

LTC17D143

Title: *SSF LTQC*
Author: Sally Doe
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Agenda: LTC17A005
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Issue

Faculty of Social Sciences minutes of LTQC meetings from February 21, 2018.

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

Sally Doe, Coordinator & SSF LTQC Secretary, Arts Hub. Tel: 01603 597 791, email: sally.doe@uea.ac.uk

Background

Please find attached the confirmed minutes of the SSF LTQC meeting held on February 21, 2018.

Discussion

None

Attachments

Minutes

SSF LTQC 17M005

Minutes of a meeting of the SSF LTQC held on **Wednesday 21st February 2018**, commencing at 1400, in **TPSC 2.24**.

Academic Members Present:

Ratula Chakraborty (Chair)

Neil Cooper (PSY)

Rob Grant (DEV)

Fabio Arico (ECO)

Lee Beaumont (EDU)

Claudina Richards (LAW)

Naresh Pandit (NBS)

Yvonne Johnson (SWK)

Student Members Present:

Tony Moore (UUEAS)

Mary Leishman (UG Education Officer)

With:

Heather Reynolds (Outgoing Secretary)

Sally Doe (Incoming Secretary)

Becky Fitt (LTS Manager)

Apologies:

Borja Martin Simon (UG Faculty Convenor)

Julia Ewart (PG Faculty Convenor)

Madeleine Colledge (PGT Education Officer)

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1. Minutes from the SSF LTQC meeting held on 10 January 2018 together with ongoing Action Plan.

APPROVED

**Document 17M004 available
online**

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

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

- a) QAR for SSF. Process will soon be replaced by the QRF process. More details to follow.

- b) Peer observations: SSD are reviewing. Numbers look lower than they should be, however it needs to be kept in mind that the totals are balanced over a two year period.
- c) Online marking: Aiming for all coursework to be submitted online via eVision in 19/20. All PSY coursework is currently submitted and marked online, and PSY have found the experience 100% positive.
 - a. Schools should aim for a 25% increase in online coursework submission and marking in 18/19.
 - b. Suggest each school finds a “champion” for online marking.
 - c. Training sessions with CTCL will be needed.
- d) DLT’s to remind colleagues that marking criteria for their modules should be posted on the module BlackBoard site.

A2 LTC Provisional Update

Draft Minutes of the meeting held on 24 January 2018.

LTC Resolutions from 29 November 2017 for the attention of LTQC Members were discussed.

1. to note the responses to the institutional level issues raised at School TEF Preparedness days;
2. to note the timetable for TEF subject level pilot;
3. proposals for evaluation of plan to prepare for subject level TEF. The national TEF subject pilot will report its findings over the summer and the outcomes of this process will inform the next steps with school preparations for the TEF.

Document available to view online

A3 Faculty Appeals and Complaints Committee

Report for January 2018.

Document available to view online

A4 Periodic Course Review 2016/17

Schedule of events for 2017/18 available in the course review folder online.

DEV UG CR2 completed for the following:

- U1L2L1304 BA Int Dev with Economics
- U1L2LC304 BA Int Dev with Economics with OS Experience
- U1L2F7304 Int Dev and the Environment
- U1L2FR304 Int Dev and the Environment with OS Experience
- U1L2L6303 Int Dev with Social Anthropology & Politics
- U1L2LP303 Int Dev with Social Anthropology & Politics with OS Exp
- U1L921305 BA Int Dev
- U1L92230 BA Int Dev with OS Experience

**Document available to view
online**

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 NEW COURSES

None to consider.

B2 CHANGES TO EXISTING PROGRAMMES

None to consider.

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

Document 17D082 available online

B3 EXTERNAL EXAMINER REPORTS/RESPONSES

None to consider.

B4 SSLC UPDATES – FACULTY CONVENORS

No update

B5 CONCESSION REQUESTS – CLIVE MATTHEWS (1430)

Update

- a) No module changes are approved after week 3 in Sem 1 and after week 2 in Sem 2 as standard.
- b) Clive will usually reject a 40:80 or 80:40 credit weighting concession.
- c) Suggestion was made to put a notice on the top of the course profile to mandate / strongly recommend the 60:60 split.
- d) Closing the loop on rejection of concession requests: Are TD's/Advisers notified when and why a concession request is rejected?
- e) Guidance for Academic Advisers on concession guidelines would be helpful and possibly reduce the number of concession requests submitted and rejected.
- f) Late submissions of Extenuating Circumstances: Clive will usually ask the following questions before approving
 - a. Is the circumstance actually extenuating?
 - b. Is there a good reason why the request was not submitted at the time of the circumstance?
 - c. Has the circumstance negatively impacted on the student's ability to complete assessments?
- g) Clive aims for equitable decisions across the board in all cases.

B6 – REVISED RESEARCH ETHICS POLICY – BRIDGET PENHALE (Chair)

Update

- a) The committee is working to streamline the process around the current policy which was ratified in 2016.
- b) Revised policy has been with the research group, now needs to go to the student groups for review.
- c) Research students involved in any survey which required human participation needs to obtain ethics approval before commencement of data collection.
- d) No retrospective approval will be granted.
- e) Students and Advisers need to be made aware.
- f) Plan for a six week turnaround for approval, sometimes shorter if the school committee has a virtual panel meeting.
- g) General-REC support? schools who do not have a dedicated ethics committee

- h) Policy and associated documents are available on website
<https://portal.uea.ac.uk/rin/research-integrity/research-ethics/research-ethics-policy>

B7 - TEF – Duncan Watson Update

There is a University level co-ordinating team working on the pilot chaired by Neil Ward. Information on the TEF Subject-Level Pilots and participants can be found here:

<http://www.hefce.ac.uk/lt/tef/participants/subject/>

Progress since last meeting:

- Model A narrative complete. Model B almost complete.
- It is believed that Model A is the option most likely to be selected as it is less time consuming.
- Submission is on 27 February.
- SSF will be the first faculty? to submit.
- TEP due end of February.
- Reminder to update time spent on this pilot scheme on One Drive.

Student Union comments:

- Happy that timetabling has been adapted to assist widening participation
- Documents are factual and correct
- One concern is the decrease in the number of part time students
- Union Council has submitted a motion against TEF at council, based on a “marketisation” objection.
- Due to pending Council motion, Union reps suggest in future that comments and feedback are sought from the SSLC instead of via LTQC.

B8 MODULE AND COURSE UPDATE

2018/19 and 2019/20 course update.

Completed CP1CU forms and tracked change profiles available if needed.

LTS team updating tracker following discussions with TDs.

Document available to view online

B9 STUDENT SURVEY DATES

NBS have asked PGT students completing PTES not to complete until the week before Easter to ensure they have a better view of what they are responding to.

B10 MAJORITY ONLINE COURSES

Discussion around delivery of online courses agreed that a lot of work was needed to prep. Helena Gillespie to be invited to an upcoming meeting to provide further information.

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

C1 COURSE CLOSURES

Closure documents available in the Course Closure folder online.

SECTION D: EXTERNAL EXAMINERS' REPORTS

D EXTERNAL EXAMINERS' Reports

SECTION D: EXTERNAL EXAMINERS REPORTS

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

SSF LTQC 17A004

- 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

D1. External Examiners' Reports 2015/6 Outstanding

LAW - ROGERS (UG) - Needed revised school response, re-sent to Scrutineer 05.12.2017

D2. External Examiners' Completed Reports 2015/16

None to report.

D3. External Examiners' Reports 2016/17 Outstanding

These reports are still being submitted by external examiners.

D4. External Examiners' Reports 2016/17 Completed

None to report.

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

SSF LTQC 17A006

Date of Next Meeting and Future Items

Date of Next Meeting: Wednesday 25 April, 1400-1600 in TPSC 2.24

Future Items:

Annual Review of Assessment and Moderation

HoS's Sem 1 Attendance Monitoring (to feed into LTC reporting)

Faculty overview UG & PGT External Examining 2016/17 (LTC March)

NSS School Responses

Module Evaluation participation (LTC Jan and June)

PGT QAR3 (LTC March)