

Minutes of the meeting of the SSF LTQC held on Wednesday, 4th November 2009 at 12.00 hours in the ECO Meeting Room – Arts 3.27.

Present: Dr Sara Connolly (Chair & Associate Dean LTQ), Mrs Helena Gillespie (UG Teaching Director EDU), Mr John Gordon (PG Teaching Director EDU), Professor Roland Kaye (Teaching Director NBS), Mr David Mead (Teaching Director LAW), Dr Steve Russell (Teaching Director DEV), Dr Clive Sellick (Teaching Director SWP), Mr David Sheppard (Academic Officer, Students' Union), Mr Richard Reynolds (Postgraduate Student Rep.), Miss Mercedes Brown (Undergraduate Faculty Convenor)

With: Mrs Caroline Sauverin (Faculty Manager, Teaching Office), Mr Shane Mobbs (Secretary),

1. MINUTES

Approved: Minutes from the meeting held on Wednesday 16th September 2009.

Document 09M001

2. MATTERS ARISING

Reported:

- 1) That Dr Shawn McGuire from DEV had been appointed as SSF Associate Dean for Learning and Teaching Quality for the spring 2010 semester.
- 2) That TPPG would be considering the issue of 'word count' as part of the 2009/10 agenda.
- 3) That the SITS Board had delayed the introduction of the online marking project by a year. It will be on the TPPG agenda for discussion.

3. STATEMENTS FROM THE CHAIR

Reported:

- 1) That the MBA Strategic Carbon Management – London had been approved by LTC.
- 2) That School feedback regarding NSS results would be considered at the next LTQC meeting.
- 3) That the Faculty were awaiting the final 'employability and progression' report from the Careers office. Once available this would be circulated to Teaching Directors with an aim to report to the December LTC. Schools may wish to consider discussing the report at SSLC.
- 4) That the University were developing an action plan following Institutional Audit.

Agreed:

That the Chair would discuss the provision of NSS data with Dr Joanne Ashman (Assistant Registrar LTQO) to determine whether information could be provided to benchmark Schools against external competitors.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A.1 EXTERNAL EXAMINER REPORTS

Received:

'Red' External Examiner report, School response and task group report.

LAW – Jenny McEwan – LLB – 2008/9

Tabled and filed in minute book

Agreed:

- 1) That subject to the proposed amendments being made, the response be approved by Chair's action.
- 2) That Caroline Sauverin would circulate guidance on the process of moderation.

A.2 HERIG REPORT

Received:

Reports regarding action taken in relation to recommendations made in the report dated 21st April 2009.

School of Social Work and Psychology

Document 09D010

School of Economics

Document 09D011

Norwich Law School, School, Norwich Business School,

Tabled and filed in minute book

NOTE: That DEV and EDU provided an oral report at the meeting. EDU also subsequently submitted a written report which was circulated and filed in the minute book.

Considered:

Plans and progress made by Schools were discussed. Action taken had been variable dependant on the suitability of the recommendations. Schools had in addition taken their own steps to enhance engagement with Year 1 undergraduates.

Agreed:

That all Schools had given due consideration to the report and were developing or implementing plans to improve Year 1 engagement.

A.3 EXAM FEEDBACK

Received:

Action points from the Student Experience Committee of 7th October 2009.

Document 09D012

Considered: Action point 1.10 regarding exam feedback and School practices and developments was discussed.

A.4 STUDENTS' RELIGIOUS BELIEFS AND THE ORGANISATION OF UNIVERSITY WORK

Received:

An extract from General Regulations for Students – Section 8.

Document 09D013

Considered: Practical application of this regulation.

A.5 REPORT FROM STUDENT REPRESENTATIVES

Received:

Action points from Student Experience Report.

Document 09D014

Considered:

The report was presented by David Sheppard, identifying four key areas that the Student Union would be working on.

A.6

TPPG

Received:

TPPG draft schedule of business for 2009/10

Document 09D015

Considered:

- 1) The schedule of business, identifying higher and lower priorities.
- 2) Whether the consultation mechanism specified is appropriate.

Agreed:

That Teaching Directors would identify their priorities from the TPPG draft schedule of business and email these to the Chair by 6th November.

A.7

LEARNING TEACHING COMMITTEE

Received:

An oral report from the Chair with regards to LTC business.

A.8

TEACHING OFFICE UPDATE

Received:

- 1) A report on the handling of coursework extensions within the Faculty plus University guidance document – Submission of Work for Assessment (Taught Programmes).

Document 09D016

- 2) An oral report from Caroline Sauverin including an update on the progress with the revised timetabling process.

Considered:

The development of a standardised procedure for coursework extensions within the Faculty.

Agreed:

- 1) That whilst the role holders considering coursework extension applications varied between Schools, that extension consideration met the aims of the guidance document and that a standard Faculty procedure was not required.
- 2) That Caroline Sauverin would contact Annie Grant (Dean of Students' Office) to discuss the information provided on medical certificates.

SECTION B: ITEMS FOR REPORT

B.1 COURSE REVIEWS 2008/9

Reported:

That the CR5 for 2008/9 has been submitted.

B.2 NEW COURSE PROPOSALS & FAST TRACK AMENDMENTS

Reported:

- 1) That following the consideration of the MBA Strategic Carbon Management - London at the meeting 16th September 2009, that the School had made satisfactory amendments which had been considered by the Task Group member, David Mead and approved by Chair's action.
- 2) That the Chair had approved changes via the shortened Fast Track process to the following programme:

SWP MA Advanced Social Work The creation of this course mirrors the profile of the MA in Advanced Practice and Planning

B.3 EXTERNAL EXAMINERS REPORTS AND RESPONSES

Reported:

- 1) That the following External Examiners Reports and School Responses had been approved by Chair's Action following satisfactory Task Group reports (where appropriate). These documents were available on request.

School	Name	Course	Year	Risk
NBS	Moore	MBA	2007/8	amber
DEV	Eastwood	GDip	2007/8	amber
DEV	Harrison	GDip	2007/8	green
DEV	Macaulay	MACGAID	2007/8	amber
DEV	Vira	MSc Env and Int Dev / MRes	2007/8	green
LAW	Economides	LLB	2007/8	green
LAW	Harding	LLB	2007/8	amber
LAW	Mistelis	LLM	2007/8	amber
EDU	Buntic	PGCE	2008/9	amber
EDU	Lago	MA Focusing & Experiential Psych	2008/9	green
SWP	Cocker	PQ	2008/9	amber
SWP	Greef	BA Social Work	2008/9	amber
SWP	Hart	PQ Spec. Practice	2008/9	amber
SWP	Thomas	BA Social Work	2008/9	amber
NBS	Jack	BA/BSc	2008/9	amber
NBS	Winklhofer	BA/BSc	2008/9	green
ECO	Thompson	BA/BSc	2008/9	amber
LAW	Bantekas	LLB	2008/9	amber
LAW	Palmer	LLB	2008/9	green
LAW	Tridimas	LLB	2008/9	amber
LAW	Virgo	LLB	2008/9	amber

- 2) That approved responses for the following received External Examiners Reports were outstanding.

School	Name	Course	Year	Status
NBS	Smith	MSc	2007/8	Response referred back to School
LAW	Yates	LLB	2007/8	Response referred back to School
EDU	Lum	Cert in Philosophy	2007/8	With School
EDU	Barton	PGCE Secondary	2008/9	With Task Group
EDU	Batley	PGCE Primary	2008/9	With School
EDU	Beck	BA Ed. Studies	2008/9	With Task Group
EDU	McKay	PGCE Secondary	2008/9	With School
EDU	Woodhouse	BA/BSc PE & Sports	2008/9	With Task Group
EDU	Wooldridge	PGCE Primary	2008/9	With School
SWP	Bannister	BSc Psychology	2008/9	With School
SWP	Gilhooly	BSc Psychology	2008/9	With School
SWP	Johns	MA Social Work	2008/9	With School
SWP	Langan	PQ Spec. Practice	2008/9	With School
NBS	Hind	BA/BSc	2008/9	With School
DEV	Eastwood	GDip	2008/9	With School
DEV	Elliot	BA/BSc	2008/9	With School
DEV	Harrison	GDip	2008/9	With School

LAW	Painter	LLB	2008/9	Response referred back to School
LAW	Yates	LLB	2008/9	Response referred back to School

B.4 SSF LTQC BLACKBOARD SITE

Reported: Listings since 16th September 2009:

- 1) Updated External Examiner reports received. Task Group reports and responses.
- 2) Updated 2009/0 LTQC papers.
- 3) Updated New Course Proposals / Fast Track amendments.
- 4) Programme / course review documentation.