

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 14 April 2010

Present: Mr I Farr (Chair), Dr R Denison Dr J Goodenough,
Professor B Goodwin, Dr J Impett, Dr C Matthews Mr J Mitchell,
Dr R Tillett Dr R Wilson

With: Ms M Pavey

In attendance: Ms H Fisher
Mr J Tully
Dr S Inthorn
Mrs S Amphlett for Minute 44
Dr H Jones for Minute 45

Apologies: Mr N Church and Mr D Sheppard

42. MINUTES

Confirmed

The Minutes of the meeting held on 10 February 2010.

43. STATEMENTS

(1) *National Student Survey (NSS)*

Teaching Directors were urged to discuss further with their Heads of School mechanisms to encourage students who had not already done so to complete the NSS. Currently student take up in some Schools was significantly lower than at the same time last year.

(2) *Employability*

- (i) The Chair informed members that the Faculty Executive had recently considered the extent to which the University was responsible for the quality of students' written English. This was partly in the context of the importance to employers of effective communication skills. Consideration had also been given to the role of 'group work' and where and how this could be encouraged within the curriculum.
- (ii) There was some discussion about whether the HUM marking criteria should be revisited and how and where the University might do more to develop these skills. It was agreed that the issue would be considered by the Committee at a future meeting.

(3) *Learning and Teaching Day 16/4/2010*

Members were reminded that the University's Learning and Teaching Day would take place on Friday 16 April.

44. STUDENT INDUCTION

Received

Notes of a discussion on 2009/10 Undergraduate Student Induction Programmes

Reported

- (1) Mr Tully informed the Committee that from the experience of HUM Student Induction in 2009/10 there was scope for a number of improvements to ensure that students had a very positive experience in their first few days at University.

Resolved

- (i) Teaching Directors would coordinate Induction arrangements and programmes for their School;
- (ii) Teaching Directors would look at the 2009/10 Induction Programme for their School and examine ways of simplifying the number and types of activities taking place, in particular giving consideration to whether lectures but not seminars should run in Week 1.
- (iii) School photographs would no longer form part of Induction.
- (iv) The first Monday of the semester would comprise Registration and Faculty or School related events only. Teaching Directors would be present at the Faculty event.
- (v) Further consideration would be given to ensuring that students on joint degrees were clear about the activities and events they should attend.
- (vi) Draft outline Induction Programmes would be considered at the June LTQC meeting.

45. 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.

Reported

Dr Harriet Jones from BIO was in attendance for this item and she reported on the findings of research she and colleagues had undertaken on students' perceptions when receiving feedback on their work. From this research the importance of managing students' expectations on the difference between the feedback they received at school and that which they would receive at university was highlighted. The setting of formative work in the early weeks of the first semester was also found to be useful as this helped get students used to handing in procedures and the type of feedback they could expect to receive on their work. Research had also shown that if feedback was written on scripts students were more likely to revisit what they had written than if it was just written on the front of a feedback proforma.

Resolved

- (i) Mr Farr would summarise the key issues from Joanne Ashman's memorandum and draft a HUM response for discussion at individual meetings with Teaching Directors and Heads of School. Initiatives that worked well within Schools would also be discussed.
- (ii) Teaching Directors would send Mr Tully examples of the feedback proformas used in their Schools. These, together with those collected by the Learning, Teaching and Quality Office from across the University, would be put on the LTQC Blackboard site for information.

46. PROGRAMME REVIEWS

Received

A report on programmes to be reviewed in 2010/11.

47. ARRANGEMENTS FOR TIMETABLING USING SITS

Reported

Mr Tully reported on the move from the use of CMIS to SITS to produce timetables. This was part of an initiative to ensure more effective use of rooms and earlier publication of the timetable. The Autumn 2010 timetable would be published during the week of 9 August.

Information would include teaching events, times and dates but not rooms. It was therefore important that the information published in August was as accurate as possible.

Resolved

Mr Tully would draft a paper on the new arrangements for timetabling and its implications for Teaching Directors to discuss with staff in their Schools.

48. NOMINATION OF REFEREES USING SITS

Reported

Mr Farr advised the Committee that students were now able to request that someone other than their Adviser could have access to their marks via evision for the purpose of providing a reference for them. This was rolling out initially for finalists this year. Staff would receive an email advising them that a student was making a request and they could choose to accept or decline this request.

49. REPORTS FROM LTC AND TPPG

Reported

Mr Farr reported that recent meetings of the above Committees had considered procedures for course closure, the scaling of marks, guidance notes on proof reading, the teaching of students who are relatives of UEA staff, current practices on the penalisation of students for submitting assignments over the specified word limit, penalties for late submission of work, co-teaching of undergraduate and postgraduate students, regulations for the submission of MA dissertations, possible changes in the regulations on student attendance and progress in light of the current review of disciplinary procedures and feedback to students on examinations.

50. DATES OF HUM LTQC MEETINGS IN 2010/11

Received

The schedule of LTQC meetings in 2010/11.

51. CONFIRMATION OF MODULE MONITORING AND COURSE UPDATE (MCM3)

Considered

Members considered the MCM3 which had been submitted by Mr Farr. There was some discussion on the counter-intuitive nature of the cycle of monitoring whereby by the MCM3 was reporting in April 2010 on the 2008/9 academic year. There was support for the proposals in the MCM3 that HUM would introduce its own timetable for module monitoring and course update. This meant that MCM2s for 2009-10 would be considered at the October 2010 meeting of LTQC.