

Minutes of the meeting of the SSF LTQC held on Wednesday, 2<sup>nd</sup> December 2009 at 12.00 hours in Arts 01.35.

**NOTE:** The original agenda for 2<sup>nd</sup> December included two A.3 items. The referencing has been retrospectively corrected in the stored agenda and the correction is reflected in the referencing of these minutes.

**Present:** Dr Sara Connolly (Chair & Associate Dean LTQ), Mrs Helena Gillespie (UG 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), Mr David Sheppard (Academic Officer, Students' Union), Miss Mercedes Brown (Undergraduate Faculty Convenor)

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

**Apologies:** John Gordon (PGT Teaching Director EDU), Mr Richard Reynolds (Postgraduate Student Rep.)

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**1. MINUTES**

**Approved:** Minutes from the meeting held on Wednesday 4<sup>th</sup> November 2009 subject to minor amendments in wording within item A6.

**Document 09M002**

**2. MATTERS ARISING**

**Reported:**

That LTQO had provided NSS results displaying competitor detail for LAW and NBS. NBS confirmed that they had also managed to obtain data from the Association of Business Schools.

**3. STATEMENTS FROM THE CHAIR**

**Reported:**

That the data for the School Employability and Progression reports had now been received and distributed to Schools. Teaching Directors would be working on reports which would be utilised to compile a Faculty report.

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**SECTION A: ITEMS FOR DISCUSSION AND ACTION**

**A.1 NEW COURSE PROPOSAL**

**Received:** The following new course proposal.

**School of Education and Lifelong Learning**  
BA in Counselling Studies

**Document 09D017**

Task Group Report and School partial response

**Document 09D018**

**Noted:**

- 1) That whilst not within the original papers, that the LTQO comments had been received and circulated prior to the meeting.
- 2) That a number of concerns were raised via consultation with the central services and within the LTQC Task Group report.

- 3) That SSF Exec. would be considering the business case for the course proposal 3<sup>rd</sup> December 2009.

**Agreed:** That subject to the approval of the proposal by SSF Exec, that the School would work with the Chair to resolve the remaining concerns with the academic case and once resolved that the course proposal would be approved by Chair's action.

**NOTE:** That SSF Exec. did not approve the proposal as submitted on the 3<sup>rd</sup> and the proposal has been shelved for the time being.

## **A.2 NATIONAL STUDENT SURVEY & POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2009**

**Received:** Completed reports confirming consideration and consultation of issues.

Norwich Business School **Document 09D019**

School of Social Work and Psychology **Document 09D020**

School of Economics **Document 09D021**

Norwich Law School **Document 09D022**

School of International Development **Document 09D023**

### **Reported:**

That the PRES reports from Schools had been considered at the recent meeting of PGR Directors which the Associate Dean LTQ had Chaired.

### **Agreed:**

That the reports from Schools be approved and submitted to TPPG along with comment regarding concerns of the sample size and lack of identification of Schools within the PTES data.

## **A.3 REPORT FROM STUDENT REPRESENTATIVES**

**Noted:** that David Sheppard had considered the individual responses/ action plans from Schools within A.2 and felt that the Student's Union had no further comment or concerns to add. The document planned in the agenda to be tabled was therefore not necessary.

**Document N/A**

## **A.4 COMMON COURSE STRUCTURE (CCS) REVIEW**

### **Received:**

The CCS review discussion paper 16.11.09.

**Document 09D024**

### **Agreed:**

That Caroline Sauverin would prepare and submit a detailed response to the discussion paper on behalf of the Faculty. This would be filed with the meeting papers but would take account of LTQC comments.

- 1) *Automatic right to reassessment.*

Before agreeing a revised policy which included a minimum performance that students need to achieve in order to obtain a reassessment opportunity, LTQC felt that it was necessary to have some form of statistical evidence identifying tipping points of success / failure.

- 2) *The counting of Year 1.*

That the inclusion of Year 1 results in terms of classification seemed to be a useful and relatively simple tool in order to encourage early student engagement.

- 3) *Distinguishing between Levels 2 and 3.*

That Schools within SSF were confident that degree profiles are consistent with one or other of the definitions of progression.

#### **A.5 ISSUES RELATING TO MARKING**

**Received:** An email from David Mead (Teaching Director LAW) relating to:

- 1) The definition of collusion and the practice of team working.
- 2) The practical application and tensions surrounding requests to re-mark.

**Document 09D025**

**Reported:**

That TPPG were considering guidelines on team working, setting tasks and marking. These would be sent out in due course.

**Noted:**

That the current student numbers requesting remarking in SSF were low and that requests might be higher if students were not provided with adequate feedback, especially if the assignment has a high weight in terms of the module grade.

#### **A.6 LEARNING AND TEACHING ENHANCEMENT**

**Received:**

- 1) An email from Professor Neil Ward (Dean SSF) regarding student expectations of study time, examples of module outlines from other institutions and an extract from the ECO Module Outline Autumn 2009.
- 2) An email from HERIG regarding learning and teaching developments, a survey on teaching and learning space.

**Document 09D026**

**Document 09D027**

**Agreed:**

- 1) That Teaching Directors would, outside of the meeting, consider how module outlines within Schools might be developed to include the best practice of setting student expectations in terms of study time. Any further examples of good practice to be passed to the LTQC Secretary and added to LTQC Blackboard site.
- 2) That the Chair would recommend questions to cover environment and teaching equipment should be included in the survey. Any additional comments should be sent to the Chair by the end of the week.

#### **A.7 LEARNING TEACHING COMMITTEE**

**Received:**

An oral report from the Chair with regards to LTC business.

#### **A.8 TEACHING OFFICE UPDATE**

**Received:**

An oral report from Caroline Sauverin.

#### **A.9 ANNUAL PGR REVIEW**

**Received:**

The Annual PGR Monitoring Summary for 2009.

**Document 09D028**

**Reported:**

That the Chair had attended a recent meeting of SSF PGR Directors at which annual student reports were considered. Staff reports were yet to be considered.

**Agreed:**

That once staff reports had been adequately considered, that the process be approved by Chair's action.

## A.10 UNDERGRADUATE YEAR 1 PROGRESSION

### Received:

An email from Professor Tom Ward (Pro Vice Chancellor Academic) and comment from DEV regarding communication with Year 1 students passing Year 1 in the lower range.

Document 09D029

### To consider:

Current School practices and the suggestion to strengthen the message to these students.

### Agreed:

That due to time constraints that this item be moved to the meeting due 27<sup>th</sup> January 2010.

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## SECTION B: ITEMS FOR REPORT

### B.1 NOMENCLATURE OF ROLES & COMMITTEES

#### Reported:

That as an action from Institutional Audit, the following variations in nomenclature had been reported to LTC.

#### 1) Teaching Committee

Norwich Business School – this is known as the Teaching Executive within the School.

School of Social Work and Psychology – the School does not have a Teaching Committee.

#### 2) Teaching Directors

The terms Teaching Director and Director of Learning and Teaching are interchangeable within the Faculty.

#### 3) Course Directors

School of Education and Lifelong Learning – within Continuing Education an Academic Director role exists covering a subject area, opposed to a single course.

Norwich Business School – the Course Director role exists with the additional role of Programme Director overseeing the courses by award.

#### 4) Staff Student Liaison Committee (SSLC)

Norwich Law School – this committee is known as the Joint Committee

School of International Development – this committee is known as the Student UG/PGT Forum.

School of Social Work and Psychology – the committees are run on a course specific basis. There is no SSLC for post qualifying courses.

### 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 were available on request.

School	Name	Course	Year	Risk
EDU	Chambers	PGCE Secondary	2008/9	amber
SWP	Johns	MA Social Work	2008/9	amber
SWP	Logan	MA Social Work	2008/9	green
LAW	Liddell	LLB	2008/9	amber

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

School	Name	Course	Year	Status
LAW	Yates	LLB	2007/8	Response referred back to School
EDU	Lum	Cert in Philosophy	2007/8	With School
EDU	Barton	PGCE Secondary	2008/9	With Task Group
EDU	Batley	PGCE Primary	2008/9	With School
EDU	Beck	BA Ed. Studies	2008/9	With Task Group
EDU	McKay	PGCE Secondary	2008/9	With School
EDU	Woodhouse	BA/BSc PE & Sports	2008/9	With Task Group
EDU	Wooldridge	PGCE Primary	2008/9	With School
SWP	Bannister	BSc Psychology	2008/9	With School
SWP	Gilhooly	BSc Psychology	2008/9	With School
SWP	Langan	PQ Spec. Practice	2008/9	With School
NBS	Hind	BA/BSc	2008/9	With School
DEV	Eastwood	GDip	2008/9	With School
DEV	Elliot	BA/BSc	2008/9	Response referred back to School
DEV	Harrison	GDip	2008/9	With School
DEV	Sparks	MA Media & Int. Dev.	2008/9	With School
LAW	Painter	LLB	2008/9	Response referred back to School
LAW	Yates	LLB	2008/9	Response referred back to School

### B.3 SSF LTQC BLACKBOARD SITE

**Reported:** Listings since 4<sup>th</sup> November 2009:

- 1) Updated External Examiner reports received. Task Group reports and responses.
- 2) Updated 2009/0 LTQC papers.
- 3) Updated New Course Proposals / Fast Track amendments.
- 4) Programme / course review documentation.