

**UNIVERSITY OF EAST ANGLIA  
FACULTY OF ARTS AND HUMANITIES**

**LTQC**

Minutes of the meeting held on 20 May 2009

Present: Mr I Farr (chair), Professor R Crockatt, Dr J Goodenough,  
Professor B Goodwin, Dr C Matthews, Mr J Mitchell, Ms N  
Nielsen, Ms M Smith, Professor Y Tasker, Dr M Woodcock

With Mr AJ Flack, Mr J Tully

In attendance: Dr K Campbell

Apologies: Mr A Blowers, Mr D Sheppard

**56. STATEMENTS**

(1) Departures

Mr Farr offered the thanks of the Committee and good wishes to retiring members Richard Crockatt and Nanette Nielsen. He also thanked the DFA, Tony Flack, for his long service in support of the LTQ functions of the Faculty.

(2) New Members

Mr Farr requested early advice on any changes of TD for 2009-10. It was noted that Rayna Denison would succeed Yvonne Tasker from January 2010 representing FTV.

**57. ONLINE ENROLMENT**

Considered

a report from Mr Tully

Resolved

- (1) to support the proposal for a Week 10 enrolment deadline for Spring 2010, given the 10:2 split of teaching in that semester.
- (2) that changes to module details after enrolment should not normally be permitted, given the effect they could have on student choice, and that requests for any such changes should be channelled via the FM to the AD for consideration.
- (3) to ask Admissions Directors in Schools to monitor closely the use of module descriptions on the UEA internet site (ie available to potential applicants), noting that these were written for an internal student audience and might thus not be entirely intelligible to a non-UEA audience.
- (4) to note that it was hoped to develop the system next year to include part-time students, new joiners prior to arrival and reserve choices.

**58. REASSESSMENT 2009**

Considered  
a schedule for Reassessment 2009.

Resolved

- (1) to approve the schedule.
- (2) to remind Chairs of Examiners of the importance of considering any concession issues at Assessment Meetings, so they were resolved before results were issued to students.

**59. REPORT ON TPPG, LTC AND WORKING PARTIES**

Received  
an oral report from the Chair.  
(Mr Farr updated members on key actions at these bodies. He encouraged membership of the HEA, suggesting that at least TDs should act as a contact point and post-box for HEA information to colleagues. He reported on improvements to the External Examiner report form, including removal of the data collection previously attached to it. It was noted that both LTC Working Parties were proceeding very slowly and might be better postponed until they could be carried through in a shorter and more sustained manner.)

**60. REPORT ON PGT DIRECTORS MEETING 7 MAY 2009**

Received  
an oral report from the Chair  
(Mr Farr updated members on the meeting and agreed to circulate the notes to TDs. On the important issue of supervision arrangements for PGT students, he reported that detailed proposals for a form with extensive notes had not been approved by LTC, which had asked Faculties to move towards a short template of some sort on which supervisor and student could confirm their mutual understanding of the supervision arrangements they had agreed.)

**61. ONLINE MARKS STATEMENTS**

Received  
an oral report from Mr Tully  
(Mr Tully reported that confirmed marks would be available online from June 2009 for all HUM students except for those undertaking Reassessment and for Finalists, who would receive paper copies. Arrangements would also be made for hard copy for any student unable to access this information online.)

**62. TIER 4**

Considered  
a paper on implementation of Tier 4 Visa arrangements.

Resolved  
to support the proposal for all HUM teachers to record seminar attendance using VEGA.

**63. STUDENT ENGAGEMENT & DROP-OUTS**

Considered

a Faculty response to a request from PVC (LT).

Resolved

to approve the proposed response subject to

- additional reference to the use of VEGA
- addition of comment from AMS and LIT
- addition of comment on the question of whether any Year 1 work should count towards degree results (members holding a range of views on this)

**64. NEW COURSES**

Resolved

- (1) to approve the fast-track proposal for an MA in American Literature.
- (2) to recommend to LTC the proposals for a BA in History of Art with Gallery and Museum Studies.

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