

Minutes of the meeting of FOH LTQC held on 16 December 2009

Present: Nicola Spalding (Chair), Malcolm Adams, Sandra Gibson, Debbie Harrison, Anne Killett, Helen Lewis, Sam Leinster, Catherine Wells, David Sheppard (STU), Shouts Simeza (PGT AHP).
Apologies: Gibson D’Cruz, Rosie Doy, Kayte McCann (UG MED).
With: Joanne Burd (Secretary), Becky Fitt (Faculty Manager).
In attendance: Professor Ian Harvey (Dean, FOH), Leon Doughty (Careers Centre) for item 27, Malcolm Rae (FOH) for item 28.

22. WELCOME FROM THE CHAIR

The Chair welcomed Malcolm Adams who had resumed his role as School Teaching Director (MED), and Shouts Simeza (AHP) the PGT student representative, to the Committee. The Chair thanked Sam Leinster, who was standing down as School Teaching Director (MED) for his contribution to the Committee.

23. MINUTES

Confirmed
the Minutes of the meeting held on 7 October 2009 were confirmed.

Noted
that vide Minute 8 the Stroke Rehabilitation module would form part of the new MSc Stroke Recovery programme currently under development.

24. MATTERS ARISING

24.1 Reports from Members – STU

Reported
vide Minute 2.3 progress with consultation on the draft leaflet regarding sabbatical officers.

David Sheppard reported that the leaflet would be circulated in the New Year.

24.2 Fitness to Practice Panel

Reported
vide Minute 2.4 progress with the review of FtP procedures in NAM.

Debbie Harrison reported that Fitness to Practice procedures were progressing in AHP. The Secretary would check the progress of the review of the procedures in NAM.

24.3 UEA Monitoring and PSRB Requirements

Reported
vide Minute 2.5 the progress with QA/management information mapping.

In discussion it was suggested that Service User involvement be added to the MM1/CU1 forms. Members considered if a small working party should be set up

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to look at the CU1, what information was required and what information was readily available (eg using Discoverer). It was agreed that a meeting be arranged in the New Year to consider a menu of Discoverer reports required for PSRBs (the Chair, Becky Fitt, Neil Gammon, Joanne Burd).

25. STATEMENTS FROM THE CHAIR

- (1) **SIS PROJECT BOARD**
The Chair reported that Becky Fitt had agreed to take on FOH representation at the SIS Project Board.
- (2) **SHA EQUAD**
The Chair reported that the survey had been completed and submitted. At the County Workforce Group meeting (30th November) data presented from UEA had erroneously included information from other HEIs. Action plans were required to be drawn up between UEA and Trust partners. Further evidence would be required and there would be further meetings in February involving external Panel members who would judge the criteria ratings.
- (3) **UEA STUDENT HANDBOOK**
The Chair reported that a UEA Central Student Handbook had been launched and was available on the Portal/Blackboard.
- (4) **PLAGIARISM AND COLLUSION**
The Chair had requested that plagiarism and collusion officers check that the difference between collusion and group work was made clear to students (eg in student handbooks).
- (5) **PLAGIARISM MEETING**
The Chair reported that at the recent meeting regarding the revised UEA Plagiarism policy (16th November), FOH drew attention to the possibility that students who were referred to Plagiarism Committees might be referred back to Schools for Fitness to Practice issues, which might then lead to the University's PMU procedures. The Director of Taught Programmes had confirmed at the Plagiarism meeting that that the link between plagiarism/fitness to practice/ PMU procedures would be reviewed next year.
- (6) **NSS 2010**
The Chair reported that the 2010 NSS survey would commence on the 1st February and run through until May; Heads of Schools had been informed.
- (7) **HEFCE STUDENT ROLE**
The Chair reported that HEFCE had announced that students would be taking on a central role in new QA arrangements (details at <http://www.hefce.ac.uk/news/hefce/2009/qual.htm>).
- (8) **LTQC/LTC AGENDA**
The Chair reported that the LTQC yearly agenda schedule had been revised in the light of amendments made to LTC's yearly agenda. A revised LTQC schedule was circulated (a copy of which is filed in the Minute Book reference **09D017**) and would be available on Blackboard.

26. CONFIRMATION OF CHAIR'S ACTION

Received
a revised Document 09D010.

Confirmed
members confirmed Chair's action taken.

27. CAREERS CENTRE

Considered
how the Careers Centre could assist FOH in providing graduate/employer data.

Received

the following discussion points, circulated prior to the meeting:

- It would be useful to know how many NAM students had accessed Careers during the course for help and advice (and also for AHP and MED);
- MED would find it useful to know (a) which postgraduate medical exams the graduates have sat and what the outcome was, and (b) which training programmes they had entered after FY2;
- that Careers undertake the First Destination Survey for all FOH Schools.

Reported

in discussion that

- Careers produced a statistical appendix to the employability strategy relating to FOH Schools (a copy of which will be placed on FOH Blackboard under LTQC Information). There was a lot less engagement from FOH students as they are professional Schools; there have been periods of engagement in the past where students did not gain employment. FOH was a key performance indicator for UEA (graduates entering public sector employment in Norfolk);
- data on the numbers of students who accessed Careers were available on the website (split into quick query meetings and longer meetings);
- Careers provided advice on CV preparation;
- that in relation to how often Careers went out to see students in Schools it was noted that Schools also need to get the message across to students about the Careers Centre. Information about the services that Careers can offer could go in student handbooks or on Blackboard, and something FOH-specific could be drawn up. Portfolio leads were also advised to contact Careers (the MBBS Year 3 portfolio looked at career choice). A new page for Faculties on improving employability has also been launched on the Portal;
- Careers currently surveyed students 6 months after leaving UEA (First Destinations Survey), and it was a snapshot on a particular day (it was part of the HESA schedule and is therefore a fixed event). 2008/9 students would be surveyed on 11th January 2010. Careers suggested meeting with AHP Course Directors regarding the First Destinations data and PSRB requirements; Debbie Harrison would check whether PSRBs still required a Managers Survey;
- MED would like to have longitudinal data providing information on what students were doing 2 years after graduation. MED have no way of contacting their graduates, although students who had done well often contacted the School. Would it be possible to apply for funding to undertake a longitudinal survey (where students were, what further qualifications they had taken)? It was noted that there was an Alumni database which could be built on in time;
- Careers would publish raw data early in the New Year (on line).

RESOLVED

Leon Doughty would feed back these discussions to the Careers Centre. Members were invited to contact Leon if there were any queries.

28. E-LEARNING IN FOH

Received

an oral report from Malcolm Rae on E-learning in FOH, and possible draft objectives (previously circulated) for the FOH E-Learning group:

- evaluate current e-learning usage, requirement and capacity;
- evaluate current best practice in e-learning;

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- recommend a framework for the identification and evaluation of appropriate new technologies to enhance teaching, research and the student experience;
- identify barriers to widening the use of e-learning technologies in the Faculty and how these could be addressed;
- investigate potential for new markets arising from adoption of new technologies;
- identify future e-learning projects.

Reported

in discussion

- by Malcolm Rae that he would be Chairing a working party on E-Learning in FOH, involving 2 representatives from each School;
- by Sandra Gibson that the HERIG e-learning strategy had just commenced; Sandra would send Malcolm a copy of the consultation and Malcolm would liaise regarding current developments;
- that technical support was not available to support new technologies/skills (as this would be in addition to normal support work);
- that a Faculty strategy/list of priorities was required (what was needed and what should be taken forward);
- that academic leads were required to work with new technologies, to bring e-learning into a particular part of a course, to consider what could be delivered via e-learning, and what tools were available to do this;
- how we could initiate faculty in thinking about what could be delivered face to face and what could be delivered by e-learning;
- whether a series of events/workshops should be initiated, with members of faculty and core team, bringing in examples of what is used.

RESOLVED

Malcolm Rae would feedback the discussion from this meeting to the FOH E-Learning group.

29. EMPLOYABILITY REPORTING

Considered

the FOH Report on Employability (considered at LTC on 9th December 2009).

Reported

in discussion

- whether the timing of the employability report was appropriate (data collected in January would be a year in arrears);
- that it would be helpful to know whether the experience of Careers Centre/knowledge was known in Schools and by academic advisers;
- that Sam Leinster would liaise with Careers regarding MED's long term requirements (part of the revised 2011 *Tomorrows' Doctors* requirements).

RESOLVED

that the timing of the employability report be raised with LTQO.

30. NSS, PRES, PTES 2009 DATA

Received

the NSS report from AHP and the PRES report (circulated earlier) (copies of which are filed in the Minute Book reference **09D012A** and **09D012B**).

Considered

the NSS response/action plans from Schools (NAM, AHP) and the PRES response (PGR Sub Group).

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To note

- (1) that the NSS report from MED would follow.
- (2) that the Chair would follow up with Rosie Doy regarding the PTES report.

Reported

- (1) that NAM and AHP had consulted their SSLCs.
- (2) that practice would be shared across the Schools.
- (3) that MED considered their own data at their SSLC but would consult with the student reps regarding the NSS.
- (4) that AHP had set up a working group to look at assessment and would draw on other Schools' experience (Sam Leinster and Sandra Gibson would be involved as members of the MED Assessment Group).
- (5) that the PRES report had identified 3 key areas on which to focus in 2009/10.
- (6) that the NSS (AHP and NAM) and PRES reports be approved.

RESOLVED

that the NSS (AHP and NAM) and PRES reports be approved.

31. ACADEMIC APPEALS AND COMPLAINTS 2008-9

Considered

the FOH Appeals and Complaints data (considered at LTC on 28th October 2009).

Reported

- (1) by the Chair that appeals were being scrutinised by the Director of Taught Programmes (eg changes to policy required). A recent policy revision allowed Heads of Schools to approve some concessions (eg a 3rd sit) without the necessity of referring it back to the Board.
- (2) that the appeals and complaints data did not show extenuating circumstances.
- (3) by the Chair that she had met with Sarah Wright and Richard Holland (MED) regarding extenuating circumstances and a proposal had been sent to the Director of Taught Programmes for consideration, including a proposal that students could elect to remove themselves from assessment up to 24 hours post assessment deadline. The work would not be marked (conditional on provision of evidence for extenuating circumstances). The justification for this was that it emulated professional practice.

32. EXTERNAL EXAMINER RESPONSE: NAM

Considered

the recommended action point for the University raised by Carol Hindley (BSc Midwifery): 'Although arrangements for collecting scripts had been efficient, whether it would be more fiscal to consider online submission and marking of work'.

Reported

that UEA had been looking at this, but that it was currently on hold. The external examiner would be informed accordingly.

RESOLVED

that the external examiner response reflect that the University had been looking at this, but that it was currently on hold

33. CRITICAL READ ITEMS

Considered

matters arising from the critical read of MED external examiner reports.

Reported

- (1) that the issues raised by Chow were already being considered.
- (2) that MED had responded in an exemplary manner to a procedural error.

34. LEARNING AND TEACHING DAY

Considered

posters and papers to be submitted for the Learning and Teaching Day (Spring 2010).

Reported

by the Chair that the next Learning and Teaching Day would be on 16th April 2010. Teaching Directors would encourage attendance at the event and provision of posters.

35. REPORTS FROM MEMBERS

Received

oral reports from members as follows:

- (1) LTC (Learning and Teaching Committee)
- (2) TPPG (Taught Programmes Policy Group)
- (3) PRPPG (Postgraduate Research Programmes Policy Group)
- (4) SEC (Student Experience Committee)
- (5) FOH portfolio holders
- (6) School Directors (LTQ)
- (7) Academic Officer, STU
- (8) FOH student representatives

Reported

- (1) by the Chair that LTC had
 - reported that CV builder was now online;
 - reported that CCS Review were considering making Year 1 count;
 - granted approval in principle of MED's new course proposal for the Master of Surgery in Oncoplastic Breast Surgery (new award and new programme);
 - reported that the Department of Innovation Skills report was available on the Higher Innovation website.
- (2) by the Chair that TPPG had
 - considered the learning enhancement and disability report;
 - approved the use of stickers for SPLDS for coursework (to alert markers rather than to adjust marks);
 - approved the new course closure procedures;
 - would produce guidance on scaling of marks for Exam Boards;
 - reconsidered Semester dates.
- (3) there was no report from PRPPG.
- (4) by David Sheppard that SEC had
 - considered the littering problem (on and off Campus); students would look at ways to tackle this;
 - considered the report from Annie Grant on international students;
 - viewed the newly refurbished Library area, with pods for student group work.

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- (5) (i) by Catherine Wells (Placements) that new WDC leads were looking at AHP placements, which were progressing well in Norfolk. The MSc OT and PT programmes were being revised and the broader impact of the proposed placement provision would be considered in conjunction with the BSc programmes. A meeting with the Dean of Faculty had looked at FOH strategy, increasing numbers and allocating groups of students. Learning and Development agreements were being rewritten and would be legally binding.
- (ii) by Anne Killeth (Service User) that she had contacted the group who had organised the service user and research workshop to discuss ongoing work. Anne would re-survey module co-ordinators regarding the level of service user involvement in curriculum planning and delivery. There was potential for e-learning in this as well.
- (iii) by the Chair that the IELTS system was being replaced by the Pearson Test, which covered four or five different components and provided a score out of a 100 (so 71% would be required, equivalent to IELTS 7).
- (6) there was no report from Gibson D'Cruz or Debbie Harrison; Sam Leinster reported that Malcolm Adams had resumed the role of School Teaching Director.
- (7) by David Sheppard (STU) that the Student Experience Report was the first report produced at University level, pulling through all the data from the NSS/PTES/PRES and individual student feedback. Any feedback on the report would be welcomed; STU would work through the action points with the University.
- (8) by Shouts Simeza (PGT) that
- students were not always IT aware, so drop-in points would be useful. Sandra Gibson noted that the LaRC ran sessions for students, and that this would be flagged in student handbooks;
 - a PGT welcome event/induction would be helpful, especially for full-time students.

36. GENERAL DISCUSSION ITEMS

Considered
any items members may wish to raise.

Reported
that there were no issues raised.

37*. FOH PASS/FAIL STATISTICS

This minute is confidential and attached as a separate sheet.

38*. PGR MONITORING 2008/9: STAFF CANDIDATES

This minute is confidential and attached as a separate sheet.