

LEARNING TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 10 February 2010

Present: Dr Nick Watmough (Chair), Mr Stuart Alder (PG Student rep), Dr Susan Barker (PHA), Dr Nigel Clayden (CHE), Prof. Robin Haynes (ENV), Dr Ben Milner (CMP), Prof David Stevens (MTH), Mr David Shepherd (STU), Dr Michael Wormstone (BIO) with Miss Jean Whiting (Secretary)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 MINUTES OF THE PREVIOUS MEETING

Considered

the minutes of the previous meeting held on 16 December 2009. The minutes were confirmed as a correct record.

A2 MATTERS ARISING FROM THE MINUTES

Matters arising from the last meeting, were addressed in the Items to Report document (Rep 1, copy filed in minute book).

A3 STATEMENTS FROM THE CHAIR

CCS review

A meeting took place on 27 January with the Director of Taught Programmes, and LTQO colleagues to update representatives of SCI LTQC on the progress of the review. When draft regulations are available they will be considered by SCI LTQC before they are disseminated to Schools. Subsequent to the meeting Executive Team discussed whether the first year or part of the first year should count towards the final degree classification.

CoP and Placement Learning

Document A7 of Rep 1 (copy filed in the minute book). This formed the basis of a meeting between PVC(Academic), Dean (SCI), Director of Taught Programmes and SCI AD(LTQ) on 20 January 2010. DoTP acknowledged that SCI were working towards compliance with the CoP and it was agreed that the concession to continue the current arrangement should continue. When a formal response is available from DoTP, it would be circulated to LTQC.

Engineering Working Party

Professor Peter Liss presented the report of the working party to SCI Exec. The report acknowledged that there was much activity relating to engineering within SCI and with support from regional employers a proposal for an MSc in engineering relating to energy and the environment was being drafted. The long-term aspiration is that an UG programme could be offered in this area.

New Course proposals and timeline for approvals

Document A1 of Rep 1 (copy filed in the minute book). The Chair requested that where possible members closely adhere to the timings.

SCI AD(LTQ)

Dr Watmough would be standing down from his position as Associate Dean with effect from 31 July 2010. The DFA is initiating steps for a replacement, and applications will be considered after Easter.

One-to-one meetings with DLTs

AD(LTQ) would meet separately with DLTs to discuss outstanding issues such as NSS, PTES, course review and action plans, etc.

Chair's Action

AD(LTQ) had approved in principle two BIO MSc programmes - Sustainable Agriculture and Food Security and Molecular Medicine. Both of these programmes will be considered at the May LTQC prior to forwarding to LTC for final approval (JMW to note for agenda).

A4 FEEDBACK FROM LEARNING AND TEACHING COMMITTEE HELD ON 3 FEBRUARY 2010

Received

an oral report from AD(LTQ) on the following:

A4.1 Student Progression and Employability

Noted

SCI's report was presented to LTC (Document A2 of Rep 1 - copy filed in the minute book). LTC were impressed by BIO's careers fair and the strategies used to help students engage more with the Careers Centre.

The Dean of Students had noted CHE's comments regarding the advising system with interest. LTQC reaffirmed the principle that Advisers should publicise their office hours and School FMs would be asked to help ensure compliance by academic colleagues (JW to inform Sch FMs)

Agreed

AD(LTQ) to meet with CHE's Senior Advisor (Dr Jas Jaysooriya), Dr Nigel Clayden and Annie Grant to explore the concerns of CHE.

A4.2 TPPG - guidelines for viva voce examinations

Noted

Document A4 of Rep 1 (copy filed in the minute book). LTC had accepted SCI's recommendations for guidelines for viva voce examinations.

A4.3 Course Closure Form

Noted

LTC has approved a process for course closure. The decision to close a course will rest with the School of registration or the relevant Faculty Dean or Faculty Executive.

A5. SURVEY OF SCALING OF MARKS BY UNDERGRADUATE AND TAUGHT POSTGRADUATE BOARDS OF EXAMINERS (TPPG (document H of 1.12.09 2009))

Received

the document that was discussed at TPPG on 1 December (document B, copy filed in the minute book).

Noted a series of principles provided to the AD-LTQ by the Director of Taught Programmes ahead of the discussion.

- Students should not be disadvantaged. Thus their real mark cannot be reduced by scaling, only increased.
- Before provisional marks are released moderation must occur and anomalous marks dealt with at that stage.
- Scaling is an exceptional response to an exceptional situation and not part of the routine QA process.

It would be useful to find a process by which Module Organisers are made aware of unusual mean marks in advance of Module Assessment Boards.

Agreed

- Scaling should be exceptional
- Anomalous marks should be addressed by moderation rather than by uninformed scaling.
- There are rare situations where reducing marks by scaling may be appropriate
- There needs to be greater External Examiner involvement for any decisions about scaling, especially at Module Assessment Boards . However, UEA timeframes do not easily allow this.

A6. IM REGULATIONS

Noted

there were a variety of progression thresholds for the integrated masters programmes (document C, copy filed in the minute book).

Considered

the current progression thresholds within SCI and whether a consensus could be achieved amongst SCI schools who were not restricted by professional body requirements. Thresholds needed to be regularised across SCI. The weighting across years was also discussed.

Agreed

- progression threshold of the MSci programmes in SCI should be 60% for year one.
- Weighting across years (including PHA) to be as follows:
 - Year 2 – 20%
 - Year 3 – 30%
 - Year 4 - 50%

That these proposals are subject to confirmation after discussion with the DLT (CHE) and the Course Director of the M Nat Sci programme.

A7. ITEMS FOR REPORT

Received

a document of issues to report to SCI LTQC (document REP1-10.2.10, copy filed in the minute book).

A8. ANY OTHER BUSINESS

Noted

TPPG had asked that good/best practice be identified and discussed by Faculty LTQCs. DLTs were to send Helen James ideas and/or examples.

A9. DATE OF NEXT MEETING

Noted

the next meeting of SCI LTQC is scheduled for Wednesday, 5 May 2010, 2.00 – 4.00pm, in the CMP meeting room (2.22).