

LEARNING TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 16 December 2009

Present: Dr Nick Watmough (Chair), Mr Stuart Alder (PG Student rep), Dr Susan Barker (PHA), Prof. Robin Haynes (ENV), Dr Helen James (SCI rep on TPPG), Dr Martin Loftus (SCI), Dr Ben Milner (CMP), Prof David Stevens (MTH), Mr Roshan Walkerley (SCI Faculty Convenor), Dr Michael Wormstone (BIO) with Miss Jean Whiting (Secretary)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 MINUTES OF THE PREVIOUS MEETING

Considered the minutes of the previous meeting held on 14 October 2009. The minutes were confirmed as a correct record.

A2 MATTERS ARISING FROM THE MINUTES

Matters arising from the last meeting, were addressed in the Items to Report document (Rep 1, copy filed in minute book).

A3 STATEMENTS FROM THE CHAIR

A3.1 PG working party

The working party is to consider how progression is monitored on one-year PGT programmes in SCI. AD(LTQ) would provide C Rose with the nominees for the working party. C Rose would then liaise with the Chair of the working party (S Barker) to arrange time/date.

Action:

- AD(LTQ) to provide details (NW)
- C Rose to organise meeting of working party (CJR)

A3.2 New courses

Overseas recruitment tours were planned to India in February and China in March. These events were opportunities to advertise SCI's portfolio of degree programmes including any new courses

A timeline would be produced outlining important dates in relation to the approval of a new course (eg., when the proposal should be considered by LTQC, when the deadline for prospectus publication will be etc). The intention was to consider/approve new courses, during the summer months and then pass the information onto LTC for its first meeting of the academic year.

Action: secretary to produce timeline (in consultation with SCI Admissions) (JMW)

A3.3 LTQC schedule of meetings

LTC and TPPG meeting dates were set earlier this year, and LTQC meeting dates had to fit in between. There have been concerns that LTQC's business, could not be reported in time for the relevant LTC.

Action: AD(LTQ) will contact secretary of LTC and ask that meeting dates are co-ordinated effectively to ensure that business can be completed in a timely way. (NW)

A3.4 New MSc courses

LTC considered a progress report on UEA-London. The first intake of students will be in January 2010.

A3.5 Code of Practice – Placement Learning

SCI were currently not compliant with the current CoP and had been asked to respond to questions in relation to the arrangements for placements associated with year in industry programmes. Further to comments received from DLTs, AD(LTQ) will compose a draft report, and will meet to discuss with the PVC (Academic), Dean of the Faculty of Science and Director of Taught Programmes on 20 January. The outcome of the meeting will be reported to the next LTQC.

Action: Secretary to note item for next agenda (JMW)

A3.5 Integrated Masters regulations and progression thresholds

there are a variety of progression thresholds on the IM programmes and the current variation is not desirable. At the February meeting of LTQC, progression thresholds will be discussed with a view to finding a consensus amongst those schools not restricted by professional body requirements and a report will be sent to LTQO with a view to both amending degree regulations for 2010-11 and informing the on-going review of CCS and related programmes.

A3.6 Feedback from Learning and Teaching Committee

- DEPARTMENT OF BUSINESS, INNOVATION AND SKILLS REPORT: HIGHER AMBITIONS: THE FUTURE OF UNIVERSITIES IN A KNOWLEDGE ECONOMY
 - AD(LTQ) commented that UEA should respond regarding placement learning and also a response should be made regarding foundation year degrees
- STUDENT PROGRESSION AND EMPLOYABILITY STRATEGY
 - SSF and HUM had provided reports to LTC. SCI's report would be sent to LTC after Christmas vacation.
- CV BUILDER
 - noted that Careers Centre had created a useful tool for students to use, at the following website:
<http://www.uea.ac.uk/ccen/applications/cv.shtml>
- BEng in Computer Systems Engineering and BEng in Computer Systems Engineering with a year in Industry
 - had been approved by LTC.
- TPPG
 - planning to change guidance and instructions to examiners in relation to how marks should be scaled, and this revised information will be available for module examination boards in June 2010.

Where scaling occurs, there should be some External Examiner input.

A3.7 Module evaluations
the following modules were being evaluated online:

BIO	CHE	CMP	ENV	MTH	PHA	SCI
All ug modules	All level 0 modules	All ug modules	All level 1 ug modules	All ug modules	All ug modules	All ug modules
all pg modules	All level 1 ug modules	All pg modules		All pg modules		

Modules not mentioned above were being evaluated using the paper-based system. All evaluations have been sent to students for completion and Teaching Office were in the process of compiling statistics for the evaluations that have been completed. Module monitoring forms will be sent to Module Organiser's at the beginning of Semester 2.

Considered
a request from CHE Head of School to amend the current module evaluation form (document AP, filed in minute book)

Agreed
that the amendment was reasonable and SCI Teaching Office would make the necessary changes for the Spring Semester evaluations

Action: Secretary to ensure that module evaluation forms are amended (JMW)

A4 EXTERNAL EXAMINER REPORTS – UG ASSESSMENT 2008-2009

Considered
reports from the External Examiners for undergraduate provision in Science Schools for the 2008-2009 assessment period, along with the draft responses from Schools (documents B to Z filed in minute book).

In considering External Examiner reports, the Committee noted the following extract from the Code of Practice for the External Examiner system for awards (Taught programmes):

“5.9 Feedback to external examiners is important. External examiners should therefore receive a formal response from the relevant School of Studies, on what action (if any) has been taken as a result of their comments and if no action has been taken, the reason(s) for this.

5.10 A draft of the School's response to the external examiner and any other comments must be presented to the relevant Faculty Learning, Teaching and Quality Committee prior to its being sent to the external examiner. It is the role of the Faculty Learning, Teaching and Quality Committee to confirm that all issues have been appropriately addressed and to monitor reports for common themes that may warrant further consideration or action. It is also the role of the Faculty Learning, Teaching and Quality Committee to highlight examples of good practice and consider mechanisms for its dissemination.

5.11 The Faculty Learning, Teaching and Quality Committee will report annually to the Learning and Teaching Committee of Senate, confirming that the process has been completed and identifying themes and issues for wider consideration and discussion. The Faculty Learning, Teaching and Quality Committee will also provide the Learning, Teaching and Quality Office with a copy of the School's response to the external examiners' reports."

Resolved

where amendments were required, School FMs would consult with their Chairs of Examiners. The amended responses were to be returned to the LTQC secretary (J Whiting). A report of general themes from the UG external examiner reports would accompany the final version of the proformas that are sent to LTQO.

Action: Secretary to send profomas and general themes report to LTQO (JMW)

A4. COURSE REVIEWS

Received

reports of Course Reviews which have taken place across the Faculty of Science, as follows:

- A4.1 BIO: (document AA, filed in the minute book)
 - BSc Biochemistry + year in Europe
 - BSc Biological Sciences + year in Europe
 - BSc Ecology + year in Europe
 - BSc Biochemistry + year in N America
 - BSc Biological Sciences + year in N America
 - BSc Ecology + year in N America
 - BSc Biochemistry + year in Australia
 - BSc Biological Sciences + year in Australia
 - BSc Ecology + year in Australia

- A4.2 BIO: (document AB, filed in the minute book)
 - BSc Ecology
 - BSc Ecology with Biology
 - Graduate Diploma in Ecology

- A4.3 BIO: (document AC, filed in the minute book)
 - MSc Applied Ecology and Conservation

- A4.4 BIO: (document AD, filed in the minute book)
 - Plant Genetics and Crop Improvement

- A4.5 CHE: (document AE, filed in the minute book)
 - BSc Natural Sciences
 - BSc Natural Sciences + year in Australasia
 - BSc Natural Sciences + year in Europe
 - BSc Natural Sciences + year in industry
 - BSc Natural Sciences + N America

- A4.6 CMP: (document AF, filed in the minute book)

BSc Applied Computing
BSc Applied Computing Science
BSc Computing Science
BSc Computing Science (Ordinary)
BSc Computing Science + year in N America
BSc Computer Graphics
BSc Information Systems and Software Engineering

A4.7 CMP: (document AG, filed in the minute book)
BSc Computer Systems Engineering
BSc Computer Systems Engineering (Ordinary)

A4.8 CMP: (document AH, filed in the minute book)
BSc Computing Science
BSc Imaging and Multimedia
BSc Computing Science with Imaging and Multimedia

A4.5 MTH: (document AI, filed in the minute book)
BSc Mathematics with Computing
BSc Mathematics with Economics
BSc Mathematics with Environmental Science
BSc Mathematics with Management Studies
BSc Mathematics with Meteorology
BSc Mathematics with Statistics

In considering the course reviews, SCI LTQC was asked to note the guidance in the following extract from the Code of Practice on Programme Monitoring and Review:

“3.21 The final version of the Action Plan and summary report will be sent to the Faculty LTQC and to the School Director of Learning, Teaching and Quality and the Course Director(s). A copy should also be sent, as a matter of courtesy, to the Careers Centre and any other contributors who request a copy.

“3.23 In November each year, the Faculty LTQC should formally report to the Learning and Teaching Committee of Senate (proforma CR5) that the process has been duly completed, identifying areas of good practice, of enhancement to standards and/or quality of provision, and action taken on dissemination. Faculties are asked to comment in particular on examples of innovative or excellent teaching and assessment, course design and to provide the Learning and Teaching Committee of Senate with a flavour of the issues being discussed in Course Review Events. The report should also comment on issues of principle, those which have University-wide implications or other issues for consideration by the Learning and Teaching Committee of Senate.”

Resolved
that further one-to-one meetings would take place with the Chair and the DLT to discuss course reviews and School responses at the beginning of the Spring Semester.

Action: Secretary to organise meetings (JMW)

A5. NATIONAL STUDENT SURVEY OUTCOMES

Considered
responses from Schools to the National Student Survey outcomes as follows:

BIO (document AJ, filed in minute book)
CHE (document AK, filed in minute book)
CMP (document AL, filed in minute book)
ENV (document AM, filed in minute book)
MTH (document AN, filed in minute book)
PHA (document AO, filed in minute book)

Resolved
that further one-to-one meetings would take place with the Chair and the DLT to discuss NSS responses at the beginning of the Spring Semester.

Action: Secretary to organise meetings (JMW)

A6. VIVAS

Considered
LTC's Draft Guidelines for Viva Voce Examinations (Taught Programmes) (document AQ i and ii, filed in the minute book).

Recommended
that with some minor amendments which would be communicated to the Director of Taught Programmes, the draft guidelines were adequate.

A7. STUDENT PROGRESSION AND EMPLOYABILITY

Considered
a report from the Careers Centre on the Employability and Progression for SCI (document AR file in the minute book).

Resolved
that school specific responses would be sent to the AD(LTQ) by no later than 22 December, who would then summarise response and report back to LTC for its meeting in February 2010.

Action: Secretary to send reminder re response to DLTs (JMW)

A8. REVIEW OF CCS

Received
an interim report that was considered by LTC on 9 December (document AS, filing in the minute book).

Agreed
that the Director of Taught Programmes should attend LTQC and present the draft regulations. The presentation should highlight the changes and provide illustrations and how the draft regulations will work on "real" examples.

Action: secretary to contact Director of Taught Programmes and arrange a future session (JMW)

SECTION B: ITEMS FOR REPORT

B1. ITEMS FOR REPORT

Received

a document of issues to report to SCI LTQC (document REP1-16.12.09, filed in the minute book).

B2. DATE OF NEXT MEETING

Noted

the next meeting of SCI LTQC is scheduled for Wednesday, 10 February 2010, 2.00 – 4.00pm, in the CMP meeting room (2.22).