.

A number of issues were raised on the subject:

- LCS left places free to offer but difficulty is when more want to take module or when none do and home students have been thrown off.
- Do not get information early enough
- Difficulty getting information early enough, have asked for projected numbers earlier in the year - Dr Poppleton
- Why don't study abroad ask for module choices much earlier? – Mr Bennett

Miss Pavey is leading a project group with study abroad to look at issues.

ACTION: Miss Pavey to bring paper to group.

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

C1. Course Approvals, Course Title Changes and Course Closures in HUM 2015/16, 2016/7 Course Closures: Document A

(a) VISITING STUDIES IN LITMA (UNDERGRADUATE)	U1W400V01
(b) ENGLISH LITERATURE	U2Q300701

Course Closures: Document B

TRANSLATION, MEDIA WITH JAPANESE AND FRENCH	(a) U1Q9P3401/2
TRANSLATION, MEDIA WITH JAPANESE AND SPANISH	(b) U1Q9PH401/2
TRANSLATION AND INTERPRETING WITH DOUBLE	(c) U1Q9R8402/5

HONOURS LANGUAGE (JAPANESE AND FRENCH)	
TRANSLATION AND INTERPRETING WITH DOUBLE HONOURS LANGUAGE (JAPANESE AND SPANISH)	(d) U1Q9R8403/6
FRENCH HONOURS LANGUAGE WITH INTERNATIONAL DEVELOPMENT STUDIES	(f) U1R1L9401/2
SPANISH HONOURS LANGUAGE WITH INTERNATIONAL DEVELOPMENT	(g) U1R4L7401/2
SPANISH HONOURS LANGUAGE WITH INTERNATIONAL DEVELOPMENT (AB INITIO)	(h) U1R4L7401/2HA
LANGUAGE WITH INTERNATIONAL DEVELOPMENT STUDIES	(i) U1R9L9401/2
FRENCH LANGUAGE WITH MANAGEMENT STUDIES	(j) U1R9N2401/2
FRENCH LANGUAGE (AB INITIO) WITH MANAGEMENT STUDIES	(k) U1R9N2401/2FA
SPANISH LANGUAGE (AB INITIO) WITH MANAGEMENT STUDIES	(l) U1R9N2401/2HA
FRENCH OR GERMAN OR SPANISH WITH MANAGEMENT STUDIES (3 YEAR)	(m) U1RN92301/2
TRANSLATION, MEDIA AND FRENCH (3 YR)	(n) U1RP1H301/2
TRANSLATION, MEDIA AND SPANISH	(o) U1RP43401/2
TRANSLATION, MEDIA AND SPANISH	(p) U1RP43401/2H
SPANISH AND FILM AND TELEVISION STUDIES	(q) U1RP4J401/2
TRANSLATION, MEDIA WITH FRENCH AND SPANISH	(r) U1RP93401/2
TRANSLATION, MEDIA WITH FRENCH AND SPANISH (AB INITIO)	(s) U1RP93401/2HF
LANGUAGE AND FILM AND TELEVISION	(t) U1RP9H401/2
MODERN LANGUAGES: DOUBLE HONOURS (JAPANESE/SPANISH)	(u) U1T901404/7X

- C2. QAR3 approvals by the Chair**
Completed forms stored on the LTS Quality Blackboard site
Received: Documents D1/2/3/4
- C3. Items for report/discussion from Faculty Appeals and Complaints Panel meetings**
N/A
- C4. Items for report/discussion from Teaching Committees**
N/A
- C5. Items for report/discussion from Learning and Teaching Service**
Reminder: Module Outlines to LTS
- C6. SSLC Minutes**
N/A
- C7. Employability**
N/A
- C8. Undergraduate and Postgraduate External Examiner Reports 2013/14 + 2014/15 and School Responses**
To note:
Undergraduate and Postgraduate External Examiner reports and School responses (these are on the HUM LTQC Blackboard site in the External Examiners tab)

Approved by the scrutineer panel:

UG

**Fend – AMA
Holmes – PPL**

PG

**Bosseaux – PPL
Korner – AMA
Molloy – AMA
DeMarrais – AMA
Lidchi – AMA
Pitts – AMA
Quinn – AMA
Thompson – AMA
Wahl-Jorgensen - PPL**

**Received:
HUM 2013/14 Associate Deans report – Document C1 and C2**