

**LTC17D024**

**Title:** *SSF LTQC Minutes*  
**Author:** Heather Reynolds  
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**Issue**

To receive the Minutes of the SSF LTQC meeting held on 14 June 2017.

**Recommendation**

None.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: [h.reynolds@uea.ac.uk](mailto:h.reynolds@uea.ac.uk), for any queries/further information relating to this document.

**Background**

N/A

**Discussion**

N/A

**Attachments**

Minutes

## SSF LTQC



Minutes of a meeting of the SSF LTQC held on **Wednesday 14 June 2017** at 1400, in **TPSC 2.24**.

### **Academic Members:**

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:**

Theo Antoniou-Phillips (UG Education Officer)  
Mary  
Madeleine Colledge (PGT Education Officer)  
Sara Mendoza (Education Faculty Convener) absent  
Jak Maloret (UG Faculty Convener) - absent  
James Merewood (PG Convener) - absent  
Tony Moore (UUEAS) - absent

### **With:**

Dawn Goff (Secretary)  
Becky Fitt (LTS Manager)

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#### 1. **Minutes and Action Plan**

**Confirmed:** Minutes from SSF LTQC meeting held on Wednesday 26 April with ongoing Action Plan.

Amendments: BIM Regs - NBS All 3<sup>rd</sup> year modules will no longer be core  
LAW – all Solicitors Regulation Foundation modules will be core

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

a) TEF Preparedness – NBS TD was unable to get the required data for the NBS meeting. Data for SWK was also not available. The Chair noted that data is being prepared in advance of each TEF meeting so should be available the week before. TD's also noted that there may be no student reps in attendance due to the timing of some meetings so the student voice is not being heard. Becky Fitt recommended that a subsidiary meeting could be held to ensure student feedback was heard. SSLC minutes could also be referred to.

**RESOLVED:** Chair will raise the issue of data not being available in time to allow Schools to prepare for their TEF meetings.

b) There is no clear protocol for Schools to follow when new courses are being set-up which are requesting the inclusion modules from other Schools.

## **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**

- a) Chair will follow up with Lee Beaumont on External Examiner reports
- b) Chair offered her thanks to Theo Antoniou-Phillips (UG Education Officer) for his support to LTQC

A2. **LTC Provisional Update**

Draft Minutes of the meeting held on 10 May 2017

**Document available to view online**

A3. **Faculty Appeals and Complaints Committee**

Report for April/May 2017

**Document available to view online**

A4. **Periodic Course Review**

- Schedule SSF events 2016.17.xlsx (14.011 KB)
- CR2-report-of-course-review-EDUPGT.pdf (167.274 KB)

**Document available to view online**

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

**B1. New Courses**

New Course Proposals Subgroup LTC – A new subgroup of LTC has been set up to scrutinise new course proposals prior to being submitted to LTC for consideration. The subgroup comprises the LTC Chair, the Director of Student and Academic Services, the Academic Director of Taught Programmes, the Academic Director of Partnerships and the Academic Director of Widening Participation. Any new course proposal categorised as 'Level 2 Standard Risk' will need to be submitted to the LTC Secretary six working days prior to the deadline for submission of papers for each LTC Meeting.

**EDU**

MSc in Education Leadership and Management - Scrutineer Rob Grant – report tabled.

EDU TD will undertake the following action:

- Ask the School to provide answers to the outstanding questions which were raised at SSF Faculty Executive last week and correct the international student numbers in the CP2.

**RESOLVED:** If EDU TD resolves issues that have been identified the course approval documentation will go to LTC next week.

**B2. Changes to Existing Programmes**

**ECO**

MSC Global Media Economics – Scrutineer Naresh Pandit – report tabled

**RESOLVED: Approved**

**Document available to view online**

**B3. External Examiner Reports/ Responses**

Detailed in Section D of this Agenda

**Issues for the attention of LTQC**

**School: EDU PGCE 2015-16**  
**Scrutineer: Rob Grant**

**External Examiner: ISHTAR SWAFFIELD**

- Good practice of the School arranging meetings between externals and students.
- By far the strongest dissatisfaction expressed by students and picked up by the external is the problem of inadequate space on campus
- Students on placement at UEA being required to pay £18 per day parking

**RESOLVED:** Becky Fitt to investigate parking charges as part of the review of placements.

**B4. SSLC Updates – Faculty Convenors**

Proposed changes to the Code of Practice for Student Representation – presentation by Theo Antoniou-Phillips.

- Review prompted by a review of leadership structure.
- Found that there was little awareness of course reps and their role.
- Students need to be aware of who their course reps are and what is the purpose of SSLCs
- Current practice not always fit for purpose and there are inconsistencies
- SSLCs are owned by the School and School and Faculty convenors will be the same but overseen by SU and the University.
- Moving forward should be UG and PG reps

Proposed Changes:

- One central system for managing elections
- Two election cycles – trialled this year and it went well. Only new students elected in September e.g. foundation, year 4 & PGT
- Rep positions available on ratio basis and flexible by School to avoid reps getting overwhelmed
- SPO online training and two networking sessions to talk about best practice
- 'Find your rep' branding online to help students find their reps
- PGR reps – working on finalising a code of practice as to how this will work. No School specific reps so will be Faculty reps in most cases.
- Branding to give course reps an identity. SU will be promoting reps across the university

Responses to Members Questions:

- If student reps are required for Working Groups these can be arranged through Lynsey Westgarth
- Looking to appoint reps to cover demographic groups but this will be on a School by School basis.

**Document 16D061 available online**

## **SSF LTQC/ 16/ A007**

### **B5. Peer Observation**

No update to report

**RESOLVED:** (a) The Chair will liaise with PSY TD re: uncompleted Peer Observation.  
(b) The Chair will provide an up-date at a later meeting.

### **B6. Attendance Monitoring Reports**

DEV FLTQC from HOS 20170221.  
ECO FLTQC from HOS 20170221.  
PSY Sem 1 2016-17 to FLTQC from HOS 2016-17 sem 1 PSY.  
SWK to FLTQC from HOS Sem 1.  
LAW FLTQC from HOS 20170221 v1.0.  
To FLTQC from HOS EDU Sem 1.  
NBS Attendance Report - FLTQC from HOS 20170301 v5.

- Not all members could open the reports on BB.
- Concern was raised over why Schools were being asked to monitor attendance monitoring when LTS already has this data.
- Is it possible for an automatic email to be sent to MO's when registers have not been up-dated?
- Current process not very efficient

**RESOLVED:** Becky Fitt to clarify the purpose of the form with Christina Chan and investigate why emails are being sent to TD's.

### **B7. Do Something Different Week for PGT Students**

Members are asked to consider whether PGT students should be able to participate in Do Something Different Week. This was in the recommendations reported to LTC (full report attached).

Feedback from Madeleine Colledge (PGT Education Officer)

- There had been complaints through SSLCs where MA classes had been cancelled.
- Confusion over whether PGT student could take part in DSDW events.
- Not clear on how some of the events linked to employability.
- In 2017/8 don't think will be PGT specific events.

Feedback from Schools:

- 90% of EDU students and SWK will be on placements
- DEV want to make it available but would want to keep reading week so would need to be in same week as DSDW
- LAW needs to be available to PGT and UG
- NBS good idea
- ECO don't think it is good idea
- SWK 1<sup>st</sup> year MA could do but not for 2<sup>nd</sup> year MA students who would be on placement

**Document 16D062 available online**

### **B8. UG Exam Marking Deadlines 2017 – Naresh Pandit**

Discussing short UG exam marking deadlines 2017.

- Concern over the time that colleagues had to mark exams. One colleague had seven days to mark and moderate two modules and moderate a third.
- Impacts on quality, staff health and other teaching activities which cannot happen.

### **SSF LTQC/ 16/ A007**

- Financial implications as Schools have needed to employ AT's to help with marking.
- All Schools want clarity on why this has happened and reassurance that it won't happen again.

**RESOLVED:** (a) The Chair with raise concerns at LTC  
(b) TDs to provide the Chair with a list of late exams and the marking turnaround times required to meet the University's marking deadline.

### **B9. TALIS – Jane Helgesen & Nick Lewis (LIB) (1515)**

Brief on the learning and teaching benefits of TALIS, TALIS system rollover of reading lists for 2017-18 and timescales for acquisition of resources for 2017-18.

Mandatory Adoption of TALIS Aspire as the Default Reading List Service – LTC

LTC agreed the following

- a) To ensure a consistent institution-wide approach to reading list provision, the fairer provision of library resources across all disciplines, and to accelerate the growth of embedded digital learning at UEA, TALIS reading list software be mandated across all modules where reading lists are relevant;
- b) To support the mandate, the TALIS system be reconfigured with consistent nomenclature to denote 'Core' and 'Further' reading, with the minimum requirement being to provide the 'Core'.
- c) That academics be asked to comply from the 2017/18 academic year, with an indicative target of 31<sup>st</sup> July for new lists, and rollover of existing lists, to enable sufficient time for new items to be ordered.

#### **Document 16D063 available online**

- Three main issues raised by students: availability of books; timeliness – reading lists not available until they arrive and cost – biggest driver. Essential course texts should be available to them as part of their course.
- Aware there may be some issues in this initial year of using Talis so help is available to academics through drop-in sessions and via email.
- This year communication will be clearer to academic colleagues re: deadlines and staff who are attached to active reading lists will be emailed to let them know when the rollover has happened.
- Notes can be added to reading lists to indicate books that are up-dated annually.

**RESOLVED:** Jane Helgesen to provide a statement to send to academics confirming the deadline for Talis and the contact details for Robin Farndon, the Library's Reading List Administrator.

### **B10. University Access Agreement – Becky Price (1535)**

UEA Access Agreement 2018/19 and Planned Approaches for meeting commitments to Widening Participation, Students' Success and Progression

- a) ALL FLTQCs should consider the Access Agreement at the next available meeting, and have this as a standing item for each year from now on. Members of the WP team will be happy to attend to take questions.
  - b) Regular data on WP student performance to be provided at Faculty, School and subject level and this should be considered at FLTQCs.
  - c) Consider if there are new or existing aspects of student support that could be enhanced for WP student groups using Access agreement funding. These should then be discussed with the WP manager and Academic Director.
- Number of drivers behind WP and as a result of it moving up the university's agenda funds are available to make sure Schools have activities to support WP students.

## **SSF LTQC/ 16/ A007**

- WP is there to ensure students with potential to do so can succeed at higher education. The focus has shifted in recent years to look at the success and progression of these students when they get to university.
- Looking at a number of different areas for WP. Focus is currently on home and UG students but this is likely to change over the next few years.
- Performance gap between WP students and others needs to be addressed.
- Disabled students no longer more likely to get good jobs post UG study so this will be addressed.
- WP is core in TEF matrix. UEA will have to publish its performance figures and can only charge higher fees if we have an access agreement to show we are closing gap between access and performance. Percentage of students' fees will have to be spent on WP including initiatives to improve performance and bursaries.
- WP team looking at best practice across Schools and are keen to hear any best practice directly from Schools.
- There are exit surveys for WP students to identify the reasons why they are withdrawing so an investigation can be held into where money needs to be spent to address this issue.
- Over the summer a market researcher will look at WP dropout rates so further data can be provided to Schools.
- Schools are being asked to consider if there are any new or existing areas of student support where funding would be helpful.

**RESOLVED:** Becky Price will circulate her powerpoint presentation and the WP paper that was submitted to LTC

### **B11. UEA policy on placement and work-based learning – Becky Fitt (1550)**

- Item not discussed at meeting

**RESOLVED:** Becky Fitt to circulate documentation

**Document 16D064 available online**

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## **SECTION C: ONGING ITEMS FOR REGULAR REPORT**

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

### **C1. Course Closures**

#### **DEV**

T2LL19201 MA Development Economics  
T2L720101 MA Development Studies  
T2L900201 Globalisation and International Development

#### **EDU**

Numerous PGCE courses discontinued or replaced (see attached form for details)  
PG Cert Person Centred Counselling Skills T2B940102  
PG Cert Cognitive Behavioural-Therapy Skills T2B990103  
PG Cert Focusing-Oriented Psychotherapy T2C844201  
PG Dip in Counselling T1L594101  
MA in Counselling (FT and PT) T1L598201 and T2L598201

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

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## SECTION D: EXTERNAL EXAMINER' 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

#### Situation as at 16/05/2017 on Blackboard.

##### 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.

#### SITUATION AS AT 5.6.17

ECO – McCausland (UG) – With Scrutineer

ECO – Sessions (UG) – With Scrutineer

ECO – Reilly (PGT) – with Chair

EDU – Cross (PGT) – with Chair

EDU – Windross (PGT) – with Chair

EDU - Perkins (PGT) – with Chair

EDU - Wolfenden (PGT) – with Chair

EDU - Cajkler (PGT) – with Chair



**SSF LTQC/ 16/ A007**

EDU - Patrick Carmichael and Tamsin Hinton-Smith (PGT) – with Chair

LAW - Farah (UG) – with Chair

LAW - Rogers (UG) – with Chair

LAW - Nikaki (UG) – with Chair

NBS - Hodges (UG) – with Scrutineer

NBS - Charles (UG) – with Scrutineer

NBS - Davies (UG) – with Scrutineer

NBS - TanK(UG) – with Scrutineer

NBS - Weetman (PGT) - with Scrutineer

NBS - TanK (PGT) - with Scrutineer

NBS - Williams (PGT) – with Scrutineer

NBS - Gounaris (PGT) – with Scrutineer

NBS - Veloutsou (PGT) – with Chair

NBS - McDonnell (PGT) – with Chair

NBS - Beaumont (PGT) – with Chair

NBS - Nikolopoulos (PGT) – with Scrutineer

PSY - Appleton (UG) – with Chair

PSY - James (UG) – with Chair

PSY - Baker (PGT) – with Chair

PSY - Millings (PGT) – with Scrutineer

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

SWK – McGregor (PGT)

SWK – Higgs (UG)

SWK – Lymbery (PG)

SWK – Helm (PGT)

SWK – Cosis- Brown (PGT)

EDU - Swaffield (PGT)

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

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Date of Next Meeting and Future Items

Date of Next Meeting: Wednesday 5 July 2017 1400 - 1600 in TPSC 2.24 if required