

LTC15D124

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Issue

Faculty of Arts and Humanities minutes of LTQC meeting 25th November 2016

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 25th November 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 25th November 2015

Present: Dr C Matthews (Chair), Mr S Bennett, Dr J Poppleton, Dr M D'Auria (representing Dr Neumann), Miss Z Phillips, (Entertainments Assistant), Miss A Slevin (HUM Faculty Convenor)

In attendance: Miss L Newark (Secretary to the Committee), Mrs J Wilkinson, School Manager, PPL.

With: Mr J Tully, Senior Faculty Manager, HUM

Apologies: Mr J Clare (UUEAS Head of Student Engagement), Mr C Rand (UUEAS UG Education Officer), Dr M Neumann, Dr R Tillett, Dr M Gough, Ms M Pavey (Learning and Teaching Service, Arts Hub Manager)

27. MINUTES

Confirmed: Minutes of the meeting held on 7th October 2015

28. MATTERS ARISING NOT COVERED ON THE AGENDA

28.1 Quality conversations

Report received on feedback from start of year. Available on Blackboard in the Quality Conversations folder (in left hand panel).

- The content was discussed with Dr Matthews (CM) highlighting it was worth noting comments from students about not wanting lots of events with drinks.
- The report will be taken to the Induction transition liaison group – CM advised the first meeting has now taken place. The purpose of the group is to spread good practice.
- CM advised that the HUM project on transitions is going well, with those involved having had a few meetings with brainstorming ideas.
- CM also advised that the Dean is now making her video cast.

29. Agenda item A1. Statements from the Chair

Received

29.1 Green paper TEF (Teaching Excellence Framework)

CM handed out summary diagram – available on BB under November meeting papers, Document F.

CM explained there will be four levels of TEF and gave some background to the paper:

- Every university who has recently had formal QAA review will be awarded level one. They will keep this for a given number of years which will, in turn, allow universities to charge higher fees.

- Universities will then have to apply to an independent panel who will assess applications for higher levels. There will be various tests, for example, will not be able to apply unless widening participation levels are met.
- Commented there is a strong push towards moving towards GPA (Grades Point average) from classification (possibly alongside).
- Will be using DLHE (destination of Leavers from Higher Education) and taxation data in future to aid within the metrics.

CM advised that lots of questions are being asked and it is definitely a green paper at the moment and that he feels we are doing well to lay the groundwork in the faculty.

29.2 Coursework turnaround times

- CM commended the schools on being 100% compliant so far in hitting deadlines. LN reminded that Teaching Directors, Associate Deans, Heads of School and School Managers all receive the data fortnightly.

29.3 TPPG

- CM announced that a new representative from the Faculty was needed. Dr Poppleton stated her interest.

29.4 PG taught regulations working group

- CM reported back on the first meeting and advised that representatives were needed from both the faculty and student body. The purpose of the group is to review the PGT regulations with a view to moving towards a new academic module more in line with the Undergraduate regulations where appropriate.

ACTION: Miss Slevin will ask for students. LN send the terms of reference to Anna. Miss Phillips offered to contact people if Miss Slevin was unable to find a representative. **ACTION:** TD's to speak to colleagues to request a faculty representative.

29.5 Starred firsts

CM reported on a recommendation of changing the regulation over starred firsts which went to TPPG. It seems like the recommendation is that starred firsts are awarded for average of 80% or above. There will be a lead in time to encourage full range of marks to be used. May need to look at marking cultures.

Mr Tully asked whether going to GPA would undermine this. CM commented may use both together for a while at least.

Miss Slevin asked what the current conventions are. CM explained there are different conventions.

Current conventions can be viewed at:

<https://portal.uea.ac.uk/documents/6207125/8540534/schools-starred-1st-criteria-for-ltc.pdf>

29.6 Reduction in number of exams

CM gave a further reminder to reduce the number of exams. The University is not moving to position of no exams, just wants fewer of them. The reason for this is that it is not considered the best way to help students learn. Moving to a shorter exam period next year.

There will be no autumn examined modules which reduces levels in the faculty by around eighteen.

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

Received:

An oral report from the UUEAS Education Officer

- 30.1 Miss Phillips talked about the quality conversations surrounding advice and support. Confirmed she would send the report to LTQC and the liaison group for induction and transitions and would forward any future surveys which are relevant.

Miss Phillips reported that student feedback tells us that students feel happy going to advisers in HUM. The SU is looking at a tie in between the Dean of Students and advisers.

Received: available on the BB site, under SU Quality conversations tab on left-hand side.

- 30.2 Change of assessment patterns

Miss Slevin advised that in an AMA seminar mentioned it was mentioned about a switch from multiple assessments to just one assessment. Advised that returning fourth year students doing their first assignment back in the UK found this difficult.

- 30.3 Formative work

Miss Philipps advised that there are now cries for more formative work but students do not always see how it is relevant. They are looking for support in knowing how it is relevant to summative work. Report available on BB under SU Quality conversations tab.

There was a discussion over the importance of making the relevance clear. Mr Bennett talked about how sometimes the formative he sets is to develop skills and learning which may not seem a direct link but is still relevant. Miss Philips raised issue of the students feeling the pressure and anxiety of preparing for one piece of summative work and now formative could help to give confidence in abilities.

- 30.4 Timing of questions being released

Miss Slevin raised the issue of where students have a number of modules with assessments due they are looking for the questions to be released with enough time to plan.

31. Agenda item B1 Course and module update

Discussed

- 31.1 CM reminded Teaching Directors (TD's) that they need to include semester abroad options for profiles next year.

ACTION: 11th December – deadline for module update to be completed – **TD's** to ensure that any new/closed or amended modules are notified to your Hub team by this date.

The hub will then produce the catalogues again to enable Course update. This must be completed by **29th January** at the latest but if you are able to do this earlier your Hub teams would be very grateful.

- 31.2 CM illustrated a simplified version of how using the more generic timetable slots could work. Essentially this meant:

- Six option ranges (recognising it could be collapsed into three to account for Autumn/Spring)
- Modules within each module range **can** clash with each other
- Modules within an option range **cannot** clash with those in another option range
- Rather than get bogged down by the option ranges Course Directors are being asked to just identify which modules **can** clash with each other. The Hub will then start to work on the technicalities. There is a lot more to this to make it work but this one step would be a helpful start to the process.

CM acknowledged that it is quite hard to get some profiles into this shape.

- Miss Slevin raised the question of how this would work with joint honours. CM replied that this would need to be considered carefully.
- CM explained that TDs would no longer need to decide on timetable slots. This would then be worked out for the schools taking into account teaching patterns, workload allocation.
- CM advised that we have data to show which modules students take in other schools which could help to refine the defined choice. This is something that could be immediately. Can look to see if modules are justified. This is the step that was not completed during the introduction on BIM for a number of profiles so this is the opportunity to revisit that. Schools can start to reduce unnecessary choice. Mr Tully talked about not offering modules where students will not be able to get on to due to resources.

- 31.3 CM stated he is pressing the University to develop a language policy as we do not have one and he feels we are falling behind other universities. A working party is being set up for the future. He would like to tie it into intercultural competence and student mobility.

Mr Tully advised looking at doing this for the faculty. Will be looking at offering non-credit languages for no cost to student across faculty to see if economically viable.

The language modules can be included in autumn for years one as an exception to the rule.

If TDs want information about student's option choices, contact CM and information can be sought by course.

32. **Module and Course update memo** (available on BB, in November meeting papers - Document G)

32.1 CM advised he had met with Heads of Schools, TDs and Senior Faculty Manager to go through the sections to look at in the email.

He was aware of individual school issues but stated that schools need to ensure that modules that have not recruited well are closed down in a more efficient way. CM would like to be able to take those decisions much earlier. Dr Poppleton raised the difficulty around knowing the study abroad intake early enough to plan effectively.

Mr Tully talked about working with LTS to try and model some of the solutions in terms of course profiles. He stated that there are different paces of change, some we might be able to work with quicker, others we may need to negotiate on.

CM asked if there are any other questions TDs want to raise about what they are being asked to do. Dr Poppleton stated that difficult to answer questions about timetable slotting as no one has a definitive answer. CM advised that we are trying to get into a position where can have flexibility to timetable effectively using resources and also have flexibility to move around.

Dr Poppleton commented that she had a small window during which to advise colleagues on this and has had to send out information without detail. Dr Poppleton also registered her concern about preventing clashes.

33. **Agenda item B2 Adviser support for students going to reassessment**

Discussed:

33.1 A review of support for students between initial assessment and reassessment will be considered at the January meeting of LTC.

Associate Deans have been asked to provide a report to LTC about the support offer by schools for students referred to reassessment.

ACTION: TD's to send report to CM (cc. in LN) by 16th December to include:

- What support was offered
- How it was offered
- When it was offered
- The take-up of support from students

The guidance for Advisers on supporting students going to reassessment can be found in the link below

<https://portal.uea.ac.uk/documents/6207125/8551351/supporting-students-undertaking-reassessment.pdf/8e1489bc-0f20-490f-936c-5d62e540b0ed>

Mr Bennett advised he had offered meetings and advice sessions online, but that no students took up offer within school.

- 33.2 Miss Phillips mentioned that some students do not feel comfortable going to school for support because they are seen as the ones who failed them. Many go to the advice centre instead. Need to make it the help on offer clearer to get the support to students.

34. Agenda item B3 Module and Course review

Received: Document A
Course and module update deadlines

35. Agenda item B4 Taught Schedule 2015/16

Received:
<https://portal.uea.ac.uk/documents/6207125/8480269/taught-schedule-2015-16.xlsx/83b8d092-2467-47cc-8183-b0cc3673db02>

36. Agenda item B5. Online Module evaluation

Faculty AD to monitor participation rates in online module evaluation via Faculty LTQCs and to report participation rates to LTC once this data is available.

ACTION: TD's to report to LTQC in January

37. Agenda item B6. Item from TPPG

Maximising the effective use of the two weeks gained from restructuring of the academic year plus the timing of reassessment.

CM circulated the paper available at <https://portal.uea.ac.uk/documents/6207125/10945302/ltc15d049divideri.pdf/d083a188-6e7c-40da-82ad-e6f61c681a70> during the meeting.

- There is a proposal from TPPG that the extra week inserted into middle of semester. Final one kept as study plus week.
- CM reminded the meeting that next year there will be no teaching in week one in HUM and that in the autumn there is usually a reading week.
- The reading week has to have student content.
- Mr Bennett suggested having week 6 reading week followed by week 7 enrichment week would be good as he finds it difficult to fit in everything would like to run with students.
- Schools are being asked for their thoughts on how best to use these weeks.
ACTION: TD's to respond urgently to CM on this so that he could be informed views during LTC (all TD's emailed on 30th November).
Schools are being consulted about this via LTQC so feedback to CM is important.

