

## **LTC17D060**

**Title:** *Faculty LTQC Minutes*  
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**Date:** 17<sup>th</sup> November 2017  
**Circulation:** LTC – 29 November 2017  
**Agenda:** LTC17A002  
**Version:** Final  
**Status:** Open

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### **Issue**

Faculty of Arts and Humanities minutes of LTQC meetings from 4<sup>th</sup> October 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 4<sup>th</sup> October 2017

### **Discussion**

None

### **Attachments**

Minutes

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

Minutes of the meeting of the HUM Learning, Teaching and Quality Committee held on 4 October 2017

Present: Professor N. Selby (Chair), Dr M. Gough (PPL), Dr H. Emmett (AMA), Dr T. Karshan (LDC), Dr J. Sharkey (HIS),

Secretary: Miss D. Goff

In attendance: Ms M. Pavey (LTS, Arts Hub Manager), Mrs A. Richardson (LTS, Team Leader) for agenda item 24.

Apologies for absence: Mr J. Tully (HUM, Senior Faculty Manager), Ms J. Wilkinson (HUM School Manager Representative)

**19. MINUTES**

Confirmed:

Minutes of the meeting held on 6 September 2017 subject to the following amendment:

- 5. Figures on outstanding module outlines to be up-dated to include information on undergraduate module outlines for HUM.

**20. Statements from the Chair**

Received

An oral report from the Chair:

20.1 The Chair welcomed Dr Emmett and Dr Karshan

20.2 The Chair reminded all about the actions within the last minutes.

20.3 A Faculty representative is needed for the student experience committee which will meet four times a year.

20.4 The HEA conference is taking place between 3-5<sup>th</sup> July 2018 and the deadline for paper proposals is at the end of November. The theme for the conference is Learning from Global Communities. 3<sup>rd</sup> July is the Arts and Humanities day.

20.5 University Teaching Fellow Applications.

20.6 As a result of feedback from the NSS Schools are being asked to consider how they can provide reading labs/ communal space for students to help students feel part of a learning community.

**RESOLVED**

- 1) Teaching Directors are asked to speak to colleagues to see if anyone is interested in being the HUM representative for the Student Experience Committee. Interested parties are asked to contact the Chair.

- 2) The Chair will circulate information to Teaching Directors on the HEA conference so they can forward this to colleagues who are interested in submitting an individual paper proposal or panel ideas.
- 3) Teaching Directors to speak with colleagues who they think should submit an application for the University Teaching Fellow.
- 4) Teaching Directors to continue to work with their Head of School, School Managers & students about creating communal spaces for students.

## **21. 5 Yearly Course Reviews**

Received:

Provisional data on 5 yearly Course Reviews due to be held in 2017/8

RESOLVED:

Teaching Directors to start conversations with Course Directors re: planning for reviews due in 2017/8.

## **22. NSS**

Received:

An oral report from the Chair on issues discussed at the informal meeting with Teaching Directors on 4<sup>th</sup> October.

Resolved:

- 1) Teaching Directors to share examples of assessment feedback sheets used within their Schools.
- 2) Teaching Directors to ask Module Organisers to discuss with students their views on assessment feedback methods.
- 3) The Chair to speak with the Head of the Learning Enhancement team re: using students' work for examples of best practice to future students.
- 4) The Chair to liaise with Nick Garforth re: the outcomes of the Faculty's review on last years' NSS.

## **23. Priorities for 2017/8 Academic Year**

Received:

Oral reports from the Teaching Directors for AMA, HIS and LDC regarding their Schools' priorities for the 2017/8 academic year:

### **23.1 AMA**

- Module & Course up-date. Planning for teaching making the best use of staff reviews and student feedback. Ensure Teaching Allocations occur at the same time as Module and Course Up-date and remains CMA compliant.
- Embed work-based learning across the curriculum with a particular focus on providing support to the new Internship module.

- Diversifying opportunities for students in order to help them gain experience of a range of skills through media practice, writing, study abroad, and work-based experiences.
- Continuing to build on AMA's team taught modules which is a source of strength in developing interdisciplinary within the School – including support for dissertations (this is a long term goal). Currently six different dissertations in final year.
- Reform current practice around the recruitment of ATs. Use fixed term contracts instead of AT's to cover staff working on externally funded grants. Give AT's named position in School and also provide structured support to ATs who are running modules.
- Promote excellence in teaching practice and scholarship of teaching through the Teaching Directors fund. This includes support for travel to conferences & is on par for funds for research.

### **23.2 HIS**

- Ensuring Module & course up-date is successfully completed for 2018/9 and 2019/0.
- Focus will be spent on easing the transition of the new Head of School who is new to UEA.
- The School will be working on supporting the breadth of choice within their degree programmes to ensure they keep choice whilst baring in mind TEF
- The Head of School is focusing on promoting employability within History modules.
- The School will also be looking at Widening Participation through supporting their existing Bridge Course and increasing visits to targeted Schools.
- Focus will also be spent on how the School can creatively manage the highest Staff/Student ratio in the Faculty.

### **23.3 LDC**

- The number one priority for the School is addressing their NSS scores particularly in relation to assessment feedback. The School will be introducing a new feedback system and colleagues will be asked to clarify the marking criteria they provide to students. Student views on assessment feedback will also be sought.
- Employability will be integrated into all modules, making explicit how modules are already doing this.
- The School will be exploring expanding diversity into the curriculum.
- The School will be exploring the relationships between the creative & critical strands of their degree programmes.

## **24. Module & Course Up-date**

Discussed:

Schools' queries on Module and Course Up-date for 2018/9 and 2019/0

24.1 The Chair outlined the new process for module up-date and explained that Module Organisers are required to provide the basic framework of module outlines on e:Vision for

the next two years as these will be used for advertising purposes. Once the initial checks have been completed by LTS the outlines will be checked by colleagues in ARM colleagues

24.2 Mrs Richardson explained that help sessions will be run on Thursday 5<sup>th</sup> and Monday 9<sup>th</sup> October for Module Organisers who are struggling to complete their online module outlines.

24.3 Only the first two pages of the outline are required to be completed by 16<sup>th</sup> October. Information regarding when the remaining pages will need to be completed will be circulated in due course.

24.4 It was noted that timetable slots can be edited on the online outline. Dr Sharkey is therefore going to send additional guidance to her colleagues on what fields module organisers should edit to prevent changes happening to information which requires approval from the Teaching Director.

24.5 Guidance was provided by Mrs Richardson on how module organisers can request the creation of new modules. The Chair added that due to the deadline for module up-date to be completed new module approval would have to take place through executive action as there would not be time to take these through School boards.

#### RESOLVED:

- 1) Teaching Directors to remind colleagues that the deadline for completing the first two pages of the online module outline is 16<sup>th</sup> October.
- 2) Dr Sharkey to circulate her guidance notes re: completing OMO to the Chair.
- 3) The Chair will clarify what is the definition of student choice.

#### 25. Date of next meeting

Wednesday 8<sup>th</sup> November in Arts 0.28