

LTC16D044

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

To receive the Minutes of the SSF LTQC meeting held on 1 October 2014.

#### **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 16M009**

Minutes of a meeting of the SSF LTQC held on **Wednesday 14 September 2016**, 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)  
Naresh Pandit (NBS)  
Neil Cooper (PSY)  
Jane Dodsworth (SWK)

**Student Members Present:**

Madeleine Colledge (PGT Education Officer)  
Tony Moore (UUEAS)

**With:**

Heather Reynolds (Secretary)  
Becky Fitt (LTS Manager)

**Apologies:**

Sara Mendoza (Education Faculty Convener)  
Theo Antoniou-Phillips (UG Education Officer)

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**1. Minutes and Action Plan**

**Confirmed:** The Minutes of the meeting of 6 July 2016 together with ongoing Action Plan.

**Document 16M008 available online**

**2. Matters Arising (which are not included separately within Agenda)**

(a) Room bookings and Facilities

- Sportspark – students will not be fined if they don't have their campus cards with them when they attend a teaching event in the Sportspark. Sportspark staff will have lists of students taking part in classes so they can check. Repeat offenders – relevant school will be advised. If bottlenecks occur it is likely that the barriers will simply be opened.. Noted that currently there is just one ingoing turnstyle in operation. A further check will be carried out when the LAW classes commence (Claudina Richards).

**Document available to view online**

- (b) Electronic Examinations - Alicia McConnell circulating Groningen report.

- Secretary contacted Alicia with a reminder to circulate.
  - Not yet received. Chair will pursue with Alicia.
- (c) 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.
- LTS Manager circulated relevant data to each individual TD, except for SWK who did not have any students in this category. Schools will be able to investigate their data and perhaps consider following them through their studies and consider support issue. This data has not been shared with student members as it includes personal information. Chair has a copy of the master spreadsheet to enable her to determine the overall Faculty position. 173 students in SSF in this position – 108 students had 60% or more. BIU are working on a larger Tableau report with analysis – this is not yet available and would require context.
  - NBS will be identifying students with difficulties and giving them upgraded Adviser support. Generally same reaction as with any student having difficulties.
  - It is unknown as present what the University is doing about these results and whether similar unconditional offers will be made in future.
  - Do we have a special duty of care towards these students as they were accepted without meeting the grades and should there be additional resource for this?

## **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**

- (i) Terms of Reference
- (ii) Annual monitoring (QARs) appear to be on track.
- (iii) HEA Fellowship – Process for monitoring HEA Fellowship status in SSF is being discussed at EXEC. Email will follow in October.
- (iv) Online marking of CW.
  - Naresh Pandit had a disappointing experience and had to abandon online marking - wonders whether the technology has improved – necessary to be online to mark - downloading anonymously was problematic - retrieving pdfs and replacing has been problematic. Technology needs to be simpler (attaching feedback sheets etc.).
  - ECO highly positive experience.
  - Team marking can be problematic – easier with hard copies to discuss piles of work within each range – more difficult with electronic copies.
  - Rob Grant – problems encountered but keen to continue.
  - PSY, LAW and EDU waiting to see how others get on with it.
  - LAW concerned that they can manage turnaround times with the current format but may not be able to do so if they change the format.
  - Perhaps ECO MOs could demonstrate the way in which they use online marking in their schools.

- Noted that HSC working well with this system.
- Working towards Promotors within schools. Chair will discuss further with ECO TD.

**A.2 LTC Provisional Update**

Draft Minutes from the meeting held on 6 July 2016

**A.3 TPPG**

Update currently unavailable

**A.4 Faculty Appeals & Complaints Committee**

Report for June /July/August 2016

**A.5 Periodic Course Review 2016/7**

Course Review documentation 2016/17 can be found in the Course Review folder on the Blackboard site including the draft schedule of events for 2016/7 (final version expected end of September 2016).

**A.6 Annual Monitoring**

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

1. QAR 3s expected during September for Chair to consider and complete.
2. Identify opportunities for the wider sharing of best practice.
3. Monitor progress in completing action points on an annual basis.

**A.7 Faculty Summary Reports relating to External Examiner Reports and Responses 2014/15**

Will be made available at October meeting

**A.8 Learning & Teaching Bulletin July 2016**

**Document available to view online**

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

**B.1 New Courses**

None to report

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

**B.2 Changes to Existing Programmes**

**EDU**

MA Adult Literacy and Learning for Global Change (T1X350101) - amended title

Business case approved by SSF EXEC 28.7.16

Academic case approved by SSF LTQC (Chair's Action) 17.8.16

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

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

Detailed in Section D of this agenda.

No issues to report for the attention of SSF LTQC

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

- Faculty Conveners were not present and SSLCs had not yet met so nothing to discuss.

### **B.5 School Annual Review of Assessment and Moderation**

Annual Review of Assessment and Moderation:

- (a) Receive reports from schools.
  - (b) Identify opportunities for the wider sharing of best practice.
  - (c) Monitor progress in completing action points on an annual basis.
- To be incorporated in annual monitoring process. Chair will review all and pick up any issues with TDs.

### **B.6 Peer Observation of Teaching**

Peer Observation Review for current academic year – PO2s to be received to enable PO3 faculty summary report for LTC October Meeting.

Sharing of good teaching practice in SSF Schools via workshops.

- Schools receiving more support from their Support Staff for this procedure.
- Chair needs to be kept up to date throughout the year whether schools are on track.
- Inappropriate rooms for classes is an issue. Madeleine Colledge will take this back to the Learning & Teaching Space Group (Claudina Richards is also on this group).
- What happens with peer observation information in Schools ? Would workshop observation be useful involving those colleagues with really good practices – showcasing outstanding lecturers ? Noted that live delivery is key and this wouldn't be available in a workshop. Sharing of best practice – NBS – circle of observation – group observer (experienced teacher) observes all in group and completes reports - hold group review sharing best practice within the group. Do schools include peer observation in their School Annual Review of Assessment and Teaching days ?
- Could recipients of teaching excellence awards (inspiring teachers) address colleagues.
- Sharing across Faculty – ideas – think about this. Could be built into learning and teaching days - showcasing SSF talent.

**Document 16D035 available online**

### **B.7 Student Induction Events**

Induction of all years – verbal reports from TDs

- We are happy that we are doing the right thing for our students and open to best practice feedback elsewhere.
- Any feedback from returning students related to their returning induction previous year.
- PSY – planning and performance sessions – no formal evaluation but good vibes last year.
- DEV – previously addressed through adviser meetings – this year induction meetings for second (dissertation) and third (careers) years.
- Secretary will download induction event schedules and add them to the SSF LTQC BB site.
- NBS – reintroduced performance element – study and learning skills. Integrating with second year directs. Good feedback.
- SWK – practical element around placements.
- Noted that alcohol may not be provided at any SSF events for students.
- EDU – pizza and pop party – no alcohol.
- LAW – noted a positive vibe previously with students catching up. Ongoing items organised for during the year.
- ECO – events organised.

### **B.8 Study Plus/Revision Week**

To discuss:

1. Number and types of revision sessions provided within schools.
  2. Take up by students.
  3. Any other comments
- PSY – week 12 revision sessions continued with drop-ins week 13.
  - DEV – UG revision sessions, well received, PGT – course revision sessions week 13.
  - ECO – massive variation in attendance and engagement across modules – PGT better than UG. Staff concerned about poor technology (which failed), Students preferring one to one support (usually those at the top end and those at the bottom end of the spectrum) – MOs have a really difficult job with extra office hours. Problems with workload models. Students contact approachable MOs or blanket email several colleagues.
  - NBS- some students complained that others received better guidance. When helpful advice is given to a student it is important to publish it on BB so that the same advice is available to all students. Make general advice on study skills assessment prep etc. available to all.
  - SWK – individual sessions available for students – equitable (NBS guidance).
  - EDU – UG all mods have revision sessions and tutorials arranged. No new information.
  - LAW – various approaches depending on assessment and when this takes place. Some ongoing sessions, some sessions later, whatever was best in the context of the module.

**Document 16D036 available online**

### **B.9 Coursework Repository Resource**

Further to July meeting, TDs submitting their school plans (details of modules, relevant academic year etc.) to enable response to Jeremy Schildt who is happy to meet with individuals or return to a future LTQC meeting for a brainstorming session.

Item deferred to next meeting.

#### **B.10 Clive Matthews ADTP (15:30)**

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

- Not looking to make major changes in policy/introduce new initiatives. but will concentrate on sharing best practice. Culture of collegiality. TEF and Apprenticeships will be on the agenda.
- Wishes to be seen as approachable and open to discussion of any issues.
- ADTP Q. Vast majority of colleagues are hugely enthralled to their teaching, wanting to produce best teaching and student experience possible. How can they be helped to do that – personal and student experience.
- Rooms biggest problem – guarantee nice room for 12 weeks teaching with technology that works. Organising a coherent and sensible timetable. Just need a consistent appropriate room for a block of teaching – not requiring specialist rooms
- ADTP felt that there had been a much better delivery of the timetable than last year but perhaps short of space. We are at full capacity.
- Technology – may fail now and again – no rapid response team to fix the problem.
- There will be regular checks on rooms – every 5 years they will be revamped. There is a team now to respond to this.
- Last contract Service provider for IT did not include a clause on how quickly they should respond.
- No log of breakdowns so that there is no record of regular problems.
- Colleagues reluctant to use new technology in their classes because they cannot rely upon the technology. We need an immediate response to problems.
- Blackdale teaching rooms very poor – basic equipment etc.
- ADTP not in a position to take direct action on this. UEA does not appear to have funds to resolve.
- Investment in lecture capture elsewhere – not happening here.
- Basic things like checking computers in teaching rooms prior to new semester need attention.
- Cleaning staff being tasked with turning on computers prior to start of day in the rooms they are cleaning.
- ADTP - CTEL Centre – is this being used? Huge resource pressures – would like to see them expand.
- This has been promoted and we have five technologists assigned to SSF.
- Online marking – DEV and NBS issues – technology a bit clunky and expect will improve over time. Traditional marking – important to get ranking of the marks right – best to worst. How does this work with electronic marking? Moving to new technology should be an improvement.
- ADTP - feedback should be fit for student purpose – needs to be a rethink about what feedback is useful for students rather than what is fit for our purposes. External Examiners say feedback is exemplary – as far as they are concerned but does not appear to be the same as far as students are concerned. In principle new technology online marking can help with this.
- Need a strategy rolled out and schools supported across the University. Rolling strategy supporting change.
- ADTP – encouraging without demanding.

- Less fear and consequence about meeting CW turnaround if online marking is a University strategy.
- ADTP happy to attend further meetings if this would be helpful.

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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.

**Closure documents available in the Course Closure folder online.**

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### **SECTION D: EXTERNAL EXAMINERS' REPORTS**

Deadlines for the consideration of UG and PGT reports and responses 2015/16:

#### **2015-16 Reports - Receipt from External Examiners:**

- Standard UG Programmes – within 4 weeks of Board of Examiners and no later than 12 August 2016
- Standard PGT programmes – within 4 weeks of Board of Examiners and no later than 13 January 2017

#### **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

**Document available to view online**

#### **D.1 External Examiners' Reports 2014/15 Outstanding**

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

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

PSY - Johnston (UG) – with Chair

SWK – Higgs & Lymbery (UG) – with Chair



SWK - Helm (PGT) – with Chair

**D.2 External Examiners' Reports 2014/15 Completed**  
**Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.**

LAW - Reid (UG)  
LAW - Nikaki (PGT)  
NBS - Barrett, Souchon & Tan (PGT)  
NBS - Veloutsou (PGT)  
PSY - Baker, Millings & Tunney (PGT)  
SWK – Broadhurst (PGT)  
SWK - Murphy (PGT)

**D3. External Examiners' Reports 2015/6 Outstanding**  
**Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.**

LAW – Andreangeli (UG) – With Task Group Member  
LAW – Marson (UG) – With Task Group Member  
LAW – Hartshorne (UG) – With Task Group Member  
LAW – Reid (UG) – With Task Group Member  
LAW - Syrett (UG) – With Task Group Member  
LAW – Smith (UG) – With Task Group Member  
LAW - Marson (PGT) – With Task Group Member  
LAW – Syrett (PGT) – With Task Group Member

DEV – Page (UG) – With Chair  
DEV – Kambhampati – With Chair

ECO – McCausland – With Chair  
ECO – Sessions – With Chair

EDU – Curtis (UG) – With Task Group Member  
EDU – Tan (UG) – With Task Group Member  
EDU – Fisher (PGT) – With Chair  
EDU – Cross (PGT) – With Chair  
EDU – Windross (PGT) – With Chair  
EDU – Perkins (PGT) – With Chair  
EDU – Messer (PGT) – With Chair

NBS – Hodges (UG) – With Chair  
NBS – Charles (UG) – With Chair  
NBS – Davies (UG) – With Chair  
NBS – Tan (UG) – With Chair

PSY – Appleton (UG) – With Chair  
PSY – James (UG) – With Chair

SWK - Murphy (PGT) – With Chair  
SWK – Lymbery (PG) – With Chair  
SWK – Nelson (PGT) – With Task Group Member

**D.4 External Examiners' Reports 2015/16 Completed**

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

SWK – Broadhurst (PGT)

SWK – Bailey (PGT)

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### **Date of Next Meeting and Future Items**

**Date of Next Meeting: Wednesday 12 October 2016 1400 - 1600 in TPSC 2.24**

#### **Future Items:**

#### **Annual Module Review, Annual Course Monitoring and Course Review (incorporating 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**

HEFCE-funded project on learning gain - Fabio Arico

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>

Mid Module Evaluation Questionnaire

Annual Module and Course Monitoring 2015/16 (incorporating annual review of assessment and moderation 2015/16 together with monitoring progress in respect of actions relating to 2014/15 monitoring and review). Identifying opportunities for the wider sharing of best practice.

#### **November 2016**

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 2017**

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