

**LTC11D017**

**Title:** Faculty Associate Deans (Learning, Teaching and Quality)  
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**Issue**

To receive the minutes of the Faculty of Arts and Humanities Learning, Teaching and Quality Committee meeting held on 25 May 2011.

**Recommendation**

None.

**Resource Implications**

Not applicable.

**Equality and Diversity**

Not applicable.

**Timing of decisions**

Not applicable.

**Further Information**

Contact details: Ms Michelle Pavey, Learning and Teaching Co-ordinator, telephone: 01603 592157, email: [m.pavey@uea.ac.uk](mailto:m.pavey@uea.ac.uk) for enquiries about the content of the paper.

**Background**

Not applicable.

**Discussion**

Not applicable.

**UNIVERSITY OF EAST ANGLIA  
FACULTY OF ARTS AND HUMANITIES**

**LEARNING, TEACHING AND QUALITY COMMITTEE**

Minutes of the meeting held on 25 May 2011

Present: Mr I Farr (Chair), Dr L Butler, Dr J Collins (for Dr J Goodenough), Dr R Denison, Dr C Matthews, Dr D Rycroft, Mr J Sleightholm, Dr R Wilson.

With: Mr J Tully  
Ms M Pavey  
Ms A Hillary (for Minute 36)  
Mrs S Amphlett (for Minute 37)  
Professor C Bigsby (for Minute 42)

Apologies: Dr N Brown, Miss H Dunlop, Dr J Goodenough, Dr S Inthorn, Mr J Sleightholm and Dr R Tillett.

**34. MINUTES**

Confirmed

The Minutes of the meeting held on 23 March 2011 were confirmed as a correct record.

**35. MATTERS ARISING NOT COVERED ON THE AGENDA**

*Collection of Data Sets from Schools*

Reported

Arising from Minute 19 some members had queried whether information on how comparator universities calculated hours of student engagement was being collected. This was subsequently raised with the Planning Office. It was ascertained that there were no sector or institutional 'student contact hours' statistics available but collection of this data might well become a requirement nationally as part of the move to Key Information Statistics from September 2012.

**36. EMPLOYABILITY**

Considered

Ms Anne Hillary, Director of the Careers Service was in attendance for this item and the following issues were discussed:

- i) Early in 2011 every member of academic staff had been sent a questionnaire which asked them to articulate where they believed employability was embedded in the curriculum.
- ii) The University's recent Learning and Teaching Strategy Day had considered the importance of employability and the need for it to be embedded rather than viewed as an add-on.

- iii) A draft University Employability Implementation Framework had been developed and would shortly be sent to Schools for comment.
- iv) The HUM Faculty Executive had agreed that there should be an audit of all placements and internships within the Faculty to ensure that there was a co-ordinated and strategic approach to the development of such activities. Once information on existing initiatives had been collated, working with colleagues in the Careers Service, a set of protocols would be produced for the establishment of both placements and internships.
- v) An 'Employability Reference Book' for final year students was considered. It was noted that some competitor universities produced these and they were most effective if they were discipline based. In the past one had been produced for LIT students, using HEA funds, and this had been well received. It was agreed that a website with some generic and then some discipline specific information could work well and would enable information to be easily updated.

Resolved

- i) Mr Farr and Mr Tully would draft proposals for an 'Employability' web site which could contain both general and School specific information for final year students. The proposals would then be sent to Teaching Directors for comment.
- ii) A working group comprising members from all Schools in the Faculty would need to be involved in such a development.
- iii) Mr Tully would investigate possible sources of funding for this initiative.

### **37. STUDENT INDUCTION**

Mrs Susan Amphlett, Schools Faculty Manager was in attendance for this item and the following issues were considered:

- i) Draft Induction programmes had been produced and sent out to Teaching Directors to update.  
It was the expectation that Teaching Directors would liaise with PgT Directors as required for Postgraduate induction activities.
- ii) Mrs Amphlett would shortly be meeting with Head of School Secretaries to finalise room requirements.
- iii) Timings for student registration on Monday 26 September 2011 would be based around information contained within the programmes; therefore once registration times were set it would not be possible to change them.
- iv) New students would have access to Blackboard prior to arriving at UEA once they had completed online registration. Schools would therefore need to ensure that their sites contained information students would find useful prior to their arrival.

Resolved

- i) Teaching Directors to liaise with colleagues in their School to ensure that relevant staff were aware of the content of the Induction Programmes and to ensure that they were workable before confirming them with Mrs Amphlett. All programmes would need to be finalised by the week commencing 18 July 2011.

ii) Ms Pavey to ascertain when the Blackboard sites for 2011/12 would be made live and inform Committee members of this.

### **38. STATEMENTS**

The Chair reported orally on the following:

*(1) Associate Dean (Learning, Teaching and Quality)*

From the start of the 2011/12 academic year Mr Farr would be stepping down from the role of Associate Dean and would be succeeded by Dr Sanna Inthorn. As part of the handover process he would be meeting with Heads of Schools and Teaching Directors to identify issues that needed to be taken forward including School responses to the NAM. Members of the Committee thanked Mr Farr for his sterling work as Chair of LTQC and in representing the Faculty at University level.

*(2) New Administrative Structure*

The Chair proposed a vote of thanks to staff in the Taught Programmes Office for their work. Members were asked to be mindful that, in the initial stages of the new structures, systems and processes would need time to become embedded.

*(3) Review of Appeals and Complaints*

In view of the work being undertaken for the introduction of the new integrated administrative services, the review of the University's appeals and complaints policies had been deferred.

*(4) Timetabling 2011/12*

The timetable for the whole of the 2011/12 academic year was due to be published on 1 August 2011.

*(5) Submission of Coursework from 2011/12*

The Executive Team had resolved that electronic submission of coursework should be introduced. It would be piloted during the Autumn 2011 semester with a view to being rolled out more widely during the course of the academic year. The Chair would ensure that concerns being raised by staff with him were addressed by those responsible for introducing the new system.

*(6) Data on Degree Classifications*

Heads of School had received data relating to degree classifications awarded by UEA and comparator universities. This information was available on the LTC website.

*(7) MA Creative Entrepreneurship (UEA London)*

The Chair had visited UEA London and met with students on the MA Creative Entrepreneurship. The students were very satisfied with the course and it was acknowledged that it benefitted from being offered in London. Students did mention that they felt that they were studying in what was ostensibly the INTO building and they did not feel that there was any dedicated UEA space. The

Chair noted that the course was run essentially by a single member of academic staff, with the attendant advantages and risks.

### **39. COURSE APPROVALS, COURSE TITLE CHANGES AND COURSE CLOSURES IN HUM 2010/11**

Received

Members received a report on course approvals, title changes and closures in HUM during 2010/11.

### **40. REVIEW OF PROGRAMME AND MODULE MONITORING**

Reported

Dr Matthews who, together with Mr Tully had been Faculty representatives on the University's Review of Programme and Module Monitoring reported orally on the following:

(1) The remit of the review group had been to examine more efficient, cost effective and speedier processes for reviewing both modules and programmes.

(2) It had been agreed that focussing on reviews at programme rather than module level would be more effective, using the model of the National Student Survey (NSS) being a potential monitoring tool.

(3) The importance of ensuring that QAA requirements were met but via more light touch audit trails than currently in place had been emphasised.

(4) It had been agreed that modules would be formally monitored on a five year cycle. New modules or those receiving poor feedback would be reviewed more frequently. Annual programme reviews, based on the NSS model would highlight issues requiring attention.

Considered

Members supported the notion of reducing routine module monitoring and supported programme level reviews. However it was noted that whilst this model could lead to a greater voice for students potentially the role for the module organiser in this aspect of review would be diminished and the role of Course Directors and Teaching Directors would be enhanced.

Members agreed that a strong case should be made to pilot any new review process before it was rolled out across the University.

### **41. THE 'NEW ACADEMIC MODEL' (NAM)**

Reported

(1) The Chair advised members that the LTC had met at the end of April 2011 to consider School responses to the NAM. At that meeting approval in principle had been given to the reduction in the number of three hour examinations and the introduction of a four week assessment period, although this was to be discussed further.

(2) It was agreed that HUM would continue to press a two plus four rather than a four week assessment period with two weeks of engagement after assessment.

#### **42. SEMESTER ABROAD**

Professor Chris Bigsby, the Faculty International Development Officer was in attendance for this item.

Considered

(1) The Chair advised the Committee that a number of Schools enabled students to take a semester abroad in their second year as part of their programme and it was proposed to encourage Schools without this facility in their profiles to consider introducing it. The Faculty had a number of very well established links with Universities in Europe, North America, Australasia and the Pacific Rim.

(2) Currently the introduction of a semester abroad required a full course approvals process to be undertaken. Given the number of existing partnerships already in place and the Faculty's successful track record in providing students both year and semester abroad opportunities, members considered this to be an unduly time consuming process.

(3) Professor Bigsby highlighted the issue of the translation of the grades obtained during the 60 credit semester abroad into a single UEA grade. He contended that it was difficult to compare grades in the very different Universities in North America where there was not a single HE quality assurance agency as was the case in the UK. Therefore he felt that rather than converting marks achieved during the semester abroad it would be better to take an average of what the student achieved in their second and final year studies at UEA.

Resolved

i) Those Schools which did not currently offer a semester abroad within their course profiles should be encouraged to do so where practicable for 2012/13.

ii) A request would be made by the Chair to the Director of Taught Programmes that the requirement for the introduction of a semester abroad to be subject to a full course approval procedure be reviewed.

iii) Issues relating to the academic criteria for permitting students to undertake a semester abroad required further consideration.

iv) The issue of whether the marks obtained at semester abroad Universities should count towards a student's final degree required further consideration at both Faculty and University level.

#### **43. PEER OBSERVATION OF TEACHING**

Noted

The University would be introducing a University Code of Practice on Peer Observation of Teaching from 2011/12.