

Minutes of the meeting of FOH LTQC held on 24 February 2009

Present: Nicola Spalding (Chair), Malcolm Adams, Gibson D'Cruz, Rosie Doy, Debbie Harrison, Anne Killeth, Catherine Wells, David Sheppard (STU), Shouts Simeza (PGT AHP).
Apologies: Sandra Gibson, Jon Sharp, Professor Ian Harvey (Dean, FOH)
With: Joanne Burd (Secretary), Becky Fitt (Faculty Manager).

40. MINUTES

Confirmed
the Minutes of the meeting held on 16 December 2009 were confirmed.

41. MATTERS ARISING

41.1 Fitness to Practise Panel

Reported

- (1) vide Minute 24.2 progress with the review of FtP procedures in NAM. Gibson reported that consideration had been given to the changes required to the procedures and that the reporting/concern form would be reviewed (drawing on the form in MED). Revision to the procedures would be presented to the next meeting of LTQC (May). Issues regarding safeguarding (SHA EQUAD process) and the NMC's review of reporting concerns procedures would be taken into account.
- (2) vide Minute 24.2 progress with the FtP procedures in AHP. Debbie reported that the policy had been written (drawing on MED and NAM procedures). A working group would consider the policy before being presented to Course Management Group and AHP Executive for consultation.
- (3) by Malcolm that ClinPsyD students were Trust employees and used Trust disciplinary procedures but that fitness to practice procedures would be required for the HPC. Malcolm would liaise with Becky.
- (4) by Rosie that fitness to procedures were being pursued in Pharmacy.

41.2 UEA Monitoring and PSRB Requirements

Reported

vide Minute 24.3 progress with the QA management information mapping and Discoverer reporting.

The Chair reported that a meeting had been arranged for 4th March to consider management information mapping and Discoverer reporting.

41.3 E-Learning in FOH

Reported

vide Minute 28 progress with the E-Learning working party.

Rosie reported that the scheduled meeting had been cancelled.

41.4 Employability Reporting

Reported

vide minute 29 that the timing of the employability report had been raised with LTQO.

The Chair reported that Careers collected data from students who had graduated last June/July via telephone surveys (job title, employer, postcode); the survey was due for completion at the end of February. Data would be anonymised and sorted by course code for HESA (who required an 80% return rate and set the date of the return six months after graduation). It had been agreed that Course Directors could have the anonymised data although there was uncertainty as to whether this information could be shared outside UEA (eg with professional bodies, SHA) as this was HESA data. Careers were in the process of setting up an employment website so that Course Directors could download the data direct.

(NB: It was confirmed by Careers after the meeting that the survey collected data from all cohorts of home and EU students (UG/PG, FT/PT)).

42. STATEMENTS FROM THE CHAIR

(1) CCS REVIEW

The Chair reported that the CCS Review meeting had discussed student engagement, the decision that the first year should not count towards honours degree classification, extenuating circumstances, attendance/non-attendance, and condoned progression in modules (it was noted that this would not apply to FOH).

(2) PTES SURVEY

The chair reported that the 2010 PTES survey would start on 21 April and run until 28 May. Results would be obtainable by course code and/or by pre/post registration programmes.

(3) HEA ACCREDITATION

The Chair congratulated Lucy O'Driscoll and Sandra Gibson for their work on the successful HEA accreditation of the PG Certificate in Clinical Education (with effect from September 2009). Students would be eligible for Fellowship of the Higher Education Academy.

(4) EQUALITY

The Chair reported that it had been agreed with Helen Murdoch that FOH would put on a workshop each year to look at equal opportunities/equality impact assessment. An area would be identified at the beginning of each year.

(5) NEW BLACKBOARD SITE

The Chair reported that a new Blackboard site for Programme Review had been set up by LTQO to provide information to Course Directors.

(6) UEA LEARNING AND TEACHING DAY

The Chair reported that the Learning and Teaching day would be on the 16 April. AHP had submitted a paper/presentation.

(7) STUDENT SURVEYS

Malcolm Adams reported that students would not now be able to directly survey other students for research projects and that requests for these surveys would now be routed via DoS. Heads of Schools had been informed. It was agreed that Teaching Directors would disseminate this information to members of faculty and that information would be placed in student handbooks.

43. CONFIRMATION OF CHAIR'S ACTION

Received

a revised Document 09D018 (a copy of which is filed in the Minute Book).

Confirmed

members confirmed Chair's action taken.

44. SHA EQUAD OUTCOMES

Received

an oral report from the Chair on the outcomes of the SHA EQuAD (12th February 2010).

Reported

by the Chair that we had achieved a good result but that EQuAD was in the main focussed on UEA. The Chair and Joanne Burd would meet with Jon Sharp to discuss feedback to the SHA. Thirteen Trusts had input into the EQuAD with representatives attending on the day of the Panel meeting (Acute, Community and Mental Health). The process was being seen as a dress rehearsal for next year. The SHA would share good practice across the region. Feedback to the SHA would include:

- that the process was mostly on the HEI
- the lack of time for preparation
- what the criteria was for the standards, especially Blue
- where the outcomes would go and how this would be disseminated
- that receiving the questions in advance of the Panel meeting was positive
- that there had not been enough time on the day to respond to the questions or show case areas of good practice
- the amount of Trust involvement
- the review cycle and what evidence was required to be included
- the tie-in to the NSS

The Chair would attend the ClinPsyD staff meeting to discuss the outcomes (Malcolm to advise Dawn Stanley of the meeting dates). NAM had reported the outcomes to NAM Exec, and consideration was given to reporting this to NAM's Teaching Committee in March (Rosie to liaise with Nicola on this).

45. LTQC STRATEGY MEETING 17 MARCH

Considered

items for the LTQC Strategy Meeting on 17th March 2010.

Reported

by the Chair on the draft outline for the meeting:

- Lunch in QB 01.11 at 1230-1330
- Strategy meeting in QB 1.04 from 1330-1700
- 1330-1430 : to review the LTQ plan, rolling agenda, critical read forms, 2010/11 plan, and consider succession planning
- 1430-1515: EQuAD and quality monitoring
- 1515-1530: break
- 1530-1615: Service User engagement (Anne)
- 1615-1630: Placements (Catherine).

Members agreed the draft outline for the meeting.

46. PROVIDING AN EXCELLENT STUDENT EXPERIENCE

Received

- (1) an oral report from Rosie Doy on the *Providing an Excellent Student Experience* conference (11th February 2010).
- (2) notes from the conference (a copy of which is filed in the Minute Book reference **09D020**).

Reported

by Rosie that the conference had considered E-learning and sharing good practice, and illustrated interesting work around joining up elements of student support and learning support projects. Recruitment, preparation for HEIs and transition to the first term/year were considered, including engagement and attrition (UG). The conference looked at where study skills, academic engagement and plagiarism were built in. There was a lot going on regarding E-learning and new technologies (eg use of texting to mobile phones as students were not reading emails) and there was some flexibility to use texting through SITS or Blackboard. Anything that encouraged engagement and linked into services – use of texting, Facebook, MSN – was seen to increase the student response/satisfaction, by using methods of communication that students were familiar with. It was noted that we needed technological and academic champions. Becky would pursue the possibility of texting students via the SIS Project Group. Rosie also provided two documents (lodged with the Secretary) – the *National Student Forum Annual Report 2009* and *Improving the Experience of Disabled Students* which provided useful information.

47. PLAGIARISM AND COLLUSION 2008-9

Considered

Plagiarism and Collusion data for AHP, MED and NAM (considered at LTC on 7th February 2010).

Reported

in discussion that the text commentary was helpful, but that naming staff in the reports was inappropriate. The Secretary would pursue the format for future reports with LTQO.

48. REPORTS FROM MEMBERS

Received

oral reports from members as follows:

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

Reported

- (1) by Rosie that LTC had
 - considered the CCS review
 - considered the draft policy on proof reading prior to submission of coursework
 - considered the PMU review

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- reported that the facilities at UEA London could be used for study days/short courses
 - noted that although Plagiarism reports had shown an increase in numbers this was due to increased awareness
 - considered the NSS action plans.
- (2) by the Chair that TPPG had
- reported that the NSS for 2010 had commenced
 - reported that the PTES for 2010 would commence in April
 - reported that the sticker system for coursework feedback was being introduced
 - considered the draft policy on proof reading
 - considered the feedback from the NSS and PTES action plans
 - considered the use of calculators in exams
 - reported that the Programme Review Blackboard site had been launched
 - reported that the Assessment Group were looking at producing guidance on the summative assessment of group work
 - considered delayed reassessment by other means, to prevent students having to intercalate in years 1 and 2 (allowing the student to commence year 2 although year 1 had not been completed by undertaking an assessment in a given amount of time)
 - considered the scaling of marks – permitted in Exam Boards – and when it was moderation rather than scaling.
- (3) by David Sheppard that SEC had
- considered the new STU constitution, effective from 1st April
 - considered engagement in the community and ambassadors in schools due to the amount of outreach work
 - received a timetabling demonstration and what students would see on Evision and in advance of arrival (activity rather than exact detail)
 - reported that there was no alternative to Congregation Hall for graduation ceremonies at present.
- (4) (i) there was no report from Catherine Wells (Placements).
- (ii) by Anne Killet (Service User) that Schools would be re-surveyed for service user involvement in modules and compared with the previous survey undertaken 18 months ago. Service user involvement would be taken forward at the LTQC strategy meeting on 17 March.
- (iii) by Rosie Doy (Postgraduate Director) that
- the Oncoplastic module outlines would be available shortly
 - the MSc Health Sciences course review was scheduled for 5th May
 - PGT programmes would start earlier in September 2010 to synchronise with the MBBS and international students, with induction in mid-September rather than at the end (in liaison with DoS and INTO).
- (5) (i) by Gibson D'Cruz (NAM) that
- the NMC AMR had been held in December and that NAM had passed with flying colours (no conditions)
 - following a meeting with Eva Roberts (LTQO) the NAM specific issues regarding the timetabling slotting system had been resolved, to enable the School to retain the 1000 hours start for King's Lynn students and the opportunity to use Wednesday afternoons if required. Post-registration programmes would now start on the hour (rather than the half hour).
- (ii) by Debbie Harrison (AHP) that the SHA had confirmed the commissioned numbers for 2010/11.

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- (iii) by Malcolm Adams (MED) that there was a delayed start to the PGDip CBT programme (April) this year and that the PgDip CBT IAPT programme was in the second year of the three year contract.
- (6) there was no report from the Academic Officer (STU).
- (7) by Shouts Simeza (PGT) that
 - congratulations were offered from the student perspective in respect of the HEA accreditation (PG Cert Clinical Education); students were already completing HEA forms
 - plagiarism should not just be included in the induction week, but be embedded in the course and should be discussed at each meeting with personal advisors to maintain awareness. Members agreed that this should be raised with Senior Advisors.
- (8) by Becky Fitt (FM Teaching Office) that
 - training and testing of the new timetabling system would carry on until 8th March, inputting events and rooms at a later date
 - preparation of databases for Plagiarism and Appeals data was in progress (LTQO).

9. GENERAL DISCUSSION ITEMS

Considered
any items members may wish to raise.

Reported
that there were no issues raised.

50. FOH TEACHING FELLOWSHIPS 2009-10

- Reported
- (1) the following successful FOH Teaching Fellowships:
 - (i) NAM: International Postgraduate Student Support (IPSS): a project to develop appropriate support for FOH PGTP international students.
(Charlene Lobo, Lucy O'Driscoll, Sandra Gibson, Rosie Doy).
 - (ii) NAM: Enhancing the Student Experience: creating a website for mentors and practice educators supporting health students undertaking placement and work-based learning.
(Rosie Doy, Von Johnson).
 - (iii) MED/CHE/CSED: Evaluating the use of Audience Response Systems at UEA.
(Laura Bowater, Stephen Ashworth, Jo Bruce).
 - (iv) AHP/MED/NAM: Improving Student Feedback: understanding needs, managing expectations and improving practice across FOH.
(Laura Bowater, Sandra Gibson, Bruce Lindsay, Nicola Spalding, Swati Kale, Rosie Mason).
 - (2) the following successful SSF Teaching Fellowship:
 - (i) EDU: Developing student's understanding of academic attribution in academic assignments.
(Ana Magyar, Colette Harris, Karen Bates (NAM)).

51. PROCEDURE FOR COURSE CLOSURE

Reported
that LTC (3 February 2010) had approved a course closure procedure. Details would be available on the LTQO web pages in due course.

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