

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 10 February 2010

- Present: Mr I Farr (Chair), Mr N Church, Dr J Goodenough,  
Professor B Goodwin, Dr J Impett, Dr K Lodge, Mr J Mitchell,  
Mr T Sutton, Dr R Tillet Dr R Wilson
- With: Ms M Pavey
- In attendance: Ms H Fisher  
Professor G Moore, Ms C Gray and Ms E Roberts (for Minute 41)
- Apologies: Dr R Denison, Mr Rhys Goode, Dr C Matthews, Mr D Sheppard, and Mr J  
Tully

**31. MINUTES**

Confirmed

The Minutes of the meeting held on 2 December 2009.

**32. STATEMENTS**

- (1) *Associate Dean (Learning and Teaching)*  
Mr Farr informed members that he had accepted the Dean's invitation to serve as HUM Associate Dean (Learning and Teaching) for a further term of office.
- (2) *Reporting marks and aggregates to Boards of Examiners*  
It was reported that the 2009/10 Regulations and Instructions to Examiners for taught awards stated that module marks would be reported in integers and that year and final aggregates would be reported to one decimal place. However complications with Discoverer reports had meant that this would not happen in 2009/10 and marks considered by Boards of Examiners would be displayed to two decimal places.
- (3) *Module monitoring 2008/9*  
Members were reminded that the deadline for completion of the MCM2 exercise was 26 February 2010. The Chair would then produce an MCM3 addressing Faculty wide issues. He noted that it would be desirable to reconsider the timing of module monitoring so that it was completed at the end of the academic year under review rather than half way through the next year.
- (4) *2010/11 Course Profile and Programme Specification Update:*  
The Committee was reminded that the deadline for updating course profiles and Programme Specifications for 2010/11 was 26 February 2010.

**33. COURSE APPROVALS**

- (1) *MA Museum Studies, MA Cultural Heritage and Museum Studies, MA Cultural Heritage and International Development*

Considered

Proposals to introduce the MA degrees outlined above in the School of World Art Studies and Museology. These were replacements for existing programmes.

Resolved

The proposals were approved subject to the following:

i) The School must ensure that the student placements addressed the requirements of the University's Code of Practice on Placement Learning.

ii) In the Museum Studies Programme Specification, reference in Section B1 to Africa being described as a country should be corrected.

iii) In Section D2c of all of the Programme Specifications the criteria for the award of distinction should be completed.

(2) *MA Film Studies and MA Film Studies with Archive option*

Considered

Proposals to amend the above Masters degrees to change the Dissertation weighting from 90 to 60 credits and minor amendments to some of the module offerings.

Noted

The change to the Dissertation weighting would enable students who were unable to complete the Masters degree to obtain a Postgraduate Diploma as an exit award. Other Schools were invited to consider this for their own MA courses.

Resolved

(i) The proposals were approved.

(ii) Mr Farr would discuss the issue of Masters degrees having a Postgraduate Diploma exit award with PgT Directors and report back to the Committee.

#### **34. COURSE CLOSURE**

Received

A report on courses in the Faculty which were to be closed. The Chair noted that a University policy for course closures had recently been introduced. The new policy included undertaking an impact assessment before course closure.

#### **35. POSTGRADUATE TAUGHT EXPERIENCE SURVEY (PTES) AND POSTGRADUATE RESEARCH EXPERIENCE SURVEY (PRES)**

Noted

(1) PTES would take place after Easter in Weeks 11 or 12. The Chair would discuss with PgT Directors mechanisms to ensure a good response to the survey. HUM would work with the Union of UEA Students to raise awareness of the survey.

(2) PRES would not be taking place this year and all future arrangements for PRES would be administered via the HUM Graduate School.

#### **36. STUDENT MODULE EVALUATION**

Received

A report on the number of students completing online module evaluation in the Autumn 2009 semester.

Noted

The response rate for the online module evaluation was not necessarily as good as that for the paper based system but was as good if not better than national statistics on response rates.

Resolved

(i) The Chair and Mr Tully would consider whether students could be invited to complete module evaluation in Week 10 rather than Weeks 11 and 12 as was normally the case.

(ii) Mr Tully would be asked to investigate whether Teaching Directors could have access to the reports produced following the completion of online module evaluation.

(iii) Teaching Directors should inform Mr Tully by 12 March 2010 of those modules that would be evaluated online. Teaching Directors were also requested to advise Module Organisers of whether their modules would be evaluated online or on paper.

### **37. MODULE ENROLMENT 2010/11**

Received

A report on arrangements for 2010/11 Module enrolment.

Reported

There had been limited technical enhancements to the online module enrolment system since last year, and so there was still no facility for recording more than one reserve choice. Mr Tully had raised his concerns about this with the SITS Project Manager and would be discussing it further with the Chair of LTQC and the HUM Director of Faculty Administration.

### **38. ARRANGEMENTS FOR TIER 4 MONITORING**

Received

A report on arrangements for monitoring international students on Tier 4/points based system visas.

Noted

Further information on the arrangements for Tier 4 monitoring had been put on the LTQC Blackboard site.

### **39. FEEDBACK TO STUDENTS ON ASSESSED WORK**

Received

A memorandum to Associate Deans (LTQ) from Joanne Ashman in the Learning, Teaching and Quality Office on feedback to students on assessed work.

Resolved

i) Discussion of this item would be deferred until the next meeting of the LTQC.

ii) Consideration would be given to inviting Dr Harriet Jones from BIO to the next meeting. Dr Jones had carried out some research on student feedback and given a very informative presentation to the Taught Programmes Policy Group.

iii) In the coming weeks the Chair would meet individually with Teaching Directors. Student feedback would be one of the items for discussion at these meetings.

iv) As a result of his meetings with Teaching Directors the Chair would draft a paper on student feedback which would be considered at the April meeting of LTQC.

#### **40. STUDENT TIMETABLES**

Considered

The undergraduate student representative on the Committee, Mr N Church, expressed concerns at the late release of the Spring 2010 semester timetables.

Resolved

that the Chair would discuss this further with Mr Tully and report back the reasons for the late release and how this might be avoided in future to the next meeting.

#### **41. CCS REGULATION CHANGES**

Considered

A report from the Director of Taught Programmes on the deliberations of the CCS Review Group.

Reported

(1) The Director of Taught Programmes, Professor Geoff Moore took the Committee through the paper noting those decisions which had been endorsed by the University's Learning and Teaching Committee and highlighting issues which required further consideration. He noted that, even when the new regulations had been approved by Senate and were in place, the principle of applying concessions in appropriate cases would remain. It was currently proposed that the new CCS regulations would be implemented for 2012/13 although much work had still to be done before then.

(2) It was proposed to present a new disciplinary process for implementation in 2010/11, to Senate for approval. This would address the issues of student non-engagement and student absence.

Noted

As the HUM representative on the CCS Academic Year Review Group, the Chair would be discussing the issues raised in the CCS Review Group report with colleagues in Schools over the next few months.