

LTC17D097

Title: FMH LTQC Minutes – 27 September 2017
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Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 27 September 2017

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

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Background

Not applicable.

Discussion

Not applicable.

FMH LTQC, Wednesday 27 September 2017 13h30 in Committee Room 1,
Council House

Minutes

No.	Item
1.	<p>Welcome and introductions</p> <p>Present: Emma Sutton (Chair), Maddie Colledge, Gruia Dimcea, Mary Leishman, Kelly Walker (deputising for Zoe Butterfint)</p> <p>With: Julia Jones (Secretary), Liv Grosvenor, Olivia Louks, Jean Whiting</p> <p>Apologies received from: Zoe Butterfint, Jill Jepson, Ken Laidlaw, Veena Rodrigues, Lindsay Westgarth, John Winpenny</p> <p>On behalf of the committee the Chair thanked Barbara Jennings (former MED Director of Teaching) for her work.</p>
2.	<p>Minutes of the last meeting</p> <p>To confirm the minutes of the meeting held on 12 July 2017</p> <p style="text-align: right;">Document 16M07</p> <p>Confirmed: minutes of 12 July 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 (to be replaced by 2017/18 Rolling Action Log)</p> <ul style="list-style-type: none"> • Update from LG re student representatives • Hoping to identify: <ul style="list-style-type: none"> ○ Faculty convenors x 4 ○ School convenors x 2 <p>Action: MJP to email LG re the elections for Physician Associate student reps</p> <ul style="list-style-type: none"> • ES thanked members for their comments on the use of social media <p>Action: add 'social media' to the FMH LTQC November agenda</p>

No.	Item
4.	<p>Confirmation of Chair's Action</p> <ul style="list-style-type: none"> BSc Occupational Therapy and Physiotherapy course changes – approval
5.	<p>Statements from The Chair</p> <p style="text-align: right;">Document 17D01</p> <ul style="list-style-type: none"> Health Education England is maintaining a role in quality assurance of pre-registration provision We're awaiting final information about the HEE survey but this will run and extend to commissioned and non-commissioned provision

Section A (1): STANDING ITEMS - and Action / Responses 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</i>
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"> BSc Occupational Therapy & BSc Physiotherapy course revisions – <i>CP1, CP4 and critical read comments available</i> BSc Adult Nursing Degree Apprenticeship – <i>CP1 and CP4 available</i> <ul style="list-style-type: none"> We have been approached by employers re degree apprenticeships for nursing Feb 2018 – BSc Adult Nursing, leading to registration but employer led, with apprentices employed by the NHS Trusts CP4 will undergo full critical read prior to presentation @ LTC HSC would welcome comments from student representatives MJP suggested asking for feedback from existing students who are employees The NMC has been notified that we are looking to submit a major modification The DA will follow the existing curriculum but stretched to 4 years NMC approval event scheduled for December

No.	Item
	<ul style="list-style-type: none"> ○ ES would like to take Chair's action following the critical read <p>Action: student representatives to consider the DA proposal and submit comments</p> <ul style="list-style-type: none"> • MSc in Clinical Research course revisions – <i>no documents yet available</i>
A3	<p>REPORTS FROM MEMBERS <i>(brief bullet point reports to be provided ahead of the meeting where appropriate)</i></p>
A3.1	<p>Student Engagement <i>UUEAS Postgraduate Education Officer (Maddie Colledge)</i> <i>UUEAS Undergraduate Education Officer (Mary Leishman)</i> <i>Student Experience Committee (Christine Raschka)</i> <i>Student Partnerships Officers (HSC Coral Drane, MED tbc)</i> <i>Faculty Convenors (UG Gruia Dimcea, PGT tbc)</i> <i>Representation and Opportunities Coordinator (Liv Grosvenor)</i> <i>Campaigns and Policy Manager (Josh Clare)</i></p> <ul style="list-style-type: none"> • MC – the SU have launched a survey of Masters students who have completed dissertations; the full report will be released in the next couple of months • ML – a new education committee has been launched to enable School and Faculty convenors to feed into MC and ML's work • LG – professional bodies relating to other programmes were not represented at the nursing induction event; a missed opportunity to run a joint event and include everyone <p>Action: KW to raise the idea of a joint induction event at the HSC Course Directors' meeting</p>
A3.2	<p>HSC School Director (Learning, Teaching and Quality (LTQ)) <i>Zoe Butterfint</i></p> <p><i>KW updated members in ZB's absence</i></p> <ul style="list-style-type: none"> • Nothing to report
A3.3	<p>MED School Director (Learning, Teaching and Quality (LTQ)) <i>Mary Jane Platt</i></p> <ul style="list-style-type: none"> • New MBBS course director, Alys Burns – used to work with HEE • MED has been allocated 16 new places for 2018 • Government wants to fund the placements by removing placement funding from overseas students, though they will receive funding in 2018 • Cap on overseas students to be removed • Calls for bids for 1000 extra places from 2019

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	<ul style="list-style-type: none"> • Debate about introducing a new award of MCh (rather than MS) • MJP has concerns re the MS in Regional Anaesthesia • MJP had a very positive meeting with one of the 2 IAPT leaders • Generally, programmes delivered by clinicians off site tend to raise issues around timely assessment and appropriate administration
A3.4	HSC Director of Practice Education <i>Jill Jepson</i>
A3.5	Health Online Lead <i>Veena Rodrigues</i> <ul style="list-style-type: none"> • VR led the FutureLearn project on behalf of FMH and the University, 10 courses were supplied by FMH, 3 to follow • It has been a very difficult project within a very tight timeframe, but the results have been good • ES has suggested to Dylan Edwards that staff are given a debrief / celebration event to thank them for their work • Health online vs FutureLearn? • HO is more internal and suitable for CPD courses • The Faculty is supporting Health Online as a platform • Members expressed thanks to VR for her work <p>Action: ES to question Faculty Executive on Health Online funding</p>

A4	QUALITY ASSURANCE AND ENHANCEMENT
A4.1	External Examiner appointments, reports and responses Available in the <i>External Examiner Reports and Responses</i> folder of the FMH LTQC Blackboard site
A4.2	Critical readers – issues raised for LTQC & Teaching Directors Critical read schedule available in the FMH LTQC Blackboard site <i>LTQC Information including Action Log and Critical Read Schedule</i> folder
A4.3	Annual Course Monitoring (including PSRB Annual Course Monitoring) and review and consideration of QAR3 reports Documents are available in the FMH folders of the LTS Quality Review Blackboard site, including approved QAR2 and QAR3 forms QAR3 forms for AD sign-off, and critical reader comments, are available in the FMH LTQC Blackboard site <i>QAR3 Forms</i> folder

A4.4	<p>Periodic Course Review</p> <p>Review schedule and documents are available in the FMH LTQC Blackboard site <i>Periodic Course Review folder</i></p> <ul style="list-style-type: none"> • MSc Regional Anaesthesia
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Section A (2): SPECIFIC MEETING ITEMS – Discussion and Action

No.	Item
A5	<p>Technology in teaching spaces - Matt North, Learning Spaces Technology Manager – 14h00</p> <ul style="list-style-type: none"> • Matt is managing a 5 year project to refresh the technology in teaching spaces • To that end he is undertaking an audit of teaching space technology • Matt would like comments and feedback going forward • Any faults, report to the IT service desk • LT block equipment hasn't been replaced but new bulbs have been put in the projectors and AV have spare bulbs in stock • The equipment will be replaced in 2 years • Going forward, service desk technicians will monitor a remote management system to anticipate when (eg) a bulb is likely to run out • They will also be monitoring which problems re-occur, in order to investigate and resolve the underlying problems • MJP reported that MED students would like lecture capture and that many MED Schools do this • GD suggested portable 4G dongles for students on placement who cannot access WIFI • KW reported that there is the facility in Queens to film practicals but that no one does it as they have not had training • MJP and JW - setting up spaces for online assessments is very complicated and time consuming • Matt needs a list of user requirements and is setting up a project board <p>Action: Matt to email ES with details of project board and will look into providing training for staff in using technical equipment</p>
A6	<p>Peer Observation of Teaching 2016/17 reports (in advance of the LTC meeting of 6 October 2017)</p> <p>HSC 2016/17 peer observation report</p> <p style="text-align: right;">Document 17D04</p>

No.	Item
	<ul style="list-style-type: none"> • HSC report: <ul style="list-style-type: none"> ○ Large cohorts ○ Timetabling issues ○ Unreliability of technology ○ Dissemination of best practice • Largely positive report • Review of POT has been underway for some time • Barbara Jennings was the FLTQC rep • POT very difficult for MED <p>Action: MJP to liaise with BJ on the POT review Action: MJP to send comments on the MED difficulties with POT to ES</p>
A7	<p style="text-align: right;">Document 16D51</p> <ul style="list-style-type: none"> • Postpone to the next meeting • It still remains unclear exactly what we have to provide and why <p>Action: ES to raise the issue of attendance monitoring compliance at LTC</p>
A8	<p>Student Surveys</p> <p>Updates and activity</p> <ul style="list-style-type: none"> • Assessment and feedback <p style="text-align: right;">Document 17D02</p> • Health Education England Quality Assurance <p style="text-align: right;">Document 17D03</p> • NSS detailed briefing note <p style="text-align: right;">Document 17D05</p> <ul style="list-style-type: none"> • Assessment and feedback is to be a priority • MJP – not all the suggestions made in the memo from the Pro Vice Chancellor (Academic Affairs) are appropriate for professional courses, where students are working to PSRB competency requirements • FMH needs to submit its own strategy in response

No.	Item
	<ul style="list-style-type: none"> • Big disparities in the way questions are answered suggested that the questions are not appropriate for FMH students • Need more granularity in the HSC data, but this is not likely to be forthcoming <p>Action: Directors of Teaching to update members on School NSS action/project plans at the November FMH LTQC</p>
A9	<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"> • UEA awarded gold on appeal • Subject level provision is currently being considered
A10	<p>Updates from working group representatives</p> <ul style="list-style-type: none"> • Nothing new to report
A11	<p>Any other business (5 minutes)</p> <ul style="list-style-type: none"> • e-learning/marking champions act as a point of contact to advise colleagues and also cascade information • FMH is making good progress • GD reported that his cohort were undertaking a MOOC as part of their assessment, and offered to talk to MED about how this had been integrated and how such courses might be assessed going forward <p>Action: GD to contact VR on the subject of integrating and assessing online courses</p> <p>Action: OL to order cookies again but include some gluten-free</p>

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

No.	Item
B1	<p>Learning and Teaching Committee of Senate</p> <p>Minutes are available on the LTC webpages:</p> <p>https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee</p>

No.	Item
B2	<p>Current Taught Policy Working Groups</p> <p>Documents (where available) will be placed in the FMH LTQC Blackboard site <i>Taught Policy Working Groups</i> folder</p> <ul style="list-style-type: none"> • 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"> • HSC post-registration programmes <ul style="list-style-type: none"> ○ Nursing Practice Applied Leadership (post reg BSc) ○ Nursing Practice: Dementia (post reg BSc) ○ Nurse Practitioner (post reg BSc) ○ Midwifery Practice (post reg BSc) • Cognitive Behavioural Therapy (<i>awaiting course closure form</i>)

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

No.	Item
B4	None

Section C: Date of Next Meeting and Future Items

No.	Item
C1	<p>2017-18</p> <p>8 November 2017 10 January 2018 21 February 2018 18 April 2018 30 May 2018</p>
C2	<p>8 November 2017</p> <ul style="list-style-type: none"> • Kenda Crozier, FMH Associate Dean Postgraduate Research • NSS outcomes – School responses and action plans • Use of social media • Attendance monitoring compliance

No.	Item
	<p data-bbox="296 293 547 331">10 January 2018</p> <ul data-bbox="296 371 1161 443" style="list-style-type: none"> <li data-bbox="296 371 1161 405">• Lisa Taylor, FMH Associate Dean Employability – 13h30 <li data-bbox="296 409 1161 443">• Laura Bowater, FMH Associate Dean Innovation – 14h00 <p data-bbox="296 483 560 521">21 February 2018</p> <ul data-bbox="296 562 1222 595" style="list-style-type: none"> <li data-bbox="296 562 1222 595">• Kenda Crozier, FMH Associate Dean Postgraduate Research <p data-bbox="296 636 485 674">30 May 2018</p> <ul data-bbox="296 714 1374 819" style="list-style-type: none"> <li data-bbox="296 714 1082 748">• Katrina Emerson, FMH Associate Dean Admissions <li data-bbox="296 752 1374 819">• Student Representation action plan (with Student Partnership Officers in attendance)