

LTC16D120

Title: *SSF LTQC Minutes*
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Date: 28/4/17
Circulation: LTC – 10 May 2017
Agenda: LTC16A005
Version: Final Version
Status: Open

Issue

To receive the Minutes of the SSF LTQC meeting held on 22 February 2017.

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

SSF LTQC 16M005

Minutes of a meeting of the SSF LTQC held on **Wednesday 22 February 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)
Jak Maloret (**UG Faculty Convener**)
Tony Moore (UUEAS)

With:

Heather Reynolds (Secretary)

Apologies:

Sara Mendoza (Education Faculty Convener)
Theo Antoniou-Phillips (UG Education Officer)
James Merewood (PG Convenor)
Becky Fitt (LTS Manager)

1. Minutes and Action Plan

Confirmed: Minutes from the SSF LTQC meeting held on 18 January together with ongoing Action Plan

Document 16M004

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

- (a) TEF Preparedness Meetings - outcome of discussion between Education Officers and Neil Ward (seeking reassurance that meetings will comprise dialogue rather than seeking fault) and Chair with ADTP.
 - o ADTP: Several meetings have taken place with positive feedback.
- (b) Outcome of BIM Regulations Consultation.
 - o Chair will feedback following discussion at ADTLS meeting.
- (c) Dissertation Turnaround Times - Becky Fitt - amended version of proposal to be circulated to TDs for consideration.
 - o Not yet circulated.

Document 16D052 available online

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. PTES, NSS, PRES, SES – encourage students to complete. NBS found that allowing an opportunity to complete survey in the classroom increased engagement.
2. Thanks to all TDs for the help and support given to Chair and SSF, particularly QAR process recently. Just three PGT QAR1s awaited from LAW. Problems encountered with the administration undertaken by HUBS – not distributing timely forms for completion. Secretary noted that originally this process should have included an automated database which never materialised.
3. Agenda packs. A new system will be trialled for the April meeting. Secretary will provide an online pack which members can either print out and bring to the meeting or view online at the meeting using their own equipment.
4. SSF PGT courses with 10 students or less in 2016 will be discussed at ADTLS.
 - o EDU data – these are not discrete courses. Students will be sitting in classes together with students on other courses. TD will provide Chair with additional data.
 - o Equality element to part-time provision.
 - o Considering courses alongside modules would be more helpful.
 - o There may be costs attached to low enrolment courses (CDs tasks, admin etc.).
 - o Courses may disappear where marketing to encourage student numbers doesn't work.
 - o Employment Law courses, for instance, have the same CD for full time, part time and cert.
 - o NBS will not run courses where numbers don't improve.
 - o LAW will have a working group for increasing student numbers. Media LLM involves three schools.

RESOLVED: Chair will discuss with PVC whether we are looking at what students on these low number courses go on to do and whether this might justify keeping them.

A2 LTC Provisional Update

Draft Minutes of the meeting held on 25 January 20

Document available to view online

A3 Faculty Appeals and Complaints Committee

Report for January 2017.

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

A5 Plagiarism Report

Outstanding ECO plagiarism report submitted to LTC.

Document available to view online

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 New Courses

PSY - MRes Social Science Research Methods approved by Chair following further consultation.

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

Scrutineer's report circulated.

School response:

- Similar to BSC Economics with YA.
- Dependent on host universities – purpose is to allow students to broaden their studies, not just to study economics.
- Assessment – intention is that failing students will transfer to three year variant.
- Students will be supported by a YA co-ordinator.
- Forming new agreements.
- YA gap, where students may not necessarily pursue economic study, between levels 5 and 6 not considered a problem – more specialised modules in final year.

RESOLVED: TD will update application forms to incorporate School response and resubmit to enable Chair's action.

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

B2 Changes to Existing Programmes

None to consider

B3 External Examiner Reports/Responses

Detailed in Section D of this agenda.

No issues to report for the attention of SSF LTQC

B4 SSLC Updates – Faculty Convenors

End of module evaluation – whether there are best practices. E:vision – module evaluation. Students fear feedback might be linked back to them (critical feedback).

- Need to ensure students understand that evaluation is anonymised. This should be included at the beginning of every module evaluation questionnaire.
- Data is anonymised and aggregated.
- Practical feedback from LAW students indicates that there is no direct link to the survey (from their email instruction) asking them to complete the survey.
- It is difficult accessing e:Vision using a phone or tablet.
- Students believe that reminders sent out might be spam because of the url address.
- SSLC not advertised sufficiently and commence very early in the PGT cycle.
- SSLC abbreviation is difficult for many students to understand. A simpler name might be more useful. Students without experience of this type of format may not get involved.
- Induction week – emphasise course and student representation. Elections will be run by SU (student partnership officers) – electronic platform will be provided by SU working with schools.
- PGTs just here for a year and very course focussed – sometimes hard to get them to engage. Jak and Madeleine discussing further.

B5 Peer Observation

Update report as at 14/2/17

- LAW actioned but not communicated.

Document 16D053 available online

B6 TALIS

TALIS uptake

- Relabelling might help students understanding.

Document 16D054 available online

B7 Module Evaluation

End of Module Evaluation- maximising student participation- sharing best practice. Discussed earlier.

B8 Mid-Module Feedback

Correlation between students receiving mid-module feedback and completing end of year feedback.
Item not discussed.

Document 16D055 available online

B9 Annual Monitoring

- ECO QAR3 PGT 2015-16
- NBS 7 QAR3 TD 2015-16
- QAR 3 SWK 15-16
- QAR3 NBS MBA 2015
- QAR3 PSY 2015-16
- QAR 3 LAW 2015-16

Deadlines for the completion of 2015/16 Standard PGT Course Annual Course Monitoring available online.

Verbal report from all Schools on PGT QARs and a discussion for sharing best practice

- Schools and Faculties experience similar issues and concerns.
- So many positives and good practice.
- QAR process needs to be revisited as a project. Very cumbersome process.

Document 16D056 available online

B10 Competition Markets Authority – Laura Thompson (1500)

Overview, particularly relating to course changes.

- UEA risk adverse and at a disadvantage to other institutions as we already have a warning against us following the AMA incident (AMA example: introduction of compulsory module into year 2 considered a minor change by the University. Did not update outward facing materials promptly or consult with applicants and students impacted in a timely manner.).
- Reputational and financial risk would be high if another incident occurred.
- Balance to be made between caution and marketing. CMA not giving helpful definitive guidance. University discussing with other Universities. Expert competition law colleagues in LAW could usefully contribute.
- Compliance with Consumer Markets Regulation. Appropriate detailed information to allow students/applicants informed decisions. Accurate and timely. University terms and conditions now changed to reflect this as a major change. Communications and timeframes: ideal timeframes are now related to prospectus timeframes. Prospectus amends prior to Christmas for 2018/19.
- Changes to courses – planning for a two year timeframe (module and course updates just completed). Introduction or withdrawal of compulsory module, significant changes to module content, assessment methods CW to EX or vice versa, reduction in optional modules available, consultation with current students affected, informing applicants. Schools may need to allow an opportunity for students to study what they have signed up for/are signing up for.
- UCAS deadline January. Following this it is too late for applicants to apply elsewhere. It may also be too late to give them their choice back. We must not put them in detriment.
- Where MO leaves the University, school has to do everything possible to ensure that the module remains to be taught. This must be documented. Only if defensible will it be permitted to not offer module.
- Accreditation guidance might also be a reason for making changes.
- Discussed whether this situation will lead to the demise of small PGT courses where modules change year on year. Considered that it is important to know what we are selling so this is a problem anyway.
- Marketing is critically important, product must be real and we have to be smart in our promotion. We need to be clear with applicants about what changes mean to them and giving them opportunities to discuss.
- ARM and LTS working together through this situation. ARM will focus on promotion and marketing.
- Module feedback – mid-year and end-year – working group considering how feedback is dealt with in respect of a module that is closing. Where students don't see an impact for themselves they may not feed back.

- First action will be to establish the criteria for major/minor changes.
- Work is being carried out on mapping changes.
- INTO already has processes in place for their students as a business but this is being investigated further.
- Briefing note will be circulated to HoSs.

B11 Course Profiles and Attribute Development – Matt Aldrich (1530)

This relates to an agreed recommendation made by Careers to Senate, and LTC, regarding the embedding of employability in the curriculum. The agreed recommendation is:

‘Each School to integrate the graduate attribute framework (e.g. as contained within the Learning and Teaching Strategy and the UEA Award) into course design, annual course update, and new course approval. Skills and attribute development to be regularly mapped for each course so that ‘gaps’ in attribute development can be identified and addressed in a systematic manner.’

Matt would like to discuss what he has in mind, and receive views from members on the most efficient way of doing this within existing processes.

Matt was unable to attend so this item was deferred to the next meeting.

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.

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 - 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.

None to Report

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-- Ong (PGT) – with Scrutineer

DEV – Nadvi (PGT) – with Scrutineer

DEV – TanJ (PGT) – with Scrutineer

DEV – Moen (PGT) – with Scrutineer

ECO – McCausland (UG) – With Chair

ECO – Sessions (UG) – With Chair

ECO – Reilly (PGT) – with Chair

EDU – Fisher (PGT) – with Scrutineer

EDU – Cross (PGT) – with Chair

EDU – Windross (PGT) – with Chair

EDU – Perkins (PGT) – with Chair

EDU – Messer (PGT) – with Scrutineer

EDU Swaffield (PGT) – with Chair

EDU – Wolfenden (PGT) – with Chair

EDU Cajkler (PGT) – with Chair

EDU Patrick Carmichael and Tamsin Hinton-Smith – with Chair

LAW – Farah (UG) – with Chair

LAW – Rogers (UG) – with Scrutineer

LAW Nikaki (UG) – with Chair

NBS – Hodges (UG) – with Scrutineer

NBS – Charles (UG) – with Scrutineer

NBS – Davies (UG) – with Scrutineer

NBS – Tan (UG) – with Scrutineer

NBS – Weetman (PGT) - with Chair

NBS – TanK (PGT) - with Chair

NBS - Williams (PGT) – with Chair
NBS – Gounaris (PGT) – with Chair
NBS – Veloutsou (PGT) – with Chair
NBS – McDonnell (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 – Cosis- Brown (PGT) – with Chair

D.4 External Examiners' Reports 2015/16 Completed

SWK – Broadhurst (PGT)
SWK – Bailey (PGT)

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 26 April 2017 1400 - 1600 in TPSC 2.24