

**LTC15D093**

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

To receive the Minutes of the SSF LTQC meeting held on 14/10/15.

**Recommendation**

None.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

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**Background**

N/A

**Discussion**

N/A

**Attachments**

Minutes

**SSF LTQC 15M002**

Minutes of a meeting of the SSF LTQC held on Wednesday 14 October 2015, commencing at 1400, in TPSC 2.24.

**Academic Members Present:**

Ratula Chakraborty (Chair)  
Rob Grant (DEV)  
Duncan Watson (ECO)  
Lee Beaumont (EDU)  
Claudina Richards (LAW)  
Jonathan Wilson representing Naresh Pandit (NBS)  
Neil Cooper (PSY)

**Student Members Present:**

Connor Rand (SU Academic Officer – Undergraduate Representative)  
Amber Watson (SU Faculty Convener for Education)  
Tony Moore (UUEAS)

**With:**

Heather Reynolds (Secretary)  
Becky Fitt (LTS Manager)

**Apologies:**

James Merewood (SU Faculty Convener for Engagement)

**Absent:**

Jeanette Cossar (SWK)  
Liam McCafferty (SU Academic Officer - Postgraduate Representative)

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**1. MINUTES**

**Confirmed:** the Minutes of the meeting of 16 September 2015 subject to the following amendment:  
Item 2 - the video obtained from Bergen is not to be circulated.

**Document 15M001 available online**

**2. MATTERS ARISING FROM THE MINUTES**

- (a) Remarking Requests - Update following TPPG from PSY and LAW TDs.
- Remarking policy necessary. Discussion related to CW only with examinations being subject of appeal.
  - Problems arise putting this into practice – consistency, expertise within schools, process overview of markers, adjudication.
  - Two working parties set up. One to work with LTS to ensure accuracy of data. The second working party will review application/grounds and implementation.
  - LAW TD will update members as this progresses.

- (b) LTS Manager responding to assessment and reassessment timetable concerns.
- Summer examination timetable – difficulties due to a bug in the scheduler used – outside of UEA control and other institutions affected. Timetable was rectified and published within a week and students were contacted with an explanation. Any student requests relating to the examination timetable were sympathetically dealt with. It is anticipated that this situation will not be repeated. More robust checks have been instigated to alert users of any problems in future.
  - Provisional reassessment examination timetable – creation and publication date relies upon availability of reassessment data following BoEs (deadline available in Taught Schedule). The deadline was met in 2014/15. Noted that in 2015/16 there are only 10 days between data release and publication of timetable.
  - Provisional timetable – data varies quite considerably from year to year and it is not possible to produce a representative guidance document.
  - BIM Regs will be fully reviewed next year. SU Academic Officer was unhappy with mid-review process. Chair will liaise with SU Academic Office in this respect.
  - Significant amount of reassessment in short timeframe. CW reassessment deadline is usually around the start of reassessment examination period. Course Tests are scheduled on specific days (Fridays in 2014/15) and exams during the remainder of the period.
  - SU Academic Officer commented upon the impact of such a volume of students going to reassessment and being withdrawn due to BIM Regs. Chair advised that the FACP Chairs are reviewing the situation.
- (c) There does not appear to be a University Policy relating to the recording of lectures. Some students are authorised by DOS to record these and there is concern amongst academic colleagues about posting and use of social media. May result in an impact on the free and openness experienced by students in a seminar. LAW TD has written to DOS (Jane Abson) to see if there is a policy on students recording seminars.

**RESOLVED:** (1) TDs will check the process in their schools where photography takes place.  
(2) LAW TD will feed back to members following response from DOS.

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## **SECTION A: ITEMS FOR REPORT**

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

### **A.1 STATEMENTS FROM THE CHAIR**

- (a) SSF is the only Faculty to have completed annual monitoring in full by the deadline. Chair congratulated TDs.
- (b) Teaching excellence framework - TEF 1 and 2. TEF 1 covers NSS questions 1-12. TEF 2 paper published 15.10.13.
- (c) Small numbers on modules – statistics relating to modules with 10 or less students enrolled awaited. Update on this subject awaited.

- (d) Programme Specifications – ADTP emailed indicating which schools' programme specifications have not been updated. Some data noted as incorrect. Data needs to be correct and with timely actions. Programme specifications have been developed but is there a process for reviewing and looking at them? TD has an overview. Programme Specification joined up with handbook etc. Noted that in some schools focus is on profiles but not always revisiting programme specifications.

## **A.2 LTC UPDATE**

Next meeting 21.10.15

## **A.3 TPPG**

Update following recent meeting not yet available.

## **A.4 FACULTY APPEALS & COMPLAINTS COMMITTEE**

September 2015 report available online.

## **A.5 PERIODIC COURSE REVIEW 2015/16**

Course Review documentation 2015/16 can be found in the Course Review folder on this Blackboard site including the PGT schedule of Course Review Events. There doesn't appear to be any UG Course Review Events due this academic year.

## **A.6 ANNUAL MONITORING**

Deadlines for completion of 2014/15 UG and PGT Annual Course Monitoring:

<b>Annual Course Review (Guidance Notes 4 &amp; 5)</b>		
Deadline for completion of Exam Boards	<b>13/07/2015</b>	<b>30/11/2015</b>
<b>Email 4</b> to CDs to complete QAR2 Stage 2	<b>31/07/2015</b>	<b>02/12/2015</b>
CD to complete QAR2 Stage 2	<b>14/08/2015</b>	<b>16/12/2015</b>
<b>Email 5</b> to TD to complete QAR2 Stage 3	<b>14/08/2015</b>	<b>16/12/2015</b>
TD to complete QAR2 Stage 3	<b>28/08/2015</b>	<b>13/01/2016</b>
Deadline for completion of Course Monitoring QAR2 form	<b>28/08/2015</b>	<b>13/01/2016</b>
<b>Email 6</b> to TD to complete QAR3 Stage 1	<b>31/08/2015</b>	<b>13/01/2016</b>
TD to complete QAR3 Stage 1	<b>14/09/2015</b>	<b>27/01/2016</b>

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

## A.7 UNDERGRADUATE AND POSTGRADUATE TAUGHT SCHEDULE 2015/16

This document can be found at <https://portal.uea.ac.uk/learning-and-teaching/documents/learning-and-teaching> (bottom of the list of documents)

## **SECTION B: ITEMS FOR DISCUSSION AND ACTION**

### **B.1 NEW COURSES**

None to consider

### **B.2 CHANGES TO EXISTING PROGRAMMES**

#### **ECO**

MSc in Behavioural and Experimental Economics - Scrutineer Claudina Richards advised that she was happy with the proposed changes and didn't have any comments to make. Chair approved 5.10.15.

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

### **B.3 ANNUAL MODULE AND COURSE MONITORING**

Incorporating annual review of assessment and moderation 2014/15 together with monitoring progress in respect of actions relating to 2013/14 monitoring and review. Identifying opportunities for the wider sharing of best practice.

- QARs – Chair will raise any issues with PVC with expected feedback upon completion of the UG and PGT process.
- Self-certification is an example and is already under review. Common concerns will be submitted to working group.
- Best practice:
  - NBS – LTS providing spreadsheet of NBS UG 15/16 module details (code, title, MO, modes of assessment and weightings of each assessment item). DEV thought this would be really helpful.
  - EDU map formative and summative assessment across years – useful tool for TD.
  - PSY – written feedback on colleagues' feedback (peer review of feedback).
  - DEV – rotation of modules requiring review – considered that it may be more timeconsuming to apply the criteria for rotation (Chair will discuss with DEV TD outside of the meeting).

#### **RESOLVED:**

- (a) Chair will report back to LTC.
- (b) Add item to agenda April 2016 to review and close the loop.

**Document 15D005 available online**

## **B.4 NATURE OF ASSESSMENT FEEDBACK SYSTEM ACROSS SSF SCHOOLS - Duncan Watson**

Sharing good practice in coursework feedback. Update by Duncan Watson

- Feedback form – some preference for current form some for changes more closely targeting NSS.
- Economist Level 5 students consulted.
- Example 2 Senate Comment – very few students gave positive comments with few preferring this option.
- Example 1 Category – some negative comments
- Example 3 Transparent – very few negative comments. This was the student preferred option.
- Analysis is continuing. Discussions within ECO and with ECO SSLC.
- Early indication is that the type of form to be encouraged should be Example 3.
- Chair – good approach seeking student feedback.
- EDU TD surprised to find that some schools had adapted the feedback form as he thought it was explicit that there was one feedback form to use (ECO version). EDU used LAW example of seeking and explaining expectations to students, resulting in an improved score.
- LAW considering changing form as the current one is too lengthy – conflicting demands – quality of feedback really important but cannot provide this within 20 day turnaround using current form so will need to drastically reduce feedback provided to meet CW turnaround deadline. Number of boxes need to be reduced. Perhaps use one comment box with tick boxes for the remainder – greater consistency (keeping feed forward box). Assessment opportunities already scaled back as far as academic integrity permits.
- Third form considered to be personal to the student; helping student to understand how to progress in the future.
- STU Academic Office was pleased to see genuine grass root student consultation. Senate scale criteria mentioned – students not always aware of the name/what it is.
- Duncan Watson will be reviewing all comments – focussed mainly on quantitative questions. Need to establish a focus group analysis with more students and carry out pedagogical analysis. Concerned whether there are any Economics factors interfering here so considering using a range of students across schools.

**RESOLVED:** Chair will ask SFM to provide support to Duncan Watson if needed.

## **B.5 MID MODULE EVALUATION QUESTIONNAIRE**

- Opportunity to respond to issues and concerns during the course of the module.
- LAW Module representatives appointed at the beginning of the semester to represent their peers.
- EDU – students will raise any issues with MOs. Tried mid-module evaluation but did not improve upon actions already being undertaken. Some colleagues using post-it notes on the lecture wall etc. STU Academic Officer advised that students raved about the post-it note system.

- ECO 40cr modules have mid-mod questionnaires, MOs decide upon 20cr modules – use clickers, SlideDog etc. Provides instant feedback every week. Enables prompt effective changes. School email for general complaints or good practice.
- NBS – suggestion box permits anonymity.
- LAW – breakfast with TD sessions - Mustard Cafe with free breakfast – will update members on how this goes.
- STU Academic Officer – students not sure where to go if they feel they cannot feedback in person – anonymous opportunity good.
- DEV – not much mid-module evaluation undertaken in DEV – encouraging best practice within School and student encouragement.
- PSY – variety of practice – MOs decide on best practice.

**RESOLVED:** TDs will discuss these ideas within their schools.

## **B.6 EXTERNAL EXAMINER REPORTS/RESPONSES**

Detailed in Section D of this agenda.

### Best Practice (DEV - Lind - UG)

External Examiner received advance communication in respect of timeframe for receipt of the assessed work sample and noted provision of clear marking and assessment criteria.

Standard feedback sheet to be used by all markers for the dissertations to ensure consistency.

See B7.

## **B.7 SSLCs**

Value of sharing External Examiners' Reports at SSLCs.

- External Examiner reports available on website but should students be encouraged to view these.
- SSLCs already busy with agenda items needing to be discussed.
- Students should be given an opportunity to view.
- STU Academic Office found it difficult to find the reports on the website. Sector norm to encourage students to view External Examiner Reports. Schools should decide how best to signpost them.
- UUEAS – do students need guidance on understanding/assessing them? Who should students approach within schools? Could any follow up issues be discussed at SSLCs? Could contact all representatives in schools with link to the reports.
- PSY TD – mostly positive reports and responses and would welcome student access.

**RESOLVED:** TDs to consider and discuss within schools the sharing of External Examiner Reports (not through SSLC) with all students, not just student representatives. This issues has been raised in the Student Submission document.

## **B.8 HEFCE-FUNDED PROJECT ON LEARNING GAIN - Fabio Arico (1530)**

For further information, an introductory 12 minute presentation from February 2015 on the concept of learning gain by HEFCE's Chief Executive, Madeleine Atkins, plus some other interesting specialist presentations, can be viewed here:  
<http://www.hefce.ac.uk/lt/lq/>.

**Presentation (available online) – related to UG students.**

- High performing students are confident and good at self-assessing.
  - Students with poor confidence still learn through peer instruction.
  - Fabio focussing on his first year UG students and relevant module in ECO taking part. Published according to clicker code – automated process – using template mail merge. Possibilities to tweak process.
  - More modules wishing to take part the better and Fabio is happy to give presentation in schools to encourage participation.
  - LAW second semester modules might be a possibility.
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**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.

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**SECTION D: EXTERNAL EXAMINERS REPORTS**

**Deadlines for the consideration of UG and PGT reports and responses 2014/15:  
2014-15 Reports - Receipt from External Examiners:**

- Standard UG Programmes – within 4 weeks of Board of Examiners and no later than 31 July 2015
- Standard PGT programmes – within 4 weeks of Board of Examiners and no later than 11 December 2015

**School Consideration of Reports and Preparation of Responses**

- Preparation of responses by Chair – 4 weeks from availability of report on Faculty Learning, Teaching and Quality Committee (FLTQC) Blackboard site
- Chair confirms teaching executive (or equivalent) approval of responses to Team Leader – within 1 week after meeting.



### **Faculty Consideration of Reports and Approval of Responses**

- Scrutiny of reports and responses by FLTQC – 4 weeks from notification of availability of prepared responses.
- Final amendments by Chair following FLTQC scrutiny – 2 weeks from notification of availability of feedback.

### **Reporting**

Notification of approved responses to External Examiner – 1 week from notification of approval

### **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

### **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.

DEV – Lind (UG)

### **EXTERNAL EXAMINERS' REPORTS 2013/14 OUTSTANDING**

CCE – Seddon (UG) – report received, HC emailed Team Leader 2/9 re: status

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 - Johnson (PGT) – HC emailed Assessments Office about this 9/6/15

PSY– Cook, Vitkovitch (UG) – with task group member

SWK - Nelson (PGT) – with School

SWK – Murphy (PGT) – with School

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### **DATE OF NEXT MEETING AND FUTURE ITEMS**

Wednesday 11 November 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.

**November 2015**

Student Module Evaluation - maximising student participation in end of module evaluation - monitoring module evaluation participation rates will be a standing item discussed in November and February annually.

NSS and PTES – improving student participation.

**February 2016**

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