

LTC16D017

Title: FMH LTQC Minutes – June 2016
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Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 8 June 2016

Recommendation

To note.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

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Background

Not applicable.

Discussion

Not applicable.

**Minutes of the meeting of the FMH LTQC held on Wednesday 8 June 2016 at
13h30 in MED 2.02**

Julia Jones
Learning and Teaching Coordinator
June 2016

Minutes

No.	Item
1.	<p>Welcome and introductions</p> <p>Present: Emma Sutton (Chair), Judy Barker, Zoe Butterfint, Lou Cherrill, Liv Grosvenor, Kevin James (representing Tom Shakespeare), Jill Jepson, Mary Jane Platt, Christine Raschka, Veena Rodrigues</p> <p>With Julia Jones (Secretary) and Olivia Louks (Team Leader LTS)</p> <p>Apologies received from: Laura Bowater, Dylan Edwards, Connor Rand, Tom Shakespeare, Michael Tipler, Jennie Vitkovitch, John Winpenny</p>
2.	<p>Minutes of the last meeting</p> <p>To confirm the minutes of the meeting held on 27 April 2016</p> <p style="text-align: right;">Document 15M004</p>
3.	<p>Matters Arising and Action Log</p> <p style="text-align: right;">Document 15LL001</p> <p>Action log for 2015-16 has been reviewed and will be updated and new actions added. 'Live' actions will be transferred to the 2016-17 action log.</p>
4.	<p>Confirmation of Chair's Action</p> <p>None to report</p>
5.	<p>Statements from The Chair</p> <p>The Chair gave headline updates on core university committee work and other developments</p> <p>Learning and Teaching Committee of Senate</p>

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	<ul style="list-style-type: none"> • LTC is to take forward the use of a Grade Point Average (GPA) system in order to enhance transparency around student attainment. The GPA initiative is a response to the Teaching Excellence Framework and should prove helpful to employers. Individual HEIs may decide whether to use a GPA and if so, how. The likelihood at UEA is that Year 1 will continue not to count. The GPA will be used alongside traditional classification in the first instance. Starred firsts are to be discontinued at UEA. • Employability, internationalism and research informed teaching are to be mapped explicitly onto curricula. • Alicia McConnell (Head of Learning Technology is monitoring the usage of Blackboard and identifying hotspots (Alicia) – FMH students engage well with Blackboard and use it extensively. • Quality Assurance Review 3 forms (QAR3s), or at least extracts from the forms identifying matters for the University and highlighting best practice, are now to sit in Section A of the LTC agenda – LTC will respond to these. • Postgraduate Taught regulations have been reviewed and revised for 2016/17, with the introduction of an algorithm for classification and stricter monitoring and regulation of ‘compensation’ (rather than condoned failure), with a view to discontinuing compensation in the longer term. <p data-bbox="292 1086 783 1124">Taught Programmes Policy Group</p> <ul style="list-style-type: none"> • The use of peer observation is under review, ie its value and the process (recording and monitoring) • A policy on the provision of reading lists is under development, with Talis Aspire being the preferred method. Currently only 60% of those invited to submit a reading list do so. • Proposals for engagement with individual exam feedback have been signed off. • Policy on the recording of lectures by students is under development. • Reassessment activity has very much increased across the University. • A review of the management of concessions is underway. <p data-bbox="292 1615 1142 1653">Action: ES to send concessions documentation to MJP</p> <p data-bbox="292 1686 842 1724">Learning and Teaching Spaces Group</p> <ul style="list-style-type: none"> • Development programme is underway which includes the refurbishment of the Lasdun wall. • Electronic examination space is under review and reps are needed to contribute. MED sets electronic exams using ROGO, and also external electronic exams such as prescribing skills assessment. Reps need to understand the software and have experience of using

No.	Item
	<p>it. Ian Shuttleworth for was suggested for HSC and Sandra Gibson for MED.</p> <p>Action: Directors of Teaching to identify reps for 2016/17</p> <p>The Centre for Staff and Educational Development intends to run a session on supporting student dissertations and supervising projects.</p> <p>Action: All - any suggestions for colleague/s who could do this, let ES know</p> <p>The latest Destinations of Leavers from Higher Education in the United Kingdom (DHLE) from HESA shows that of UEA home, full-time graduates of first degrees in the 2014/15 graduating cohort just 4.4% were assumed unemployed whilst some 74.6% were already either in professional or managerial work or in further study.(this is a slight increase on the previous year).</p> <p>UEA has risen from 16th to 14th in the Complete University Guide.</p> <ul style="list-style-type: none"> • MBBS 19/34 (up from 27/34) • Nursing 6/71 (down from 5/71) • PT no 1/35 • OT 4/25 • SLT 3/20 <p>Guardian League table: UEA has dropped from 20th to 24th</p> <ul style="list-style-type: none"> • MBBS up from 24th to 23rd • Nursing up from 15th to 6th <p>NB the change to grading practice to Pass/Fail rather than assigning a percentage mark is likely to affect Nursing scores, as the marks awarded for practice contribute to the programmes' high league table scores for 'value added'.</p>

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

No.	Item
A1.	<p>New Courses</p> <p>Proposal documents and critical read comments available <i>in New Course Proposals and Course Closures</i> folder online</p> <p>Special Development Courses proposals</p> <p>Proposed suite of programmes developed in MED, linking to the established Masters of Surgery programmes. A lot of work has gone into the proposals, most notably by Sarah Wright who was commended for her input. However, the comments received so far from various University</p>

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	<p>departments and by the Faculty critical readers indicate that the programmes were not yet ready to be signed off by FMH LTQC.</p> <p>CR's (critical reader) principal concern was that the proposal did not communicate clearly what it was aiming to achieve. It seemed the aim was to use the existing programme, but offer more flexible entry and exit points. MJP commented that as well as flexibility an important difference was there was no clinical element.</p> <p>There were still unanswered questions and LTQC need to give constructive and explicit feedback / guidance and ascertain how the following would be resolved:</p> <ul style="list-style-type: none"> • Academic concerns • Assessment process • Lack of Faculty financial sign-off to date • Unresolved issues from library comments • ITCS Moodle/Bb issue • Over reliance on one IT individual • Academic leadership of the programme <p>FMH LTQC would reconsider the proposal in September with a view to submission to the October LTC.</p> <p>A 5-yearly review of the umbrella programme was about to take place, which was a good opportunity for the proposers to think about what needed to be addressed with respect to the new programmes.</p> <p>MJP mentioned that an MSc Clinical Nutrition proposal was in the early development stage. The plan was that a clinical aspect would be provided by European CPD and APELed in; the proposers were exploring how this could work before submitting the proposal. They wanted to incorporate some Faculty off-the-shelf research modules into the programme.</p> <p>Clinical Psychology; Marie Chellingsworth is developing a Masters top up option, as well an Integrated Masters in Psychology option. The current PSY degrees are quite theoretical and this would give clinical experience and help with Employability.</p> <p>ZB reported that plans were underway to change the Operating Department Practice course from a Diploma of Higher Education to a BSc programme.</p> <p>HSC is planning to undertake a major review of current MSc in Advanced Practitioner provision. The School has requested therefore that the Advanced Practitioner course review is postponed for a year in order that the new course can be aligned with the restructured suite of programmes.</p>
A2.	Changes to existing programmes

No.	Item
	Proposal documents available in <i>New Course Proposals and Course Closures</i> folder online
A3.	REPORTS FROM MEMBERS <i>(brief bullet point reports to be provided ahead of the meeting)</i>
A3.1	<p>Academic – Student Liaison <i>Student Experience Committee (Judy Barker)</i> <i>Student Partnerships Officer (Sarah Drake – HSC)</i></p> <p>The MED Student Partnerships Officer role is currently undertaken by the MBBS Course Director, ie Richard Holland. MED now has both undergraduate and postgraduate Staff Student Liaison Committees and it would be helpful to identify a dedicated MED SPO.</p> <p>Action: MJP to take forward the issue of identifying a dedicated MED SPO</p> <ul style="list-style-type: none"> • The Code of Practice on student representation is to be updated • Student charter wording is being updated • Generalised exam feedback is now mandatory and individual exam feedback is being piloted • Student feedback on exam timetable – students would like more notice and less bunching • The multi-faith centre needs more space and this is being considered • General regulation 1.12 (students must live within 50 miles of university) is to be abolished • The UEA bullying and harassment policy is being amended, with a separate social media policy • The Vice-Chancellor is a member of the sexual harassment working group
A3.2	<p>Academic Officers, UUEAS <i>Postgraduate Education Officer (Liam McCafferty)</i> <i>Head of Student Engagement (Connor Rand)</i></p> <ul style="list-style-type: none"> • LG reported that LMcC still intends to submit some awareness raising text re student engagement. • LMcC and CR will finish their term of office on 1 July. LG will introduce the new officers. The committee formally thanked Liam and Connor. <p>Action: ES to send email of thanks to Liam and Connor</p>
A3.3	<p>Student representatives <i>Faculty Convenors (Michael Tipler & Lou Cherill)</i> <i>Representation and Opportunities Coordinator (ROC) (Liv Grosvenor)</i></p>

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	<p data-bbox="336 237 1161 275"><i>Research, Policy and projects Coordinator (Naomi Carter)</i></p> <ul data-bbox="384 349 1374 1025" style="list-style-type: none"> • LG has invited MED students to put themselves forward for the role of faculty convenor, with no response so far • This is probably because MEDSOC and SSLC are very strong, so students don't feel the need • However, the input would be helpful to the committee • LG is involved with the <i>Bursary or Bust</i> initiative • Student Union buddy scheme has been launched • Currently works by School but this wouldn't be suitable for nursing / therapies • Freshers and returners week; this year, MED Foundation Year students starting at the same time as the others • Need to make new students aware that the cohort before them made asked for this – also tell the former cohort that they made this happen, ie you said ,we did • LG and Sarah Drake are taking part in an away day on 14 June about the HSC student experience for the September cohort • MT is no longer continuing as Faculty Convenor; the committee expressed thanks to Mike for his input and support <p data-bbox="336 1066 995 1104">Action: ES to send email of thanks to Mike</p>
A3.4	<p data-bbox="336 1140 1334 1211">HSC School Director (Learning, Teaching and Quality (LTQ)) (Zoe Butterfint)</p> <p data-bbox="1091 1211 1390 1249">Document D150044</p> <ul data-bbox="384 1290 1374 1473" style="list-style-type: none"> • NSS participation – Thanks to CR and LG for their work on publicity to encourage students to complete the National Student Survey • Postgraduate Taught Experience Survey responses are low so it's very difficult to assess
A3.5	<p data-bbox="336 1509 1262 1581">MED School Director (Learning, Teaching and Quality (LTQ)) (Mary Jane Platt)</p> <p data-bbox="1091 1581 1390 1619">Document D150045</p>
A3.6	<p data-bbox="336 1659 916 1697">Placements Faculty Lead (Jill Jepson)</p> <p data-bbox="336 1731 1246 1769">Including distribution of the main placements in FMH in 2014-15</p> <p data-bbox="1091 1805 1390 1843">Document D150037</p> <ul data-bbox="384 1883 1347 1989" style="list-style-type: none"> • There was general discussion on numbers, the difficulty of securing placements, current commissioning arrangements / the end of commissioning and postgraduate employment.

No.	Item
	<ul style="list-style-type: none"> • KJ raised student evaluation of NSFT - also OT mental health training <p>Action: direct KJ to location of list of courses in Faculty</p> <ul style="list-style-type: none"> • No news on Director of Practice Education • JJ's placement role has officially ended
A3.7	<p>Faculty Service User Involvement Lead (Tom Shakespeare)</p> <p>Tom Shakespeare: service user involvement email update:</p> <ul style="list-style-type: none"> • We are doing a basic training for service users on Friday 17th June from 0930-1230 in the NEAT suite. This is aimed at the new members of our “experts by experience” database in particular. After lunch, it will be followed by a training session on admissions interviewing, delivered by Katrina Emerson. • We are currently recruiting service users for each of the MBBS module teams • We are holding a tea party for all the service users who have contributed to teaching, learning, admissions, course development and validation in FMH, on Monday 19th September in SCVA <p>Discussion</p> <ul style="list-style-type: none"> • KJ reported that on he and TS had arranged a Teaching Day re service users on 17 June which would include: <ul style="list-style-type: none"> ○ How colleagues can identify and marry up suitable service users with areas ○ How courses / students can benefit from the lived experience of service users ○ How to ensure that any benefits that service users may be in receipt of are not compromised by their involvement • Service users website page had been designed • MJP is in charge of admissions and would like to organise an event with service user input - KJ offered to co-produce. • KJ would like to attach service users to MED modules • KJ's contact details are: Kevin.James@uea.ac.uk x7191
5A4.	QUALITY ASSURANCE AND ENHANCEMENT
A4.1	FMH assessments reports (February meeting only)
A4.2	<p>Paper report LTQC Secretary update</p> <ul style="list-style-type: none"> • <u>External Examiner reports</u>

No.	Item
	<p>(See <i>External Examiner Reports and Responses</i> folder and the Critical Read Schedule in the <i>LTQC Information including Action Log and Critical Read Schedule</i> folder)</p> <ul style="list-style-type: none"> • <u>Critical read – issues raised for LTQC & Teaching Director</u> A summary of issues that have been raised are included in Document 15D0029). • <u>Annual monitoring process</u> Documents are available in the FMH folders on the LTS Quality Review Blackboard site including approved QAR2 and QAR3 forms • <u>Course Reviews</u> Upcoming (July) – MS in Oncoplastics
A4.3	<p>Review and consideration of QAR3 reports</p> <p>HSC pre-registration UG Programmes 2014/15</p> <p style="text-align: right;">Document D150038</p> <ul style="list-style-type: none"> • The Quality Review process is currently being reviewed and will be more streamlined, with a lighter touch

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

No.	Item
A5.	<p>Student Engagement Review</p> <p style="text-align: right;">Document D150039</p> <ul style="list-style-type: none"> • Staff Student Liaison Committees were tasked with undertaking School self-evaluation but it is not clear who has completed this for FMH. <p>Action: LG to explore whether this has been done for FMH and put on agenda for final HSC SSLC</p> <p>Action: Chair to follow up at LTC how the request was distributed</p>
A6.	<p>Teaching Excellence: second stage consultation</p> <p style="text-align: right;">Documents D150040 / D150041</p>

No.	Item
	<ul style="list-style-type: none"> • The University will be submitting a response to the consultation; please send any comments directly to Pro-Vice Chancellor (Academic) Neil Ward or via the Chair. • UEA is to engage in the second stage consultation, and hopes to have at least one UEA representative on the TEF panel. • Information on applying to become a TEF panel member or assessor can be found at: https://tef.hefce.ac.uk/recruitment • MJP queried whether the MBBS will be considered as UG or PGT, as there are professional / disciplinary differences between the two. • Neil Ward is putting together a presentation; the University will only be able to showcase university-wide good practice, not pockets of good practice. <p>Action: Secretary to add TEF as a standing agenda item</p>
A7.	<p>Any other business (5 minutes)</p> <ul style="list-style-type: none"> • CR suggested that information on student surveys should be included in student handbooks (possibly in the generic university-wide handbook currently under development). • MJP (post meeting) Issue of course work marks due for release very shortly before an examination and the potential to upset or unsettle students. Does the 20 day turnaround rule has any flexibility in it to in this instance? Does the University have guidance on the release of coursework marks and their proximity to examinations, either for coursework in the same module as the examination, or indeed any examination?

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

No.	Item
B1	Learning and Teaching Committee of Senate Minutes are available on LTC website https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee
B2	Taught Programmes Policy Group update Minutes of the April 2016 TPPG meeting Document D150042
B3	Faculty Appeals and Complaints Committee 2014-15 report pending
B4	Periodic Course Review Documents are available in the Periodic Course Review folder on the FMH LTQC blackboard site.
B5.	Annual Course Monitoring 2013/14 and 2014/15 documents are available in the FMH folder on the LTS Quality Review Blackboard site including approved QAR2 and QAR3 forms.
B6.	Health Online Update Document 15D0043

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

No.	Item
B7.	None

Section C: Course Closures

No.	Item
C1	Course Closures Documents are available in the FMH New course proposals and course closures folder on the FMH LTQC Blackboard site for the following: None to report (June 2016)

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	External Examiner Reports 2014-15 See <i>External Examiner Reports and Responses</i> folder and the Critical Read Schedule in the <i>LTQC Information including Action Log and Critical Read Schedule</i> folder See critical read issues Document 15D0029

Section E: Date of Next Meeting and Future Items

No.	Item
E1	2016-17 28 September 2016 9 November 2016 11 January 2017 22 February 2017 19 April 2017 7 June 2017