

LTC17D027

Title: FMH LTQC Minutes – 7 June 2017 and 12 July 2017
Author: Julia Jones
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Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 7 June 2017

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Julia Jones, Learning and Teaching Coordinator, telephone 01603 593528, email: julia.jones@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

FMH LTQC Wednesday 7 June 2017 at 13h30 in QUEENS 2.03

Minutes

No.	Item
1	<p>Welcome and introductions</p> <p>Present: Barbara Jennings (Acting Chair), Christine Raschka, John Winpenny</p> <p>With: Julia Jones, Olivia Louks, Liv Grosvenor, Jean Whiting</p> <p>Apologies received from: Theo Antoniou-Phillips, Zoe Butterfint, Jill Jepson, Veena Rodrigues, Emma Sutton, Lindsay Westgarth</p>
2	<p>Minutes of the last meeting</p> <p>To confirm the minutes of the meeting held on 19 April 2017</p> <p style="text-align: right;">Document 16M05</p> <p>Approved: minutes of 19 April 2017</p>
3	<p>Matters Arising and Action Log</p> <p>See 2016/17 Rolling Action Log in the <i>LTQC Information including Action Log and Critical Read Schedule</i> folder</p>
4	<p>Confirmation of Chair's Action</p> <ul style="list-style-type: none"> • Approval of CBT Long Term Conditions (LTC) top up training modules (the LTC modules are part of national planned extensions to existing training courses to provide CPD for qualified practitioners; MED has been awarded the tender for CBT Long Term Conditions (LTC) top up training modules for the East of England)
5	<p>Statements from The Chair</p> <p>Arising from previous items:</p> <ul style="list-style-type: none"> • HEE headline outcome of Annual Quality Monitoring for commissioned provision received = GREEN (highest possible rating). Full report with programme level outcomes expected at the end of June.

No.	Item
	<ul style="list-style-type: none"> • Meeting arranged for ES, BJ and ZB with Christina Chan (LTS lead) to feedback concerns and recommendations re attendance monitoring activity (12/06). • CR2s received for MRes/ MSc Health Research/ MSc Clin Research and BSc OT/PT five year reviews - process complete and to be reported to LTC. Programme teams pursuing arising update and enhancement actions. • CIPP transition group has been established to manage reconfigured provision of IPL and development of new resource to support in-curricula delivery. <p>General Updates:</p> <ul style="list-style-type: none"> • Meeting dates are set for next year <p>Action: Secretary/OL to send 2017/18 meeting invitations</p> <ul style="list-style-type: none"> • Membership reviewed – those unable to attend last year will be released from membership. Tom Shakespeare to be invited to join us for periodic update/ timed slot, alongside other FMH Associate Directors. • THANK YOU to Theo for his contributions – good luck in his next ventures. • THANK YOU to Lou who will be stepping down as a Faculty Convenor. • We are busy with various CP1/2/3/4 activity arising from potential new ventures and course updates- a CP tracking log is to be developed and made available to assist us. • At the July FLTQC we can expect to receive CP4 for OT/PT course updates. • Helena Gillespie is interested to hear of any ‘PAL’ type schemes taking place independently across our provision (other than the University wide provision). <p>Action: contact Helena with any PAL-type information as appropriate and copy to ES</p> <ul style="list-style-type: none"> • A working group is to be established to consider UEA strategy to mitigate the growing use of contract cheating/essay mill activity - I will join. <p>Action: anyone interested in joining the ‘essay mill’ working group please contact ES</p> <p>LTC actions and outcomes:</p>

No.	Item
	<ul style="list-style-type: none"> • Use of TALIS is to become mandatory – list to denote CORE and FURTHER reading for consistent nomenclature; minimum requirement is core. Compliance monitoring will follow. <p>Action: Directors of Teaching to inform colleagues that TALIS is to become mandatory (minimum requirement of CORE list) and that compliance will be monitored</p> <ul style="list-style-type: none"> • New course proposals will be considered by a subgroup ahead of LTC - tasked with undertaking a rigorous critical read to inform the wider committee. • Do something different week was reviewed (report available on LTC site) - LTQCs have been asked to consider whether PGT students should be able to participate next year? What is the feasibility of this? <p>Action: send comments re feasibility of including PGT students in ‘Do something different’ week to Chair/Secretary for reporting to next LTC</p> <ul style="list-style-type: none"> • Self Certs will continue 17/18 - in 18/19 will increase to 2 occasions per year; increase to 72 hours; any item of coursework within the period of certification will be covered; only coursework covered- no assessment events. • UEA Access agreement to be considered by FLTQC and wider WP strategy (document provided) – Helena Gillespie and Becky Price to be invited to July FLTQC. <p style="text-align: right;">Document 16D45</p> <p>Action: review UEA Access Agreement document in preparation for FLTQC 12 July 2017</p> <ul style="list-style-type: none"> • Data suggests Coursework turnaround performance is slipping in some areas - LTC has requested that we please remind colleagues where appropriate. <p>Action: Directors of Teaching to remind colleagues of coursework turnaround requirements</p>

Section A (1): STANDING ITEMS - and Action / Response to Reports

No.	Item
A1	<p>New Courses Proposal documents and critical read comments available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures</i> folder</p> <ul style="list-style-type: none"> • None to report
A2	<p>Changes to existing programmes</p> <p>Proposal documents available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures</i> folder</p> <ul style="list-style-type: none"> • 2-year 150-credit Postgraduate Diploma version of Physician Associate course (<i>awaiting final version of CP4 to enable Chair's Action to be taken as agreed at April 2017 meeting</i>) • Enhanced Professional Practice level 6 top-up <ul style="list-style-type: none"> ○ Members approved the proposal in principle ○ Critical readers have recommended that the CP be amended <p>Action: Chair to review proposal and critical read comments (including revised CP4) and approve by Chair's action</p> <ul style="list-style-type: none"> • Oncoplastic Breast Surgery change of course title (change of award not approved) <p style="text-align: center;">Change of course title approved (Chair to sign off CP1)</p>
A3	<p>REPORTS FROM MEMBERS <i>(brief bullet point reports to be provided ahead of the meeting where appropriate)</i></p>
A3.1	<p>Academic – Student Liaison <i>Student Experience Committee (Christine Raschka)</i> <i>Student Partnerships Officers (HSC Coral Drane, MED tbc)</i></p> <p><i>LG updated members in CD's absence</i></p> <ul style="list-style-type: none"> • In the 2017/18 academic year there will be a change of the arrangements for student representation on FLTQC. <p>Action: LG will send the Secretary and OL details of which role holders will be attending FLTQC in 2017/18</p> <ul style="list-style-type: none"> • CR reported a proposal for the Student Experience Committee to merge with LTC, as many of the issues discussed are academic.

No.	Item
A3.2	<p>Education Officers, UUEAS <i>Postgraduate Education Officer (Maddie Colledge)</i> <i>Undergraduate Education Officer (Theo Antoniou-Phillips)</i></p> <ul style="list-style-type: none"> • Update from TA-P on the extended Library loan policy: <ul style="list-style-type: none"> ○ This is just to update the committee that the Library have reviewed their Library loan extension policy that was available to some but not all students on placements as part of their course. ○ To resolve this, the Library have decided to allow for unlimited renewals of texts for all students at UEA, and there will be ways of contacting the library by phone to renew the loan if a student cannot get internet connection. There will then be a clearer request function for texts that are out should a student need a text. • LG reported that there had been a good uptake by HSC course representatives for the Student leadership event in September.
A3.3	<p>Student representatives <i>Faculty Convenors (Kaso Ari, Gruia Dimcea & Lou Cherill)</i> <i>Representation and Opportunities Coordinator (ROC)(Liv Grosvenor)</i> <i>Acting Campaigns and Policy Manager (Naomi Carter)</i></p> <p><i>(LG reported that NC is no longer Acting Campaigns and Policy Manager and that Josh Clare has returned to the role)</i></p> <ul style="list-style-type: none"> • BJ reported that some MED students had sought clarification on the regulations relating to placements; the issue is under investigation and BJ will report back. • The lines of communication for students to report issues within MED are currently unclear (so they tend to report elsewhere) and the School is working on appointing Student Partnership Officers.
A3.4	<p>HSC School Director (Learning, Teaching and Quality (LTQ)) <i>Zoe Butterfint</i></p> <p><i>CR updated members in ZB's absence</i></p> <ul style="list-style-type: none"> • Accelerated UG Degrees Contained within the Government's Higher Education & Research Act 2017 is a commitment to Accelerated Undergraduate Degrees. In the case of many of our programmes such acceleration is not possible within PSRB regulations; however, they are worth considering as our provision develops.

No.	Item
	<ul style="list-style-type: none"> • HSC Academic Fellows Both HSC Academic Fellows have now taken up their posts. They are being mentored by ZB and VP to ensure the goals of each stage of their fellowships are achieved. ZB is working through bespoke educational workload profiles with each academic fellow. • NMC Standards We are still awaiting the official publication of the consultation draft of the new NMC pre-registration education standards for Nursing and Quality Assurance Standards, though we have an informal copy of these. Responses are being collated by JBI with a view to a collated School response.
	<p>MED School Director (Learning, Teaching and Quality (LTQ)) <i>Barbara Jennings</i></p> <ul style="list-style-type: none"> • MClined moving to MED • MSc Clinical Research (NIHR and non-NIHR) and MSc Health Research merging and moving to HSC • Expansion of online SPD CPD MS courses. • BJ has prepared guidance for MED colleagues on the Quality Assurance Processes and for completing course proposal documents. <p>Action: BJ to send QA and course proposal guidance documents to the Secretary/JW for information</p> <ul style="list-style-type: none"> • JW reported on the expansion of MBBS numbers; the Department of Health has increased numbers from 2018/19 and UEA has 16 more places. • There will be still more available in 2019/20, but we will have to bid for those. • Overall we will probably end up with 30-45 extra students per annum. • Students will have more choice so we will have to compete for them. • Widening Participation will be a part of the bid for 2019/20. • Therefore some extra places will be allocated to A104 students this year (32 students as opposed to 24) so that they fill some of the new slots next year.
A3.6	<p>HSC Director of Practice Education <i>Jill Jepson</i></p>
A3.7	<p>Health Online Lead <i>Veena Rodrigues</i></p>

No.	Item
	<ul style="list-style-type: none"> • VN was not present but BJ confirmed that a health online meeting would be held on Thursday 8 June.
A4	QUALITY ASSURANCE AND ENHANCEMENT
A4.1	<p>External Examiner appointments, reports and responses</p> <p>Available in the <i>External Examiner Reports and Responses</i> folder of the FMH LTQC Blackboard site</p>
A4.2	<p>Critical readers – issues raised for LTQC & Teaching Directors</p> <p>Critical read schedule available in the FMH LTQC Blackboard site <i>LTQC Information including Action Log and Critical Read Schedule</i> folder</p>
A4.3	<p>Annual Course Monitoring (including PSRB Annual Course Monitoring) and review and consideration of QAR3 reports</p> <p>Documents are available in the FMH folders of the LTS Quality Review Blackboard site, including approved QAR2 and QAR3 forms</p> <p>QAR3 forms for AD sign-off, and critical reader comments, are available in the FMH LTQC Blackboard site <i>QAR3 Forms</i> folder</p> <ul style="list-style-type: none"> • Members commented that they would like to have a dedicated electronic Quality System, and questioned the value of the level of critical reading carried out in FMH.
A4.4	<p>Periodic Course Review</p> <p>Review schedule and documents are available in the FMH LTQC Blackboard site <u>Periodic Course Review folder</u></p> <p>HSC OT/PT/SLT course reviews March 2017</p> <ul style="list-style-type: none"> • Successful quinquennial review event with support from the panel for the action plans proposed. All actions are in hand with the teams. A decision was taken to delay the major changes planned for OT & PT until S'18. Approval processes are being completed for major changes and request has been submitted to HCPC for approval of the modifications suggested. <p>HSC LICP course review</p> <p>This quinquennial review is taking place in July. A decision has been taken to close the level 6 LICP provision to admissions (none had been received for 17-18); the level 6 leadership pathway will be designed into the BSc (Hons) Enhanced</p>

No.	Item
	<p>Professional Practice programme, with update and enhancements, for S'18. Level 7 LICP has been mapped into MSc Advanced Professional Practice and as such the level 7 programme is also closed to admissions. Once all existing students have completed their studies the two programmes will be formally closed and removed from the books.</p> <p>MED – April 2017</p> <ul style="list-style-type: none"> • MSc Health Research • MSc Clinical Research (non NIHR) • MSc Clinical Research (NIHR) • MRes

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

No.	Item
A5	<p>UEA Policy on Placement and Work-based Learning – Clive Matthews, Academic Director of Taught Programmes - 13h30</p> <p style="text-align: right;">Document 16D40</p> <ul style="list-style-type: none"> • The policy has been written over the last 4 or 5 months, and has been informed by a number of meetings with stakeholders around the University. • The policy will replace the current Code of Practice, and will be issued with accompanying generic guidance. • Schools and programmes can supplement the generic guidance with specific guidance as required. • CM has looked at every placement policy in the sector that he can access and is confident that ours is now the best. • The policy represents the minimum requirements but Schools and programmes can go above and beyond as required. • The policy is aligned with various Quality Assurance requirements, including the guidance issued by the Work Based and Placement Learning Association (ASET). • Schools need to have certain academic role holders in place, eg placement coordinators, to fulfil placement responsibilities. • Members would like the draft generic guidance to go to School teaching committees in September (before the submission to LTC). <p>Action: Secretary to request the draft generic placements policy guidance from Becky Fitt</p>

No.	Item
A6	<p>FMH Employability update – Lisa Taylor, FMH Associate Dean Employability – 13h50</p> <ul style="list-style-type: none"> • Steve Smith is now Director of Employability for HSC • Dickie Young is Director of Employability in MED • Employability is an area of relative weakness for UEA in the TEF, and our Employability rating may result in UEA being a silver overall rating rather than a gold. • LT has organised a question time event on the NHS Five Year Forward Plan: 20 June 4.45pm – 7.00pm in QB LT 1.03 (free event with free buffet). • Employment exchange is scheduled for 4 October, with 40 employers attending (mainly relates to HSC) - hoping for 500 students. • New Destinations of Leavers from Higher Education data implies that our situation has improved in absolute terms, but we don't yet know how we compare with our competitors. • In future destination data will be gathered 15 months after leaving (further study counts as graduate employment). • An employability development portfolio has been introduced; the feedback is that too many different portfolios exist.
A7	<p>Student Surveys</p> <p>Updates and activity</p> <ul style="list-style-type: none"> • NSS closing information • League table results • Health Education England annual quality monitoring report <p style="text-align: center;">Documents 16D43a & b, Document 16D44</p> <p>HSC:</p> <ul style="list-style-type: none"> • NSS is now closed, PTES, UKES are still open. PTES and UKES remain challenging in terms of student engagement. Activity in the School is led by Christine Raschka (AsDir T&L). • <i>NSS Update</i> <u>Final response rates</u>. NB: 9/11 HSC programmes returning ≥80% can claim funding to support graduation celebrations * • <u>Result release timeframes</u>. 28 July - top level UEA results – unfiltered Early August – institutional rankings, subject scores & rankings 22 September – full, refined data, with qualitative comments • CR is preparing the HSC response to the Student Experience Survey.

No.	Item
	<p>MED:</p> <ul style="list-style-type: none"> • BJ reported that MED intends to consider its overall strategy for surveys. • The MED SSLC can be used to communicate with students and the new Student Partnership Officers will have a role in encouraging students to participate in surveys and in communicating what happens in response to their input (closing the feedback loop).
A8	<p>Teaching Excellence Framework</p> <p>Documents available in the <i>Teaching Excellence Framework</i> folder of the FMH LTQC Blackboard site</p> <p>Updates and activity</p> <ul style="list-style-type: none"> • HSC and MED responses to TEF preparedness reviews are complete. • HSC has provided an update / response to the recommendations from the TEF Preparedness meeting. The details of actions and activities are included in the HSC action plans and T&L Project Plan for 17-18. • The work required for this academic year is now done and we will receive our institutional ratings shortly. • It is not yet clear what will be required of Schools/Faculties over the next academic year.
A9	<p>Any other business (5 minutes)</p> <ul style="list-style-type: none"> • JW is a member of the working group on the submission of work for assessment (taught programmes) and he reported that the group's recommendations were to be considered by LTC on 21 June. • The penalty for late submission and exceeding the word count will change to a percentage. • Pass/fail assessment items: where a penalty results in an automatic fail the work will still be marked so student can be given feedback.

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

No.	Item
B1	<p>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</p>

No.	Item
B2	<p>Taught Policy Working Group updates</p> <p>Documents (where available) will be placed in the FMH LTQC Blackboard site <u>Taught Policy Working Groups folder</u></p> <ul style="list-style-type: none"> • Review of Placement and Work-based learning Code of Practice • Review of Internal Quality Assurance • Review of peer observation of teaching • Submission of work for assessment – taught programmes
B3	<p>Course Closures</p> <p>Documents are available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures</i> folder</p> <ul style="list-style-type: none"> • Cognitive Behavioural Therapy • Master of Surgery in Coloproctology <p><i>(awaiting final versions of course closure forms)</i></p>

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

No.	Item
B4	<p>Student review of Talis reading lists</p> <p style="text-align: right;">Document 16D41</p>
B5	<p>Review of the Code of Practice on Student Representation</p> <p style="text-align: right;">Document 16D42</p>

Section C: Date of Next Meeting and Future Items

No.	Item
C1	<p>2016-17 12 July 2017</p> <p>2017-18 27 September 2017 8 November 2017 10 January 2018 21 February 2018 18 April 2018</p>

No.	Item
	30 May 2018
C2	<p data-bbox="336 293 528 327">12 July 2017</p> <ul data-bbox="336 367 1150 443" style="list-style-type: none"> <li data-bbox="336 367 1150 405">• Becky Price, Widening Participation Manager (15h30) <li data-bbox="336 405 815 443">• Talis reading list requirements <p data-bbox="336 483 632 517">27 September 2017</p> <ul data-bbox="336 557 1310 633" style="list-style-type: none"> <li data-bbox="336 557 1310 633">• Peer Observation of Teaching 2016/17 reports (in advance of the LTC meeting of 6 October 2017) <p data-bbox="336 669 603 703">8 November 2017</p> <ul data-bbox="336 743 1262 777" style="list-style-type: none"> <li data-bbox="336 743 1262 777">• Kenda Crozier, FMH Associate Dean Postgraduate Research <p data-bbox="336 817 603 851">21 February 2018</p> <ul data-bbox="336 891 1262 925" style="list-style-type: none"> <li data-bbox="336 891 1262 925">• Kenda Crozier, FMH Associate Dean Postgraduate Research <p data-bbox="336 965 496 999">June 2018</p> <ul data-bbox="336 1039 1262 1115" style="list-style-type: none"> <li data-bbox="336 1039 1262 1115">• Student Representation action plan (with Student Partnership Officers in attendance)

FMH LTQC on Wednesday 12 July 2017 at 13h30 in QUEENS 2.03

Minutes

No.	Item
6	<p>Welcome and introductions</p> <p>Present: Emma Sutton (Chair), Ken Laidlaw (arrived 13h55), Christine Raschka, Lindsay Westgarth</p> <p>With: Julia Jones, Olivia Louks, Jean Whiting</p> <p>Apologies received from: Zoe Butterfint, Maddie Colledge, Liv Grosvenor, Barbara Jennings, Jill Jepson, Mary Leishman, Mary Jane Platt, Veena Rodrigues, John Winpenny</p>
7	<p>Minutes of the last meeting</p> <p>To confirm the minutes of the meeting held on 7 June 2017</p> <p style="text-align: right;">Document 16M06</p> <p>Approved: minutes of 7 June 2017</p>
8	<p>Matters Arising and Action Log</p> <p>See 2016/17 Rolling Action Log in the <i>LTQC Information including Action Log and Critical Read Schedule</i> folder</p> <p>Arising:</p> <p>Health Education England report on UEA</p> <ul style="list-style-type: none"> • HEE has given us a rag rating of GREEN – this year the report is overarching rather than by programme • No requirements have been identified and we have received a number of commendations • There are only 4 areas where we are to put together an improvement plan (3 of which are already in train) • HEE is already piloting next year’s survey – using UEA Pharmacy • ES will be attending a stakeholder event in Cambridge <p>Do Something Different Week 2018</p> <ul style="list-style-type: none"> • PGT students can attend if they are free

No.	Item
	<ul style="list-style-type: none"> • Week 6 rather than last Week 7 <p>Student representation 2017/18</p> <ul style="list-style-type: none"> • Faculty convenors: UG Gruia Dimcea, PGT tbc • Education Officers: UG Mary Leishman, PGT Maddie Colledge • UUEAS: Liv Grosvenor or Lindsay Westgarth
9	<p>Confirmation of Chair's Action</p> <ul style="list-style-type: none"> • Enhanced Professional Practice BSc (Hons) top-up - approval • 2-year 150-credit Postgraduate Diploma version of Physician Associate course – approval • Oncoplastic Breast Surgery change of course title - approval
1	<p>Statements from The Chair</p> <p>Oral report:</p> <p>HEA fellowship</p> <ul style="list-style-type: none"> • Data on Higher Education Academy (HEA) fellowship or equivalent recognised qualification, eg Masters in Education (needed for the Higher Education Statistics Agency (HESA) return in September) • If colleagues have applications awaiting completion or submission they are encouraged to finish them off • Many FMH people are upgrading their fellowship • But 11 MED people have not confirmed whether they have fellowship or an equivalent recognised qualification • ATS colleagues nearly all have a suitable qualification • Not the case with ATR colleagues, but associate fellowship may be suitable for them • Overall, levels of qualification in FMH are very good <p>LTC</p> <ul style="list-style-type: none"> • New Mental Health and Wellbeing policy for students approved • Senate marking scales to be retained in their current form • Proposal to dock a percentage for a penalty rather than a fixed number of marks was not signed off and has been sent back to the working group • Dissertation 30-day turnaround time – FMH already compliant • Academic appeals and complaints revised, aligning PGR with UG and PGT • Fitness for Study policy changed to allow a pastoral rather than disciplinary route to forcing a break in studies • Professional doctorate is to be restricted to HSC in the first instance, with some involvement from the University of

No.	Item
	<p>Suffolk; separate proposals required for the University of Suffolk and School of Pharmacy streams</p> <ul style="list-style-type: none"> • Prevent training is available to academic colleagues (led by student services – contact David Thurkettle) • Helena Gillespie would like each School to identify an e-marking champion (FMH already has high uptake of e-marking) <p>Action: Directors of Teaching to check whether John Winpenny and Becky Hill will take this role for MED and HSC respectively</p>

Section A (1): STANDING ITEMS - and Action / Response to Reports

No.	Item
A1	<p>New Courses</p> <p>Proposal documents and critical read comments available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures</i> folder</p> <ul style="list-style-type: none"> • Speech and Language Therapy (MSci) - <i>CP1 available (HSC hopes to include this in the February 2018 prospectus)</i> • Clinical Psychology CATS programme proposal
A2	<p>Changes to existing programmes</p> <p>Proposal documents available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures</i> folder</p> <ul style="list-style-type: none"> • 2-year 150-credit Postgraduate Diploma version of Physician Associate course (approved) • Enhanced Professional Practice level 6 top-up (approved) • Oncoplastic Breast Surgery change of course title (approved) • BSc Occupational Therapy course revisions – <i>CP1 and CP4 available – needs critical reading</i> • BSc Physiotherapy course revisions – <i>CP1 and CP4 available – needs critical reading</i> <p>Action: BSc OT and PT proposals have already been rehearsed and discussed, therefore the Chair will take action to approve after the critical reading is complete</p>
A3	<p>REPORTS FROM MEMBERS</p> <p><i>(brief bullet point reports to be provided ahead of the meeting where appropriate)</i></p>
A3.1	<p>Academic – Student Liaison</p>

No.	Item
	<p><i>Student Experience Committee (Christine Raschka)</i> <i>Student Partnerships Officers (HSC Coral Drane, MED tbc)</i></p> <p>SEC meeting 3 May 2017 – main discussion points:</p> <ul style="list-style-type: none"> • Code of Practice on student representation • Do Something Different week (Sem 2 Wk 6) • Mental Health and Wellbeing policy for students (aim is preventative) • Student Experience Report key themes <ul style="list-style-type: none"> ○ Organisation and management ○ Opportunities and participation ○ Representation and democracy • Non-academic experience survey - HSC and MED have relatively low satisfaction rates • Liv Grosvenor has received an NUS Education Award for her work on the jointly funded UEA UUEAS / HSC partnership to improve student experience, satisfaction and retention • The project has also been nominated for the HEA Collaborative Awards for Teaching Excellence (ZB, LG and team)
A3.2	<p>Education Officers, UUEAS <i>Postgraduate Education Officer (Maddie Colledge)</i> <i>Undergraduate Education Officer (Theo Antoniou-Phillips)</i></p>
A3.3	<p>Student representatives <i>Faculty Convenors (Kaso Ari, Gruia Dimcea & Lou Cherill)</i> <i>Representation and Opportunities Coordinator (ROC)(Liv Grosvenor)</i> <i>Acting Campaigns and Policy Manager (Naomi Carter)</i></p> <ul style="list-style-type: none"> • Success of the UUEAS / HSC collaborative work • Student sabbatical officers and other student representatives are in training
A3.4	<p>HSC School Director (Learning, Teaching and Quality (LTQ)) <i>Zoe Butterfint</i></p>
A3.5	<p>MED School Director (Learning, Teaching and Quality (LTQ)) <i>Barbara Jennings</i></p> <p><i>KL updated members in BJ / MJP's absence</i></p> <ul style="list-style-type: none"> • International recruitment for ClinPsyD - now 8 expected • New students are being recruited from countries that have been targeted by Admissions, which is good news
A3.6	<p>HSC Director of Practice Education <i>Jill Jepson</i></p>

No.	Item
A3.7	<p>Health Online Lead <i>Veena Rodrigues</i></p> <p><i>ES updated members in VR's absence</i></p> <ul style="list-style-type: none"> • ES acknowledged all the work that had been done to support the Future Learn initiative • FMH is providing the whole of the institutional submission for September (and providing more still for December)
A4	QUALITY ASSURANCE AND ENHANCEMENT
A4.1	<p>External Examiner appointments, reports and responses</p> <p>Available in the <i>External Examiner Reports and Responses</i> folder of the FMH LTQC Blackboard site</p> <p>Action: some responses still outstanding – ES to contact the relevant Chairs of Examiners with a deadline for completion of the response</p>
A4.2	<p>Critical readers – issues raised for LTQC & Teaching Directors</p> <p>Critical read schedule available in the FMH LTQC Blackboard site <i>LTQC Information including Action Log and Critical Read Schedule</i> folder</p> <p>Critical read comments re the School response to the EE report from Philip Begg (MSc Physician Associate Studies):</p> <p><u>Issues to be raised with Teaching Directors/Course Directors</u></p> <p>Commentary from the EE and CD makes reference to resource constraints-potential compromise of the quality of ambitions to enhance assessment provision and delivery should be noted. Suggestion by CD that EE recommendations are accepted but extent of implementation is constrained by resource needs consideration by the School Exec.</p> <p><u>Issues to be raised at LTQC (eg to inform future practices, examples of good practice, concerns or ideas for change)</u></p> <p>Good to note the positive commentary regarding the standards observed and rigor of process in this new programme. As above, the quantity and distribution of programme resource is a noted factor likely to constrain future enhancements and ambitions of the programme team.</p> <p>EE also notes substantial administrative function of academic colleagues: <i>I would like to recommend that the university explores the administrative support for the programme, the very small team are teaching heavy and therefore, although it is working in year 1 of a new programme, this will become a significant issue when there are more students.</i></p>

No.	Item
	<p>Critical read comments re the School response to the EE report from Andrew Baidam:</p> <p>Would it please be possible to type school responses? Handwritten responses are at times very difficult to decipher.</p> <p>Action: OL to contact MED team leader to request that the Chair of Examiners completes a typed version of the response</p> <p>Action: OL / Secretary to amend the EE critical read proforma to include the name of the programme</p>
A4.3	<p>Annual Course Monitoring (including PSRB Annual Course Monitoring) and review and consideration of QAR3 reports</p> <p>Documents are available in the FMH folders of the LTS Quality Review Blackboard site, including approved QAR2 and QAR3 forms</p> <p>QAR3 forms for AD sign-off, and critical reader comments, are available in the FMH LTQC Blackboard site <i>QAR3 Forms</i> folder</p> <ul style="list-style-type: none"> • All 2015/16 QAR3 forms have been received and the last ones will be reported to LTC in October • NB there is poor engagement of MED PGT re QAR processes • Also some problems with HSC MSc Nursing • Laura Thompson has agreed that the QA for integrated modules will be incorporated into QAR2 rather than QAR1
A4.4	<p>Periodic Course Review</p> <p>Review schedule and documents are available in the FMH LTQC Blackboard site <u>Periodic Course Review folder</u></p> <p>Action: Secretary to update 2016/17 course review schedule to take account of courses no longer needing review</p>

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

No.	Item
A5	<p>Widening Participation – Becky Price, Widening Participation Manager - 14h00</p> <p style="text-align: right;">Documents 16D46, 16D47</p>

No.	Item
	<ul style="list-style-type: none"> • Becky Price and Rosie Hannant are members of the new Widening Participation team (under Garrick Fincham) • Helena Gillespie is the Academic Director for Widening Participation • The team is working with the BIU on data analysis, which will allow them to develop strategies for the institution and then evaluate their impact • Widening Participation has risen up the agenda and relates not just to recruitment but also to support for students when they are here at UEA • Anyone with the ability to succeed in HE should be given the necessary opportunities • There are funds to support innovative initiatives • Due to funding the team is only looking at UG home students at present • WP categories include low income, mature, disabled (including mental health), looked after or estranged, BME, and young white males from deprived households – there are gaps in performance at all stages for these groups • Tableau reports are available and Rosie is writing a short report for each School, highlighting issues • School level meetings will be arranged • The UEA data has highlighted various issues (though we must bear in mind that we are working with very small numbers when considering UEA WP students): <ul style="list-style-type: none"> ○ Non-continuation for mature and disabled students ○ Fewer ‘good honours’ grades awarded to WP students generally • FMH-specific issues include: <ul style="list-style-type: none"> ○ HSC disabled students less likely to achieve ‘good honours’ ○ MBBS non-continuation; only female students have dropped out in Year 1 • Working to improve WP requires taking account of moral demands, regulatory demands, financial implications and reputational implications, all of which have the potential to affect recruitment • The team members are analysing how best to spend the budget and will need to prove that any funding initiatives work • Targeted spending may prove to be more effective than bursaries • Becky’s team are open to any proposals • It was suggested that funding could be used to support A104 students to take an intercalated year (eg to do an MCLinEd) • Becky’s team would need to see evidence that A104 do not take up this opportunity because of the cost, and also proof that completing an intercalated year makes a difference longer term

No.	Item
	<ul style="list-style-type: none"> • Funding is only available for new initiatives but these initiatives could include enhancements of existing processes • The Chair invited Becky and Rosie to attend FLTQC and update members at any time <p>Action: members to let Becky know of any key School contacts who are, or want to be, involved in WP; also contact Becky with any ideas</p>
A6	<p>Social Media Policy</p> <p style="text-align: right;">Documents 16D48, 16D49, 16D50</p> <ul style="list-style-type: none"> • ES would like to check that colleagues are still happy with the FMH 2013 Social Media Policy <p>Action: Secretary to circulate policy (via CR and MJP); colleagues to review and send comments to ES by 1 September</p>
A7	<p>Student Surveys</p> <p>Updates and activity</p> <ul style="list-style-type: none"> • HSC student engagement with NSS and PTES was very good • HSC action planning workshop has been set up • MED engagement with PTES has been poor
A8	<p>Teaching Excellence Framework</p> <p>Documents available in the <i>Teaching Excellence Framework</i> folder of the FMH LTQC Blackboard site</p> <p>Updates and activity</p>
A9	<p>Any other business (5 minutes)</p> <p>Membership of FLTQC in 2017/18 will consist of 5 MED and 5 HSC academic representatives CR and TS will attend occasionally to update members</p>

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

No.	Item
B1	<p>Learning and Teaching Committee of Senate Minutes are available on the LTC webpages:</p>

No.	Item
	https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee
B2	<p>Taught Policy Working Group updates</p> <p>Documents (where available) will be placed in the FMH LTQC Blackboard site Taught Policy Working Groups folder</p> <ul style="list-style-type: none"> • Review of Placement and Work-based learning Code of Practice • Review of Internal Quality Assurance • Review of summative assessment procedures • Review of peer observation of teaching
B3	<p>Course Closures</p> <p>Documents are available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures</i> folder</p> <ul style="list-style-type: none"> • Master of Surgery in Coloproctology • Cognitive Behavioural Therapy (<i>awaiting course closure form</i>)

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

No.	Item
B4	None to report

Section C: Date of Next Meeting and Future Items

No.	Item
C1	<p>2017-18</p> <p>27 September 2017 8 November 2017 10 January 2018 21 February 2018 18 April 2018 30 May 2018</p>
C2	<p>27 September 2017</p> <ul style="list-style-type: none"> • Peer Observation of Teaching 2016/17 reports (in advance of the LTC meeting of 6 October 2017) • Attendance monitoring compliance <p style="text-align: right;">Document 16D51</p>

No.	Item
	<ul style="list-style-type: none"> • <i>Laura Bowater, FMH Associate Dean Innovation – to be confirmed</i> • <i>Liv Grovesnor, Student Representation and Opportunities Coordinator – to be confirmed</i> <p>8 November 2017</p> <ul style="list-style-type: none"> • Kenda Crozier, FMH Associate Dean Postgraduate Research <p>10 January 2018</p> <ul style="list-style-type: none"> • Lisa Taylor, FMH Associate Dean Employability – 13h30 <p>21 February 2018</p> <ul style="list-style-type: none"> • Kenda Crozier, FMH Associate Dean Postgraduate Research <p>30 May 2018</p> <ul style="list-style-type: none"> • Katrina Emerson, FMH Associate Dean Admissions • Student Representation action plan (with Student Partnership Officers in attendance)