

LTC11D034

Title: Faculty Associate Deans (Learning, Teaching and Quality)
Author: Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee
Circulation: Learning and Teaching Committee – 7 December 2011
Agenda: LTC11A002
Version: Final
Status: Open

Issue

To receive the minutes of the Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee meeting held on 12 October 2011.

Recommendation

None.

Resource Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Mr Robert Gray, Learning and Teaching Co-ordinator, telephone: 01603 593262, email: r.gray@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

Minutes of the meeting of FOH LTQC held on 12 October 2011

Present: Nicola Spalding (Chair), Debbie Harrison, Catherine Wells, Gibson D'Cruz,
Natasha Carr (STU)

Apologies: Rosie Doy, Simon Horton, Malcolm Adams, Sandra Gibson

With: Robert Gray (Secretary).

1. MINUTES

Confirmed

the minutes of the meeting held on 22 June 2011 were confirmed.

2. MATTERS ARISING

2.1 Degree Classifications

Received

report detailing position within FMH (Originally presented at the FMH Executive
Away Day) (**Document 11D002**).

Received

report benchmarking degree classifications for UEA 2009/10: benchmarked against
UK 1994 group and Russell Group data. (**Document 11D002**).

Reported

by the Chair that this was continuing to be looked at in the Schools, where
relevant. TPPG are going to be looking at marking criteria within the Faculty. The
problem seems to be the 'bunching' of marks at the top 2:1 end, and not about
changing standards. The Chair requested that good practice in this area be brought
to future meetings.

ACTION: This item to be kept as a rolling agenda item.

2.1 Peer observation of Teaching

Reported

AHP are setting up a database detailing who has/has not been observed. Once this
has been completed observation of those flagged will be undertaken. It is
envisaged that this identification work will be completed by Christmas.
NSC are yet to finalise a process for this due to current workloads.

3. STATEMENTS FROM THE CHAIR

- (1) The Chair has arranged a meeting with Susanne Lindqvist in CIPP, to review
current IPL provision in the FMH schools plus Pharmacy.
- (2) Jo Spiro from the Students Union has offered to speak to people on the issue of
the Union re-writing the statements of students who have appealed marks or
decisions.

4. CONFIRMATION OF CHAIR'S ACTION

Confirmed

there was no Chair's action to report.

5. LEARNING ENHANCEMENT

Reported

by Jeremy Schildt

- (1) that last year's Faculty specific workshops by the Learning Enhancement Service in DoS were not a great success. This was due to a range of factors including staffing issues, attendance. A further issue was that the sessions were quite narrowly focused on academic writing and support.
- (2) the take up from FMH students for DoS Learning Enhancement services is generally quite low, with those who do use the service doing so via word of mouth. For MED a workshop on Writing for Publication is being run with Maggie Bunting.
- (3) it could be worth Teaching Directors advocating that these sessions are not just for 'strugglers' but would benefit all students and perhaps targeting sessions at students moving between levels, rather than in their first year.
- (4) there are approximately 300-400 hours of workshops this year, with a heavy load in the autumn. Perhaps new FMH specific sessions could be set up for the spring.

Reported in discussion

- (5) that the AHP Writing Mentors programme has not been that successful with those trained dropping out of the programme.
- (6) it was also reported that the Director of Taught Programmes was interested in the idea of peer led mentoring. The Learning Enhancement Service were planning to introduce this. FMH are willing to act as a pilot if needed.

ACTION

Jeremy Schildt to be invited to FMH Teaching Committee's.

ACTION

Teaching directors to emphasise the service available to Academic Advisers and also be asked if there is a good time to run Learning Enhancement sessions in the new year.

6. CONFIRMATION OF FLTQC MEMBERSHIP, DATES OF MEETINGS, TERMS OF REFERENCE AND FLTQC AGENDA SCHEDULE.

Received

draft membership 2011/12, Terms of Reference for committee and agenda Schedule (**Documents 11D003, 11D004**).

RESOLVED

- (1) that the 2011/12 membership is confirmed. Additionally, the new student representative will be James Moore and the PG student rep will remain as Hannah Schutt.
- (2) terms of reference confirmed.
- (3) 2011/12 agenda Schedule confirmed.

7. SHA EQUAD/QAF 2010/11

Received

document detailing the progress being made on last year's report (**Document 11D005**).

Reported by the Chair

- (1) that the Faculty is on track to meet the targets set out in the plan.
- (2) a discussion needs to be had as to how best to respond to the 9 KPI's.

ACTION

Gibson D'Gruz to confirm who is best placed to respond to the 9 KPI's.

ACTION

Jane Fraser to be invited to a meeting with Catherine Wells and Nicola Spalding.

8. EQUALITY UPDATE

Received

Documents on the changes to the Equality Act and oral report from Helen Murdoch.

Reported by Helen Murdoch

- (1) that the new act streamlines equality issues and applies to staff, students and visitors to the university.
- (2) the university has very clear requirements and all new policies need to have a paragraph on equality and diversity.
- (3) training is being planned on 'unconscious bias and also the introduction of 'Equality Champions' within the schools.
- (4) equality and diversity office to produce a booklet what they do and how they can help with compliance to the Equality Act. Interested to hear of good practice within the Faculties.
- (5) AHP have split the roles of Disability and Equality Officer.
- (6) NIHR funding for reasonable adjustment is only available for Athena Swann silver award winners. Some work still needs to be done in the institution to achieve this level.

ACTION

Debbie Harrison to send Helen Murdoch the job description for the new Equality Officer in AHP.

RESOLVED

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

9. SHA EQUAD/QAF 2011-12

Received

Presentation from the Chair on requirements for EQUAD 2011/12 (**Document 11D006**).

Reported

- (1) by the Chair that this year there are 9 KPI's with the scoring and weighting changing from last year. The KPI's focus on performance, value for money and fitness for purpose of graduates.
- (2) differences this year include;

- HEI completes 2 EQuADs one for itself and another evaluating practice educator providers on placement provision.
 - For each KPI a Red, Green or Amber rating is given.
 - Quality of provision is emphasised, rather than partnership working.
 - This year some of the weightings and scoring is different.
 - There is no need for partnership meetings with Trust Educational Leads.
 - There is a new KPI for students who eventually complete (beyond their normal period of study).
 - CU1's and PSRB reports are no longer required routinely.
- (3) each of these ratings will be used to inform uplift payments of between 1% and 5%.

(4) key dates for submission;

- 28.10.11 Submit EQuADs 1 and 2
- 9.12.11 Supply Evidence Requested
- 9.1.12 Submission of Schedule 4
- 6.2.12 HEI receives Annual Review Meeting (ARM) agenda, questions and lines of enquiry, plus quant RAG scores and tentative qual RAG scores.
- **24.2.12 Annual Review Meeting**
- 4.4.12 HEI receives reports and action plans for accuracy. HEI and PEP's populate action plans (with guidance from NCWG)
- 1.6.12 Populated action plan to EoE MPD.

ACTION

The chair to meet with Catherine Wells and to invite Jane Fraser to discuss the placement KPIs and the PEP rating KPIs.

ACTION

Emails to go out to students reminding them to complete questionnaires.

10. NEW ACADEMIC MODEL

Received

document showing how far the FMH schools are from compliance to the new model (**Document 11D007**).

Reported

(1) by the Chair that the Faculty is almost compliant. Issues that require some work are;

- Modules worth less than 20 credits
- The statutory bodies associated with the schools need to be informed/approve any changes.
- There is a potential issue with year weightings of credits which needs to be considered.

11. EMPLOYABILITY

Received

report from the Faculty away day detailing the position in FMH (**Document 11D008**).

ACTION

This needs to remain on the agenda for future meetings.

12. REPORT FROM INTERNATIONAL OFFICERS

Received

Report from the International Officers (**Document 11D009**).

Reported in discussion.

that clarification needed as to whether international students included those from the EU whose first language was not English.

ACTION

The Chair to check the remit of International Officers to check whether it encompasses EU students.

13. COURSE PLANS FOR MODULE MONITORING

Reported

by the Chair that from this year the emphasis on quality will be shifting from a module to a course level. So that module monitoring does not routinely need to occur every year for every module. Andrea Blanchflower will be communicating the new process to all staff in due course.

14. NATIONAL STUDENT SURVEY

Reported in discussion

that there was no prompt from the university centre on feeding back on the results. AHP will submit a report to the Head of School.

The Chair reported that this is currently on the rolling agenda and could perhaps be removed in January if there is nothing further to report.

ACTION

Look at this again in January.

15. SSF MODULE OUTLINE FORM

Received

SSF module outline form (**Document 11D010**).

Reported in discussion

that this form could be useful for the Faculty, though more investigation is required.

ACTION

Teaching Directors to take this to the course teams and feedback (with the assumption that it would be used for the whole Faculty. To be looked at again at the next FLTQC meeting.

16. UPDATE ON STUDENT INDEXING PROJECT

Reported

by Gibson D'Cruz that the NMC wishes to register students before they qualify, rather than post-qualification. This has now been postponed until February, though the school is almost ready to implement this.

GENERAL DISCUSSION ITEMS

Considered

any items members may wish to raise.

Reported

by the Chair that

- (1) the following was discussed within the student experience committee report. Timetabling problems, UCAS forms are now available on e:vision for Advisors to view, there is currently a pilot of electronic submission for coursework, for non-electronic submission a new coversheet is available which is downloadable from e:vision, guidelines will be issued to aid students with submission queries.
- (2) By Catherine Wells that clarification was needed for placements in terms of succession planning. Perhaps a new team needs to be set up which deals with all placement issues throughout the university.

ACTION

Chair to raise this issue at the next Faculty Executive meeting.

Reported

- (1) it was noted by the committee the amount of hard work put in by staff at the grass roots within the new Learning and Teaching Service and they should be commended for this.

ACTION

This commendation to be cascaded to both the UG and PG hub managers by the Robert Gray.