

Minutes of the meeting of the SSF LTQC held on Wednesday, 27th January 2010 at 12.00 hours in Blackdale 0.32.

Present: Dr Shawn McGuire (Chair & Associate Dean LTQ), Mrs Helena Gillespie (UG Teaching Director EDU), Dr John Gordon (PGT Teaching Director EDU), Professor Roland Kaye (Teaching Director NBS), Mr David Mead (Teaching Director LAW), Dr Steve Russell (Teaching Director DEV), Professor Gill Schofield (Teaching Director SWP), Dr Bibhas Saha (Teaching Director ECO), 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: Mr Richard Reynolds (Postgraduate Student Rep.)

1. MINUTES

Approved: Minutes from the meeting held on Wednesday 2nd December 2009.

Document 09M003

2. MATTERS ARISING

Reported:

That in relation to point 09-05 from the action plan, Caroline Sauverin was in the process of collating individual School practice in respect of moderation and this would be circulated prior to the next LTQC.

3. STATEMENTS FROM THE CHAIR

Reported:

- 1) That the spring semester had brought a number of temporary changes to the committee membership – Dr Shawn McGuire as Associate Dean LTQ, Professor Gill Schofield as Teaching Director SWP, Dr Bibhas Saha as Teaching Director ECO.
- 2) That due to the Chair being unavailable for the LTQC meeting 17th March, the meeting date would require change. The proposed date and time being the 10th March 10am to 12pm.
- 3) That discussions had been held at TPPG in relation to the CCS review and the central matter of Year 1 counting. Executive Team (ET) would shortly be deciding on a position regarding the counting of Year 1 to enable the review group to proceed on a firm basis.
- 4) That Faculties had been invited to consider a number of issues associated with the provision of student feedback including the management of student perception and expectation. The matter would be considered at the LTQC meeting 5th May 2010.

Agreed:

- 1) That the Chair would circulate Harriet Jones' paper on student feedback to Teaching Directors.
- 2) That the Secretary would contact Teaching Directors to determine availability for the proposed revised meeting in March.

NOTE - that following consideration of committee member availability the next meeting had been agreed as 10th March 2010 (10am to 12pm).

A.1 NEW COURSE PROPOSAL

Received: The following new course proposal.

School of Education and Lifelong Learning
Masters in Teaching and Learning

Document 09D030

Task Group Report and School response

Document 09D031

Noted:

- 1) That the Business Case for this proposal had been approved by Faculty Exec. 14th January 2010.
- 2) That additional material relating to the role of school coach had been received and distributed to committee members 26th January.
- 3) That a number of concerns had been raised by the LTQC Task Group report and by LTQO. Response had been received in relation to these concerns.
- 4) That the committee still had a number of concerns which required further clarification.

Agreed: That the Chair would work with the School to resolve the remaining concerns with the academic case. Once resolved the course proposal would be approved by Chair's action.

A.2 CCS REVIEW

Professor Geoff Moore (Director of Taught Programmes), Claudia Gray and Eva Roberts (LTQO) joined the meeting for this item.

Received:

The documents originally circulated by email 18th January 2010 regarding the CCS review namely:

- 1) The papers from the LTC meeting 9 December 2009 outlining the proposals to date. **Document 09D032**
- 2) An update of the CCS review to be discussed at the CCS Review Group meeting 27 January 2010 (immediately after LTQC). **Document 09D033**
- 3) Notes from the meeting held 15 January 2010 between HUM and SSF Associate Deans (LTQ) and Faculty Managers (Teaching Office), to consider the possibility of the first year counting and how this may work. **Document 09D034**
- 4) SSF comments fed back to Professor Geoff Moore (Director of Taught Programmes) subsequent to the CCS review group proposals being discussed at the LTQC meeting 2 December 2009. **Document 09D035**

Reported:

Professor Geoff Moore provided an introduction and background to the CCS regulations, their evolution and the current review taking place. Within this introduction Professor Moore reported:

- 1) That the CCS review aimed to introduce agreed changes for the 2012/13 academic year (new enrolments). The matter of whether Year 1 should count towards classification was one of the major issues which would influence other considerations under the review. It was therefore important to make an early decision on this matter. Professor Moore was consulting with Faculty LTQCs and would be presenting a paper to ET with a recommendation.

- 2) That the potential move to passing all modules (with a provision for some condonement) would be an aid to ensuring engagement within Year 1. The University also planned to introduce new disciplinary regulations.
- 3) That currently two of the four Faculties did not wish to count Year 1.
- 4) That only a very small number of other HEI's counted Year 1 (59 out of 65 other institutions did not count Year 1).
- 4) That other issues for consideration were the 'right' to reassessment, passing all modules, condonement to progress, directed Free Choice etc.

Considered:

In consideration the committee discussed some of the complexities that would exist if Year 1 counting was opted for e.g. issues with Year 2 direct entry, how year long modules would be impacted in Year 1 (if SEM2 was only to count in Year 1), the need to double mark and seek External Examiner input into Year 1 work, possible disadvantages with admissions in being outside of the norm. Student representatives indicated concerns relating to fear of adjustment and value for money.

Agreed:

- 1) That although Teaching Directors had each indicated a preference on the matter of Year 1 counting, there was not a uniform stance across the Faculty.
- 2) That the Chair would contact Teaching Directors to seek formal comments regarding the other matters still to be considered by the review. These would be discussed at the LTQC 10th March 2010.

A.3 COURSE/PROGRAMME REVIEW 2009-10

Received: The CR4 report for NBS MSc Programme.

Document 09D036

Reported:

That the approved CR1 for 2009/10 indicated that the MSc Strategic Information Systems degree would be reviewed this year. The School had subsequently requested that this course be excluded and instead reviewed in 2010/11, at the same point as the School's MBA programme. The Chair had approved this request. The course, run in conjunction with the School of Computing Sciences, was not considered by the School to be cognate with the other courses under review. In addition, it had initially recruited in 2006/7 and subsequently only in 2008/9. At the point of the review preparation, the 2008/9 cohort had not yet completed the course. In consideration of the request, the Chair had also taken into account that the course did not require review under the University's regulations until 2011/12.

Agreed:

That the programme review had been completed satisfactorily and that the CR4 document was approved.

A.4 REPORT FROM STUDENT REPRESENTATIVES

To receive: An oral report from student representatives.

Agreed:

That student representatives had not brought attention to any particular areas for discussion prior to the meeting and that due to time constraints any issues would be discussed at the meeting 10th March 2010.

A.5 LEARNING TEACHING COMMITTEE

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

A.6 TEACHING OFFICE UPDATE

Received:

An oral report from Caroline Sauverin (Faculty Manager Teaching Office) updating the committee on VEGA and Tier 4.

A.7 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 09D037

Noted:

That this item was originally on the LTQC agenda 2nd December 2009 and has been carried forward due to time constraints.

Considered:

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

Agreed:

That the Chair would raise the topic of early engagement with students at the upcoming Senior Advisors meeting.

SECTION B: ITEMS FOR REPORT

B.1 EXTERNAL EXAMINERS REPORTS AND RESPONSES

Reported:

- 1) That the following External Examiners Reports and School Responses had been approved by Chair's action following satisfactory task group reports (where appropriate). These documents were available on request.

School	Name	Course	Year	Risk
LAW	Yates	LLB	2007/8	green
NBS	Smith	MSc	2007/8	amber
EDU	Barton	PGCE Secondary	2008/9	amber
EDU	Beck	BA Ed. Studies	2008/9	amber
EDU	Lago	MA Counselling	2008/9	amber
EDU	Woodhouse	BA/BSc PE & Sports	2008/9	amber
SWP	Wilson	MA Int. Child Welfare, MA Child & Family Research	2008/9	green
DEV	Eastwood	GDip	2008/9	amber
DEV	Elliot	BA/BSc	2008/9	amber
DEV	Harrison	GDip	2008/9	amber
LAW	McEwan	LLB	2008/9	red
LAW	Painter	LLM	2008/9	amber
LAW	Yates	LLB	2008/9	amber

Noted:

That at the LTQC meeting 4th November 2009 it had been agreed that subject to proposed amendments, the LAW – McEwan response should be approved by Chair's action.

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

School	Name	Course	Year	Issued to School	Status
EDU	Lum	CE Philosophy	2007/8	15.09.09	With School
EDU	Akyaempong	EdD	2008/9	15.01.10	With School
EDU	Ayres	MA HEP	2008/9	13.01.10	With School
EDU	Batley	PGCE Primary	2008/9	01.09.09	With School
EDU	Busher	MA Education	2008/9	14.12.09	With School
EDU	Carswell	BAPS	2008/9	11.01.10	With School
EDU	Hislam	PGCE Primary	2008/9	27.08.09	With School
EDU	Johnston	CE Counselling	2008/9	10.12.09	With Task Group
EDU	Jones	CE Arch./History	2008/9	12.01.10	With School
EDU	Lum	CE Philosophy	2008/9	10.11.09	With School
EDU	McKay	PGCE Primary	2008/9	26.08.09	With School
EDU	Petty	PGDip Teaching Practice & Leading Learning	2008/9	13.01.10	With School
EDU	Wooldridge	PGCE Primary	2008/9	28.08.09	With School
SWP	Bannister	BSc Psychology	2008/9	30.06.09	With School
SWP	Gilhooly	BSc Psychology	2008/9	25.08.09	With School
SWP	Langan	PQ Spec. Pract.	2008/9	28.08.09	With School
NBS	Hind	BA/BSc	2008/9	16.12.09	With School
NBS	Marriott	MSc	2008/9	10.12.09	With School
NBS	Rothwell	MSc	2008/9	14.01.10	With School
DEV	Litchfield	MADE, MAGID	2008/9	15.01.10	With School
DEV	Rose	MAED	2008/9	18.01.10	With School
DEV	Sparks	MA Med. & Int.Dev.	2008/9	13.11.09	With School
DEV	Varley	MAGAID	2008/9	09.12.09	With School
DEV	Vira	MRes Int. Dev,	2008/9	13.01.10	With School
ECO	Santos Silva	MSc, MA	2008/9	18.01.10	With School
LAW	Foster	LLM	2008/9	14.01.10	With School
LAW	Maher	LLM	2008/9	14.01.10	With School
LAW	Painter	LLB	2008/9	01.07.09	With School

B.2 SSF LTQC BLACKBOARD SITE

Reported: Listings since 2nd December 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.
- 5) Drafted MCM2 reports for NBS and SWP.