LTC16D153

Title:	**FMH LTQC Minutes – 19 April 2017**
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Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 19 April 2017

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.

FACULTY OF MEDICINE AND HEALTH SCIENCES (FMH)
Learning, Teaching and Quality Committee (LTQC)

FMH LTQC Wednesday 19 April 2017 at 13h30 in QUEENS 2.03

Minutes

No.	Item
1	**Welcome and introductions**
	Present: Emma Sutton (Chair), Theo Antoniou-Phillips, Liv Grosvenor (arrived 14h40), Barbara Jennings, Jill Jepson, Kenneth Laidlaw, Christine Raschka
	With: Julia Jones, Olivia Louks, Lindsay Westgarth, Jean Whiting
	Apologies received from: Zoe Butterfint, Maddie Colledge, Lou Cherrill, Gruia Dimcea, Dylan Edwards, Veena Rodrigues, Kelly Walker, John Winpenny
2	**Minutes of the last meeting**
	To confirm the minutes of the meeting held on 22 February 2017
	Document 16M04
	Amendment to minute **A3.3 Student Representatives**
	Approved: minutes of 22 February 2017
3	**Matters Arising and Action Log**
	See 2016/17 Rolling Action Log in the *LTQC Information including Action Log and Critical Read Schedule* folder
4	**Confirmation of Chair's Action**
	• None to report
5	**Statements from The Chair**
	• Oral report from the Chair:
	• Health Education England are implementing a new quality framework this year
	o HEE have now received all the data on which they will base their judgement of the quality of our provision
	o HEE will send us provisional rag ratings for our programmes by the end of May
	o We will then need to respond again

No.	Item

	o Final report to be provided by the end of June
	o NB Emma is on the Internal Quality working group; hopefully where there is external quality review FMH will be exempt from completing the University internal QARs.
	
	• CMA update
	  o Before Easter all ADs for Admissions and Learning Teaching and Quality attended a meeting with Andrea Blanchflower and Laura Thompson
	  o What is and is not allowed – the bottom line is what have the students been 'sold'
	  o Everyone needs to think about taking greater care in what is conveyed to students – it's best not to be over-detailed
	  o Changes instigated in response to PSRB requirements are fine
	  o In other circumstances, to make changes one of the following has to happen:
	    ▪ Current students and applicants all have to agree to the changes
	    ▪ Both systems are run in parallel until current cohort / applicants have completed the course
	    ▪ The proposed changes are communicated but not instigated until after any current students or applicants would be affected.
	
	• The Chair reported that Talis reading lists had been discussed at the last LTC. Uptake has been disappointing and it was suggested that a Talis representative is invited to FLTQC and/or to School away days to inform colleagues about Tallis and encourage them to use it. Members felt it would be interested to see statistics on the extent to which students were using Talis.
	
	Action: BJ and ZB to cascade data from Talis list
	Action: BJ to invite a Talis representative to the MED away day
	
	• The FMH PTES action plans were received positively by LTC. An issue particularly flagged across the University was the management of PGT dissertations and the information provided to students. Faculties need to reassure LTC that this will be addressed, and the Chair requested that colleagues keep up the momentum for improvement.

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 Amendments, 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 Amendments, and Course Closures* folder • 2-year 150-credit Postgraduate Diploma version of Physician Associate course **Members supported the proposal and agreed that ES could approve it via Chair's action on receipt of the final CP4** • Advanced Professional Practice: merging of Advanced Practitioner and Leading and innovation for clinical practitioners programmes o The project had been informed by internal /external review and proposal critically read by ZB o CMA issues were being managed – continuing students will experience no detriment and applicants were informed of the proposed changes at the outset. **Proposal approved**
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 (Christine Raschka)* *Student Partnerships Officers (Sarah Drake – HSC / MED tba)* • Sarah Drake has been replaced by Coral Drane • Student Partnership Officers will attend FLTQC circa once a year (see item A7) • MED SPO to be appointed **Action: CR/LG to provide BJ with a copy of the HSC SPO role description and student representation policy**

No.	Item
A3.2	**Education Officers, UUEAS** *Postgraduate Education Officer (Maddie Colledge)* *Undergraduate Education Officer (Theo Antoniou-Phillips)* • Currently working on the Code of Practice for Student Representation (see item A7)

A3.3	**Student representatives**
	Faculty Convenors (Kaso Ari, Gruia Dimcea & Lou Cherrill)
	Representation and Opportunities Coordinator (ROC)(Liv Grosvenor)
	Acting Campaigns and Policy Manager (Naomi Carter)
	
	• At a recent Royal College of Nursing meeting UEA proposed that all HEIs should have a post such as LG's.
	
	• Placement allocation:
	  o LG raised the issue of communication with students about how placement allocations work
	  o Noted that LTS rep (OL) will attend Therapies induction events to try to pre-empt some of the queries
	  o The tight timeline for allocations was noted
	  o MED situation is different to that of HSC in that students are allocated to a Trust.

A3.4	**HSC School Director (Learning, Teaching and Quality (LTQ))** *Zoe Butterfint* *CR updated members in ZB's absence* • BSc OT/PT 5-yearly review has taken place • Talis is on the agenda • Update from the Chair on the Centre for Inter-Professional Learning: • CIPP has historically been funded by Health Education England but this funding will diminish then cease. The Faculty has reviewed CIPP, and agreed that future IPL provision will be embedded within programmes with greater emphasis on higher value conference-type events (no compulsory seminars or requirement to attend) and shared resources including online learning. Suzanne Lindquist will continue to lead CIPP workstream. The potential for sharing PGR professional development initiatives with PGT and UG was noted. • The artificial separation of PGR and PGT/UG as a result of UEA's administrative structure was flagged as a general problem, for example the HSC professional doctorate shares some characteristics with PGT courses. **Action: Chair/Secretary to invite Kenda Crozier (FMH Associate Dean for Postgraduate Research) to join an FMH LTQC meeting**

No.	Item

A3.5	**MED School Director (Learning, Teaching and Quality (LTQ))**
	Barbara Jennings
	
	• 5-yearly review has taken place for:
	    o MSc in Health Research
	    o MSC in Clinical research
	    o MRES
	• Courses to be integrated into one MSc in the School of Health Sciences, with three strands (NIHR, Non-NIHR and ACF) to be implemented for the new September 2017 cohort
	• Proposals for changes to the IAPT programmes are still outstanding
	•

A3.6	**HSC Director of Practice Education** *Jill Jepson* • FMH colleagues responsible for placements attended a presentation from Axia on recording Assessment of Practice Education • The system is more flexible than MyProgress; the company considers the needs of the customer and builds a bespoke system • Data can feed into Blackboard and SITS • This was a provisional visit but HSC are keen to explore further **Action: JJ to send Axia presentation to BJ** • Health Education England is currently undertaking a project led by John Howard (Head of Quality, Community & Primary Care in the Deanery) looking at multi-professional audit, eg when placement provision is approved for MED it can automatically be approved for other professions. All HEIs in the region are involved.
A3.7	**Health Online Lead** *Veena Rodrigues* *The Chair updated members in VR's absence* • Future learn project update: o FMH has committed to delivering 10 packages of learning across HSC and MED, drawing upon some established resource and new projects of work.

No.	Item
A4	**QUALITY ASSURANCE AND ENHANCEMENT**
A4.1	**External Examiner appointments, reports and responses** Available in the *External Examiner Reports and Responses* folder of the FMH LTQC Blackboard site Noted that some School responses to PGT reports were overdue. **Action: OL to follow up with the relevant LTS team leaders** **Action: Directors of Teaching to issue generic reminders to Chairs of Examiners via appropriate School meetings** **Action: Secretary/JW to add process flowchart to FLTQC Blackboard site**
A4.2	**Critical readers – issues raised for LTQC & Teaching Directors** Critical read schedule available in the FMH LTQC Blackboard site *LTQC Information including Action Log and Critical Read Schedule* folder
A4.3	**Annual Course Monitoring (including PSRB Annual Course Monitoring) and review and consideration of QAR3 reports** Documents are available in the FMH folders of the LTS Quality Review Blackboard site, including approved QAR2 and QAR3 forms QAR3 forms for AD sign-off, and critical reader comments, are available in the FMH LTQC Blackboard site *QAR3 Forms* folder
A4.4	**Periodic Course Review** Review schedule and documents are available in the FMH LTQC Blackboard site *Periodic Course Review folder*

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

No.	Item
A5	**Faculty Appeals and Complaints Committee update - Julia Hubbard, Chair of FMH FACP - 13h30** • FACPs were established in 2012 to ensure parity of decisions between schools and faculties (previously all appeals and complaints had been heard by individual Heads of School)

No.	Item
	• Each Faculty now has 2 FACPs with separate Chairs and members (HSC has 2 panels: 1 x AHP, 1 x Nursing and Midwifery) • Members receive training • The role of the Chair is to ensure justice prevails, the regulations are applied and that assessment attempts are valid in light of evidence presented • The number of appeals and complaints has increased in recent years • FMH students tend not to anticipate failing so often don't submit Extenuating Circumstances until after they fail • We need to convey the importance of submitted ECs in advance • Noted that there is no link up with PGR, which is not helpful for ClinPsyD where the students are not 'regular' PGR students, but are clinical pre-registration students.
A6	**Academic Appeals and Complaints Review** *We are conducting a review of the current Appeals and Complaints procedure and would like to invite comment from Schools via representatives at LTQC. The regulations can be found* here. *Please could colleagues consult within their schools and feedback any highlights, concerns, issues or suggestions surrounding the current procedures? The processes are not included in this review, however, any comments received in this area will be forwarded to the working group. We appreciate that you may have limited involvement in the Appeals and Complaints procedure, however, would still value your comments.* *Many thanks, Lorraine Newark, LTS* • The Chair invited members to feed into the review if they wish.
A7	**Revision of Student Representation Code of Practice – Theo Antoniou-Phillips, Undergraduate Education Officer, UUEAS, Maddie Colledge, Postgraduate Education Officer, UUEAS, Lindsay Westgarth, Student Engagement Co-Ordinator (Representation), UUEAS and Eve Dewsnap, Senior Faculty Manager SSF – 14h15** **Documents 16D34a, 16D34b** T A-P gave a presentation on the new Code of Practice on Student Representation, which was to be considered at the LTC meeting of 10 May **Action: feed any comments back to Eve Dewsnap** **Action: when new CoP on Student Representation is approved, FMH LTQC to instigate a standing agenda item on the action plan (annually - the FLTQC meeting after the last SSLC of the year)**

No.	Item
A8	**Attendance monitoring 2016/17 Semester 1 – School compliance reports**
	Documents 16D35a, 16D35b
	- It was noted that the process and accompanying forms for attendance monitoring and for recording School compliance were not appropriate for FMH - Overall 2016/17 reports to be considered by LTC in December 2017 **Action: The Chair will feed back to LTC and provide a summary of the range of mechanisms used by FMH, which are equivalent and in most cases superior to the prescribed mechanisms**
A9	**University Policy on Peer Observation for Teaching Development and Evaluation of Teaching Excellence**
	Document 16D36
	- Helena Gillespie is leading this project and BJ is a member of the working group - FLTQCs are invited to feed back any comments and suggestions - The new policy incorporates both formative and summative procedures - In principle members supported the policy - The formative element of the policy is fit to be implemented immediately, with additional decisions to be taken on the management of the summative element (which will have a place in performance management).
A10	**Student Surveys**
	Updates and activity - NSS almost completed - HSC responses are meeting the UEA average or above, with a 68% overall response rate and 3 courses with response rates above 80% - MBBS has around a 78% response rate to date - PTES is open until June - PRES is open until the end of May - UKES is open until end of June - HEE annual quality monitoring survey also taking place

No.	Item
	• It was noted that students may suffer from survey fatigue
A11	**Teaching Excellence Framework** Documents available in the *Teaching Excellence Framework* folder of the FMH LTQC Blackboard site Updates and activity • HSC and MED TEF reports • FLTQCs are to provide updates to LTC in June **Action: Directors of Teaching to provide draft TEF reports for LTC to FMH LTQC 7 June meeting**
A12	**Any other business (5 minutes)**

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

No.	Item
B1	**Learning and Teaching Committee of Senate** Minutes are available on the LTC webpages: https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee
B2	**Taught Policy Working Group updates** Documents will be made available in the FMH LTQC Blackboard site *Taught Policy Working Groups folder* • Review of Placement and Work-based learning Code of Practice • Review of self-certification policy and processes • Review of Internal Quality Assurance • Review of summative assessment procedures • Review of peer observation of teaching (in section A)
B3	**Course Closures** Documents are available in the FMH LTQC Blackboard site *New Course Proposals and Amendments, and Course Closures* folder • Cognitive Behavioural Therapy • Master of Surgery in Coloproctology

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

No.	Item
B5	**HSC PTES action plan** **Document 16D37**
B6	**Changes to BIM regulations regarding compensation** **Document 16D38**

Section C: Date of Next Meeting and Future Items

No.	Item
C1	**2016-17** 7 June 2017 12 July 2017
C2	**June 2017** • Lisa Taylor, FMH Associate Dean Employability (between 14h00-15h00) • Laura Bowater, FMH Associate Dean Enterprise **July 2017** • Becky Price, Widening Participation Manager (15h30)