

LTC11D018

Title: Faculty Associate Deans (Learning, Teaching and Quality)
Author: Faculty of Social Sciences Learning, Teaching and Quality Committee
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Issue

To receive the minutes of the Faculty of Social Sciences Learning, Teaching and Quality Committee meeting held on 14 September 2011.

Recommendation

None.

Resource Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Mr Paul Vazquez, Learning and Teaching Co-ordinator, telephone: 01603 593270, email: p.vazquez@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

Minutes of the meeting of the SSF LTQC held on Wednesday 14 September 2011

Present: Mrs Helena Gillespie (Chair & Associate Dean LTQ), Dr Edward Anderson (UG Director of Learning, Teaching and Quality DEV – in lieu of Dr Shawn McGuire), Dr Jonathan Dickens (Director of Learning, Teaching and Quality SWP), Dr John Gordon (Director of Learning, Teaching and Quality EDU), Mr David Mead (Director of Learning, Teaching and Quality LAW), Professor Naresh Pandit (Director of Learning, Teaching and Quality NBS), Dr Bibhas Saha (Director of Learning, Teaching and Quality ECO)

With: Dr Adam Longcroft (Academic Director of Taught Programmes), Miss Megan Evans (Academic Office, Union of UEA Students), Julia Jones (LTS - Secretary)

Apologies: Dr Shawn McGuire (Director of Learning, Teaching and Quality DEV)

1 INTRODUCTION TO NEW MEMBERS AND WELCOME TO THE ACADEMIC DIRECTOR OF TAUGHT PROGRAMMES

2 MINUTES

Approved: minutes from the meeting held on 6 July 2011 **Document 11M001**

3 MATTERS ARISING FROM THE MINUTES

Reported: nothing to report

SECTION A: ITEMS FOR REPORT

A1 TAUGHT SCHEDULE FOR 2011/12 **Document 11D001**

A2 ENGLISH LANGUAGE SUPPORT PROGRAMMES 2011/12 **Document 11D002**

A3 CSED STAFF TRAINING WORKSHOPS 2011/12 **Document 11D003**

A4 JISC POLICY WORKS: RECOMMENDATIONS FOR REVIEWING POLICY TO MANAGE UNACCEPTABLE ACADEMIC PRACTICE IN HIGHER EDUCATION

The initial 20 pages are provided as:

Document 11D004

The full length 54-page document is available at:

http://www.heacademy.ac.uk/assets/documents/academicintegrity/policy_works.pdf

A5 THE UNION OF UEA STUDENTS REP REVIEW 2010/11 **Documents 11D005a and b**

A6 COURSEWORK COVER SHEETS AND FEEDBACK SHEETS **Document 11D006 – tabled**

A7 PENALTIES FRAMEWORK (UNAUTHORISED LATE SUBMISSION AND EXCEEDING WORD LIMITS IN ASSESSMENTS) **Documents 11D007a and b**

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1 STATEMENTS FROM THE CHAIR

a) Module outline form

**Documents
11D008a and b**

- 2011/12 - desirable to use the new form
- 2012/13 the new form should be used unless there was a good reason not to (eg the last year a module would be running)
- 2013/14 the new form should be used for all modules
- Version 2 would then be developed
- It can be used for PGT modules if suitable, but some (eg PGCE modules) would need bespoke forms

b) Update on New Academic Model (NAM)

- SSF to share the workload of preparing for the NAM and share best practice by means of a small working party
- Members from each School
- At the first meeting, the working party to look in detail at the planning timetable produced by Dr Adam Longcroft and Julia Jones
- Working party to oversee the Quality Assurance process for all programmes under the New Academic Model
- Consider the overall design of courses, including the size and balance of modules
- Consider course strategies for induction
- Consider assessment, including the embedding of formative assessment
- Consider Defined Choice (requires dialogue between Schools and also requires access to language modules to be ensured in order to enhance Employability)
- Consider how the right to reassessment will be earned

c) Post-Integration support for Quality Assurance

Paul Vazquez to be the central administrative contact for SSF LTQC.

B2 REPORT ON EXAMINATION FEEDBACK

Received:

A presentation from Megan Evans, Union of UEA Students Academic Officer on the Union response to the exam feedback pilot. UUEAS had been campaigning for exam feedback since 2008, and welcomed the generic feedback of the pilot scheme. However, in the longer term UUEAS would prefer personalised feedback with guidance on how to improve.

Discussed:

The need to develop exam feedback, especially in the light of the higher expectations of students as a result of higher fees.

Agreed:

Colleagues preparing exams should be invited to consider whether it would be possible

to build in feedback – to be reported back to SSF LTQC in the spring.

B3 REPORT ON NBS ACTIVITY AT UEA LONDON

Received:

An oral report from Professor Naresh Pandit. Floors 4 and 5 of the UEA London building were now complete. Module outlines and teaching plans were almost all in place for Semester 1 and also nearly ready for Semester 2. Student recruitment targets had been met overall. ATS staff had been recruited and Associate Tutors would fill in any gaps. Shane Mobbs had been recruited to lead the administrative team for NBS London, and induction week planning was in hand. The Student Union was recruiting for a Union member of staff to be based at UEA London.

Discussed:

The issue of pastoral care for UEA London students.

Agreed:

That Professor Pandit would report back to the next meeting on developments re Dean of Students support in particular and pastoral care generally for UEA London students.

B4 PRELIMINARY REVIEW OF NSS

Received:

Headlines and guidance on School responses. UEA had fallen 3 places. The Chair and Dr Sara Connolly had analysed the data, and the IT problems of December 2010 were not the cause. SSF scores on 'assessment and feedback' and 'organisation and management' were lower than those of HUM.

Discussed:

Feedback, including

- The need to design assessment that produces useful feedback
- Marking and feedback should be given higher priority
- Making the advising system work harder in terms of feedback, eg asking advisees to bring marked work to discuss
- Thinking about who could provide feedback and when
- Making students aware they are receiving feedback, eg in seminars.

Organisation and management, including

- Communicating more effectively with the student body
- (Secretarial note: the NSS questions on 'Organisation and Management' are:
 - The timetable works efficiently as well as my activities are concerned
 - Any changes in the course or teaching have been communicated effectively
 - The course is well organised and is running smoothly)

Agreed:

That each School Director of Teaching should produce a report and action plan (including SSLC comments) on the NSS results, to be considered at the December meeting.

B5 GOOD HONOURS DEGREES

**Documents
11D009a-f**

Received:

Documents from School Directors of Learning and Teaching

The Chair had synthesised the School responses into a Faculty report and action plan.

Agreed:

The Chair would circulate this report to members to read and respond via email.

B6 LEARNING AND TEACHING SERVICE (LTS) UPDATE

Discussed:

The process for the submission and return of coursework. Concern was expressed that the new system would have the effect of shortening the period available for marking and moderation.

DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 2 November 2011 14h30 to 16h30 in EDU 01.16

- Discussion on 'lighter touch' MM1 module evaluation by students (process to be considered by TPPG and LTC and decided upon by the end of October)
- New Academic Model (standing item)
- Pastoral care for UEA London students
- (UEA London to be a standing item)
- Report back from TPPG and LTC on how the 'lighter touch' process for module evaluation by students will work.

December meeting

- School responses to NSS (including SSLC comments)
- New Academic Model
- UEA London
- Teaching Directors NSS reports and action plans (including comments added by the SSLC)

Autumn semester

- Task Group responses to External Examiners' reports
- Meg Evans to report back on Student Union view on abolition of word count penalties

Spring semester

- Possibility of exam feedback