University of East Anglia

LTC16D068

Title:	**FMH LTQC Minutes – 9 November 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 9 November 2016

Recommendation

None.

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.

FMH LTQC Wednesday 9 November 2016 at 13h30 in QUEENS 2.03

Minutes

No.	Item
1.	**Welcome and introductions** Present: Emma Sutton (Chair), Kaso Ari, Lou Cherrill, Gruia Dimcea, Liv Grosvenor, Jill Jepson, Mary Jane Platt, Jennifer Vitkovitch, Jean Whiting With: Julia Jones, Olivia Louks Apologies received from: Theo Antoniou-Phillips, Judy Barker, Zoe Butterfint, Maddie Colledge, Dylan Edwards, Veena Rodrigues, Lindsay Westgarth, John Winpenny Review of membership including the need for more MED representatives: - Laura Bowater (now AD for Enterprise) is standing down from the Committee; on behalf of the Committee the Chair thanked Laura for her input. - Laura may join periodically for timed items at future meetings. - Judy Barker has a number of roles so will be standing down from the Committee when a replacement is found; she will continue to represent the Faculty at the Student Experience Committee. - Jennie Vitkovitch will no longer deputise for Zoe. **Action: the Chair will put out a call for new FLTQC members**
2.	**Minutes of the last meeting** To confirm the minutes of the meeting held on 28 September 2016 **Document 16M01** **Approved: minutes of 28 September 2016**
3.	**Matters Arising and Action Log** See 2016/17 Rolling Action Log in the *LTQC Information including Action Log and Critical Read Schedule* folder - Noted that Health Online needs to be maximised and used more. - Resource may be released for a project lead (individual to drive forward online learning provision and therefore help to extend usage of online learning). - Discussions are ongoing and the Chair will provide a future update.
4.	**Confirmation of Chair's Action** None to report

No.	Item
5.	**Statements from The Chair** **Document 16D10 (no document)** Current issues which are being worked on across the University include: • Preparations for the Teaching Excellence Framework • Action being taken in response from the National Student Survey • The policy and processes for Peer Observation of Teaching • Coursework turnaround times • There will be no TPPG this year, but specific working groups instead. The first working group is a review of the Code of Practice for placement and work-based learning. The Chair would like to invite one of the FMH Faculty reps to attend. **Action: reps to identify someone for the CoP working group and then contact the Chair with a name** **Action: Secretary to contact the reps with the dates and information** • Learning and Teaching day 17 May call for papers; deadline is 20 December (academics or academic/student partnership) **Action: Secretary to circulate information on the Learning and Teaching Day call for papers** • Support for students referred to reassessment **Action: TDs to provide updates on support for reassessment** **Action: Chair to circulate last year's paper on support for reassessment**

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

No.	Item
A1	**New Courses** Proposal documents and critical read comments available in the FMH LTQC Blackboard site *New Course Proposals and Course Closures* folder None to consider
A2	**Changes to existing programmes** Proposal documents available in the FMH LTQC Blackboard site *New Course Proposals and Course Closures* folder None to consider

No.	Item
A3	**REPORTS FROM MEMBERS** *(brief bullet point reports to be provided ahead of the meeting where appropriate)*
A3.1	**Academic – Student Liaison** *Student Experience Committee (Judy Barker)* *Student Partnerships Officer (Sarah Drake – HSC)* No report **Action: add SEC minutes to Section B of January 2017 meeting**
A3.2	**Academic Officers, UUEAS** *Postgraduate Education Officer (Maddie Colledge)* *Head of student engagement (Theo Antoniou-Phillips)* **Action: add whole school HSC SSLC minutes to Section B of January meeting**
A3.3	**Student representatives** *Faculty Convenors (Kaso Ari, Gruia Dimcea & Lou Cherill)* *Representation and Opportunities Coordinator (ROC)(Liv Grosvenor)* *Acting Campaigns and Policy Manager (Naomi Carter)* Kaso and Gruia are networking and taking forward developments.
A3.4	**HSC School Director (Learning, Teaching and Quality (LTQ)) (Zoe Butterfint)** • HSC - NSS action plan has been drawn up and circulated to colleagues for consultation.
A3.5	**MED School Director (Learning, Teaching and Quality (LTQ)) (Mary Jane Platt)** • MJP is taking on new roles, including Course Director of the MB BS, so is trying to identify a new Director of Teaching for the School.
A3.6	**FMH Faculty Placement Lead (Jill Jepson)** • Health Education England meeting – plan to approve primary placements across the region for all the professions (not just MB BS). Also MB BS numbers are likely to grow. All the other Higher Education Institutions from the region were present except for Anglia Ruskin University (who are going to be offering MED programmes). • The limits on placements available restrict our numbers. • Community Provider Networks (CEPNs)? have been set up in the East of England to boost student primary care placements, but it

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	seems they don't want HEIs to be involved. However, Jill has managed to get invited. • One stream of work is on Pharmacy, another on Paramedic. • FMH held an informal Faculty placements meeting and discussed: o Issues around travel and accommodation o Placements management system (progress is slow)
A4	**QUALITY ASSURANCE AND ENHANCEMENT**
A4.1	**FMH assessments reports** MED 2016 report **Document 16D11** • HSC annual review of assessment and moderation will be held on 11 November 2016. **Action: carry this item over to January (for both Schools)**
A4.2	**LTQC Secretary update** • <u>External Examiner reports</u> (See *External Examiner Reports and Responses* folder and the Critical Read Schedule in the *LTQC Information including Action Log and Critical Read Schedule* folder) • 2014/16: still awaiting 2 critical reads but everything else is complete • 2015/16: still awaiting some EE reports o Sarah Hughes HSC pre-reg o Helen Johnson MBBS o Sophie Park MBBS • <u>Critical read – issues raised for LTQC & Teaching Directors</u> **HSC post-reg UG Sarah Hughes EE Report** Plan in place for this programme – discussion re EE access and support to use BB might be widened as this needs to be managed, as e-marking extends across the provision **HSC UG Nick Riches EE Report** EE commented as above on lack of access to materials via Bb. Programme specification I think are elsewhere, and there was also a request for the EE report form to be available earlier in the year. Unclear whether the lack of access/availability was due to UEA or whether the EE did not have details on how to access these things. Might be an idea to review the paperwork sent to EEs at the

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	beginning of the academic year, to ensure that it is clear that these are available and how to access them.

HSC UG Rachel Starkey EE Report
Compliments on the variety of assessment methods used in programme (similar comment from other EE) so well done

HSC UG Ruth Todd EE Report
The previously expressed concern about the generosity of the UEA Senate Scale compared to other universities – classifications are over generous for work at level 5 or 5: it should specific need for English prose to be of satisfactory standard, with proper referencing.

There was a concern that External Examiner reports are not followed up by university with response back to External Examiner (throughout 3 years of her appointment).

There was a suggestion that the teachers of the Paramedic Educator module might benefit from closer exchange with the Mentorship Preparation programme team to improve standards. However, the UEA response was that the PE module does not run in the format examined, so maybe this suggestion is redundant?

- o Question of whether Bb for EEs should be centrally supported.

Action: discussion re Bb needed – JW to provide information

- Clarification of who can sign-off School responses to EE reports.

Action: Secretary/OL to inform critical readers that they can sign off School responses if there is nothing to raise

- Annual monitoring process
Documents are available in the FMH folders on the <u>LTS Quality Review Blackboard site</u> including approved QAR2 and QAR3 forms

- Course Reviews
Review schedule and documents available in the FMH LTQC Blackboard site *Periodic Course Review* folder |
| A4.3 | **Review and consideration of QAR3 reports**

QAR3 forms for AD sign-off, and critical reader comments, are available in the FMH LTQC Blackboard site *QAR3 Forms* folder

Timelines for 2015/16 QAR3 – deadline for submission to the LTC meeting of 30 January 2017 is 13 January 2017

Action: Secretary to ask TDs when they might be able to produce QAR3s (progress report on how many 2015/16) QAR2s they have received) |

No.	Item
A4.4	**HSC Peer Observation of Teaching School Report 2015/16** **Documents 16D12a and 16D12b**

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

No.	Item

A5	**Peer Observation of Teaching – Helena Gillespie – 15h10**
	
	• HG explained that last year the policy on Peer Observation was reviewed, and it was found that largely Schools were compliant, but the reporting was very varied (not a problem in FMH who are used to complying and engaging).
	
	• HG had hoped to stop using the reporting forms, but had discovered that the Teaching Excellence Framework requires us to demonstrate the impact of Peer Observation.
	
	• There is now an opportunity to re-think Peer Observation so it really has impact.
	
	• HG circulated a questionnaire for members to complete and return to her.
	
	• What sort of events should be observed?
	   o Large lectures
	   o EBL and PBL
	   o Resources, slides, materials
	   o Virtual learning (locate Look for Sam Leinster document re PO of online provision)
	
	• Which triggers to use? Could have a trigger of low student attendance (may not work in FMH because of attendance requirements, so use student commentary instead).
	
	• Caution is necessary because PO is currently designed to be a formative process, not a performance management tool – if it's going to be used for performance management the observers need to be properly trained.
	
	• Is there a half-way house? - a reflective formative process used as part of appraisal.
	
	• HG clarified that the process can be bespoke as long as the reporting is consistent.

	• It was suggested that because it is difficult to review clinicians teaching on the MB BS course perhaps only those who have poor module evaluation scores should be observed. **Action: HG to provide an electronic copy of her questionnaire – Secretary to distribute**
A6	**Student Engagement Review** Updates and activity • The student engagement review report is being considered by all SSLCs, and will be raised at the HSC whole School SSLC of 1 February 2017 meeting and reported back to FLTQC on 22 February 2017. • Richard Holland has circulated the document to MED students, and hopefully LTQC will receive an update from MED for the February meeting. • Richard will be leaving so MJP will be working with the SSLC (as well taking on MB BS course directorship).

A7	**Student Surveys**
	
	Updates and activity
	
	• NSS
	  ○ Feedback loop, ie you said we did, feeding back to the students who submitted the comments in the first place
	    ▪ .MED course director's annual feedback event
	    ▪ HSC results and action plan
	  ○ Schools to share resources and best practice
	  ○ NSS questions are changing slightly – emphasis on the 'student voice'
	
	• PTES
	  ○ Both Schools have achieved improvements
	
	• Health Education England (open 10 October to 25 November)
	  ○ Includes ClinPsyD, Physician Associate and pre-reg programmes
	  ○ Our response rate is very patchy; response rate to date is 48% and the aim is 80% response rate (completion of the survey is a professional requirement for students)
	  ○ HEE have produced a new quality framework
	
	Documents16D16 and 16D17

A8	**Mid-module Evaluation**
	Proposal that the faculty should monitor and measure the impact if teaching staff carry out mid-module evaluation. • TA-P and MC are keen to see mid-module review introduced • Which courses already do this in FMH? • Does it have impact? • FLTQC needs a copy of TA-P's questions • Consideration needs to be given to the length of module and the delivery mode • Placement are evaluated separately • In MED there are half-yearly evaluations. All modules rotate. There is feedback on these modules, so the next modules' feedback should improve, if the enhancements have been made. **Action: LG to feed back to TA-P and discuss the special requirements of FMH**
A9	**Teaching Excellence Framework** • Updates and activity o Metrics have been provided – benchmaking data for university (in comparison with sector norm) o We had 2 green flags and very close to a third (6 areas were measured) o Core metrics will have a big influence o University is writing a narrative report o Bronze, silver and gold awards are available and we hope for at least a silver o TEF stage 3 (discipline-specific pilot) will take place next academic year, and UEA is part of the pilot o Neil Ward is holding TEF preparedness School level meetings ▪ HSC meeting is January ▪ MED meeting is February **Action: Chair/Secretary to circulate Neil Ward's TEF briefing document** **Action: JW to forward information on FMH preparedness meetings to ES and MJP** • HEA data update o Teaching qualifications – support for colleagues o Last year 38% of academic staff had fellowship or equivalent teaching qualification – this year 58% o HSC has 60% and a further 20% on probation o MED has 54% and 7% on probation o 21 staff in the Faculty are applying for Senior Fellowships **Action: Chair to provide line managers with examples of what references should look like**

A10	**Learning and Teaching Day 17 May 2017**
	Date noted – see Item 5 Statements from the Chair
A10	**Dissertation Turnaround Times**
	FLTQCs to consider the proposal to instigate a return period of 30 working days for dissertations and projects
	Document 16D13
	Agreed: FMH LTQC supports the proposal (already established practice in FMH)
	Action: Schools to ensure that this information is available in student handbooks
A11	**Review of Small Modules**
	Document 16D14
	• Teaching Directors are reviewing modules with fewer than 10 students enrolled and will report back to FLTQC on exceptions to the rule that they should not be allowed to run (ie, those small modules which should be allowed to continue for various reasons).
	• The Associate Dean will make the final decision on which small modules should be allowed to continue.
	• The vast majority of HSC and MED students have only compulsory modules so modules with low enrolments are much fewer than in the other Faculties.
A12	**Any other business (5 minutes)**
	• HSC SSLC had raised the lack of WIFI on placements which makes it difficult for students to complete and submit work, and to keep up with their social relationships.
	• JJ commented that placement accommodation (eg Kings Lynne) is privately owned, and neither the Trust nor UEA have control of the situation.
	• JV informed members that HSC is aware of the issue and is working with students to solve it; unfortunately there was no simple solution or the School would already have implemented it.

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 Policy Working Group updates** None to report
B3	**Faculty Appeals and Complaints Committee** Update pending
B4	**Periodic Course Review** Documents are available in the FMH LTQC Blackboard site *Periodic Course Review folder*
B5	**Annual Course Monitoring including PSRB Annual Course Monitoring** Documents are available in the FMH folder on the LTS Quality Review Blackboard site including approved QAR2 and QAR3 forms.
B6	**Health Online Update** No courses currently running

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

No.	Item
B7	**Memo from Director of Student and Academic Services re Course and Module Update for 2017/18** **Document 16D15**

Section C: Course Closures

No.	Item
C1	**Course Closures** Documents are available in the FMH LTQC Blackboard site *New Course Proposals and Course Closures* folder

Section D: External Examiners' Reports and Responses

No.	Item
D1	**External Examiner Reports 2015-16** See *External Examiner Reports and Responses* folder and the Critical Read Schedule in the *LTQC Information including Action Log and Critical Read Schedule* folder

Section E: Date of Next Meeting and Future Items

No.	Item
E1	**2016-17** 11 January 2017 22 February 2017 19 April 2017 7 June 2017 12 July 2017
E2	**January 2017** FMH Assessment Reports **February 2017** Student engagement review – feedback from HSC whole School SSLC of 1 February, and from MED