

LTC09D156

SSF LTQC 09M005

UNIVERSITY OF EAST ANGLIA
Faculty of Social Sciences

Minutes of the meeting of the SSF LTQC held on Wednesday, 10th March 2010.

Present: Dr Shawn McGuire (Chair & Associate Dean LTQ), 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)

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

Apologies: Mrs Helena Gillespie (UG Teaching Director EDU), Mr David Sheppard (Academic Officer, Students' Union), Miss Mercedes Brown (Undergraduate Faculty Convenor), Mr Richard Reynolds (Postgraduate Student Rep.)

1. MINUTES

Approved: Minutes from the meeting held on Wednesday 27th January 2010.

Document 09M004

2. MATTERS ARISING

Reported:

- 1) That in relation to point 09-05 from the action plan; Caroline Sauverin had circulated individual School practices in respect of internal moderation. The Chair confirmed that TPPG had recently discussed the moderation process and the scaling of marks. Developments were likely to lead to positive scaling by concession only.
- 2) That the required changes to the MTL proposal were still being discussed with EDU.

Agreed:

- 1) That the internal School practices in relation to moderation would be discussed at the May LTQC.

3. STATEMENTS FROM THE CHAIR

Reported:

- 1) That the University had introduced a formal course closure process for immediate use. This form had been designed to ensure consideration both by the School and the Faculty. An additional part of the paperwork required the School / Faculty to consider the equality impact of course closure.
 - 2) That the Chair was on the panel for UEA London institutional approval.
 - 3) That as part of the ESRC Doctoral Training Centre bid, the Faculty was aiming to design new MRes courses, which would meet ESRC requirements, for EDU, SWP, LAW and NBS. The Chair would contact Teaching Directors regarding the new course development in due course.
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

A.1 MODULE MONITORING AND COURSE UPDATE

Received: Undergraduate / Postgraduate MCM2 documents and Task Group reports for the following Schools:

School of Economics Task Group report	Document 09D038 Document 09D039
School of Social Work and Psychology Task Group report	Document 09D040 Document 09D041
Norwich Business School Task Group report	Document 09D042 Document 09D043
School of International Development Task Group report	Document 09D044 Document 09D045
Norwich Law School Task Group report	Document 09D046 Document 09D047
School of Education and Lifelong Learning Task Group report	Document 09D048 Document tabled and filed in minute book

Agreed:

That the MCM2 documents be approved and the MCM3 be drafted by the Chair and Secretary based on the themes raised. The draft MCM3 to be circulated and approved by committee members outside of the meeting.

A.2 CCS REVIEW

Received:

- 1) Emails circulated 22nd and 26th February regarding further issues to consider under CCS review. **Document 09D049**
- 2) Feedback (to date) from Schools. **Document 09D050**

Considered:

That the CCS Review Group had met the previous day and the SSF representative had re-emphasised the Faculty's position of being in favour of condoned progression within modules which were not essential to the core learning outcomes of a course.

A.3 EXTERNAL EXAMINER REPORTS

Received:

'Red' External Examiner report, School draft response and Task Group report.

LAW – Nick Foster – LLM – 2009/10

Document 09D051

Agreed:

That the School would make the amendments to the response letter as recommended and these would be reconsidered by the Task Group member. Once satisfactory, the response would be approved by Chair's action.

A.4 NEW COURSE PROPOSAL

Received:

A briefing document from the course proposer, James Cornford NBS, summarising the nature and delivery of the following course:

Norwich Business School

BSc International Business Management (UEA London)

Document tabled and filed in minute book

Agreed:

That the committee welcomed the briefing document, supported the initiative, and looked forward to receiving the completed New Course Proposal for full consideration in due course.

A.4 REPORT FROM STUDENT REPRESENTATIVES

NOTE: The Student Representatives were unavailable for the meeting.

A.5 LEARNING TEACHING COMMITTEE

Received:

An oral report from the Chair updating the committee on LTC and TPPG business.

A.6 TEACHING OFFICE UPDATE

Received:

An oral report from Caroline Sauverin (Faculty Manager Teaching Office).

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
EDU	Lum	CE Philosophy	2007/8	green
EDU	Lum	CE Philosophy	2008/9	green
EDU	Page	CE Ornithology, Ecology & Field ID	2008/9	green
EDU	Jones	CE Arch./History	2008/9	green
EDU	Johnston	CE Counselling	2008/9	amber
EDU	Petty	PGDip Teaching Practice & Leading Learning	2008/9	green
SWP	Gilhooly	BSc Psychology	2008/9	green
NBS	Prince	MBA Full Time	2008/9	green
ECO	Santos Silva	MSc, MA	2008/9	amber
LAW	Carey-Miller	LLB	2008/9	green
LAW	Maher	LLM	2008/9	green

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

School	Name	Course	Year	Issued to School	Status
EDU	Akyaempong	EdD	2008/9	15.01.10	With School
EDU	Alexander	MA Early Childhood Studies	2008/9	26.02.10	With School
EDU	Ayres	MA HEP	2008/9	13.01.10	With Task Group
EDU	Busher	MA Education	2008/9	14.12.09	With School
EDU	Carswell	BAPS	2008/9	11.01.10	With School
EDU	Lygo-Baker	MA HEP	2008/9	18.01.10	With Task Group
EDU	Wooldridge	PGCE Primary	2008/9	28.08.09	With Task Group
SWP	Bannister	BSc Psychology	2008/9	30.06.09	With Task Group
SWP	Langan	PQ Spec. Pract.	2008/9	28.08.09	With School
NBS	Hind	BA/BSc	2008/9	16.12.09	With School
DEV	Litchfield	MADE, MAGID	2008/9	15.01.10	With School
DEV	Macaulay	MACGAID	2008/9	03.02.10	With School
DEV	Rose	MAED	2008/9	18.01.10	With School
DEV	Vira	MRes Int. Dev,	2008/9	13.01.10	With School
LAW	Painter	LLB	2008/9	01.07.09	With School
LAW	Griffiths	LLM	2008/9	03.02.10	With School

B.2 SSF LTQC BLACKBOARD SITE

Reported: Listings since 27th January 2010:

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

Minutes of the extraordinary meeting of the SSF LTQC held on 19th April 2010

Present: Dr Shawn McGuire (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 Bibhas Saha (Teaching Director ECO), Mr David Sheppard (Academic Officer, Students' Union),

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

Apologies: Dr John Gordon (PGT Teaching Director EDU), Professor Gill Schofield (Teaching Director SWP), Miss Mercedes Brown (Undergraduate Faculty Convenor), Mr Richard Reynolds (Postgraduate Student Rep.),

A.1 NEW COURSE PROPOSAL

Received:

The following New Course Proposal including Appendix A.

Norwich Business School

International Business Management (UEA London)

Document 09D052

Supplementary document from Professor Nikolaos Tzokas - NBS Head of School with comment from Caroline Sauverin – Faculty Manager Teaching Office.

Document 09D053

Task Group Report and combined School / UEA London Project Team response.

Document tabled and filed in minute book

Resolved:

That the New Course Proposal for the BSc International Business Management (UEA London), subject to approval by Faculty Executive, be approved with the following conditions:

- 1) That in relation to assessment, the 10% reward for participation be consistent across all modules or not be used at all.
- 2) That the resource relating to Academic Advising be significantly increased to a team of mixed gender.
- 3) That amendments relating to conditions 1) and 2) be submitted to Faculty LTQC for final approval by the Associate Dean LTQ via Chair's action.

Recommended:

- 1) That in relation to assessment, the following be considered by the School:
 - a) Reducing the number of individual items of assessment.
 - b) Reviewing the balance of exams, course tests and course work (both individual and group).
 - c) Linking formative and summative assessment.
 - d) Alternative strategies for rewarding engagement and participation.
- 2) That as plans for the teaching delivery were still under development, the School provide Faculty LTQC with an update once matters were resolved.

- 3) That the School proposal within S12, to review the course after three years, should take place as suggested.
- 4) That the School should avoid the use of AT staff as module convenors for the first year.
- 5) That mechanisms be put in place to regularly and carefully monitor the quality of the delivery of teaching by AT staff, and that all members of the teaching teams, regardless of location, communicate effectively.
- 6) That the School should consider any overlap and clarify progression from module NBSL2M03 – Principles of International Business to NBSL3M02 - Cases in International Business.

(In discussion, members:

- 1) Noted that viewing the Business Case of the proposal had been intrinsic to the consideration of the proposal as it contained elements of academic related material, especially within section BC5.
- 2) Noted that the course was not due for launch until 2011/12 and it was recognised that elements of the academic case still required fine tuning. This would take place over the coming months.
- 3) Were informed by Professor Roland Kaye (Teaching Director NBS) that in relation to comment made by Professor Nikolaos Tzokas (NBS Head of School) regarding the detail of 'Master Classes' that these classes had been incorporated into the Employability and Personal Development assessed module. [Secretary's note: The IBM team has indicated that the Master Classes will link to the current topics being taught in the modules, rather than being incorporated into the PD module].
- 4) Noted that there was significant risk in a single Adviser for reasons of gender equality and absence contingency. Furthermore that a single Adviser for the number of students proposed was inadequate.
- 5) Noted that the course appeared to be over assessed.
- 6) Noted that there were risks associated with rewarding participation in the manner proposed and a number of issues were identified:
 - a) That the measure could be very subjective and therefore possibly considered arbitrary by students.
 - b) That ensuring quality participation through electronic means such as discussion boards was difficult to measure and quantify.
 - c) That more appropriate measures, such as a piece of reflective course work, might better demonstrate participation.
 - d) That if what is meant by participation is in fact attendance then 10% appears to be very generous.)