

LTC17D025

Title: *Faculty Learning and Teaching Committees – SSF*
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Issue

Faculty of Arts and Humanities minutes of LTQC meetings from 17th May 2017, 12 July 2017 and 6 September 2017.

Recommendation

Recipients are invited:
To receive the minutes

Resource Implications

None

Risk Implications

None

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

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Background

Please find attached the confirmed minutes of the HUM LTQC meeting held on the 17th May 2017

Discussion

None

Attachments

Minutes

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

Learning, Teaching and Quality Committee

Minutes of the meeting of the HUM LTQC held on 17th May 2017

Present: Professor N Selby (Chair), Dr S Inthorn, Dr F Costa, Dr J Sharkey, Dr M Gough, Miss M Colledge (Postgraduate Education Officer), Miss B Summerfield (HUM Faculty Convenor), Theo Antoniou-Phillips (Undergraduate Education Officer)

Secretary: Dawn Goff (PGT Co-ordinator, Arts Hub)

In attendance: Ms J Helgesen

Apologies for absence: Dr J Poppleton (Teaching Director LDC), Ms M Pavey (Arts Hub Manager)

76. Minutes

Confirmed

The minutes of the meeting held on 22nd March 2017.

77. Statements from the Chair

The Chair reported orally on the following;

77.1 Module Outlines: Deadline for submission of both Autumn and Spring Module Outlines to LTS is 28th July.

Resolved

1) Teaching Directors to remind colleagues of this deadline.

77.2 Talis: The Library requires all reading lists, where possible, on Talis by 28th July. The Faculty will provide a resource to input reading lists onto Talis if information is provided before the end of the financial year.

Resolved

1) Mr Tully will arrange for a Shared Folder to be set up and will circulate information when it is ready for staff to use.

77.3 LTC Up-dates:

New Course Proposals: A new subgroup of LTC has been set up to scrutinise new course proposals prior to submission 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' has to be submitted to the LTC Secretary six working days prior to the deadline for submission of papers to LTC.

Do Something Different Week (DSDW): LTC has asked for feedback on PGT participation in this week.

Mr Tully raised concerns that there had not been enough evidence to show there was a benefit to this week continuing and that data collected did not include the views of students who had not participated in the week.

Self-certification: The following was agreed for 2017/8

- 1) the University should continue to offer students extension by Self-certification (for 2017/18 onwards);
- 2) the number of Self-certifications possible if required should be extended from one per academic year to two. One can be used at reassessment if not used previously (for 2018/19 onwards);
- 3) a Self-certification extension will have a duration of 72 hours with work to be submitted before 3pm the next working day (for 2018/19 onwards);
- 4) any item of coursework that has a deadline within the Self-certification period will be covered by the extension (for 2018/19 onwards);
- 5) only coursework can be covered by Self-certification and the definition of coursework should be strengthened to exclude practical work such as lab demos and presentations (for 2017/18 onwards).

UEA Access Agreement 2018/19 and Planned Approaches for meeting commitments to Widening Participation, Students' Success and Progression. The following was agreed:

- (1) Access Agreement for Widening Participation will be a standing item on LTQC's agenda for each year from now on. Members of the WP team will be happy to attend to take questions;
- (2) regular data on WP student performance to be provided at Faculty, School and subject level and this should be considered at FLTQCs;
- (3) 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.

Coursework Turnaround times:

Fewer Schools are complying with the 20 day turnaround requirement compared with the same time last year.

Resolved

- 1) Miss Colledge will provide feedback on the view of student's who had not participated in DSDW.
- 2) The UEA Access Agreement will be considered at the July meeting
- 3) Teaching Directors to remind their colleagues of the requirement to meet the 20 day deadline for marking and returning coursework to students.

78. **Talis Online Reading List Project**

Considered

An oral report from Jane Helgesen, Head of Academic Engagement, and Theo Antoniou-Phillips Undergraduate Education Officer, uea|su on the Talis online reading list project.

- 78.1 As reading lists for History Special Subjects cannot be set-up on Talis Dr Sharkey queried whether requests would not be prioritised because they were not on Talis. Ms Helgesen confirmed that these would be prioritised after the Talis lists had been reviewed.

- 78.2 The Chair confirmed that any problems colleagues had experienced accessing Talis off campus were due to internet connectivity issues and not due to problems with the software.

Resolved

Mr Tully will arrange a meeting with Ms Helgesen to discuss the set-up of Talis reading lists for the Faculty.

79. **Code of Practice Review**

Considered

An oral report from Mr Antoniou-Phillips, Undergraduate Education Officer, uea|su on the review of UEA's Code of Practice policy.

- 79.1 Mr Tully raised questions over how the 'Student Zone' would work in HUM and also how student reps can best be promoted through the I ♥ Arts and Humanities Transitions events.

Resolved

Mr Tully will liaise with Mr Antoniou-Phillips to discuss how School convenors can be embedded into existing I ♥ Arts and Humanities Transitions events.

80. **I ♥ Arts and Humanities**

Received

An oral report from Mr Tully on progress of the I ♥ Arts and Humanities Transitions events.

- 80.1 Mr Tully reported that work was ongoing on finalising the timetable for week 1 and making it clearer to students and available on e:Vision. He also added that focus was now moving to the communication plan in conjunction with ARM and changes had been made to the brochure given to students in week 1.

- 80.2 A proposal will be taking to the HUM Faculty Executive Committee to extend the project for a further two years instead of handing control over to Schools from September 2017. This will allow work to be done on transition moments which take place at later points in the academic year.

Resolved

In response to a query from Mr Antoniou-Phillips Mr Tully will liaise with Ms Hart to provide an up-date on the Opportunities Fair.

81. **CMA Next Steps**

Received

An oral report from Dr Inthorn from the CMA Next Steps meeting

- 81.1 Discussions were held over what changes were no longer possible to make during Course and Module Up-date as a result of CMA. If changes were now required Schools would likely have to run parallel courses if applicants/current students were not happy to transfer to the new course structure.

- 81.2 Moving forward communicating potential changes to students will be key and to ensure that happens communication between departments will need to be improved.

81.3 Work has started on aligning LTS and Admissions timelines to ensure changes are made prior to module and course information being advertised to applicants.

81.4 Dr Gough and Ms Colledge raised concerns over how CMA requirements fit into the University's guidance on cancelling modules/courses due to low enrolment.

Resolved:

the Chair will liaise with Ms Thompson, Head of Learning and Teaching Services (Quality), regarding the issue of closing part time courses when students are intercalating.

82. **Appeals and Complaints**

Considered

School responses to the any highlights, concerns, issues or suggestions surrounding the current Appeals and Complaints procedures.

Resolved:

as no comments had been received Teaching Directors were asked to remind their colleagues to provide them with any feedback by 30th June.

83. **Learning and Teaching Space Working Group**

Received:

An oral report from Dr Sharkey

83.1 From 24th May rooms in the Arts 01 Teaching Wing will be used as additional library space and will be open 24 hours a day 7 days a week. A text number will be circulated to students by IT in case assistance is required from either IT or Estates.

83.2 Minor building work will be taking place in the Arts Building over the summer to freshen up rooms and improve AV facilities.

83.2 For 2017/8 teaching events for Humanities modules will predominantly be roomed in Earlham Hall, The Enterprise Centre, Blackdale, Arts and Congregation Hall. This will not apply to large lecture events.

Resolved

Feedback from the Learning and Teaching Space Working Group to be added as a standing item on the LTQC agenda.

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

Minutes of the meeting of the HUM Learning, Teaching and Quality Committee held on 12th July 2017

Present: Professor N. Selby (Chair), Dr S. Inthorn (AMA), Dr J. Sharkey (HIS), Dr F. Costa (IIH), Miss M Leishman (Undergraduate Education Officer, uea|su),

Secretary: Miss D. Goff

In attendance: Mr J. Tully (HUM, Senior Faculty Manager),

Apologies for absence: Dr M. Gough (PPL), Dr J. Poppleton (LDC), Ms M. Pavey (LTS, Arts Hub Manager), Ms J. Wilkinson (HUM School Manager Representative),

84. MINUTES

Confirmed:

the minutes of the meeting held on 17 May 2017 were confirmed subject to the following amendments:

1. Minute 77.1 & 77.2 deadline should be 28th July
2. Minute 77.3 to be up-dated to remove a grammatical error

85. Statements from the Chair

Received

An oral report from the Chair on the following:

1. A reminder that the deadline for Talis reading lists is 28th July. If colleagues have not submitted their reading lists to Ms Tracey Gaskin by 14th July they will need to update their reading lists on Talis themselves. Mr Tully noted that some of the core reading lists provided so far run over several pages so it has not been possible to include all these books on Talis. He also asked that colleagues not raise their concerns re: Talis with Ms Gaskin.
2. The QAR2 deadline is 28th July.
3. 28th July is the deadline for Module Outlines for 2017/8 to be submitted to the HUB.
4. Working Group Peer Observation – Recommendations of this group are going to be revisited following feedback from colleagues. Mrs Helena Gillespie will attend a HUM LTQC meeting early in the next academic year to provide an up-date on the proposals.
5. A proposal was tabled at LTC re: changing penalties for lateness and exceeding the word count. The proposal was that these penalties are changed from deducting 10 marks to 10%. The change will not be introduced for 2017/8 as further discussions will be held on this matter.
6. There is a Working Group of AD's Learning and Teaching to review low enrolling PGT courses. There is pressure from the University to close courses that are perceived as low enrolling e.g. enrolling fewer than 10 students.
7. UEA awarded silver for TEF. UEA is querying some of the information in the original response so will be appealing against the decision and will be notified of the outcome

of the appeal in August. *Secretary's note: UEA successfully appealed this decision and has now been awarded Gold.*

Resolved

- 1) The Chair to investigate if it is possible for the Library to scan chapters of books to up-load to Talis where colleagues already have a copy of these.
- 2) Teaching Directors to discuss with colleagues their views on changing the penalties for late submission and exceeding the word count.
- 3) Teaching Directors to hold discussions with PGT Directors to prepare arguments for why low enrolling courses should continue.

86. **UEA Policy on Placement and Work-based learning**

Received

An oral report from the Academic Director of Taught Programmes on the draft UEA policy on Placement and Work-based learning.

- 86.1 Whilst the policy document is clear at the moment the University has a code of practice for placements which is changing and which will be supported by guidance notes. Within the Faculty most of the placements will be year abroad, language programmes and those run by AMA. Part of this review is looking at different uses of terminology when talking about placements and internships. Discussions are also still ongoing with regards to staff training.
- 86.2 Mr Tully noted that the Faculty has put forward a proposal to develop a project to look at what placements currently exist and what placements the Faculty would like to run, taking into consideration resource implications. This will feed into module and course up-date.
- 86.3 Internships should follow the spirit of placements. At the moment there is a generic document which has caused difficulties as there is huge variety in the types of placements and internships which are offered at UEA.
- 86.4 Plan to take to LTC at start of next academic year so it will be introduced for 2018/9.'

Resolved

1. Teaching Directors to pass any comments on the Placement and Work-based learning policy document to Miss Goff to forward onto Ms Fitt so these can be further considered at LTC

87. **Blackboard Demo**

Received:

A demonstration on the different features available on Blackboard.

- 87.1 200 digital assessments in 2015-6 growing to 800 with 500 markers in 2016-7. Growth strong but there is still room to grow especially in certain Schools. Both HUM and HIS have low take-up of BB marking. Receiving positive feedback from markers. There are still a number of paper submissions as these can't be submitted via e:Vision but in most cases these can be submitted on BB.

- 87.2 If Schools want to push for BB marking CTEL can provide evidence of success. CTEL have 'marking days' where they can send a learning technologist into Schools to help academics with undertaking marking on BB if lots of submissions come in at the same time. There is also the option to come to CTEL and have experience of marking a practice essay on BB.
- 87.3 The CTEL team would like to be invited to School Teaching Committees to demonstrate how CTEL can take ideas and make them digital and interactive for students. CTEL can produce animations which is very popular with students. As well as demonstrating technologies at Teaching Committees academics can also come to CTEL & have experience of using these technologies themselves. A module organiser from Chemistry came to CTEL and did a five minutes module overview video with animation. The academic provided the ideas and CTEL designed the video/animation. It is rapid content creation and can be done in a couple of hours.
- 87.4 Can turn power points into interactive process including assessment and can give students live feedback in lectures. Academics only need to provide CTEL with a copy of their power point & CTEL will then do the rest.

Resolved

- 1) Ms Mcconnell to send link to BB facilities so these can be circulated to TD's.
- 2) Teaching Directors to encourage colleagues to invite the CTEL team to School Teaching Committees to discuss the benefits of Blackboard.
- 3) Ms Mcconnell to liaise with Mr Tully on how to provide students with access to learning technologists when they are using the Media Suite

88. **I ♥ Arts and Humanities**

Received

An oral report from the Senior Faculty Manager:

- 88.1 On time with implementation and have completed all information for LTS for new student website with the exception of LDC PGT. I ♥ Arts and Humanities BB site is currently being up-dated and a purchase order has been made for clickers.
- 88.2 There will be a Buddy Scheme in partnership with Student Union with the aim of 250 current students from HUM being involved. So far 207 students across all Schools have committed to being involved with this scheme.
- 88.3 Student generated content - There is discrepancies with this across Schools. AMA have submitted a plan and some information has been received from HIS but nothing for PPL and possibly nothing for HUM or LDC. Mr Tully explained that this is a really important component as the Faculty need to hear what induction means for students as they don't just want to impose the Faculties views on them. Further work will therefore take place on this area.
- 88.4 Faculty Executive agreed for the transitions project to continue. The initial focus had been on pre-arrival and week 1 and this will hopefully be handed over to Schools

from next year. The Faculty will then focus on looking at what happens through the student journey.

- 88.5 There is a University level transitions group so next year consideration needs to be made to HUM's relationship with this group and whether it would be appropriate for the minutes of the University group to also be received at LTQC.
- 88.6 Dr Inthorn raised the issue of there being a lack of clarity over the level of PGT involvement in Transitions week. Mr Tully agreed that more work needed to be done in this area as so far the focus had been on UG students. He also noted that whilst there was an agreement approved by Faculty Executive that there should be no teaching in week 1 for new students, including PGT, in practice Schools were all doing different things. It should therefore be expected that in some Schools teaching will be taking place in transition week events.

89. **University Access Agreement**
Received

An oral report from Becky Price.

- 89.1 Moving forward the main focus of Widening Participation (WP) team is to look at students' performance whilst at University. It is no longer just focusing on providing access to university. WP's focus is to provide students with an experience whilst at UEA that allows them to succeed and this applies across the student life cycle. WP is now an issue which is higher up on the University's agenda and funds are available to support less advantaged students.
- 89.2 WP concentrates on UG Home students. This may change but currently just UG. Most people think about less advantaged students from POLAR neighbourhoods where people are less likely to go to university but it also includes students with disabilities (mental and physical), students estranged from their families, ethnic minorities, mature students and young white males (lowest performing).
- 89.3 WP has moved up the University's agenda as there are still gaps between these students and others. At UEA there is a high level drop out for mature and disabled students and good honours performance across the board. However this year the gap is looking like it will be reduced.
- 89.4 The specific concerns for the Faculty of Humanities is that minority students are 20% less likely to achieve Good Honours. Student numbers are also very low but this is being reviewed so hopefully improvements in this area can be made quite quickly. Literature shows that improving performance from minority groups ensures improvements for all students.
- 89.5 One of the reasons UEA was awarded silver for TEF is to do with performance of WP groups. Need to achieve improvements across each School not just at university level. The University would like to have member of UEA staff as School governors at all our outreach Schools. Need to show that we are doing work in local community to help raise attainment levels.
- 89.6 There are also reputational and financial issues linked to WP. The University can only charge £9,000 because it can demonstrate that it is engaging with WP and has

good support networks in place for these students. The WP team will therefore be working closely with Schools over the next year to ensure they are clear about process/strategies.

- 89.7 Ms Rosie Hannant in the WP team will spend the summer looking at School level data and will be producing a summary document of this data for each School. Ms Hannant will then be in touch with Heads of Schools and Teaching Directors during the Autumn semester to hold workshops to discuss this data.

Resolved:

1. If Schools have ideas on how to support WP students they should contact the WP team.
2. Teaching Directors to alert colleagues to the Widening Participation Workshops which will be held during the semester. If any colleagues would like to be invited to their School event they should contact Ms Hannant.
3. Teaching Directors to ask their colleagues to consider how best to spend the money available to support WP activities/events.

90. **Module and Course Up-date**

Considered:

Actions for Schools arising from Andrea Blanchflower's memo on Module and Course up-date.

- 90.1 The process for Module and Course Up-date is being brought forward by three months because of CMA issues & to take into account ARM deadlines for the University prospectus and online admissions materials. As well as information for 2018-9 being required by mid-October/early November Schools will also need to provide some data for 2019/20.
- 90.2 Discussion was held surrounding the availability of quality assurance data, especially in relation to PGT modules and courses, and whether this would be provided in time to enable Schools to meet the new deadlines. As the form for completing this task was not available yet there uncertainty was raised over what changes Schools would be able to make and what constituted major or minor changes. Concern was also raised over the timing of the document and the possibility that most academics wouldn't be aware of the change in deadline until September. *Secretary's note: The deadline for Module and Course Up-date to be completed for PGT has not yet been finalised.*
- 90.3 Dr Connors noted that there was also going to be a form available from ARM to ensure module organisers were providing module descriptions written in 'house style' protocols. This form would be circulated to academics before the LTS online form would be made available.
- 90.4 Discussion was held regarding the ARM document and the Chair confirmed that this had not been seen by LTC. Dr Inthorn raised concerns that the ARM document could cause significant upset with colleagues as it indicated that ARM can reject module outlines if there is not enough detail.

90.5 The Chair confirmed that the change to the process and the deadline being brought forward was discussed at LTC but the dates for the process were not agreed at the meeting. Dr Costa noted that the change in the process meant that the task was being brought forward by a year & three months and queried how Schools can make changes if they are not able to respond to student feedback. Dr Connors clarified that the information that Schools were being asked to provide was top level only and it should therefore be possible to make changes to details within modules. Dr Inthorn noted that whilst ARM encourages Schools to list lots of details in their module description she will be advising her colleagues to avoid doing so.

90.6 A request was made for a specific briefing session on module and course up-date for Course and Teaching Directors. It was also noted that there was a need for up-to-date documents with clear guidance on what changes could be made without the need for approval. Mr Tully explained that whilst there would be a word template together with guidance for academics they will be responsible for completing this new form as the Faculty currently has no resource to pre-populate this form.

Resolved:

1. Teaching Directors to work with colleagues to ensure Schools meet the new deadlines for Module and Course Up-date.

91. **Equality and Diversity**

Discussed:

Issues around equality and diversity in teaching following an informal complaint.

91.1 The Chair reported that Helen Murdock in the Equality and Diversity team had informed him of an informal complaint being submitted by a former student. The nature of the complaint was twofold. The student had firstly raised the issue of a number of their dissertation sessions being cancelled. The student had also raised concerns regarding a member of staff who held tutorials with a feminist gender agenda which left the student little room to speak. The Chair had therefore wanted to discuss issues of equality and inclusion in the classroom to ensure that this was considered as part of teaching planning/meetings. Dr Costa noted that at his School's last away day there had been a session which focused on this issue.

Resolved:

1. Teaching Directors to ensure Equality and Diversity in teaching is a standing agenda item at their Learning and Teaching days.
2. Teaching Directors to remind colleagues that UEA mandates that all colleagues need to complete equality and diversity training sessions. If these haven't already been completed they need to do so.

92. **School E-marking Champions**

To discuss

School's appointing E-marking champions to support colleagues who are considering using E-marking.

Resolved:

1. Teaching Director's to contact colleagues who use E-marking and ask them to share their experiences and the benefits of E-marking with their colleagues.
2. Ms McConnell to be invited to School Meetings/Teaching Committees.
3. Schools to develop a list of E-marking champions.
4. Ms McConnell to provide examples of positive feedback from students on E-marking that can be circulated to academics.

93. I ♥ Arts and Humanities

Noted

Minutes from the I ♥ Arts and Humanities meeting on 29th June.

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

Learning, Teaching and Quality Committee

Minutes of the meeting of the HUM Learning, Teaching and Quality Committee held at 2.00pm on Wednesday 6th September in EFRY 1.02

Present: Professor N. Selby (Chair), Dr M. Gough (PPL), Dr F. Costa (IIH),

Secretary: Miss L. Newark

In attendance: Mr J. Tully (HUM, Senior Faculty Manager), Ms M. Pavey (LTS, Arts Hub Manager)

Apologies for absence: Dr T. Karshan (LDC), Dr S. Inthorn (AMA), Dr J. Sharkey (HIS), Ms J. Wilkinson (HUM School Manager Representative), Miss M Leishman (Undergraduate Education Officer, uea|su)

MINUTES

1. MINUTES

Confirmed:

Minutes of the meeting held on 12th July 2017 subject to the following amendment:

- 86.4 First sentence to be deleted. To now read 'Plan to take to LTC at start of next academic year so it will be introduced for 2018/9.'

2. MATTERS ARISING NOT COVERED ON THE AGENDA

2.1 The process to map JACS codes to the HESA's new HECoS codes

Mr John Tully

Mr Tully explained that there is a change to data landscape and that course codes are being replaced. The significant factor is that the new codes will allow the data to be used by a broader range of stakeholders across the sector by utilising a common language.

The Business Intelligence Unit (BIU) have asked each of faculties to look at the current JACs codes to see how they would like to position their courses and map to the new codes.

Resolved:

Mr Tully proposed that he discussed with Prof Selby first and then talk with school managers. He will then make some proposals and take them to Teaching Directors and into schools for consultation. The subject codes will apply across schools so there might be an element of negotiation needed between schools in order to work with the system. For example the new coding category may cut across disciplines so the schools will need to discuss where their courses are aligned.

SECTION A: ITEMS FOR REPORT

3. Statements from the Chair

Received
An oral report from the Chair

- 3.1 Prof Selby reminded all about the actions within the last minutes.
- 3.2 Prof Selby expressed his gratitude to Teaching Directors for all their efforts in getting colleagues to respond to requests for QARs, Module Outlines and Talis.
- 3.3 Informal meetings with Teaching Directors
Prof Selby would like to continue with these in 2017/8 as they proved useful.

Resolved:
Tracey Gaskin to set up for next year. ACTION

4. QAR's – Update on current situation Undergraduate

- 4.1 Prof Selby was pleased to advise that the QAR1's have all been completed for undergraduate and that QAR2's are nearly complete.

QAR1

	Number triggered	Reviews on BB	Reviews completed	awaiting TD or MO	% Compliance	Notes
AMA	43	43	43	0	100%	
HIS	27	27	27	0	100%	
HUM/IIH	0	0	0	0		No modules triggered
LDC	9	9	9	0	100%	Compliance record has been submitted (uploaded to Bb)

QAR2

	Number triggered	Reviews on BB	Reviews completed	awaiting TD or MO	% Compliance	Notes
AMA	28	28	28	0	100%	
HIS	9	9	9	0	100%	
HUM/IIH	7	0	0	7	0%	Will complete QAR2 form following Becky's return from A/L, will submit all by 8 th September.
LDC	8	8	8	0	100%	LDC

5. Modules Outlines – Update on current situation

Prof Selby advised that a number of module outlines were still outstanding at the time of the meeting. He asked for these to be received as soon as possible to enable colleagues in LTS to set up on the system.

Resolved: Teaching Directors, to remind colleagues. ACTION.

UG

School	No. of Module Outlines Outstanding Aut & Yr Long	No. of Module Outlines Outstanding SPR
AMA	87	29
LDC	4	12
HIS	4	8
PPL-LCS	0	3
PPL - PHI	5	15
PPL-PSI	8	12

PGT

Faculty HUM

School	Values No. of Module Outlines Expected	No. Of Module Outlines Received
AMA	52	19
HIS	15	4
HUM	10	1
LDC	46	25
PPL	55	31
Grand Total	178	80

6. Talis

Prof Selby reported that employing a temporary member of staff to help colleagues fill out these lists has been helpful with over 100 completed. He advised that this resource will not continue to be available going forward but that now the lists have been imported it should be an easier task to manage in future. Some lists do still need to be completed for this year.

Resolved: Teaching Directors to encourage colleagues to complete their lists. ACTION

7. Teaching Excellence Framework gold

Following the appeal, where an error in the scoring was rectified, the UEA have now been awarded gold. The UEA was the only university who appealed that had the initial decision overturned. This is strategically good for university and Prof Selby highlighted that some of comments made in the statement about why the award of gold was made might alleviate some of the pressure in those areas.

8. Teaching Excellence Framework (TEF)

Prof Selby advised the TEF still on the horizon and is expected to come down to subject level but that the detail is not yet known. He informed the meeting that there will be a discussion paper to move this forward. Prof Selby suggested that schools should start to scrutinise data and look at how to improve performance in the National Student Survey (NSS) as a starting point.

9. Start of Year message

Prof Selby announced that he would be talking with Heads of Schools and asking them to disseminate two areas of importance to students during welcome talks.

a) The emphasis on the importance of you said, we did strategy around learning and teaching.

b) Reading labs. Prof Selby is keen for the faculty to explore the notion of schools providing space for students to sit and read communally. He suggested that they are ideally placed to use the existing space in corridors near to staff offices. Prof Selby will be asking the Heads of School to let students know.

10. Repeat of learning and teaching support briefing Tuesday 12th September. Bulletin has already been emailed out.

11. Report from the Union of UEA UEA|SU

The UUEAS Education Officer was not present at the meeting.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

12. HUM LTQC Terms of Reference and Priorities for the Academic Year

Received

- 12.1 Everyone has been sent terms of reference for LTQC. Mr J Tully raised that it is an important part of the meeting to discuss strategy and that this should also be happening in teaching committees. It was agreed that the terms of reference needed updating to be more faculty specific and clearer on where have powers to approve or not. They could also include the working in partnership with LTS and ensuring compliance.

Resolved: Chair to speak with Secretary outside of the meeting. To be added to the agenda of a future meeting for review. ACTION.

- 12.2 An oral report from the Chair on his priorities for the up-coming academic year and from Teaching Directors on their School's priorities.

Prof Nick Selby:

- Continue to build a strong sense of pedagogic community in the faculty.
- Student experience should be led by being part of excellent learning community. Wants to encourage thinking about how we can do that.
- Would like to promote a self-reflective practice for academics to disseminate good practice and to think about how staff can be given opportunities to share.
- Will be pushing for more colleagues to have HEA fellowships, three more colleagues recently achieved this.
- To build peer to peer initiatives for students like reading labs and around issues like assessments.
- To build a sense of teams with colleagues in LTS. Will suggest that early on in academic year schools invite LTS colleagues to school meetings.
- LTS open day on 21st September for new colleagues.
- Made enormous gains in last year with compliance with administrative tasks. IT is important to maintain and improve on this as aiming for the faculty to be exemplary. Colleagues in LTS work to tight timeframes and the deadlines are there in order for all of the work to be scheduled in to be completed properly.
- If Teaching Directors experience any difficulties within their schools they can talk to Prof Selby who will help to get resolved.
- There are still things to improve on, for example, e-marking, turnaround times, HEA fellows and student evaluation of modules. Prof Selby suggested mid module evaluations as where problems are raised it is possible to demonstrate can fix quickly.

- He also suggested that a way of improving response rates of module evaluations was to get the students to complete them in final ten minutes of class rather than waiting for the email afterwards.

12.3 Teaching Directors priorities

IH:

- For the school to keep doing what they have been doing well.
- There has been discussion within the school about how to put practices in place to help students avoid reassessment in future. Although less were referred than last year, the school still feels there is scope to review how best to support students, particular those entering on lower tariffs.
- The course are due their quinquennial review this year so working on producing the report and carrying out this process is high on the agenda.
- There was a report produced report on the PGT provision last year which the school is using to inform its decisions about the courses this year.
- Within the school there are plans to make some changes with the aim of making the foundation year work better.

PPL:

- Wants more people to use Blackboard online assessment and feedback.
- Would like to be 100 percent compliant with 21 day turnaround for assessment.
- Would like to make sure the school is providing useful feedback as well as quick. Will share examples of good feedback, how helping to improve in future.
- Confirmed that would continue use of peer marking to help students develop understanding of how marking is carried out. May be opportunities to share as best practice.

AMA and HIS: to follow at next meeting.

13. Learning Spaces

Received

An oral report from the Learning Spaces Technology Manager on the recent refurbishment of teaching spaces on campus and how new technologies can enhance teaching and opportunities for student learning.

Mr M. North attended at 2:40pm

13.1 Mr North explained that it is his responsibility to oversee ongoing refresh of technology in teaching spaces. Part of this includes:

- Liaising with Audio Visual contractors so is keen to find out what users want.
- Active member of learning and teaching working group. As part of role will have meetings with school managers, faculty managers to get feedback.
- Looking to understand what usage of space is like and how can move forward

13.2 Issues discussed:

- Mr North advised that there have been a number of upgrades over summer and that the team have upgraded a couple of rooms in Arts plus others across campus.
- Ms Pavey asked if a check has been carried out on all teaching rooms to make sure they are ready for use. Matt confirmed has and any faults have either been resolved and some reported, all with view to have resolved by 25th September.
- Prof Selby recalled that there are often queries raised about being able to play a DVD. Mr North advised that there is service in ITCS for VHS to be digitised. Where there is a disk drive in the system, this has been checked but these are not being replaced.
- A number of interactive touch screens have been installed over the summer. Training and drop in sessions will be offered for staff.
- There are ten new teaching spaces this year, and the team is looking at implementing access points to improve Wi-Fi in areas.
- Currently there is a university wide Wi-Fi review being carried out and Mr North will report back once completed. Any specific comments on service or technology can go through him. Any breakdown calls still go through ITCS as usual.
- Mr Tully suggested getting the student perspective via SSLC meetings.
Resolved: School Managers to facilitate. ACTION.
- The specialist teaching spaces within faculty were discussed. There is a screening room for media and also the media suite. If anyone has queries or wants to find out more they can contact Mr North directly.

14. I ♥ Arts and Humanities

Received

An oral report from Mr J Tully, Senior Faculty Manager, on preparations for week 1.

- 14.1 Mr Tully advised that the faculty was now in the last stage of preparation getting ready for week 1. The next key challenge is to provide information to academic colleagues. A faculty level bulletin will be going out to all academic colleagues. This will highlight as some of the information which can be used as a resource for transitions issues. There will also be a hard copy leaflet with a summary of key points on going to all academic offices.
- 14.2 Blackboard site
Mr Tully demonstrated the blackboard site and the useful information available to staff and students. He remarked that it will be interesting to see an evaluation from continuing students about what they feel they receive this year regarding transitions.

15. Module and Course Up-date

Considered

- 15.1 School's preparations for Module and Course Up-date for 2018-9 and 2019-20
Prof Selby asked for feedback around the new process in terms of understanding and progress.

PPL:

Dr Gough confirmed that all colleagues were aware of what they should be doing. Course directors have been communicating with module organisers and everyone was working on it.

IIH:

Dr Costa advised that he would be meeting with course directors and module organisers in the week following to go through everything in the memo.

Dr Costa asked if there was advice published about what could change within the year prior to the module running. Ms Pavey advised that this information will be available very soon and that the drop in session would be useful to attend.

Prof Selby advised to roll over as much as can from one year to the next for now as there will be enough to do.

16. Peer Observation

Reminder that peer observation reports due to come to next meeting. ACTION

17: ONGOING ITEMS FOR REGULAR REPORT

None for this meeting.

18. Date of next meeting

4 October in EFry 1.02