

Minutes of the meeting of the SSF LTQC held on Wednesday, 16th September 2009 at 12.00 hours in DEV 1.83.

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), David Sheppard (Academic Officer, Students' Union) – part meeting, Mr Tom Sutton (Welfare Officer, Students' Union)

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

1. MINUTES

Approved: Minutes from the meeting held on Wednesday 8th July 2009. Note that the Agenda 16th September incorrectly labelled the minutes to be approved as the 16th September. This has been amended in documentation.

Document 08M007

2. MATTERS ARISING

Reported: That the Chair had spoken with Professor Neil Ward (Dean of Faculty) and Keith Porter (SSF IT) regarding the provision of electronic White Boards. New boards are available in DEV and the new teaching suite. The Chair had recommended the introduction of White Board technology to the MA HEP. No matters arising.

3. STATEMENTS FROM THE CHAIR

Reported:

- 1) That an email had been recently circulated by Eva Roberts (Project Officer) regarding the timetabling project. This invited staff to a presentation of developments but also included an electronic version for those unable to attend. The Chair recommended that Teaching Directors either attend or consider the presentation slides. The deadline for feedback was 30th September.
- 2) Caroline Sauverin updated the committee in terms of the introduction of VEGA. The software would be piloted in ECO for the autumn semester and the aim was, once certain technical difficulties had been resolved, that it would be introduced in additional Schools within the Faculty.
- 3) That a memo had been circulated to Teaching Directors and Senior Administrators within Teaching Offices confirming the delegation of the approval process of certain concessions.
- 4) That the University was considering student penalties for word count, a preliminary consultation of current practice had taken place and this issue would be considered by TPPG this academic year.
- 5) That TPPG were planning to consider mechanisms for providing electronic feedback on coursework and this is likely to impact on practice.
- 6) That a potential outbreak of swine flu in the autumn semester was being considered and Heads of Schools had been tasked with drawing up a contingency plan.
- 7) That the Chair would be on study leave in the spring semester which would leave the Faculty with a temporary vacancy.

Agreed:

- 1) That once School contingency plans for managing an outbreak of swine flu had been drafted that these would be made available electronically for discussion.
 - 2) That Teaching Directors should contact the Chair directly should they be interested in the role of Associate Dean LTQ for the spring semester.
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

A.1 NEW COURSE PROPOSALS

Received: The Summary, Academic Case and Programme Specifications, plus Task Group reports and School responses (where appropriate) for the following New Course Proposals:

1) **SWP**

MA in Mental Health / PGDip Higher Specialist Practice: Mental Health.

Document 09D001

Task Group Report

Document 09D002

Noted that these courses were currently proceeding through the GSCC accreditation process (minutes of meeting included in **09D001** for reference).

2) **NBS**

MBA Strategic Carbon Management (London)

Document 09D003

Task Group Report

Document 09D004

Noted:

- 1) **SWP** MA in Mental Health / PGDip Higher Specialist Practice: Mental Health

That the Task Group member, Professor Roland Kaye had highlighted a number of concerns with the original proposal and these had been satisfactorily rectified by the course proposer.

- 2) **NBS** MBA Strategic Carbon Management (London)

That the Task Group member, David Mead, had highlighted a number of concerns with the original proposal, and that the School had responded to some of these, but a number of concerns remained:

- a) Notional study hours – queries regarding the notional study hours had been resolved satisfactorily, on the proviso that the School ensured that students were aware of the expectations for self-study and were given appropriate and timely information and direction
- b) Teaching and Learning strategy - module outlines were required to identify whether the aims and objectives of the modules / course could be achieved. Section PS1 contained a number of aspirational aims without supporting material and this would be required for full consideration.
- c) Assessment – the confirmed strategy for the form of assessment for the modules and course had not been provided and this would be needed to ensure that skills and knowledge were tested in an appropriate and varied manner whilst avoiding over assessment of the 10 credit modules. The School had indicated that formative, as well as summative, assessment would be used but consideration of how this would be fitted into the modular structure was required.

- d) Absence – the School would need to consider contingency plans for student illness/absence during the intensive four day taught sessions.

Agreed:

- 1) That the SWP proposal for the MA in Mental Health / PGDip Higher Specialist Practice: Mental be approved.
- 2) That the NBS proposal for the MBA Strategic Carbon Management (UEA London) be referred back to the School for amendment in light of the concerns raised. Once concerns had been addressed, that the proposal be reconsidered by the Task Group member and then given final consideration / approval by Chair's action.

A.2 PROGRAMME / COURSE REVIEW 2008-9:

Received:

- 1) CR4 Report(s) for the following course(s):

a) **LAW** – LLM Programme

Document 09D005

b) **NBS** – UG Programme

Document 09D006

c) **EDU** - CCE Counselling Skills
CCE Groupwork
CCE Counselling Skills: Working with Children
CCE Cognitive Behavioural Therapy

Document 09D007

- 2) Draft CR5 for 2008/9

**Tabled and filed in
minute book**

Agreed:

- 1) That the programme / course reviews had been completed satisfactorily and that CR4 documents were approved.
- 2) That the process of review for virtual events held for CCE should be complimented via either a conference call or an electronic discussion forum.
- 3) That the draft CR5 should be considered and any additions / changes be directed to the Chair by the end of September.

A.3 LTC BULLETIN / REPORT FROM LTC

Received:

LTC Bulletin for 2009/10 and an oral report from the Chair regarding LTC business.

Document 09D008

Agreed:

That Caroline Sauverin would circulate a consultation email regarding item 2.22 of the document – the review of semester dates for 2011-12 and 2012-13.

A.4 SSF FACULTY PLAN

Received: A copy of the action points relating to Teaching from the Faculty Plan

Document 09D009

Agreed:

That the Chair had been tasked with completing most action points on the plan and Teaching Directors should contact the Chair in terms of any input they would like to make.

A.5 EXTERNAL EXAMINER PACKS

Received:

A draft copy of the standardised template to be used by School Teaching Offices for initial contact with External Examiners post appointment approval.

**Tabled and filed in
minute book**

Agreed:

- 1) That subject to an amendment to indicate involvement of Externals in Final Boards, that the pack be approved.
- 2) That Caroline Sauverin would be working with Teaching Offices to implement the guidance.

A.6 TEACHING OFFICE UPDATE

Received:

An oral report from Caroline Sauverin (Faculty Manager Teaching Office).

SECTION B: ITEMS FOR REPORT

B.1 LTQC arrangements for 2009/10

Reported:

- 1) That the agreed times and dates for 2009/10 are as follows:

Wednesday 16th Sept 2009 - 12-2pm – DEV 1.83
Wednesday 4th Nov 2009 - 12-2pm – Blackdale 0.32
Wednesday 2nd Dec 2009 - 12-2pm – DEV 1.83
Wednesday 27th Jan 2009 - 12-2pm – Blackdale 0.32
Wednesday 17th March 2010 - 11am-1pm – Blackdale 0.32
Wednesday 5th May 2010 - 12-2pm – Blackdale 0.32
Wednesday 7th July 2010 - 12-2pm – Blackdale 0.32

- 2) That the agreed 2009/10 Task Group allocation is as follows:

School of Responsibility	LTQC Member
EDU	David Mead
LAW/ECO	Clive Sellick
DEV	Roland Kaye
NBS	Helena Gillespie / John Gordon
CCE/SWP	Steve Russell

B.2 EXTERNAL EXAMINERS REPORTS AND RESPONSES

Reported:

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

School	Name	Course	Year	Risk
EDU	Kendall	CE Film and TV Studies	2007/8	amber
NBS	Prince	MBA (full time)	2007/8	green
NBS	Prince	MBA (part time)	2008/9	green

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

School	Name	Course	Year	Status
DEV	Eastwood	GDip Dev Studies	2007/8	With School
DEV	Harrison	GDip Dev Studies	2007/8	With School
NBS	Smith	MSc	2007/8	With School
DEV	Vira	MRes	2007/8	With School
LAW	Economides	LLB	2007/8	With School
LAW	Harding	LLB	2007/8	With School
LAW	Mistelis	LLM	2007/8	With School
LAW	Yates	LLB	2007/8	With School
EDU	Batley	PGCE	2008/9	With School
EDU	Buntic	PGCE	2008/9	With Task Group
EDU	Chambers	PGCE	2008/9	With School
EDU	Woodhouse	BA/BSc PE & Sport	2008/9	With School
EDU	Wooldridge	PGCE	2008/9	With School
SWP	Bannister	BSc PSS	2008/9	With School
SWP	Cocker	Specialist Practice	2008/9	With School
SWP	Gilhooly	BSc	2008/9	With School
SWP	Hart	Specialist Practice	2008/9	With School
SWP	Langan	Specialist Practice	2008/9	With School
SWP	Thomas	BA Social Work	2008/9	With School
NBS	Jack	UG	2008/9	With School
NBS	Winklhofer	UG	2008/9	With School
DEV	Eastwood	GDip Dev Studies	2008/9	With School
DEV	Elliott	UG	2008/9	With School
DEV	Harrison	GDip Dev Studies	2008/9	With School
ECO	Thompson	UG	2008/9	With School
LAW	Bantekas	LLB	2008/9	With School
LAW	Liddell	LLB	2008/9	With School
LAW	McEwan	LLB	2008/9	With School
LAW	Painter	LLB	2008/9	With School
LAW	Palmer	LLB	2008/9	With School
LAW	Tridimas	LLB	2008/9	With School
LAW	Virgo	LLB / PGDip	2008/9	With School
LAW	Yates	LLB	2008/9	With School

B.2 NEW COURSE PROPOSALS & FAST TRACK AMENDMENTS

Reported:

That the Chair approved changes via the shortened Fast Track process to the following programmes:

DEV	MA Theatre & Development	Modifications to compulsory modules.
LAW	LLM Programme	Modification to credit weighting and introduction of new PG Legal Skills & Research module.
SWP	MA/BA Social Work	Modification to assessment to Law and Professional Theory and Practice 1.

B.3 SSF LTQC BLACKBOARD SITE

Reported: Listings since 8th July 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.