

**LTC17D182**

**Title:** FMH LTQC Minutes – 21 February 2018  
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### **Issue**

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 18 April 2018

### **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 18 April 2018 13h30, Committee Room 1, Council House

Minutes

No.	Item
1.	<p><b>Welcome and introductions</b></p> <p>Present: Emma Sutton (Chair), Jane Blowers, Alys Burns, Audrey Gibbs, Becky Hill, Jill Jepson, Mary Leishman, Susanne Lindquist, Kelly Walker</p> <p>With: Julia Jones (Secretary), Liv Grosvenor, Olivia Louks</p> <p>Apologies received from: Zoe Butterfint, Madeleine Colledge, Gruia Dimcea, Christine Raschka, John Winpenny</p> <ul style="list-style-type: none"><li>• The Chair welcomed new members and explained the remit of FMH LTQC, which sits between the schools and the Learning and Teaching Committee</li><li>• FMH is atypical as there are only 2 schools in the Faculty, as such it was decided to include representation from professional groups, and key role holders across both Schools.</li></ul>
2.	<p><b>Minutes of the last meeting</b></p> <p>To confirm the minutes of the meeting held on 21 February 2018</p> <p style="text-align: right;"><b>Document 17M03</b></p> <p><b>Confirmed: minutes of 21 February 2018</b></p>
3.	<p><b>Matters Arising and Action Log</b></p> <p>See 2017/18 Rolling Action Log in the <i>LTQC Information including Action Log and Critical Read Schedule</i> folder</p>
4.	<p><b>Confirmation of Chair's Action</b></p> <ul style="list-style-type: none"><li>• MSc in Clinical Research course revisions</li></ul>

No.	Item
5.	<p data-bbox="300 253 678 286"><b>Statements from The Chair</b></p> <ul style="list-style-type: none"> <li data-bbox="347 327 1353 421">• Central Blackboard project data indicates that some FMH students do not have access to well used BB sites which is not consistent with academic understanding</li> <li data-bbox="347 427 1342 521">• It is felt likely to be due to issues with the data, therefore a project is underway to address the matter and enhance 'compliance ' data (ES, ZB and SL)</li> <li data-bbox="347 562 1331 595">• Mitigation project regarding the recent strike action has been completed</li> <li data-bbox="347 602 1331 663">• The impact on FMH was minimal compared with other faculties and was relatively contained and discrete</li> <li data-bbox="347 669 1299 730">• Provision for FMH students was not compromised and any necessary adjustments were made</li> <li data-bbox="347 736 1273 797">• The weighting of one element of one assessment was modified (ES approved)</li> <li data-bbox="347 837 1337 871">• The results internal review of Quality Assurance processes have been presented at LTC and changes will take effect in the next academic year</li> <li data-bbox="347 878 1310 972">• Annual review will be at course rather than module level, with a course review event (with student representation) and will no longer be tied to calendar dates</li> <li data-bbox="347 978 1350 1095">• Courses subject to annual monitoring from PSRBs are exempt from the process and further to mapping activity will only have to report on matters required by the University not addressed by PSRB reporting</li> <li data-bbox="347 1135 1262 1169">• Online provision – issues are time and resource for academics and systems - Veena Rodrigues and ES have agreed a project of work</li> <li data-bbox="347 1176 1331 1236">• Veena is scoping out the most pressing developments and is contacting people to see what modules they want to develop</li> <li data-bbox="347 1243 1374 1397">• The technology support committee usually has to approve modules, but we are requesting that in future FMH / Schools will be able to do this independently for existing modules to expedite the process and reduce administration</li> </ul>

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

No.	Item
A1	<p data-bbox="300 1650 491 1684"><b>New Courses</b></p> <p data-bbox="300 1691 1350 1785">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"> <li data-bbox="347 1825 1114 1859">• Speech and Language Therapy (MSci) - <i>CP1 available</i></li> <li data-bbox="347 1865 1294 1926">• MSc Clinical and Applied Psychology - <i>CP1, CP2 &amp; CP3, available – awaiting CP4</i></li> <li data-bbox="347 1933 1107 1966">• PG Diploma Aesthetic Breast Surgery – <i>CP1 available</i></li> </ul>

No.	Item
A2	<p><b>Changes to existing programmes</b></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"> <li>• MSc in Clinical Research course revisions: <b>approved (Chair's action)</b></li> </ul>
A3	<p><b>REPORTS FROM MEMBERS</b> (brief bullet point reports to be provided ahead of the meeting where appropriate)</p>
A3.1	<p><b>Student Engagement</b>  <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"> <li>• ML reported that nominations for Transforming Teaching Awards were in and the shortlisting done</li> <li>• Course reps: recruitment underway for next academic year</li> <li>• Strikes: VC talking to students 19 April</li> <li>• LG met FMH School Managers re the Do Something Different Festival <ul style="list-style-type: none"> <li>○ Importance of whole year as opposed to the festival week</li> <li>○ MED were very engaged last year; MEDSOC were brilliant</li> <li>○ Not so good for HSC due to placement and teaching</li> </ul> </li> </ul>
A3.2	<p><b>HSC School Director (Learning, Teaching and Quality (LTQ))</b> <i>Zoe Butterfint</i></p> <ul style="list-style-type: none"> <li>• Rosie Doy HSC DA lead</li> <li>• Level 7 Advanced Clinical Practitioner – apprenticeship to be developed</li> <li>• New NMC standards still not published– UEA revised courses to start in Sept 2019 / Feb 2020</li> <li>• Amendment to medicines act – prescribing module for paramedics</li> </ul>
A3.3	<p><b>MED School Director (Learning, Teaching and Quality (LTQ))</b> <i>Susanne Lindquist</i></p> <ul style="list-style-type: none"> <li>• SL is awaiting the 2016/17 QAR2s in order to produce the QAR3</li> <li>• The online module outline template is difficult to use as the hours are prescriptive and not reflective of our practices</li> </ul> <p><b>Action: members to ask colleagues to send comments on the online module outline process to Caroline Sauverin</b></p> <ul style="list-style-type: none"> <li>• MBBS course will take 16 more students 2018 and a further 25 in 2019</li> <li>• Good news but placement capacity will be an issue</li> <li>• A104 30 students in 2018 and 40 in 2019</li> <li>• MBBS applicant day was packed</li> <li>• AB has the master copy of the ITN video if anyone would like to use clips</li> <li>• ARM video clips on social media have worked well</li> </ul>

No.	Item
	<ul style="list-style-type: none"> <li>• Successful MEDSOC event – it would be good to make it a Faculty-wide event</li> </ul>
<b>A3.4</b>	<p><b>HSC Director of Practice Education</b> <i>Jill Jepson</i></p> <ul style="list-style-type: none"> <li>• Placements management system – Jessica Lockwood has told Jill it will be live for September 2018</li> <li>• Jessica has just completed the business case for electronic assessment of practice – which will also link to audit; this will be taken to the SAS committee</li> <li>• Accommodation costs at the QEH are now £1600 for 11 weeks, JJ has escalated the issue to the director of HR and the director of nursing at QE, but they don't own the accommodation</li> <li>• Could student support give a larger loan for QE students? This will need to be discussed with Wendy Bainham and Jane Amos; the effect on students of these costs is a recruitment risk for the University and a risk to the QEH</li> <li>• This was JJ's last meeting before her retirement, and the Committee thanked her for her work and wished her well</li> </ul>
<b>A4</b>	<b>QUALITY ASSURANCE AND ENHANCEMENT</b>
<b>A4.1</b>	<p><b>External Examiner appointments, reports and responses</b></p> <p>Available in the <i>External Examiner Reports and Responses</i> folder of the FMH LTQC Blackboard site</p>
<b>A4.2</b>	<p><b>Critical readers – issues raised for LTQC &amp; Teaching Directors</b></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>HSC - Marshall The only point raised in the report is the lack of opportunity for the EE to meet and talk with students. This is being arranged. It may be worth considering a meeting such as this being standard as part of the EE visit for end of year Exam Boards – if this is possible.</p>
<b>A4.3</b>	<p><b>Annual Course Monitoring (including PSRB Annual Course Monitoring) and review and consideration of QAR3 reports</b></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> <p>Criticism of Hub staff in HSC QAR2 forms, relating to placements and their experience in submission of coursework at the desk</p>

No.	Item
	<p><b>Action: Members to supply ES with detail/ context to identify further action needed.</b></p> <ul style="list-style-type: none"> <li>• Plan in place for MED QAR3</li> </ul>
<b>A4.4</b>	<p><b>Periodic Course Review</b> 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"> <li>• Regional Anaesthesia MSc and PGDip 12 June 2018</li> <li>• Clinical Education MClined, PG Dip and PG Cert 17 July 2018</li> </ul>

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

No.	Item
<b>A5</b>	<p><b>New members of FMH LTQC</b></p> <p>Welcome and introductions</p> <ul style="list-style-type: none"> <li>• SL – looking forward to working across the School and Faculty</li> <li>• JB – welcomes opportunity to work outside the School level – her role involves making sure resources for delivering programmes are in place</li> <li>• AG – nice to be a part of something bigger rather than stuck in your own little department – challenges to PA programme are reduction in bursaries and DA plans (employer led)</li> <li>• ES suggested that AG liaise with Rosie Doy</li> <li>• BH – working with JW is a really good opportunity to revolutionise assessment and feedback in the Faculty and change the culture</li> <li>• BH and JW on internal moderation working group <ul style="list-style-type: none"> <li>○ Moderation also to include looking at the task and the feedback</li> <li>○ Should apply to all levels of study</li> <li>○ Moderation an under-utilised tool</li> <li>○ ES suggested that BH contact Helena Gillespie re aligning moderation with peer observation</li> </ul> </li> <li>• AB has an interest in trying to drive an agenda to bring us up to speed with IT systems, eg good electronic system for marking and real time feedback, iPad systems for recruitment interviews, iPad for OSCEs <ul style="list-style-type: none"> <li>○ Curriculum mapping and streamlining and updating learning outcomes – can buy interactive mapping systems</li> <li>○ ES suggested making a faculty wide pitch for a curriculum mapping system</li> <li>○ Preferred system is from Imperial though Manchester also supply one</li> <li>○ ES reported that the use of Screencasts and the videoing of lectures hasn't got as far as we'd like – very expensive so will just be audio in most rooms with video in only a few</li> <li>○ Matt North and Nigel Shed can advise on room facilities</li> </ul> </li> </ul>

No.	Item
A6	<p style="text-align: right;"><b>Document 17D21</b></p> <ul style="list-style-type: none"> <li>• HSC and MED are bottom of the LTC Talis compliance data list</li> <li>• ES, ZB and SL project to review data, e.g. out of use modules, and lists supplied at course level</li> <li>• Group felt confident that reading lists are provided but may not be using Talis</li> <li>• Ed Chamberlin (library) very keen to work with us</li> <li>• Reading lists for September 2018 modules needed by end of July and Sem 2 module lists by 1 December</li> <li>• Ed has produced a document re the benefits of Talis</li> <li>• Ed has a staff member for 6 months who will help academic colleagues set up lists if they don't know how to do it</li> <li>• New FMH librarian (Matthew) is very engaged</li> <li>• NB electronic resources can also be added to Talis</li> </ul> <p><b>Action: Members to cascade the document and spread the word about Talis</b></p>
A7	<p style="text-align: right;"><b>Document 17D22</b></p> <ul style="list-style-type: none"> <li>• There is growing recognition across the sector about the issue; Clive Matthews is considering how UEA should approach it, and has shared a document as a starting point (QAA)</li> <li>• The nature of FMH assessments make it less likely than in some areas</li> <li>• It's necessary to take contract cheating into account when designing assessments and to mention it to students when talking about plagiarism and academic integrity</li> <li>• Course design: ML stated that competing deadlines make it more likely</li> </ul> <p><b>Action: Secretary to send contract cheating document to FMH plagiarism officers</b></p>
A8	<p><b>Student Surveys</b> Updates and activity</p> <p style="text-align: right;"><b>Documents 17D23 – 17D28</b></p> <ul style="list-style-type: none"> <li>• NSS engagement is relatively good but PTES and UKES engagement is poor</li> </ul>
A9	<p><b>Teaching Excellence Framework</b></p> <p>Documents available in the <i>Teaching Excellence Framework</i> folder of the FMH LTQC Blackboard site</p> <p style="text-align: right;"><b>Documents 17D29 – 17D32</b></p> <ul style="list-style-type: none"> <li>• UEA participated in all aspects of the TEF 3 subject pilot</li> <li>• Medicine and health sciences cluster (MED, Nursing, Therapies, PSY, PHA) data had the strongest profile (3/5 GOLD)</li> </ul>

No.	Item
	<ul style="list-style-type: none"> <li>• TEF work has informed the Teaching Excellence Plans – feedback pending</li> <li>• Stage 2 pilot will commence in the autumn and UEA has expressed a wish to be involved</li> </ul>
<b>A10</b>	<b>Updates from working group &amp; committee representatives</b>  Becky – internal moderation group
<b>A11</b>	<b>Any other business (5 minutes)</b> <ul style="list-style-type: none"> <li>• Oral report re a MED examination where some data was lost</li> </ul> <b>Action: Secretary to ask JW to update members at next meeting on action taken to prevent a future incident</b>

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

No.	Item
<b>B1</b>	<b>Learning and Teaching Committee of Senate</b> Minutes are available on the LTC webpages:  <a href="https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee">https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee</a>
<b>B2</b>	<b>Current Taught Policy Working Groups</b>  Documents (where available) will be placed in the FMH LTQC Blackboard site <i>Taught Policy Working Groups folder</i> <ul style="list-style-type: none"> <li>• Review of summative assessment procedures -ongoing</li> <li>• Review of peer observation of teaching – ongoing</li> <li>• Extenuating Circumstances Working Group - ongoing</li> </ul>
<b>B3</b>	<b>Course Closures</b> Documents are available in the FMH LTQC Blackboard site <i>New Course Proposals and Amendments, and Course Closures folder</i> <ul style="list-style-type: none"> <li>• Cognitive Behavioural Therapy (<i>awaiting course closure form</i>)</li> </ul>

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

No.	Item



### Section C: Date of Next Meeting and Future Items

No.	Item
<b>C1</b>	<b>2017-18</b> 30 May 2018, 13h30, Committee Room 1, Council House
<b>C2</b>	<b>30 May 2018</b> <ul style="list-style-type: none"><li>• Katrina Emerson, FMH Associate Dean Admissions</li><li>• Student Representation action plan (with Student Partnership Officers in attendance)</li></ul>