

**FACULTY OF MEDICINE AND HEALTH SCIENCES (FMH)  
Learning, Teaching and Quality Committee (LTQC)**



There was a meeting of the FMH LTQC on Wednesday 27 April 2016 at 13:30 hours in Queens 2.03

Sarah Wright  
Learning and Teaching Coordinator  
April 2016

**Minutes**

No.	Item
1.	<p><b>13:30 – Welcome and introductions</b></p> <p>Apologies received from: Laura Bowater, Judy Barker, Jill Jepson, Connor Rand, Tom Shakespeare</p>
2.	<p><b>13:35 – Minutes</b></p> <p>To confirm the minutes of the meeting held on 27 April 2016</p> <p style="text-align: right;"><b>Document</b></p>
3.	<p><b>13:45 – Matters Arising and Action Log</b></p> <ul style="list-style-type: none"> <li>• Action log for 2015-16 has been reviewed and will be archived as all topics have been completed or remain on the LTQC agenda - <b>Document 15LL001</b></li> </ul> <p><b>Action: SW follow up 2013/14 JM report status</b></p>
4.	<p><b>14:00 - Confirmation of Chair's Action</b></p>
5.	<p><b>14:05 - Statements from The Chair</b></p> <p><u>LTC</u></p> <ul style="list-style-type: none"> <li>• PWP programmes – approved with no issues. The reinstatement of a level 6 60 credit UG certificate was approved.</li> <li>• Membership of FACP will be reduced to 4 as quorate rather than 5. 4 must include other faculty panel members.</li> <li>• MRES CCS regulations were signed off. Where there is a dissertation of 100 credits a course should be referred to as an MRES.</li> <li>• LTC are adding a standing agenda item – course review and quality assurance. This will be looking at wider themes and whether more detailed reporting in relation to continuing themes and good practice can be reported in a clear manner rather than deeply imbedded in documents which are just to reported to LTC.</li> <li>• We also ensure QAR3/ CR3 are standing items on FLTQC agenda</li> </ul>

No.	Item
	<ul style="list-style-type: none"> <li>• Course review process will be reviewed to streamline the processes so they are more meaningful and useful in the development of courses and modules.</li> </ul> <p><u>TPPG</u></p> <ul style="list-style-type: none"> <li>• PGT new regulations are continuing to be developed for implementation September 2017</li> <li>• GPA (Grade Average Point) – this is on hold as there is no current clear direction and the impact on the classifications. Starred firsts are being discussed with LTC next week.</li> <li>• Use of reading lists – document to be circulated post meeting- comments direct to Ed Chamberlain</li> </ul> <p><u>Faculty Exec</u></p> <ul style="list-style-type: none"> <li>• Impact of spending review – numbers, offerings</li> <li>• Review of PGT portfolio across the faculty will be undertaken</li> <li>• Non credit bearing modules offered by the Faculty via Heath Online are not currently linked to LTQC as the approval process is School, online working group faculty. LTQC would like to have information on the new courses and an overview of the faculty provision. ES will discuss with new AD, when appointed</li> <li>• Adam Longcroft is no longer ADTP, Clive Matthews has been appointed to this role from 1 August 2016. CM would like to come to June LTQC to get more of an overview of the work of FMH</li> </ul> <p><u>League table results:</u></p> <ul style="list-style-type: none"> <li>• UEA has risen to best position ever 14th</li> <li>• MED increased to 19</li> <li>• Nursing 6<sup>th</sup></li> <li>• Therapies all within top 4</li> <li>• PT ranked 1<sup>st</sup></li> </ul> <p><u>Teaching and Learning day – 5 May</u></p> <p><u>Safe Assign vs Turnitin.</u>  A number of concerns about Safe Assign have been raised by Plagiarism Officers and at this stage it will not be implemented. Turnitin will be reinstated in the interim.</p>

## Section A (1): STANDING ITEMS - and Action / Response to Reports

No.	Item
A1.	<p><b>14:15 New Courses</b>            Proposal documents available in New Course Proposals and Course Closures folder online.</p> <p style="text-align: right;"><b>Document 15D0034 (documents 1 – 9)</b></p> <p>New course proposal process was circulated to the panel for further discussions.</p> <p>Course changes and amendments should only go through the full process if there are major implications and impacts e.g. new course in an area not previously covered by the faculty.</p> <p>Other items such as alternative routes for previously approved courses, minor amendments etc... should go through the shorter process.</p> <p><b>Action: Send ES comments on the new proposed process by 6 May 2016.</b></p> <p>Comments already received include</p> <ul style="list-style-type: none"> <li>• How does this online course approval and process fit into this</li> <li>• What do risk categories refer to?</li> <li>• Decision points need to have clear criteria to ensure that they are fairly and consistently applied across the University</li> <li>• The paperwork refers to 'new' courses but encompasses the course amendment route</li> <li>• Closer link is required between business and academic case to ensure these are considered together rather than in parallel</li> <li>• It would be useful to have some financial models as examples to help the understanding of the finance process.</li> </ul>
A2.	<p><b>14:15 Changes to existing programmes</b>            Proposal documents available in New Course Proposals and Course Closures folder online            ACTION: comments to ES for input to wider consultation process</p> <p>Heath Economics – the change of course profile to remove two non economic choices from option range B was approved</p> <p style="text-align: right;"><b>Document 15D0035</b></p>

No.	Item
<b>A3.</b>	<b>14:20 – 15:00</b> <b>REPORTS FROM MEMBERS (45 minutes)</b> <i>(brief bullet point reports to be provided ahead of the meeting)</i>
<b>A3.1</b>	<b>Academic – Student Liaison</b> <i>Student Experience Committee (Judy Barker)</i> <i>Student Partnerships Officer (Sarah Drake – HSC)</i>  JB is at the experience committee today and is taking an update on the provision of generic feedback in relation to written exams. Faculty has sent in a report.  As a Faculty there is confidence that there is whole module feedback to students which is used for current student as part of advice to future students on pitfalls to avoid.
<b>A3.2</b>	<b>Academic Officers, UUEAS</b> <i>Postgraduate Education Officer (Liam Mccafferty)</i> <i>Head of student engagement (Connor Rand)</i>  No update
<b>A3.3</b>	<b>Student representatives</b> <i>Faculty Convenors (Michael Tipler &amp; Lou Cherill)</i> <i>Representation and Opportunities Coordinator (ROC)(Bridget Mullany &amp; Liv Grosvenor)</i> <i>Research, Policy and projects Coordinator (Naomi Carter)</i>  LG reported that she is: <ul style="list-style-type: none"> <li>• working on a campaign called ‘bursary or bust’ due to the incoming changes of the bursary provision for some FMH courses.</li> <li>• working with estates for parking for students on placements, usually nurses and paramedic. Ensuring that all policies are followed by all correctly</li> <li>• Election outcomes – new appointment list to be sent by LG</li> <li>• 62 nominations for transforming teacher awards</li> </ul> LC & MT <ul style="list-style-type: none"> <li>• Student experience placement reports being worked on.</li> <li>• LC compiled everything specific to CLIP and presented this information to other organisations (ask Lou for correct details)</li> <li>• LC meeting with Sarah Drake to discuss better ways of faculty convenors getting all relevant information from SSLCs and reps for both schools in the faculty.</li> </ul>

No.	Item
	<ul style="list-style-type: none"> <li>• Liv and LC and MT meet with MEDSOC</li> <li>• Asking for a MED convenor representative as well as HSC ones</li> <li>• SW meet with LC and MT to give background on MED</li> </ul>
<b>A3.4</b>	<p><b>HSC School Director (Learning, Teaching and Quality (LTQ)) (Zoe Butterfint)</b></p> <p>(Document will be attached)</p> <ul style="list-style-type: none"> <li>• Student surveys – work has been undertaken to encourage students to complete the NSS. Current completion rates show January nursing slightly lower, Sept nursing was higher, OT &amp; SLT are slightly lower, child nursing is slightly up. Mental and LD are lower at the moment</li> <li>• Wednesday afternoon teaching – looking to clear Wednesday afternoons for 2016/17, believe this has been done. A SM team to confirm to Zoe that this is the case.</li> <li>• Timetables</li> <li>• Clarity of information in handbooks</li> <li>• Advisers</li> <li>• Grading of nursing attributes in practice – removal agreed in principal</li> </ul>
<b>A3.5</b>	<p><b>MED School Director (Learning, Teaching and Quality (LTQ)) (Mary Jane Platt)</b></p> <ul style="list-style-type: none"> <li>• GMC visit process has all been completed</li> <li>• New Faculty Manager – Stephen Chapman</li> <li>• Student induction for PGT – KW and VR to meet to discuss about any revisions for September 2016</li> <li>• Veena Rodrigues is the new MED PG Director</li> <li>• Discussions about the MCLINED moving to MED and MSC Clinical research (non NIHR) move to HSC are underway</li> <li>• PTES – MJP working on this with Becky Price and course directors engaged</li> <li>• Post QAA – following up a MED recommendation that final years should be at level 7 and also look at higher exit award at a masters level. Also looking at classifying exit award at distinction and merit.</li> <li>• Timetabling to CDD for MB BS and exec for PG about roles and responsibilities</li> </ul>
<b>A3.6</b>	<p><b>Placements Faculty Lead (Jill Jepson)</b></p> <p>A placement report has been received and this will be reviewed JJ to report to next meeting</p>

No.	Item
A3.7	<p data-bbox="320 248 1225 286"><b>Faculty Service User Involvement Lead (Tom Shakespeare)</b></p> <ul data-bbox="368 327 1369 725" style="list-style-type: none"> <li data-bbox="368 327 1369 613">• In terms of service user involvement, the main progress report to add is that we are holding a service user training on the morning of Friday 17th June. This is offered to every service user on our database, and offers an introduction to the university, an exploration of different roles that service users perform, and some guidance on 'telling your story'. In the afternoon, Katrina Emerson (HSC service user lead) will offer a session on admissions interviewing by service users.</li> <li data-bbox="368 658 1369 725">• I am also pursuing the involvement of service users on each of the module teams in the MBBS course.</li> </ul>
A3.8	<p data-bbox="320 770 1102 808"><b>FMH Assessments reports (February meeting only)</b></p>
A3.9	<p data-bbox="320 844 679 913"><b>Paper report LTQC Secretary update</b></p> <ul data-bbox="368 954 1369 1800" style="list-style-type: none"> <li data-bbox="368 954 1369 1137">• <u>External Examiner reports</u>  <b>2014-15</b> <ul data-bbox="469 1066 1331 1137" style="list-style-type: none"> <li data-bbox="469 1066 1331 1137">○ 2 reports outstanding from 2 examiners (Baer HSC PG &amp; Baildam MED PG)</li> </ul> </li> <li data-bbox="368 1178 1369 1621">• <u>Critical read – issues raised for LTQC &amp; Teaching Director</u> A summary of issues that have been raised are included in <b>Document 15D0029</b>.  <b>Action: in next cycle, that there is a 20 day turnaround for external examiner report.</b> <ul data-bbox="469 1435 1353 1621" style="list-style-type: none"> <li data-bbox="469 1435 1043 1473">○ Deadlines to be issued to the school,</li> <li data-bbox="469 1473 1353 1541">○ At given point in year to look, probably February, to look at issues.</li> <li data-bbox="469 1541 1091 1579">○ Need final column to confirm completion</li> <li data-bbox="469 1579 1155 1621">○ When are external examiners responded to?</li> </ul> </li> <li data-bbox="368 1659 799 1697">• <u>Annual monitoring process</u></li> <li data-bbox="368 1738 1177 1800">• <u>Course Reviews</u> Upcoming (July) – MS in Oncoplastics (LG attending)</li> </ul>

## Section A (2): SPECIFIC MEETING ITEMS – Discussion and Action

No.	Item
A4.	<p><b>15:00</b>  <b>HEA recognition: FMH plan</b></p> <ul style="list-style-type: none"> <li>• Faculty asked to develop a strategy about staff and membership.</li> <li>• What support will be available for staff to do this</li> <li>• A financial commitment for investment</li> <li>• Strategic regarding prioritisation of staff e.g. key role holders</li> <li>• Should faculty set targets over the next couple of year ?</li> <li>• ATS should be different to ATR. ATS requiring and ATR invited</li> </ul> <p><b>Action: invite a couple of people to work with ES on this to identify points in the year where the facilities and space can be given to staff to do this</b></p>
A5.	<p><b>Enrichment week update &amp; next steps</b></p> <ul style="list-style-type: none"> <li>• Project manager has been appointed from LTS</li> <li>• Steering group to meet shortly which ES will attend</li> <li>• ES contacted course director as to the availability of students</li> <li>• Co-taught sessions with PG and UG will go ahead</li> <li>• Faculty would want students to still have access to events / information even though not necessarily able to attend</li> </ul>
A6.	<p><b>QA of unaccredited provision</b></p> <ul style="list-style-type: none"> <li>• Covered above</li> </ul>
A7.	<p><b>PGT regulations Working group notes (relating to the new regulations from 2016-17)</b></p> <ul style="list-style-type: none"> <li>• 30 day turnaround - agreed this can be complied with</li> <li>• Dissertation - there are issues with the end of August submissions and complications on Visa requirements. ES have been fed into the working group</li> </ul>
A8.	<p><b>16:10: Future skills initiative – Adam Longcroft and Catrin Darsley on Future Skills Initiative</b></p> <p>CD is the environmental officer for UEA talked to LTQC about the future skills initiative</p> <p><b>Action: another rep from the faculty would be useful. MED is represented, an HSC rep would be useful.</b></p>
A9.	<p><b>16.25</b>  <b>AOB</b></p>

## Section B (1): STANDING Items for Report / Information

No.	Item
B1	<b>Learning and Teaching Committee of Senate provisional update</b> Minutes from X will be available on LTC website <a href="https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee">https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee</a>
B2	<b>Taught Programmes Policy Group provisional update</b> March meeting was cancelled and notes from April 2016 will be reported to June 2016 meeting
B3	<b>Faculty Appeals and Complaints Committee</b>
B4	<b>Periodic Course Review</b> Documents are available in the <a href="#">Periodic Course Review folder</a> on the FMH LTQC blackboard site.
B5.	<b>Annual Course Monitoring</b> 2013/14 and 2014/15 documents are available in the <a href="#">FMH folder</a> on the <a href="#">LTS Quality Review Blackboard site</a> including approved QAR2 and QAR3 forms.

## Section B (2): SPECIFIC MEETING Items for Report / Information

No.	Item
B3.	None

## Section C: Course Closures

No.	Item
C1	<b>Course Closures</b> Documents are available in the FMH <a href="#">New course proposals and course closures</a> folder on the FMH LTQC Blackboard site for the following:  <b>None to report (April 2016)</b>



### Section D: External Examiners' Reports

External Examiners' Reports and School Responses Reports and Responses

Documents are available to view in the [External Examiner reports and responses](#) folder on the FMH LTQC Blackboard site.

No.	Item
D1	<b>External Examiner Reports 2014-15</b>  See critical read issues document 15D0029.

### Section E: Date of Next Meeting and Future Items

No.	Item
E1	<b>2015-16</b> 8 June – MED 2.02  <b>2016-17</b> 28 September 2016 9 November 2016 11 January 2017 22 February 2017 19 April 2017 7 June 2017