

Minutes of the meeting of the SSF LTQC held on Wednesday, 6 May 2009 at 12.00 hours in the ECO Meeting Room (3.27).

Present: Dr Sara Connolly (Chair), Professor Roland Kaye (NBS), Dr Adam Longcroft (EDU), Mr David Mead (LAW), Dr Clive Sellick (SWP), David Sheppard (Academic Officer, Students' Union)

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

Apologies: Dr Steve Russell (DEV), Richard Reynolds (SSF UG Convenor)

1. MINUTES

Approved: Minutes from the meeting held on Wednesday 11th March 2009.

Document 08M005

2. MATTERS ARISING

Reported:

No matters arising.

3. STATEMENTS FROM THE CHAIR

Reported:

That Institutional audit had gone well, the University receiving six areas of commendation.

Agreed:

That the Chair and Caroline Sauverin (Faculty Manager Teaching) will investigate the development of central core data for handbooks.

SECTION A: ITEMS FOR DISCUSSION AND ACTION

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A.1 COURSE REVIEW 2008/9:

Received:

Mapping memo document from EDU PGCE Team (Note - the exercise and documents approved by LTQO as a substitute to institutional course review).

Considered:

OFSTED recognised strengths and considerations.

Agreed:

- 1) That the mapping document shows that the OFSTED inspections meet the requirements of course review and the request for the OFSTED inspections to replace the course review is approved.
- 2) That the format of the document be utilised for future SSF course / programme reviews which are accredited / validated by professional bodies (subject to central approval of individual cases).

A.2 COURSE REVIEW 2009/10

Received:

Draft CR1 for 2009/10

Document tabled

Agreed:

- 1) CR1 approved.
- 2) That where review dates had not been provided that these should be provided to the Secretary outside of the meeting in order to meet the CR1 submission date 13th May.
- 3) That events would be Chaired as follows:

NBS – MSc review	Dr Clive Sellick (Teaching Director SWP)
DEV – PGT review	David Mead (Teaching Director LAW)
EDU – CE review	Professor Roland Kaye (Teaching Director NBS)
SWP – MA Child and Family Research	Dr Adam Longcroft (Teaching Director EDU) – note that subsequent to the event it was agreed that Dr Steve Russell (Teaching Director DEV) would cover this review

A.3 EXTERNAL EXAMINER REPORTS

Received:

- 1) Overview document of 2007/8 reports received to date displaying themes of concern / commendation.

Document tabled

- 2) Comments from EDU and LAW External Examiners regarding Merit awards at Masters level.

Document 08D043

Noted:

- 1) That much working had taken place and continues to take place in encouraging markers to use the full range of marks.
- 2) That Law were trialling anonymised Boards this summer.

- 3) That NBS utilise an alternative method of recognising good work at M level via a 'Dean's list'.
- 4) That the comments relating plagiarism above – 2) was to be considered in A.7.
- 5) That Schools had been commended in many areas, the strongest themes relating to content and structure of courses, quality of teaching, quality of student support, quality of feedback.

Agreed:

- 1) That Law would investigate the idea of a 'Dean's list' as a potential alternative to a merit award.
- 2) That Caroline Sauverin would investigate with FOH the use of a merit award for pass / fail courses, supplying this information to EDU.

A.4 NEW COURSE PROPOSAL

Received: the following new course/pathway proposal(s):

School of Education and Lifelong Learning

MA in Early Childhood Studies (following Task Group report)

Documents tabled

Task Group Report

Documents tabled

Agreed:

That the revised proposal be approved via Chair's action, subject to Central Services signatures.

A.5 EMPLOYABILITY STRATEGY REPORT

Reported:

This matter had now been postponed to the Autumn semester. The reporting will then cover both the 2007/8 and 2008/9 periods.

A.6 ENGAGEMENT AND RETENTION

Considered:

Drafting a report regarding the engagement and retention data previously circulated to Schools.

Noted:

- 1) That data had been circulated to Teaching Directors had been circulated by the Chair.
- 2) That the data included information relating to non progression which includes Certificate courses. This will influence results for SWP, LAW, EDU.
- 3) That the data included transfers out of students but not transfers in.
- 4) That in relation to improving engagement HUM had piloted this year a system of providing individual student timetables along with an electronic system of recording attendance.

Agreed:

- 1) That the Chair will submit a report to LTC to confirm the Faculty consideration.

- 2) That Chair / Caroline Sauverin will arrange a meeting between staff running induction and Anne Vallins

A.7 PLAGIARISM

Received:

- 1) SSF plagiarism reports plus overview document **Document 08D044**
- 2) Reports extracts from two DEV External Examiners **Document 08D045**
- 3) Written report from DEV Plagiarism Officer to clarify comments from External Examiners. **Document tabled**

Agreed:

- 1) That Chair would discuss the report with faculty plagiarism officers and consider ways in which induction sessions might be improved.
- 2) Schools to ask for feedback on the use of use of Turnitin.

A.8 REPORT FROM STUDENT REPRESENTATIVES

Received:

Examination Feedback for Undergraduates document plus oral report from David Sheppard (Academic Officer, Students' Union) and Richard Reynolds (SSF UG Student Rep) **Document 08D046**

Noted:

That SWP currently provide exam feedback.

A.9 ERASMUS STUDENT ACCOMMODATION

Received:

Email document from Claudina Richards (LAW) **Document 08D047**

Agreed:

That Caroline Sauverin will investigate the matter further with Accomodation.

A.10 REPORT FROM LTC

To receive:

Oral report from Professor Roland Kaye / Chair

Agreed:

That due to time constraints a report would be circulated electronically.

A.11 EXAM REVIEW GROUP

To receive:

Oral report from Chair

Agreed:

That due to time constraints a report would be circulated electronically

A.12 TEACHING OFFICE UPDATE

Received:

An oral report from Caroline Sauverin (Faculty Manager Teaching Office) including an update in relation to Online Module Evaluation.

Noted:

That the feedback from Schools regarding online module evaluation had been positive. Returns had been roughly on par with previous paper based system.

A.13 AGENDA FOR JULY LTQC MEETING

Agreed:

That an agenda for this meeting would be decided nearer the date however a room would be booked to cater for an electronic whiteboard demonstration.

SECTION B: ITEMS FOR REPORT

B.1 TAUGHT PROGRAMMES POLICY GROUP

Reported:

That Dr John Gordon (EDU) is the new SSF Rep for TPPG.

B.2 EXTERNAL EXAMINERS REPORTS AND RESPONSES

Reported:

1) That the following 2007/8 External Examiners Reports and School Responses have been approved by Chairs Action following satisfactory task group reports (where appropriate). These documents are available on request.

UNDERGRADUATE

School	Name	Course	Risk
EDU	Jones	CE/Dip Archaeology and Historical Studies	green
EDU	MacLennan	CE European, Modern English Lit	amber
EDU	Page	CE Ornithology, Ecology and Landscape	green
SWP	Bannister	BSc PSS	amber
SWP	Hodgson	BA Professional Practice	green
NBS	Hind	BA/BSc Management	amber
NBS	Manson	BSc Accounting, Bus. Management	amber

POST GRADUATE

School	Name	Course	Risk
EDU	Akyampong	EdD	amber
EDU	Lygo-Baker	MA HEP	amber
EDU	Marsh	EdD	amber
SWP	Hill	MA Child and Family Research	green
DEV	Gideon	MAGAID, MAISD	amber
DEV	Litchfield	MADE	amber
DEV	Rose	MAED	amber

ECO Santos Silva MSc/MA Economics, Political Economy, Finance and Economics amber

2) That the following 2007/8 External Examiners Reports and School Responses are outstanding.

UNDERGRADUATE

School	Name	Course	Status
EDU	Lum	CE Creative Writing	Not received
NBS	Jelly	BA Accounting and Finance	With School to draft
LAW	Harding	LLB	Not received
LAW	Economides	LLB	Not received
LAW	Griffiths	LLB	Referred to School following Task Group report
LAW	Yates	LLB	Not received
DEV	Eastwood	GDip	Not received
DEV	Harrison	GDip	Not received

POST GRADUATE

School	Name	Course	Status
EDU	Busher	MA Education	With School to draft
EDU	Lago	MA Focusing & Experiential Psychotherapy	Not received
NBS	Marriott	MSc	With Task Group
NBS	Moore	MBA	Not received
NBS	Prince	MBA	With School to draft
NBS	Smith	MSc	Not received
DEV	Macaulay	MACGAID	Referred to School following Task Group report
DEV	Vira	MRes	Not received
LAW	Mistelis	LLM	Not received

B.3 NEW COURSE PROPOSALS

Reported:

That the following new course proposals previously approved by LTQC subject to signatures, have now been approved by Central Services and sent to LTQO to be set up.

SWP MSc Child and Family Psychology

B.4 PROGRAMME SPECIFICATION - FAST TRACK AMENDMENTS

Reported:

That the Chair and Central Services (where appropriate) approved changes via the Fast Track process to the following programmes:

DEV	International Development for Visiting Students	Title changed from Visiting Studies in Development Studies
NBS	MBA – Part Time	Start date changed from October to January to align with Full Time MBA

B.5 COURSE REVIEW

Reported:

That the Chair has approved the following CR2 documents:

NBS – Undergraduate review due 23rd April 2009

LAW – Postgraduate review due 7th May 2009

B.6 SSF LTQC BLACKBOARD SITE

Reported: Listings since 11 March 2009:

- 1) Updated External Examiner reports received. Task Group reports and responses.
- 2) Updated 2008/9 LTQC papers
- 3) New course proposals/programme amendments:
 - DEV BA International Development with Social Anthropology and Politics
 - DEV BA International Development with Economics
 - DEV BSc International Development with Environment and Society
 - DEV International Development for Visiting Students
 - EDU PG Cert in Focusing Oriented Psychotherapy
 - EDU BA PE & Sport
 - EDU BSc PE & Sport – Top up
 - EDU CE Cognitive Behavioural Therapy
 - EDU MA in Early Childhood Studies
- 4) MCM3 – 2007/8 submission

Minutes of the meeting of the SSF LTQC held on Wednesday, 8 July 2009 at 10.00 hours in EDU 01.17.

Present: Dr Sara Connolly (Chair), Dr Steve Russell (DEV), Professor Roland Kaye (NBS), Dr Adam Longcroft (EDU), Mr David Mead (LAW), Dr Clive Sellick (SWP), David Sheppard (Academic Officer, Students' Union), Richard Reynolds (SSF UG Convenor)

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

1. MINUTES

Approved: Minutes from the meeting held on Wednesday 6th May 2009.

Document 08M006

2. MATTERS ARISING

Reported:

No matters arising.

3. STATEMENTS FROM THE CHAIR

- 1) That the Chair would be Chairing the University review of CSED.
 - 2) That the comments regarding timetabling had been passed on to LTC and that a decision had been made not to introduce a new system but instead to work on the slotting system in order to make it easier to use and interpret.
 - 3) That a change in the future management of Concessions as discussed at LTQC 28th January 2009 had been approved by LTC. Whilst the general principles agreed were known, the Faculty were awaiting detailed guidance.
NOTE – Since the meeting, guidance has been received and circulated.
 - 4) That Dr Adam Longcroft would be standing down this summer as the Director of Learning and Teaching for EDU. Adam was thanked by the Chair and Committee for his significant contribution to SSF LTQC.
NOTE – since this meeting, the role of Director of Learning and Teaching has been taken up by John Gordon and Helena Gillespie at PGT and UG levels respectively.
 - 5) That Richard Reynolds would be running for the position of PG Convenor for 2009/10.
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

A.1 WHITE BOARD

Received:

An Interactive White Board demonstration by Helena Gillespie (EDU)

Noted:

Helena was thanked for the demonstration.

Agreed:

That the Chair would discuss the use of electronic white board technology with the Dean, Professor Neil Ward, and make a recommendation that the MA HEP programme incorporates training in the technology.

A.2 EXTERNAL EXAMINER REPORTS

Received:

'Red' External Examiner reports, School responses and task group reports for the following:

EDU – Hugh Busher – MA Education, MA AEP – 2007/8

Document 08D048

NBS – Neil Marriott – MSc – 2007/8

Document 08D049

Considered:

The reports, the Task Group comments and the Schools' responses.

Approved:

Responses approved to both External Examiners.

A.3 STUDENT ENGAGEMENT

Received:

1) The HERIG report **Document 08D050**

2) Poster analysis compiled by Dr Helen James (BIO) and Dr Laura Bowater (MED).

Document 08D051

Agreed:

That actions by Schools regarding the HERIG report would be reported to LTQC 4th November 2009.

A.4 LEARNING AND TEACHING ENHANCEMENT

Received:

1) Email regarding concession requested by EDU in relation to Text Allowed examinations and oral report from Dr Adam Longcroft (Teaching Director EDU) **Document 08D052**

2) Oral report from Professor Roland Kaye (Teaching Director NBS) in relation to computer assisted 1st year assessments.

Considered:

The documents provided, oral comments by Dr Adam Longcroft, Professor Roland Kaye. Discussion followed, regarding other areas of learning and teaching enhancement and student engagement.

Agreed:

- 1) That the ideas raised would be duly considered and some of the innovation taken up by Schools.
- 2) That Mr David Mead (Teaching Director LAW) would circulate a reflective document currently used in LAW by Advisors for returning students.

A.5 VEGA

Received:

A demonstration of seminar attendance monitoring through VEGA by Shaun Browne (IT HUM).

NOTE – Senior Administrators and Administrators from the Teaching Office joined the meeting at this point.

SECTION B: ITEMS FOR REPORT

B.1 EXTERNAL EXAMINERS REPORTS AND RESPONSES

Reported:

1) That the following 2007/8 External Examiners Reports and School Responses have been approved by Chairs Action following satisfactory task group reports (where appropriate). These documents are available on request.

UNDERGRADUATE

School	Name	Course	Risk
EDU	Johnston	CE Counselling Skills	amber
EDU	Lumsden	CE Creating Writing	green
LAW	Griffiths	LLB	amber

POST GRADUATE

School	Name	Course	Risk
EDU	Houssart	MA QTS	amber
EDU	Houssart	MA AEP	amber
EDU	Lago	MA Focusing & Experiential Psychotherapy	amber
NBS	Rothwell	MSc	amber
DEV	Dorward	MARD	green
LAW	Griffiths	LLM	amber

2) That the following 2007/8 External Examiners Reports and School Responses are outstanding.

UNDERGRADUATE

School	Name	Course	Status
EDU	Lum	CE Creative Writing	Not received
LAW	Harding	LLB	With School to draft
LAW	Economides	LLB	With School to draft
LAW	Yates	LLB	With School to draft
DEV	Eastwood	GDip	Not received
DEV	Harrison	GDip	Not received
NBS	Jelly	UG	with Task Group

POST GRADUATE

School	Name	Course	Status
NBS	Moore	MBA	With School to draft
NBS	Prince	MBA	With School to draft
NBS	Smith	MSc	Not received
DEV	Vira	MRes	With School to draft
LAW	Mistelis	LLM	With School to draft

B.2 NEW COURSE PROPOSALS & FAST TRACK AMENDMENTS

Reported:

That the following new course proposal considered at LTQC 6th May had been approved via Chair's action.

EDU MA in Early Childhood Studies

Reported:

That the Chair and Central Services (where appropriate) approved changes via the Fast Track process to the following programmes:

EDU	CE Cognitive Behavioural Therapy	Restructuring of modules in one 60 credit module.
EDU	BA PE & Sport	Changes to the core/compulsory modules
EDU	BSc PE & Sport	Change of title and core/compulsory modules
EDU	PG Cert Focusing Oriented Psychotherapy	Replaces PG Dip using existing teaching.

B.3 SSF LTQC BLACKBOARD SITE

Reported: Listings since 6th May 2009:

- 1) Updated External Examiner reports received, Task Group reports and responses.
- 2) Updated 2008/9 LTQC papers.
- 3) Updated New Course Proposals / Fast Track amendments.
- 4) Quinquennial course review documentation.