

**LTC16D014**

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

To receive the Minutes of the SSF LTQC meeting held on 6 July 2016.

**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 15M008**

Minutes of a meeting of the SSF LTQC held on Wednesday 6 July 2016, commencing at 1400, in TPSC 2.24.

**Academic Members Present:**

Ratula Chakraborty (Chair)  
Rob Grant (DEV)  
James Watson (ECO)  
Lee Beaumont (EDU)  
Claudina Richards (LAW)  
Naresh Pandit (NBS)  
Yvonne Johnson (SWK)

**Student Members Present:**

Tony Moore (UUEAS)

**With:**

Heather Reynolds (Secretary)  
Becky Fitt (LTS Manager)

**Apologies:**

Neil Cooper (PSY)  
Connor Rand (SU Academic Officer – Undergraduate Representative)  
Liam McCafferty (SU Academic Officer - Postgraduate Representative)  
Amber Watson (SU Faculty Convener for Education)  
James Merewood (SU Faculty Convener for Engagement)

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**1. MINUTES AND ACTION PLAN**

**Confirmed:** The Minutes of the meeting of 8 June 2016 together with ongoing Action Plan

**Document 15M007 available online**

**2. MATTERS ARISING FROM THE MINUTES**

1. School Closing Loop Reports from Action Plan:

- (a) Chair followed up with PVC the lack of feedback to schools when LTC considers University wide issues and good practice raised through annual course review, five yearly course review and any institution wised issues raised in External Examiner reports - suggesting QAR 4 format.
- An institutional response will be extracted from the review reports and presented for consideration by LTC. A response will then be made to the relevant TD/AD(L&T) from the LTC Chair which might include actions etc. This will be implemented from 2016/17 when QAR and CR3 reports for 2015/16 are available.

(b) PSY TD report.

- Received and considered.

2. Extenuating Circumstances - In relation to difficulties surrounding long term medical problems and the way in which these are dealt with by the EC procedure, LTS Manager will pursue fitness to study process with DoS.

- ECP consistency and clear guidance required. Jean Whiting will be taking this forward with Jon Sharp.
  - Long term illnesses – ARC guidance should be followed.
3. Review of PGT Regulations.
- Included in the LTC papers today. Neil Cooper taking comments to LTC.
4. Electronic Examinations - Alicia McConnell circulating Groningen report.
- Secretary contacted Alicia with a reminder to circulate.
5. Proposed Changes to UEA Award Regulations (LAW) - LTS Manager feeding back in respect of whether there have been any plagiarism cases where students have been expelled with no award and any other relevant plagiarism info.
- Fitness to study procedure – General Regulation 5 where students deemed not fit to sit assessment – used when disciplinary or General Regulation 13 routes deemed not suitable.
  - Fitness to study level 1 – emerging concerns, level 2 deemed more serious, level 3 emergency required action.
  - Professional courses – would not normally use this route – would use professional misconduct and suitability General Regulation 14.
  - DoS return to study procedure takes place prior to a student returning to studies where they have previously intercalated on medical grounds.
  - DoS is now part of the Learning & Teaching Service and is called Student Support Service.
  - Plagiarism – there is no record of a student being expelled without being awarded credit which they have genuinely achieved.
  - SSDC do have an opportunity to rescind an award and remove credit if the credit achieved is questionable.
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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) Introduced Yvonne Johnson who will be replacing Jeanette Cossar as TD in SWK.
- (b) SafeAssign plagiarism software – University will be moving back to Turnitin.
- (c) HEA Teaching Fellow.
  - MED allowing an allocation within WAM.
  - Reassure colleagues there are no fees to pay.
  - Need to establish which colleagues are not fellows currently and which colleagues might be appropriate for development to senior fellow.
  - Schools need to consider what action could be helpful for development to senior fellowship when allocating role holders.
  - This matter will be discussed further outside of this meeting.
- (d) Awaiting introduction of new forms and process for course proposals.
- (e) Examination generic feedback – required for UG and best practice for PGT.
- (f) Yr 1 students 2015/16 with unconditional offers who did not achieve expected grades – TDs to review how they are performing.
- (g) Annual monitoring process (QARs) coming up.
- (h) SES – NBS analysed data from BIU – raw data required. BIU will undertake a comparative analysis in future.
- (i) Good Honours – results look pretty good. LAW Chair unhappy about having a benchmark to meet as this appears arbitrary.

- (j) Mock TEF results out today based on student satisfaction, employability and drop-out rates. UEA 23<sup>rd</sup> out of 30<sup>th</sup> so will be in a position to raise fees (top 30 only can do so).

- RESOLVED:** (1) HEA Teaching Fellow:
- Chair will produce a standard email for circulation which can be individualised by each TD when they email colleagues promoting this opportunity.
  - At the first meeting of the new academic year TDs to report what is being done in their schools to promote this opportunity.
- (2) LTS Manager will arrange data for TDs to enable them to review performance of first year 2015/16 students entering unconditionally but who did not achieve expected grades.

#### **A.2 LTC PROVISIONAL UPDATE**

Draft Minutes from the meeting held on 22 June 2016 are not yet available

#### **A.3 TPPG**

No further update at this time

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

Report for June 2016

**Document available to view online**

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

Course Review documentation 2015/16 can be found in the Course Review folder on the 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

**Document available to view online**

#### **A.6 ANNUAL MONITORING**

Deadlines for completion of 2015/16 UG and PGT Annual Module and Course Monitoring (standard programme schedule):

	<b>Standard UG Timeline 1</b>	<b>Standard PGT Timeline 1</b>
<b>Annual Module Review (Guidance Note 3)</b>		
Module End Date	<b>23/06/2016</b>	<b>23/06/2016</b>
<b>Email 1</b> to MO	<b>23/06/2016</b>	<b>23/06/2016</b>
<b>Email 2</b> reminder to Mos to complete Stage 2 of QAR1	<b>01/07/2016</b>	<b>01/07/2016</b>
Deadline for completion of Stage 2 of QAR1	<b>08/07/2016</b>	<b>08/07/2016</b>
<b>Email 3</b> to TDs to complete Stage 3 of QAR1	<b>08/07/2016</b>	<b>08/07/2016</b>

TDs to complete Stage 3 of QAR1	22/07/2016	22/07/2016
Deadline for completion of Module Review	22/07/2016	22/07/2016
<b>Annual Course Review (Guidance Notes 4 &amp; 5)</b>		
Deadline for completion of Exam Boards	18/07/2016	02/12/2016
<b>Email 4</b> to CDs to complete QAR2 Stage 2	22/07/2016	09/12/2016
CD to complete QAR2 Stage 2	29/07/2016	16/12/2016
<b>Email 5</b> to TD to complete QAR2 Stage 3	12/08/2016	16/12/2016
TD to complete QAR2 Stage 3	26/08/2016	13/01/2017
Deadline for completion of Course Monitoring QAR2 form	26/08/2016	13/01/2017
<b>Email 6</b> to TD to complete QAR3 Stage 1	02/09/2016	13/01/2017
TD to complete QAR3 Stage 1	16/09/2016	27/01/2017
<b>Email 7</b> (FLTQC Sec) to AD to complete QAR3 Stage 2	16/09/2016	27/01/2017
ADs to complete QAR3 Stage 2	30/09/2016	10/02/2017

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

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

#### **DEV**

BA International Development with a Year Abroad

BA Geography and International Development with a Year Abroad

BA International Development with Economics with a Year Abroad

BA International Development with Social Anthropology and Politics with a Year Abroad

BA International Development with Anthropology with a Year Abroad

BA International Development with Politics with a Year Abroad

BSc International Development and the Environment with a Year Abroad

BA Media and International Development with a Year Abroad

**Scrutineer - Claudina Richards - report attached**

**Business case approved by SSF EXEC**

**Academic case approved by Chair's Action for LTQC 13.6.16**

#### **PSY**

BSc Developmental Psychology

BSc Developmental Psychology with YA

**Scrutineer - Duncan Watson**

**Business case approved by SSF EXEC**

**Academic case approved by Chair's Action for LTQC 23.6.16**

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

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

None to consider.

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

**Document available to view online**

## **B.3 EXTERNAL EXAMINER REPORTS/RESPONSES**

Detailed in Section D of this agenda.

No issues to report for the attention of SSF LTQC

**RESOLVED** : LTS Manager will ask those Externals who have not correctly completed section 4 of their report to do so.

## **B.4 SSLC UPDATES – FACULTY CONVENORS**

Nothing to discuss.

## **B.5 INCREASED STUDENT NUMBERS STUDYING ABROAD – Karen Blackney**

Establishing material/financial support being provided by the University to help with the increased numbers of students planning to undertake study abroad. For example, the number of exchanges that the university/schools has/have will need to be increased (as per recent course proposals involving YA) and likely this will involve UEA staff visiting potential partners to check them out and discuss the exchange agreements which will need funding. The Study Abroad Office, who are responsible for all study abroad across the university, will be dealing with many more students (both incoming and outgoing) - discuss plans in place to support them in this respect

- No additional budget allocated.
- Numbers have increased already and encouraged to increase further.
- 2017/18 placements - 670 study places compared to 385 previous year.
  - Ambition of the University to move to 400 students from 300 students.
- Impact –
  - Will there be enough places – nobody noticed this year that AMA and PSY recruiting so many more students.
  - At the end of cycle the impact on Study Abroad was noticed.
  - In response to this Study Abroad team contacted various institutions to put additional agreements in place. Increased to 450 places for 2018/19.
  - Do we have enough places to reciprocate ?
  - Partners prefer institutional level agreements for flexibility.
  - Preference by students for humanities.
  - John Tully leading a review and Karen will feed issues into his working group.
  - To manage 670 places the Study Abroad team will need 2.5 fte additional staff to manage outgoing and incoming students.
  - Systems are as good as they will be.
  - Through to next August operational funding will support 1 fte resource.
- Additional YA courses coming online.
- In terms of take-up, Study Abroad team will be looking at HUM for a comparison.
- Noted SSF may have a higher take-up.
- ECO TD view is that the take-up has remained pretty low.
- Noted that even if there is a slow down in the increase of outgoing numbers, Study Abroad team are processing equivalent incoming numbers.
- These students need a lot of extra support.

- LAW TD – bilateral agreements will continue. We should still promote Europe but perhaps this will not be funded – outcome awaited following Brexit.
- SSF is a growing faculty, really looking forward to study abroad action – resources need to be in place prior to growth.
- Karen Blackney working with Careers, HUBs and SU Societies.
- Entertainment, Study Abroad events, parties for students could be considered.

**RESOLVED :** Karen Blackney will circulate resource needs document and numbers prediction. LTQC can then look at additional resource needed through the Faculty and pursue this with the Dean.

## **B.6 ERASMUS+ FUNDING – Clem Jones (Study Abroad)**

Presentation on developments which now provide funding to students for placements/internships in other European countries (during holidays so not attached to a specific YA module).

- Graduate internships – funding for students undertaking places within EU.
- Voluntary traineeships (can be paid or unpaid work) available to current students.
  - Several do not have study abroad opportunity within their profile.
  - Allows current students to do an internship or some kind of placement within EU or Erasmus country, minimum 2 months (both voluntary and graduate) not necessarily within their degree but must be recognised by UEA. Could undertake this on a yearly basis. Bachelors is one cycle, Masters another and then PhD another
  - A summer placement outside of degree programme (LAW student) will receive funding because LAW has recognised it and will be included on student's transcript (format unknown at this stage) once the placement is completed. Not yet fully advertised – piloting with a couple of LAW and DEV students.
  - EU Erasmus contracts will finish once we leave the EU and will need to be renegotiated. Whilst Erasmus funding is in place voluntary traineeships are an option and will continue.
- Worthwhile promoting to SSF schools (for at least the coming two years pending what happens then).
- Free online language course that students can take to help them going on placement abroad and whilst they are there. Help available to pay for language courses at James Platt Centre also. More and more students going to English language countries though.
- Funding for students at British institution – all nationalities of students.
- Placements though in Europe may cause visa issue for those students who need a Visa.
- Study Abroad admin team need appropriate resource prior to promoting this. Careers may take this forward instead of Study Abroad office but they also have resource issues.
- TDs can raise any queries with Clem Jones – she is promoting this to students - ideally via their Schools.
- No credit attached to degree programme and conditional upon inclusion on the transcript in order to receive funding.
- Graduate traineeships available to all graduate students. Can apply for funding.
- Placement doesn't have to be tied to their degree subject area but School needs to recognise that it adds value to their degree.

## **B.7 COURSEWORK REPOSITORY RESOURCE – Jeremy Schildt**

Presentation (with a Q and A opportunity) on how schools can develop and use this facility to the advantage of SSF students.

Previous studies have shown:

1. Student expectation of a good quality response.
2. Transferring strategies and knowledge to production of their own work.

- Exemplars – not using model answers. Range of interpretations instead. Using genuine examples and to demonstrate points.
- Studies looked at creating a resource and annotation examples. Also using examples in class and discussions (see handout).
- Tried in BIO at the moment. PSY considering adapting. 800/900 nursing students will have gone through this by April next year which will give a better picture.
- Positive feedback from students at this stage. Comparing and contrasting styles and approaches useful. (see handout).
- Showing rather than telling approach.
- There is insufficient resource to scale up and commence in year 1. Initial funding for set up but no funding to scale up – where interest shown this may help make a case. Cost in terms of time for a school setting up a module in this way: Identify some core criteria for an assignment – which excerpts in text help to illustrate – make visible – several hours of work. Learning enhancement tutor and assignment setter will do this. Refining edits take more time. Two or three examples of excerpts best. Good processed mapped out now and staff who know how to produce these. Good working model.
- BIO used fairly generic assignment type.
- Creating repository initially where examples can be uploaded to Blackboard. At the moment it is module specific, embedded in module BB. Resource more useful if discussed in class. Building in workshop times prior to releasing videos is now being trialled.
- Many generic academic writing aspects which can be used across as well as in particular subject area aspects.
- In order to scale-up, LET staff time will be needed and also academic staff time.
- Any interest needs to be discussed further with Jeremy Schildt.
- Will be interested to see impact upon students (marks and confidence).
- Provided resource in place 2017/18 materials could be available. Strengthens case if there is clear interest.
- SSF to coordinate a case to support and move fast – working with TDs. Create spaces to talk with students as well as resources so need to think about building this into the teaching timetable.
- Only available for UG modules at the moment but may look at PGT in future. Possibly a transition issue for students though which will cross many things.

- RESOLVED:** (1) Any interest needs to be discussed further with Jeremy Schildt and the Chair is hoping individual Course Directors will contact Jeremy Schildt but will ask Dean to discuss at EXEC to enable HoSs to consider.
- (2) September meeting – all TDs to submit their plans (details of modules, relevant academic year etc.). LTQC will then respond to Jeremy Schildt who is happy to meet with individuals or return to an LTQC meeting for a brainstorming session.

**Document 15D034 available online**

## **B.8 CLIVE MATTHEWS (Incoming ADTP)**



An opportunity to meet Clive. He is interested to hear of any issues members would like to raise with him.

Deferred to September

### **B.9 ROOMING TEACHING EVENTS IN SPORTSPARK AND BLACKDALE**

- Concern from MOs relating to use of Sportspark rooms:
  - What arrangement will be made for students to swipe in?
  - Will students have to pay an entrance fee if they haven't registered with Sportspark or don't have their card?
  - Need proper whiteboards in place.
- Seminars still scheduled to take place in Blackdale which is considered by MOs not fit for purpose currently.

**RESOLVED:** Concern relating to student satisfaction with rooming (Sportspark and Blackdale) which Chair will discuss with Senior Management.

### **B.10 PGCE COURSES**

- PGCE courses do not follow the usual UG standard teaching period and find that facilities cease to exist outside of this standard period.
- Is UEA going to continue to map against the standard UG framework?
- Restaurants close, park and ride closes, very little happening for those students who are here out of the standard teaching period.
- Difficult to find rooms (used by Conference Services).
- Noted that UNIO coffee bar is open and the Student Advice Centre coffee facilities also extended into the evening outside of standard teaching time.
- Noted LTS Hubs still available outside of standard teaching time.

**RESOLVED:** Chair will discuss with Senior Management.

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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 2013/14 COMPLETED**

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

None to Report

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

SWK - Nelson (PGT) – with Chair

#### **EXTERNAL EXAMINERS' REPORTS 2014/15 COMPLETED**

NBS – Weetman (PGT)

#### **EXTERNAL EXAMINERS' REPORTS 2014/15 OUTSTANDING**

EDU - Cross & Hinton-Smith (PGT) – with Chair

LAW - Dow, Gehring (PGT) reports not received

LAW - Reid (PGT) - with task group member

LAW - Nikaki (PGT) – with task group member

NBS – Barrett, Souchon & Tan (PGT) – with task group member

NBS - Williams (PGT) – report not received

NBS – Veloutsou (PGT) – with task group member

PSY – Johnston (UG) – with Chair

PSY – Cook (UG) – report not received

PSY – Baker, Millings & Tunney (PGT) – with task group member

SWK – Higgs & Lymbery (UG) – with Chair

SWK – Broadhurst (PGT) – with task group Member

SWK - Helm & Murphy (PGT) – with Chair

**Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.**

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

**Date of Next Meeting: Wednesday 14 September 2016 1400 - 1600 in TPSC 2.24**

**Meeting Dates for 2016/17:**

**1400 – 1600 TPSC 2.24**

**Wed 14 June 2017**

**Wed 5 July 2017**

**Wed 14 Sept 2016**

**Wed 12 Oct 2016**

**Wed 23 Nov 2016**

**Wed 18 Jan 2017**

**Wed 22 Feb 2017**

**Wed 26 April 2017**

**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 2016**

Discussion around student engagement with Module Evaluation.

**November 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.