

LTC17D059

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

To receive the Minutes of the SSF LTQC meeting held on 13/9/17.

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, for any queries/further information relating to this document.

Background

N/A

Discussion

N/A

Attachments

Minutes

SSF LTQC 17M001

Minutes of a meeting of the SSF LTQC held on **Wednesday 13th September 2017**, commencing at 1400, in **TPSC 2.24**.

Academic Members Present:

Ratula Chakraborty (Chair)
Marisa Goulden (DEV)
Fabio Arico (ECO)
Claudina Richards (LAW)
Jonathan Wilson (NBS)
Neil Cooper (PSY)
Yvonne Johnson (SWK)

Student Members Present:

Madeleine Colledge (PGT Education Officer)
Mary Leishman (UG Education Officer)
Tony Moore (UUEAS)

Apologies:

Lee Beaumont (EDU)
Borja Martin Simon (UG Faculty Convenor)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

1. Minutes and Action Plan

CONFIRMED: Minutes from the SSF LTQC meeting held on 14 June 2017 together with ongoing Action Plan.

**Document available to view
online**

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

Policy on Placements and Work-based Learning - a reminder that
Becky Fitt
needs comments from TDs.

RESOLVED: Becky will circulate any comments received.

Document available to view online

SECTION A: ITEMS FOR REPORT

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

A1 Statements from the Chair

- (i) **RESOLVED:** No amendments to SSF LTQC Terms of Reference.
- (ii) Neil Ward – Further work to be done in respect of Assessment and feedback beyond the timeliness factor, particularly marking assessment criteria. Students need to be aware of this in advance of their assessment. Using an exemplar is particularly useful to students, BB sites and handbooks. Prior to coming to University students may have experienced prepping by their schools using model answers which is not helpful in the University sector.
- (iii) QAR 1s –TDs to ensure all UG QAR1s completed.
RESOLVED: Becky investigating with LTS Zicer HUB in respect of all UG QARs for SWK, PSY and EDU.

Document 17D065 available to view online

A2 LTC Provisional Update

Draft Minutes of the meeting held on 21 June 2017.

Document available to view online

A3 Faculty Appeals and Complaints Committee

Report for June/July/August 2017.

Document available to view online

A4 Periodic Course Review 2016/17

Course Review documentation 2016/17 can be found in the Course Review folder on this Blackboard site including the draft schedule of events for 2016/17.

A5 Learning and Teaching Bulletin July 2017.

Document available to view online

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 NEW COURSES

New Course Proposals Subgroup LTC – A new subgroup of the 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.

ECO (both assessed low risk) – Scrutineer Neil Cooper – scrutineer’s report and School response attached

**BSc Economics and Finance
MSci Economics and Finance (Integrated Masters)**

RESOLVED:

Following scrutiny and discussion, this will be approved subject to inclusion by ECO of clarification in respect of Scrutineer's comments (ECO TD will forward the final version to Secretary to be submitted to LTC)

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

Document 17D066 available to view online

B2 CHANGES TO EXISTING PROGRAMMES

None to consider.

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

B3 EXTERNAL EXAMINER REPORTS/RESPONSES

None

B4 SSLC UPDATES – FACULTY CONVENORS

Faculty Conveners unable to attend – no matters to raise.

B5 PEER OBSERVATION

PO2s Attached. PO3 Report being prepared for LTC.
Roll out of peer observation for 2017/18 –SFM.

- Very little change for 2017/18 – returned 100% compliant 2016/17.
- List of key dates provided for 2017/18.
- ATs teaching more than 25% of a single module must be observed every year.
- Important to share practice between tutors and share with LTQC.
- A workshop could be offered to Faculty members.
- Concern around the possible use of peer observation for performance monitoring and negative impact on sharing of best practice.

RESOLVED:

- (a) SFM will provide deadlines to enable these to be held online.
- (b) NBS Deputy TD will liaise with EDU TD and ECO TD to arrange a workshop – suggesting this takes place November. NBS Deputy TD will keep LTQC informed
- (c) Chair will provide a verbal update on the PO3 at LTC.

Document 17D067 available to view online

**B6 BATCH SCREENING OF ALL COURSEWORK USING TURNITIN
– NARESH PANDIT**

This item was deferred to the October meeting.

**B7 TEF (TEACHING EXCELLENCE FRAMEWORK) – YVONNE
JOHNSON**

1. Feedback on how Schools are finding internal TEF preparedness days.
2. General discussion of TEF ratings and implications for education in the social sciences.
 - Suggesting some time should have been assigned in LTQC to discuss school preparation for TEF. PSY will be the last one in a couple of weeks' time.
 - PVC (Academic) hasn't had an opportunity to meet with all schools together.
 - Seeking common grounds and best practices to bring these together to find out what the University can do for schools to help them achieve their aims.
 - TEF discipline exercises – what does this look like? As it becomes clearer to the University it will be made clearer to Faculties and Schools.
 - Changes to TEF criteria – NSS and Good Honours being downgraded.
 - UEA in pilot scheme for subject level - waiting to hear when this will take place – Chair will update as soon as this information is available. More granularity and working between schools will be needed.
 - Difficulty responding to TEF report bearing in mind CMA requirements.
 - CMA allows changes but these must be done the right way.
 - Communication with key stake holders is necessary.
 - Gold institution – what is student expectation? Perhaps University needs to think about why University is TEF Gold. It would be interesting to know what students think TEF Gold means. Are International students aware of the TEF?

RESOLVED:

- (a) LAW TD will circulate document relating to Pilot Scheme.
- (b) Student expectation in respect of TEF Gold – PGT Education Officer will take this forward.

B8 ANNUAL MONITORING

QAR Compliance Report circulate.

Chair considering QAR3's and will identify opportunities for the wider sharing of best practice.

RESOLVED:

- (a) Secretary will liaise with LTS colleagues to establish the situation with regard to module outlines for PSY, SWK, EDU and NBS and report back to Chair.
- (b) Secretary will circulate a reminder of the module update drop-in session dates.
- (c) Secretary will provide Chair with an overview of the 2017/18 module outline capture situation.

B9 STUDENT INDUCTION EVENTS

TDs confirmed that preparation for induction was in hand.

B10 INTRODUCTION BY MATT NORTH, LEARNING SPACES TECHNOLOGY MANAGER (1530-1545)

Matt is focusing on managing an ongoing refresh programme of technologies within teaching spaces (five yearly), reviewing support processes and exploring new technologies that can enhance teaching and opportunities for student learning. Matt will explain this summer's refresh programme, during which over 40 teaching spaces across campus are being upgraded and welcomes any comments or feedback that members may have to enable him a deeper understanding of experiences and thoughts on this topic within the Faculty.

- Seeking feedback from schools.
- ECO and LAW TDs are members of the Learning & Teaching Spaces Group.
- 28 rooms have had a complete technology refresh.
- 11 rooms have had upgrades.
- Identifying spaces due for refresh.
- Feed designs and specs into the group for consideration
- Design of control panels made as intuitive as possible –upgraded but user functionality is the same
- ITCS can control remotely where upgraded – checks will be undertaken – preventative maintenance during summer period and Christmas break – before teaching starts faults may be identified and rectified. Support efficiency improved
- Laptops in Queens can be difficult to use – three rooms have been upgraded but there may be others in some rooms across campus.
- Full audit of equipment in learning spaces being undertaken to inform wider refresh programme.
- Fault reporting remains the same.
- Response time for faults whilst teaching (key from a user perspective). AV Integrator (Snellings) has response time of 4 hours to visit room. Suggest there should be a service level agreement.
- Refresh programme – Congregation Hall – viewing of screen very poor for students. Main hall has had a complete refresh. Orientation has been changed. Stage is being lowered and will be on the balcony side wall together with two screens. .

- An IT bulletin about the learning spaces would be really useful before the start of term – a report might be coming from the LTSG so may include this information.
- Audit – will include ensuring rooms each have an instruction sheet with contact details for support also.
- Opportunities needed for tutors to familiarise themselves with particular rooms and equipment.
- Lighting – some rooms do not have helpful lighting so audit needs to include lighting with Estates involvement. All rooms should be able to segment lighting.
- Some rooms have flip-top tables – not always left handed flip available. Also makes group work difficult.
- Charge points for laptops – group work with students needing to charge up – need to facilitate laptop use (students as well as staff).
- Lecture capture – requirements around this – IT correct storage and link to BB etc. Engagement Group will facilitate.
- Matt would welcome invitations to sit in on classes to see how the space is being used and how it is for students.

RESOLVED:

- (a) Matt to investigate whether there is a Service Level Agreement in relation to response time for dealing with faults.
- (b) Congregation Hall main hall – updated plan will be sent to Secretary who will circulate to help tutors prepare for teaching in this room
- (c) TDs to ask their colleagues if they wish to join the Engagement Group and feedback to Matt by mid-October.
- (d) Tutors will be asked to contact Matt directly with invitations to sit in on their classes.

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

C1 Course Closures

EDU

PGCE Courses (numerous redundant courses) Approved by SSF

LTQC 7.6.17

T2B940102 PG Cert Person Centred Counselling Skills Approved by SSF LTQC 10.8.17

T2B990103 PG Cert Cognitive Behavioural Therapy Skills Approved by SSF LTQC 10.8.17

T2C844201 PG Cert Focusing-Oriented Psychotherapy Approved by SSF LTQC 10.8.17

T1L594101 PG Dip in Counselling Approved by SSF LTQC 10.8.17

T1L598201 MA in Counselling (FT) Approved by SSF LTQC 10.8.17

T2L598201 MA in Counselling (PT) Approved by SSF LTQC 10.8.17

Closure documents available in the Course Closure folder online.

SECTION D: EXTERNAL EXAMINERS' REPORTS

D EXTERNAL EXAMINERS' Reports

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Deadlines for the consideration of UG and PGT reports and responses 2016/17:

2016-17 Reports – Receipt from External Examiners:

- Standard UG Programmes – 2 August 2017
- Standard PGT Programmes – 12 January 2018

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

SITUATION AS AT 7.9.17

D1 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.

ECO – McCAUSLAND (UG) – With Scrutineer
ECO – SESSIONS (UG) – With Scrutineer
ECO – REILLEY (PGT) – With Chair

EDU – CURTIS (UG) – With Scrutineer
EDU – WOLFENDEN (PGT) – With Chair

LAW – FOVARGUE (UG) – With Chair
LAW – CALLEY (UG) – With Chair
LAW – HOLMES (UG) – With Chair
LAW – FARAH (UG) – With Chair
LAW – NIKAKI (UG) – With Scrutineer
LAW – ROGERS (PGT) – With Chair

NBS – CHARLES (UG) – With Scrutineer
NBS – DAVIES (UG) - With Scrutineer
NBS – HODGES (UG) - With Scrutineer
NBS – TAN (UG) - With Scrutineer
NBS – McDONNELL (PGT) – With Scrutineer
NBS – VELOUTSOU (PGT) - With Scrutineer

PSY – APLETON (UG) – With Scrutineer
PSY – JAMES (UG) - With Scrutineer
PSY – BAKER (PGT) – With Chair

SWK – MURPHY (PGT) - With Scrutineer

D2 External Examiners' Completed Reports 2015/16

NBS – BARRETT, S (PGT)
NBS – NIKOLOPOULOS, K (PGT)
NBS – GOUNARIS, S (PGT)
NBS – WEETMAN, P (PGT)
NBS – TAN, K (PGT)
NBS – WILLIAMS, R (PGT)

D3 External Examiners' Reports 2016/17 Outstanding

These reports are still being submitted by external examiners.

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

Date of Next Meeting and Future Items

Date of Next Meeting: Wednesday 11 October 2017 1400-1600 in TPSC 2.24

Future Items:

- **Course Review Reports to enable Chair to report to the November LTC meeting**
- **FLTQC UG & PGT External Examining report overview to LTC**