

**LTC11D019**

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

To receive the minutes of the Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee meeting held on 22<sup>nd</sup> June 2011.

**Recommendation**

None.

**Resource Implications**

Not applicable.

**Equality and Diversity**

Not applicable.

**Timing of decisions**

Not applicable.

**Further Information**

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**Background**

Not applicable.

**Discussion**

Not applicable.

**Minutes of the meeting of FOH LTQC held on 22 June 2011**

Present: Nicola Spalding (Chair), Malcolm Adams, Debbie Harrison, Sandra Gibson, Catherine Wells, Rachel Handforth (STU), Hannah Schutt (PGR MED).  
Apologies: Gibson D'Cruz, Rosie Doy, Helen Lewis, Professor Ian Harvey, Simon Horton,  
With: Joanne Burd (Secretary), Becky Fitt (Faculty Manager).

**72. MINUTES**

Confirmed  
the Minutes of the meeting held on 11 May 2011 were confirmed.

**73. MATTERS ARISING**

**2.1 Degree Classifications**

Received  
vide Minute 68 an update on the Degree Classification working party.

Reported  
by the Chair that this was continuing to be looked at in Schools, were relevant. A working party would be set up which would include the Chair. There was no suggestion that UEA simply increase the number of 1<sup>st</sup> class degrees awarded; UEA did not appear to award as many 1<sup>st</sup> class degrees in comparison with data from other universities. There was a move to remove degree classifications in the long run with the HEAR (Higher Education Achievement Report) proposal.

**74. STATEMENTS FROM THE CHAIR**

(1) OUTSTANDING MODULE MONITORING 2009/10.  
The Chair reported that some module monitoring was outstanding for 2009/10, a report of which was received (a copy of which is filed in the Minute Book reference **10D050**). The Chair asked Teaching Directors to chase the monitoring outstanding.

**75. CONFIRMATION OF CHAIR'S ACTION**

Confirmed  
Members confirmed Chair's action taken.

**76. SHA EQUAD/QAF 2010-11**

Considered  
vide Minute 58.1 the revised SHA QAF action plan.

Reported  
by that Chair that  
(1) that feedback on the Action Plan had been received from Paula Balls (NNUH Education Lead), who had expressed dissatisfaction with the Indemnity requirement (Standards 6 and 9) from the 2009-10 QAF Action Plan.  
(2) evidence regarding the out of county placement support had been

requested; the survey response regarding support had in most cases been 'limited' or 'sometimes' due to the small contract or low student numbers. NAM did not use out of county placements, and there was an anomaly with existing provision in Hertfordshire and Bedfordshire. Judi Wren had been asked to provide further clarification. The Action Plan would be monitored through JEF, and would come back to LTQC for consideration.

- (3) the SHA had requested feedback on the QAF process. Positive feedback would include: the change to the completion on time criteria in the KPIs, the focused questions, evidence being requested in advance, and the QAF handbook. Unfortunately the process was still focussed on the HEI, there had been no survey return from the Cambridgeshire and Peterborough NHS Trust, the final report was delayed, and the process was still burdensome. The process needed to be clear and specific – it was not focussed on the quality of the programmes but on partnership working. The constant reference to 'Senior Management' was unhelpful as it did not apply to all professions - AHPs work with Band 7's.

## **77. EMPLOYABILITY REPORTS**

Considered

vide Minute 63 the employability reports from AHP, MED and NAM.

Reported

- (1) by Sandra Gibson that in respect of the MBBS every medical school would be trialling a UK ranking system, commencing in 2011-12, in Year 5. Students would sit an exam and the score would be used to rank students nationally, which would be used to select the F1 places. Currently students were allocated an F1 place prior to finals; if they are not allocated an F1 place they acted as locums (and were taken on only under close supervision).
- (2) by the Chair that the employability reports would be subsumed as part of the course monitoring/annual monitoring process from 2011-12 and would be completed by course directors.
- (3) that the employability reports be approved and sent to LTC.

RESOLVED

that the employability reports be approved and sent to LTC.

## **78. SHA PQAF – POST REGISTRATION STUDENT SURVEY**

Considered

the SHA post-registration student survey results.

Reported

that this item be deferred to the next meeting, in the absence of the PGT Director.

RESOLVED

that this item be deferred to the next meeting.

## **79. NAM MSc MIDWIFERY NEW COURSE PROPOSAL**

Considered

the programme specification and critical read (Malcolm Adams) for the new course proposal for the MSc in Midwifery in NAM. The proposal would be considered by LTC at the 29 June meeting.

Reported

- (1) that the programme was aimed at qualified nurses who held a PG Diploma and wanted to become midwives. They would undertake a 60 credit dissertation module to gain the MSc. Students would spend a year in practice upon completion of the PGDip and return to do the MSc. Additional support was available. A concession had been granted to APL 120 credits.
- (2) It was unclear if it was the intention that students would enrol on the MSc programme and exit with PGDip, or if there would be two separate programmes. Clarification would be sought from NAM (Julie Lindsay and Rosie Doy) on this.
- (3) that the new course proposal for the MSc in Midwifery be approved, subject to clarification.

RESOLVED

that the new course proposal for the MSc in Midwifery be approved, subject to clarification.

#### **80. SSF MODULE OUTLINE TEMPLATE**

Considered

the module outline template proposed by SSF at TPPG (15<sup>th</sup> June). The FOH module outline templates were attached for reference.

Reported

- (1) by the Chair that the use of a module outline template was to enable a move towards common practice across the University. The module outline would be available to all students via handbooks/module descriptors.
- (2) by members that they were happy with idea but that the finer details need exploring, eg the business case.

#### **81. PEER OBSERVATION OF TEACHING**

Considered

the process for signing off annual confirmation from School Teaching Directors that peer observation had taken place.

Reported in discussion

- that CSED workshops were being set up for staff to attend;
- that there was a new role for TDs in this process;
- that consideration was given to whether this role could be delegated by TDs to Course Directors;
- that this would become effective from 2011-12;
- that it would not feed into appraisal, but to feed into staff personal development;
- that this would be a rolling LTQC agenda item, and would be considered at the October meeting.

RESOLVED

to include Peer Observation of Teaching as a rolling LTQC agenda item.

#### **82. TEACHING FELLOWSHIP – FAQ**

Considered

the FAQ arising from the Teaching Fellowship on assessment feedback.

Received

the FAQ document (a copy of which is filed in the Minute Book reference **10D051**).

Reported in discussion

- that the document required some minor grammatical revisions, which Catherine Wells would undertake ;
- that some quotations from students should be included;
- that the authorship be included;
- that the target audience was undergraduate students;
- that it was intended to be for students from students.

RESOLVED

that the FAQ regarding assessment feedback be made available to students following minor revision.

### **83. UEA POLICY HALF DAY**

Received

an oral report from the Chair on the UEA Policy half day held on 1 June 2011, as follows:

- that a policy half day was held three or four times a year involving Deans of Faculties, Heads of Schools, Associate Deans, etc. Issues considered included UEA's budget, improvements to SSR's and the need to improve ratings for published material under the REF;
- there was discussion on the league tables, where the focus was on the Times and Complete Guide. The NSS equated to 25% of the score. UEA was slightly lower in the tables for good honours degrees – 29<sup>th</sup> position – so if UEA could move up the table it would attract better students.
- that Geoff Moore had discussed Appeals and Complaints and their outcomes. Appeals and Complaints numbers had reduced slightly over the last five years.

### **84. REPORTS FROM MEMBERS**

Received

oral reports from members as follows:

- (1) by the Chair that LTC would be meeting next week (29<sup>th</sup> June).
- (2) by the Chair that TPPG had:
  - considered the New Academic Model for PGT programmes. Rosie Doy had fed into the paper to be considered by LTC;
  - reported that there would be no substantive changes to the Appeals and Complaints process in 2011-12 due to the Integration Project. FOH had reported that they were disappointed with the guidance on extenuating circumstances (Adam Longcroft was aware of FOH's concerns);
  - reported that there would be minor changes to the Disciplinary process in 2011-12, with a review to follow;
  - agreed to set up an Assessment Compact following the Oxford Brookes model;
  - reported that the PTES survey data would be sent to Heads of Schools in due course; the response rate was 19%;
  - reported that there would be a move to one module outline in time;
  - that minor revisions were required to the Plagiarism and Collusion policies, eg defining denial;
  - reported that students would not put their own work through Turnitin, as student's work was retained by the site and it did not help the student to

- learn;
  - considered a document on penalties in respect of late submission and exceeding the word count; TPPG did not want penalties to be imposed for exceeding the word count but Schools might include the word count/limit as part of the assessment outcome (see TPPG Document E).
- (3) By Rachel Handforth that SEC had not met since May, when the New Academic Model and the Integration Project had been considered.
  - (4) (i) by Catherine Wells (Placement) that the QUIPP conference had been successful, with 200 attendees and mixed professional groups. The talks from the students had been well received. A cross-Faculty group, to include students, PEFs and education leads in Trusts, had been planned following QAF to look at the issues that had arisen
  - (5) by Becky Fitt (Faculty Manager) on progress with the Integration Project. Processes under review in the new structure included coursework submissions and extensions and appeals, complaints and concessions processes. Consideration was being given to shared file structures and the physical moves. Staff would retain their existing extension numbers. NAM undergraduate placements would be handled in ECB. PGT programmes would be located in ZICER with all other placements, undergraduate programmes would be located in EFB. Handover was in progress, and there would be notifications to all staff, coordinated by Susie Gook and Annie Ogden. External contacts would be informed. CRB checks at admission and for continuing students would be handled by Helen Murdoch's team. Student induction was underway. Malcolm Adams reported that PGR would be located in EFB. The Chair reported that JEF had been notified of the changes.
  - (6) by Rachel Handforth (Academic Officer, STU) on the IFR car park closure situation, which was being undertaken early, in 2011 rather than 2012. The City Council had proposed closure in June 2011, but this had been extended until August 2011. NAM students were undertaking a survey.
  - (7) there was no report from the Student Representatives.
  - (8) (i) by Malcolm Adams (MED) that the MED finalists results had been released.
  - (ii) by Debbie Harrison (AHP) that the Fitness to Practise process required revision for 2011-12.

## 85. GENERAL DISCUSSION ITEMS

Considered

any items members may wish to raise.

Reported

- (1) by Sandra Gibson that a demonstration had been received from Speedwell, a software scanning package used for exams/OSCEs, which scanned 2,800 sheets per hour and transferred the marks. MED would be purchasing the application.
- (2) by the Chair that the LTQ action grid would be completed.
- (3) by the Chair that Jeremy Schildt (Head of Learning Enhancement) from the Learning Service would be invited to the October meeting and to run a session for the Strategy half day. Helen Murdoch would be attending in October regarding the new equality and diversity categories, and how the data was utilised.
- (4) by the Chair the Committee's thanks to the outgoing Secretary (Joanne Burd), Academic Officer (Rachel Handforth) and the student Faculty Convenor (Liz Biscoe), for their valuable input to the committee.

**86. BSc OCCUPATIONAL THERAPY ACCREDITATION**

Reported

that the College of Occupational Therapists (COT) had approved a one year extension to the accreditation of the BSc OT programme (letter 2<sup>nd</sup> June 2011).

**87. PROGRAMME MONITORING AND REVIEW 2011-12**

Reported

that LTC at the meeting on 17 March 2011 endorsed the proposal that Programme Reviews scheduled for 2011-12 should be deferred by one year only to 2012-13 with a consequent deferral of all subsequent reviews. (LTC10M004, Minute 57).

**88. FMH LTQC DATES 2011-12**

Reported

that the confirmed LTQC dates for 2011-12 were as follows:

- 12<sup>th</sup> October 2011, in CR1
- 30<sup>th</sup> November 2011, in CR1
- 25<sup>th</sup> January 2012, in CR2
- 29<sup>th</sup> February 2012 (Strategy Meeting: 1200 hours), in CR2
- 9<sup>th</sup> May 2012, in CR3
- 20<sup>th</sup> June 2012, in CR1.

All meetings except the Strategy Meeting will commence at 1330 hours. Dates had been included in the 2011-12 UEA Almanac.