

SSF LTQC 16M012

Minutes of a meeting of the SSF LTQC held on **Wednesday 18 January 2017**, commencing at 1400, in **TPSC 2.24**.

Academic Members Present:

Ratula Chakraborty (Chair)
Rob Grant (DEV)
Duncan Watson (ECO)
Lee Beaumont (EDU)
Polly Morgan (LAW)
Naresh Pandit (NBS)
Neil Cooper (PSY)
Yvonne Johnson (SWK)

Student Members Present:

Madeleine Colledge (PGT Education Officer)
Sara Mendoza (Education Faculty Convener)
James Merewood (PG Convenor)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

Apologies:

Theo Antoniou-Phillips (UG Education Officer)
Tony Moore (UUEAS)
Ivy Cheng Yuanxi (UG Convenor) has resigned

1. Minutes and Action Plan

Confirmed: Minutes from the SSF LTQC meeting held on November 23 2016 with ongoing Action Plan

Document 16M011 available online

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

(a) UG Annual Monitoring - SWK (QAR 1s and 2s) are now complete.

SECTION A: ITEMS FOR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

A1 Statements from the Chair

1. Student Experience Survey Report – recommendations received from students – will be circulated to TDs.
2. You said, we did – report circulated. Time-lag noted between deadline and receiving this report. Schools have already reported back to students at this stage.
3. PTES – students to be encouraged to complete.

4. TEF preparedness meetings ongoing. Expectation that these will comprise a dialogue rather than seeking fault. Education Officers will ask Neil Ward for reassurance in their forthcoming meeting that this will be the case. Chair will seek comment from ADTP.
5. Mid-module feedback – correlation between students receiving mid-module feedback and completing end of year feedback? TDs to feedback at February meeting.
6. SSF Rep required for working group meeting 14 February - CoP Placements and work based learning – PSY TD will seek a representative to attend meeting on 14 February.

A2 LTC Provisional Update

Draft Minutes of the meeting held on 30 November 2016.

Document available to view online

A3 Faculty Appeals and Complaints Committee

Report for December 2016.

Document available to view online

A4 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 2016/17

Document available to view online

A5 Annual Monitoring

1. Identify opportunities for the wider sharing of best practice.
2. Monitor progress in completing action points on an annual basis.

Document available to view online

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 New Courses

EDU

MA in English and Second Language Teaching - Scrutineer Rob Grant – approved by Chair’s Action 11/11/16 and submitted to LTC. Amended version following student consultation available to view online

ECO - Scrutineer Rob Grant

- BA Philosophy Politics and Economics with YA
- BSc Politics and Economics with YA
- BSc Business Economics with YA
- BSc Business Finance and Economics with YA
- BSc Economics with Accountancy with YA

Deferred to February meeting.

PSY - Scrutineer Duncan Watson

- MRes Social Science Research Methods

Minor clarifications sought by scrutineer – report available online.

RESOLVED: PSY TD will review scrutineer's comments, seek response and discuss response with scrutineer and Chair. Chair may then be in a position to take Chair's Action.

Document 16D044 available online

B2 Changes to Existing Programmes

To Report that a part-time version (2 years to enable practitioners to study) of the following course has been created and rationale provided:

LAW

T1M228102 INTERNATIONAL COMMERCIAL AND COMPETITION LAW (LLM)

Supported.

Document 16D045 available online

B3 EXTERNAL EXAMINER REPORTS/RESPONSES

Detailed in Section D of this agenda.

No issues to report for the attention of SSF LTQC

- Details in Section D appear to be out of date. Secretary to arrange for these to be updated, republished and circulated to members (updated version in this document).

B4 SSLC UPDATES – FACULTY CONVENORS

- SSLC meetings awaited. Ivy Cheng Yuanxi (UG Convenor) has resigned and a replacement is being found. This may result in three or four faculty convenors – James Merewood will update on this and their arrangements for attending LTQC.
- Faculty Convenors collating questions to be considered at SSLCs. Suggested "What is affecting evaluation response rates?"
- Pleased to hear DEV only printing handouts for students upon request.

B5 Peer Observation

Update report as at 9/1/17

- If ATs have a substantial teaching role – 25% or more of a module - they should be included.

Document 16D046 available online

B6 TALIS

- TDs to ensure that Schools publish their reading lists via TALIS.
- SSF Librarian (Sian Blake) happy to help advise.
- Where reading list is on TALIS please ensure students aware and receive appropriate guidance.

Document 16D047 available online

B7 Attendance Monitoring – Participation

Traffic Light Reports indicating Module Organisers' participation in attendance monitoring

Note from ECO: "Teaching staff will be reminded of the importance of recording student attendance at the beginning of the Spring semester."

- TDs would like to receive the traffic light reports
- PSY – appears to be missing a first year large module – Secretary will check with LTS colleague responsible.
- Reminder to academic colleagues to complete their registers.
- Updated LAW report received.

Document tabled and available online

B8 Plagiarism Reports

School Plagiarism Reports submitted to LTC

- Suggest that a template report would be helpful.
- Are international students receiving comprehensive support?
- Should students be able to run their work through a checker?
- Turnitin doesn't pick everything up so it would be better to ensure proper guidance, training etc. with examples of good and bad practice. Sometimes students have underlying issues and may know they are plagiarising but taking a chance due to their personal difficulties.
- Are academic colleagues reporting all cases of plagiarism?
- Suggesting an honesty questionnaire.

RESOLVED: Chair will suggest to LTC that a template report would be helpful.

Document tabled and available online

B9 Senior Adviser Reports 2015/16

Advising Policy:

Advising – The Role of the Senior Adviser - Senior Advisers will report annually on the effectiveness of the Advising System in their School to the School's Staff Student Liaison Committee, the School Board and the Faculty Learning and Teaching Committee. To this end, they will attend the School's Staff Student Liaison Committee and they may chair the Committee

Overview prepared by DEV SA.

- Need improve preventative measures – Advisers and Senior Advisers might have an opportunity to detect low level long term health problems early and redirect.
- What role should schools play?
- Advisers want to do a good job but vary in their skills, attitude and experience.
- Triage system needs to be in place so students can be directed appropriately.
- If resources are lacking this needs to be raised.
- NBS undertaking adviser evaluation this year.
- Students may find it difficult working through the process of changing Adviser

RESOLVED: (a) Secretary will circulate overview report to all Senior Advisers in SSF Schools, circulating again prior to seeking reports for the following academic year.
(b) TDs to respond to PGT Education Officer on the role that they feel schools should play.

Document 16D048 available online

B10 Module and Course Update

Module and course update
Modules with low enrolments

- Module update complete for SSF schools and course update deadline coming up.
- Modules with low enrolments - Chair felt process went well but some previously acceptable reasons for supporting low enrolment modules will not be retained.

RESOLVED : (a) PGT QARs – Secretary will provide regular updates on the situation to the Chair.
(b) TDs will keep an overview within schools to ensure module proliferation doesn't take place.

Document 16D049 available online

B11 BIM Regulations Consultation

LTC is seeking your views regarding a change to the BIM regulations regarding compensation (removing the requirement to pass all modules, under certain conditions). Details are in the attached memo. Discussion within Schools and FLTQCs to enable a Faculty response to Caroline Sauverin by early February

RESOLVED : TDs to discuss within schools and respond to Chair by 9 Feb on all questions raised.

Document 16D050 available online

B12 Dissertation Turnaround Times – Becky Fitt

- Common practice in some schools but not part of CW turnaround process – 30 day turnaround – is this manageable?
- Occasionally involves a third marker/external which might take it over 30 days and it might not be useful to have to explain this to students.
- In general SSF agreeable to this but with the caveat that individual dissertations can have extra days to allow for third party marking. Note the variation in length of dissertations.

RESOLVED: LTS Manager will review and circulate amended version to TDs to consider.

Document 16D051 available online

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.

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.

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.

EDU - Cross & Hinton-Smith (PGT) – Completed

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.

DEV – Page (UG) – with Chair
DEV – Kambhampati (UG) – with Chair
DEV – Maconachie (UG) – with Chair
DEV – Nadvi (PGT) – with Chair
DEV – TanJ (PGT) – with Chair

DEV – Moen (PGT) – with Chair

ECO – McCausland (UG) – With Chair

ECO – Sessions (UG) – With Chair

ECO – Reilly (PGT) – with Chair

EDU – Fisher (PGT) – with Task Group Member

EDU – Cross (PGT) – with Chair

EDU – Windross (PGT) – with Chair

EDU – Perkins (PGT) – with Chair

EDU – Messer (PGT) – with Chair

EDU - Swaffield (PGT) – with Chair

EDU – Wolfenden (PGT) – with Chair

LAW – Farah (UG) – with Chair

LAW – Rogers (UG) – with Chair

NBS – Hodges (UG) – With Task Group Member

NBS – Charles (UG) – with Task Group Member

NBS – Davies (UG) – with Task Group Member

NBS – Weetman (PGT) - with Chair

NBS – Tank (PGT) - with Chair

PSY – Appleton (UG) – with Chair

PSY – James (UG) – with Chair

PSY -- Baker (PGT) – with Chair

PSY – Millings (PGT) – with Chair

SWK – Lymbery (PG) – with Chair

SWK – Higgs (UG) – with Chair

SWK – Helm (PGT) – with Chair

SWK – Broadhurst (PGT) – with Chair

SWK – Cosis- Brown (PGT) – with Chair

D.4 External Examiners' Reports 2015/16 Completed

EDU – Tan (UG)

EDU – Curtis (UG)

SWK – Nelson (UG)

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

Date of Next Meeting and Future Items

Date of Next Meeting: Wednesday 22 February 2017 1400 - 1600 in TPSC 2.24

Future Items:
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.