

Minutes of the meeting of FOH LTQC held on 8 July 2009

Present: Nicola Spalding (Chair), Gibson D'Cruz, Rosie Doy, Sandra Gibson, Debbie Harrison, Anne Killett, Sam Leinster, David Sheppard (STU).
Apologies: Jill Jepson, Helen Lewis, Catherine Wells.
With: Joanne Burd (Secretary), Becky Fitt (Faculty Manager)
In attendance: Professor Ian Harvey (Dean, FOH)

84. WELCOME

The Chair welcomed Debbie Harrison (School Teaching Director, AHP), Sam Leinster (School Teaching Director, MED), and Becky Fitt (Faculty Manager, Undergraduate Programmes Office (Campus)) to the Committee, and Professor Ian Harvey (Dean, Faculty of Health) who joined the meeting.

85. MINUTES

Confirmed
the Minutes of the meeting held on 18 March 2009.

86. MATTERS ARISING

2.1 NAM Fitness to Practice Panel

Reported

vide Minute 59.1 that revisions to the Fitness to Practice procedures had been approved by LTC (LTC 22 April 2009, Minute 74).

Noted

- (1) that the procedures would run in NAM for the calendar year, prior to review.
- (2) that AHP would be considering Fitness to Practice procedures.

Action: School Teaching Director, AHP

87. STATEMENTS FROM THE CHAIR

- (1) **20 DAY TURNAROUND**
The Chair reported that FOH met most 20 day turnaround times but there were a few exceptions and exemptions (eg extensions, 2nd submissions, external marking) had been granted. Details must be included in the relevant handbooks.
- (2) **EXTERNAL EXAMINER REPORT PROFORMA**
The Chair reported that the new report proforma had been approved at LTC and circulated for immediate use.
- (3) **QAA INSTITUTIONAL AUDIT**
The Chair reported that AD LTQs had been charged with bringing commonality to extension requests and extenuating circumstances across the Faculties as part of the actions arising from QAA Institutional Audit.

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- (4) PGR
The Chair reported that Malcolm Adams had resigned from his PGR role. The Chair would liaise with Ruth Hancock/Richard Gray regarding PGR LTQ and would report back to LTQC. **Action: Chair**

88. CONFIRMATION OF CHAIR'S ACTION

Received
a revised Document 08D0106 of Chair's action taken (a copy of which is filed in the Minute Book).

Confirmed
Chair's action taken.

89. LTQC STRATEGY MEETING OUTCOMES

Considered
the following documents arising from the LTQC Strategy meeting held on 20 May 2009:

- (1) Faculty LTQ Plan
- (2) LTQC Agendas
- (3) Critical Read proformas
- (4) Critical Read schedule
- (5) External Examiner flow chart.

Notes from the Strategy meeting have been posted on Blackboard.

Received
a tabled Annual Update/Annual Monitoring flow chart (a copy of which is filed in the Minute Book reference **08D118**).

Reported

- (1) that the Faculty Plan be approved. Members suggested including achieving Fellowship/Senior Fellowship of the Higher Education Academy (HEA) as an outcome. A web link to the HEA would be added to the LTQC Blackboard site;
- (2) that the LTQC Agenda be revised to include reference to major/minor modifications to programme specifications and LTQC/PSRB approval (to fall in line with annual CU1 reports);
- (3) that the Critical Read proformas be approved;
- (4) that the Critical Read Schedule be approved;
- (5) that the External Examiner flow chart be approved;
- (6) that the annual report from NAM and MED to the NMC and GMC were due mid-December (the NMC report was risk based). Members considered whether the NMC and GMC reports could be accepted by the University in lieu of CU1 reports. It was noted that the GMC has an agreement with the QAA regarding quality assurance. The update of programme specs would be followed up at FMs/TDs meetings.

RESOLVED

- (1) that the Faculty LTQ Plan, LTQC Agendas, Critical Read proformas, Critical Read Schedule and External Examiner flow chart be approved.

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- (2) that the Faculty Plan be revised to include achieving Fellowship/Senior Fellowship of the Higher Education Academy (HEA) as an outcome. A web link to the HEA would be added to the LTQC Blackboard site.

Action: Chair/Secretary

- (3) that the use of the NMC and GMC reports in lieu of CU1 reports be pursued with LTQO (the Secretary would contact Gibson, Sam and Becky for details).

Action: Secretary

90. CRITICAL READ FEEDBACK

Considered

the following items which arose from the critical read (Sam Leinster) of NAM's MCM2 2007-8:

- (1) that there should be close liaison with other Schools in the Faculty on fitness to practise and disability issues;
- (2) that the newsletter giving feedback to the students on the outcome of their evaluation of the course was an example of good practice that could be suggested to the Faculty;
- (3) that LTQC be informed of the outcome of the evaluation of EBL.

Reported

in discussion that the fitness to practice and disability issues were being discussed at Faculty level. The newsletter was seen as an example of good practice, which NAM produced twice a year; MED placed their newsletter on Blackboard. The EBL evaluation could be publishable, and NAM would look at the DREEM questionnaire used in MED.

91. SOCIAL NETWORKING GUIDELINES

Considered

vide Minute 59.2 (Reports from Members) draft guidelines from NAM on the Use of Social Networking Spaces.

Reported

- (1) by Gibson D'Cruz that the guidelines had been approved by NAM Executive, had been discussed with the Chair of NAM's Student Council, and would be presented to JEF;
- (2) that the guidelines could include reference to the GMS medical student guidelines;
- (3) that the link to Fitness to Practice be as explicit as possible;
- (4) that the actions that could be taken be expanded;
- (5) that the document would be presented to FOH Executive for approval, and then presented to LTQO/TPPG.

RESOLVED

that the guidelines be revised and presented to FOH Executive for approval.

Action: Gibson D'Cruz

92. HERIG CONSULTATION

Considered

- (1) the HERIG report;
- (2) comments from School Teaching Directors and Senior Advisers.

Reported

by the Chair that the document had received support from LTC and it would be taken forward in Faculties. NAM would take this to Course Directors to discuss, MED would take the document to the Assessment Group, and Teaching Directors would take this forward for wider consultation with Faculty Managers and students.

In discussion it was noted that:

- (1) this was mostly applicable to full time students;
- (2) there would be some issues to tease out to take to JEF (NAM);
- (3) Rosie Doy would take this forward with pre- and post-registration leads;
- (4) the document would be presented to a suitable group of students;
- (5) Section 2.1 might have implications for Teaching Office resources;
- (6) Section 3c could make use of Blackboard (students confirming that they had seen their supervisors);
- (7) Section 4.4 would need to be included in SITS (liaison with SIS Project Team required).

RESOLVED

- (1) NAM would take this forward with Course Directors.
- (2) MED would take this forward with the Assessment Group.
- (3) Teaching Directors would take this forward for wider consultation with Faculty Managers and students.

Action: School Teaching Directors, Rosie Doy, Sandra Gibson

93. UEA MONITORING AND PSRB REQUIREMENTS

Considered

whether the standard UEA CU1/MCM2 forms met PSRB needs, and any additional information required.

Reported

- (1) that MED submitted an annual report to the GMC (LTQO would be asked if this could stand for UEA annual monitoring);
- (2) by NAM that service user involvement was not included in the NMC annual report.
- (3) that AHP would take monitoring requirements back to Course Directors for discussion.

Action: School Teaching Director AHP; Secretary

94. MED: COURSE REVIEW MBBS

Considered

vide Minute 66 an update from the School on the Action Plan for the MBBS Course Review (points 8, 10 and 11 arising from LTQC report (Gibson D'Cruz)).

Reported

by Sam Leinster that the anatomy space had been improved and that Academic Building East would provide additional teaching rooms. MED students had started a petition regarding the social space; David Sheppard would continue to raise this issue as well.

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(NB: The Dean of FOH reported after the meeting that with regard to the social space EST had been contacted regarding this and another option was being explored. The committee had noted that there were no immediate solutions, but that this would be an ongoing issue).

95. JUDICIAL REVIEW CASE

Considered

whether academic and placement documentation made clear that should a student fail any assessment more than is permitted by UEA, that the student was required to withdraw.

Reported

members confirmed that the requirements for failing students to withdraw was included in the UEA Regulations and relevant handbooks.

96. FOH TDs/FMs MEETINGS

Received

the Minutes from the TDs/FMs meetings held on:

- 5 May 2009
- 1 July 2009.

97. FOH LTQC BLACKBOARD

Considered

any feedback from members on the FOH LTQC Blackboard site.

Reported

by the Chair that the Secretary be thanked for putting the Blackboard site together. This would continue to be rolled out and members could contact Joanne Burd if there were links/documents to add to the site.

98. LTQC DATES 2009-10

Considered

the dates for FOH LTQC 2009-10 (to be held on Wednesday afternoons at 1330 hours) as follows:

- 7 October 2009
- 16 December 2009
- 24 February 2010
- 17 March 2010 (possible Strategy meeting)
- 19 May 2010
- 30 June 2010

Reported

that the proposed meeting dates for 2009-10 be confirmed.

RESOLVED

that the proposed meeting dates for 2009-10 be confirmed.

99. REPORTS FROM MEMBERS

Received

oral reports from members as follows:

- (1) TPPG (Taught Programmes Policy Group)
- (2) SEC (Student Experience Committee)
- (3) FOH portfolio holders
- (4) School Directors (LTQ).
- (5) Academic Officer, STU
- (6) FOH student representatives

Reported

- (1) by the Chair that TPPG had
 - considered the HERIG document;
 - circulated a revised draft of the Plagiarism and Collusion policy for consultation;
 - reported that Faculties had been asked to provide programme specifications to be loaded onto the LTQO website;
 - considered the initial report arising from QAA Institutional Audit;
 - reported that a Timetabling Project had been set up;
 - deferred the review of marking criteria pending consultation with SSLCs;
 - considered how students completing the PGDip in Midwifery might progress onto an MSc;
 - reported that that pilot of online evaluation had received good response rates/feedback. Online evaluation would be encouraged to replace paper questionnaires;
 - clarified sections of the Academic Appeals procedures (paragraphs 8.1, 8.2; section 3).
- (2) by David Sheppard that SEC had considered the venue for the graduation ceremony and that EST were investigating the use of a marquee.
- (3) (i) by Anne Killett (Service User) that she was pushing forward the service user strategy and the targets for service user involvement in modules. MED reported that they would take this to CDD again. Members suggested that service user involvement be incorporated into the monitoring process and that service user involvement be mapped in the planning and delivery of modules. Gibson D'Cruz would advise Anne of a person to work with in NAM.

Action: Sandra Gibson, Gibson D'Cruz

(ii) by Rosie Doy (PGT) that feedback sheets/criteria and marking/moderation were being reviewed across the Faculty. A Blackboard organisation would be set up for postgraduate students as a way of making transparent the links in policies. There would be a workshop on Distance Learning packages on the 21 July. Becky Fitt would also speak to Course Directors regarding OT/PT/SLT shared policies and the use of Elluminate
- (4) (i) by Sam Leinster (MED) that ContEd would not be able to deliver the tailor-made modules for the Subject Outside Medicine on the MBBS programme (10 credit modules in years 3 and 4), and that he had alerted PVC(Academic) to this as the failure to deliver these modules would require reporting to the

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- GMC. There were 340 students requiring places, with only 20 offered.
- (ii) by Gibson D'Cruz (NAM) that the PGDip Midwifery programme had been validated subject to conditions which were being worked on and would go the NMC in September. The UEA/Guernsey Mentor Preparation validation/endorsement event would take place on 22 July. A Royal College of Nursing bus would be travelling around HEIs providing information, visiting UEA in November.
 - (iii) there was no report from Debbie Harrison (AHP).
- (5) by David Sheppard (STU) that STU would continue lobbying for greater use of public transport. STU would be involved with student induction in September. David would work on recruiting student representatives; STU would offer bursaries to student representatives in Schools (transport and child care costs). A leaflet about becoming a Sabbatical Officer in FOH would be produced. STU representatives would attend all SSLCs next year.
- (6) there were no reports from FOH student representatives.

100. GENERAL DISCUSSION ITEMS

Considered

any items members may wish to raise.

Reported

by the Chair that an Induction pack would be developed for members joining this committee.

101. NAM VALIDATION: SUPPLEMENTARY PRESCRIBING PHARMACISTS

Reported

vide Minute 32 that the Independent and Supplementary Prescribing for Nurses, Midwives and Pharmacists programme had received formal approval from the Royal Pharmaceutical Society.

102. QAA INSTITUTIONAL AUDIT

Reported

vide Minute 61(4) the initial outcome from QAA Institutional Audit.

103. MED: CLINPSYD BPS ACCREDITATION

Reported

vide Minute 67 that the Doctorate in Clinical Psychology programme had received formal approval from the British Psychological Society.

104. NAM: NURSING CURRICULUM AMENDMENTS

Reported

vide Minute 82 that the programme modifications for the Pre-Registration Nursing programmes had received formal approval from the NMC.

105. NAM: MIDWIFERY CURRICULUM AMENDMENTS

Reported

vide Minute 83 that the programme modifications for the Pre-Registration Midwifery programmes had received formal approval from the NMC.

106. SCHEDULE OF PROGRAMME REVIEW 2009-10

Reported

- (1) that the Schedule of Programme Reviews for 2009-10 (CR1) had been submitted to LTQO.
- (2) that deferment of the BSc/DipHE Community Healthcare Practice course review until 2010/11 had been approved by LTQO (19 June 2009).

107. STUDENT RETENTION AND ENGAGEMENT

Reported

that the student retention and engagement report had been submitted to LTC (27 May 2009).

108. HPC ANNUAL MONITORING

Reported

that NAM's DipHE Paramedic Science programme DipHE Operating Department Practice programme had completed the HPC annual monitoring process.

109. HPC EDUCATION UPDATE

Reported

that the Education update – May 2009 had been received from the HPC.

110. REGULATION OF PRACTITIONER PSYCHOLOGISTS

To report

that the Privy Council approved the legislation to bring practitioner psychologists into statutory regulation on 13 May 2009. The HPC would enter into arrangements with the British Psychological Society (BPS) and the Association of Educational Psychologists (AEP) to facilitate statutory regulation of practitioner psychologists.

111. LTC FEEDBACK

Reported

from LTC 27 May 2009 that the review of Professional Misconduct and/or Unsuitability Procedures, and the review of Disciplinary Procedures were ongoing.