

LTC11D060

Title: Faculty Associate Deans (Learning, Teaching and Quality)
Author: Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee
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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 21 December 2011 and 25 January 2012.

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 21 December 2011

Present: Nicola Spalding (Chair), Sandra Gibson, Jill Jepson, Catherine Wells, Rosie Doy, Tash Ross (STU)

Apologies: Gibson D'Cruz, Simon Horton, Debbie Harrison

With: Robert Gray (Secretary).

1. MINUTES

Confirmed

the minutes of the meeting held on 12 October 2011 were confirmed.

2. MATTERS ARISING

2.1 Degree Classifications

Reported

By the Chair on new policy on module monitoring. It was reported that the policy required that monitoring to be completed within two weeks of the assessment board. Within FMH this would be problematic and therefore the faculty has adopted the policy of monitoring being completed within two weeks of the reassessment board.

Reported

by the Chair that there is now sufficient staffing within DOS for 'drop in' clinics run by Chris Bishop to be restarted. In discussion, a decision was reached that the clinics should not be restarted at this time. FMH students should be encouraged to go to DOS by their advisors to seek direct help.

Reported

by the Chair that critical reads are currently being undertaken for three new NSC programmes.

- BA Leading Innovation for Clinical Practitioners
- MA Leading Innovation for Clinical Practitioners
- MSc Leadership in Dementia Care

STATEMENTS FROM THE CHAIR

- (1) An IPL working party has been formed to look at the IPL needs for each course. The first meeting will take place in January 2012.
- (2) The Chair would like to thank Catherine Wells for all her help with the committee in the past. Catherine's contribution was much valued and she will be missed by all members of the committee.

4. CONFIRMATION OF CHAIR'S ACTION

Confirmed
there was no Chair's action to report.

5. SHA EQUAD/QAF 2010-11

Reported
by the Chair
(1) that the action plan has been updated and a copy emailed out to the Teaching Directors.

6. SHA EQUAD/QAF 2011-12

Reported
By the Chair
(1) it has been confirmed that if any additional data is required by the SHA, this will be asked for on Friday 13 January 2012, with one week to return the evidence. The agenda for the ARM should then be received two weeks before the meeting.

7. PSI STAFF/STUDENT COMMUNICATION SURVEY

Received
document detailing the results of the survey (**Document 11D012**).

Reported in discussion
(1) that the survey made interesting reading, especially over the issue of student communications.
(2) It was noted that NSC are currently piloting Text Talk within some courses with a view to rolling it out across the School.

8. NSS AND PTES REPORTS/ACTION PLANS

Received
NSC and AHP NSS Reports (**Document 11D0013**).

Reported in discussion
(1) that a common issue across the schools is feedback and assessment.
(2) Concerns were raised that problems encountered with timetabling and room bookings could be reflected within next years survey.
(3) MED reported that they have just introduced Speedwell, electronic processing software which allows improved feedback to students. Some work is required by LTS colleagues to develop a process for returning the generated feedback to the students.
(4) MED reported that their Touchstone software project is in jeopardy this year. The reason for this being that it needs to be implemented by the end of January. However, a key staff member in ITCS is on leave and unable to undertake the task.

ACTION: The committee would like to record their dismay at the outcome regarding the Touchstone software and hope that a solution can be found.

**9. EXTERNAL EXAMINERS –
CONSIDERATION OF REPORTS**

Received

Memo from Lynne Ward detailing the revised procedure for managing school responses to External Examiner reports (**Document 11D0014**).

Reported in discussion

(1) that members of the committee had not seen this before.

ACTION: MA to speak to Richard Holland to ask if this he was aware of this.

10. PLAGIARISM AND COLLUSION CASES

Reported

(1) that LTS colleagues are still recording data on the LTQO plagiarism and collusion database.

(2) That the plagiarism officers within the schools produce an annual report of plagiarism and collusion cases.

(3) MED asked whether the offsite storage of student records along with the removal of records after a certain period would inhibit the detection of serial plagiarism.

ACTION: RG to investigate gaining access to the database and retrieving statistics.

ACTION: RG to investigate when the Plagiarism Officers annual report is due and amend the FLTQC rolling agenda to incorporate this.

ACTION: NS to speak to Andrea Blanchflower on the issue of records retention policy.

11. BREACH OF CONFIDENTIALITY PENALTIES

Reported

by the Chair that a meeting was held yesterday with the Teaching Directors in order to discuss this issue. The current situation amongst the schools is that;

(1) NSC. If there is a serious breach the work is given a grade of 35% If the breach is minor then it is noted on the feedback to the student but no permanent record is made. For the school the following areas are where confidentiality stringently applies.

- Patients/clients, their carers, relatives or significant others
- Members of clinical or educational staff
- NHS Trusts
- Hospitals, wards or departments
- Any other placement issues

(2) AHP. Ten marks are deducted for any breach. There is no indication of the severity of the breach.

(3) ClinPsyD. If a breach of confidentiality is found the work is returned to the student and revisions are requested before the work is subsequently marked.

(4) MED. If a breach of confidentiality is found then the student is referred to the Professionalism Committee. GMC rules state that negative marking cannot be used.

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Also, all MED modules are pass/fail.

- (5) A compromise proposal could be implemented across the faculty with a deduction of 20 marks for a serious breach and a deduction of 10 marks for a minor breach. If the module is pass/fail then the matter is referred to the relevant Professionalism/Fitness to Practice Panel.

Reported in discussion

- (1) That within a clinical placement a breach of confidentiality results in a fail.
- (2) An effort needs to be made in order to define what is meant by a major and a minor breach of confidentiality. For MED a student stating where there clinical placement was not a breach of confidentiality. For other schools this would be seen as a problem.
- (3) The consensus amongst the schools was that a breach of confidentiality was a more serious issue than exceeding a word count.
- (4) AHP reported that their decision over how to handle breaches of confidentiality was made on the assumption that the word count policy had not been ratified.
- (5) Concern was expressed by all schools that a breach of confidentiality usually arose from an oversight issue. Therefore, deducting marks and potentially failing students was seen as too draconian.

ACTION: Decision on confidentiality issue has been deferred until AHP has had the opportunity to consult.

12. WORD COUNT PENALTIES

Received

Email detailing the new word count policy (**Document 11D0016**).

Reported

- (1) by the Chair that the Director of Taught Programmes had offered to give a concession to the FMH schools for semester 2 modules (in the 2011/12 academic year). The concession would allow the word count penalty to be modified to lower the penalised mark to the pass mark for the module.
- (2) By the Chair that the new word count policy had been ratified by LTC and cannot be changed.

Reported in discussion

- (1) All of the FMH schools agreed to continue with the current penalties.
- (2) AHP feel that the new policy is too draconian and too sudden. The school has serious concerns.
- (3) NSC felt that the policy was too harsh, especially when managing students making the transition to HE.
- (4) NSC raised concerns that colleagues in Guernsey had not been given the opportunity to state their views on this issue.
- (5) It was reported that LTS will be spot checking coursework which has been electronically submitted for breaches of word count.

ACTION: NS to discuss with Adam Longcroft and Tom Ward to discuss the concerns of AHP over the word count issue.

13. FMH FINALISTS PASS/FAIL DATA

Reported in discussion
that clarification was required as to what data was needed from LTS.

ACTION: RG to speak to Joanna Burd over this issue and consult with LTS colleagues.

14. STUDENT SKILLS AWARD

Received
Copy of presentation given by Rob Bloomer from the Student Union.

Reported
by TR that

- (1) The award is a national scheme for students in Unions to demonstrate and accredit their skills based on activities they've been involved in throughout their time involved in the Union.
- (2) It is a student lead award as opposed to the HEAR (Higher Education Achievement Record)
- (3) Students can gain credit within seven areas that contribute towards the award;
 - Communication
 - Self Management
 - Business and Customer Awareness
 - Team Working
 - Problem Solving
 - Application of IT
 - Application of Numeracy
- (4) It is currently being piloted with 80 UEA students. Across the country 20 Unions are piloting the programme.
- (5) The outcome of the award can be Bronze, Silver and Gold.

ACTION: Once the pilot has completed NC to provide feedback.

15. COURSE CLOSURE PROCEDURES

Received
Course closure form (**Document 11D015**).

Reported by John Tully

- (1) This is new form designed to help clarify and smooth the process of course closure.
- (2) An important aspect to this is the completing of the equality impact assessment. Any queries over undertaking this should be directed to Helen Murdoch in PPE.
- (3) Confirmed that the equality impact assessment should be attached to the form once completed.
- (4) Once completed the course closure should be recorded within the minutes of the relevant FLTQC.

16. ROGRAMME MONITORING AND REVIEW

Reported
by John Tully that the main points of the new process are;

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- Module monitoring does not need to be undertaken every year.
- Emphasis has switched to reviewing at the course level
- An annual student survey is being introduced by the Business Intelligence Unit to 'catch' students between stages.
- Employability is now embedded within Programme Monitoring and Review.

Reported in discussion.

- (1) The questions asked in the new student survey are currently being circulated for consultation.
- (2) NSC reported that for pre-reg courses the school is using Survey Monkey.
- (3) NSC noted that the response rate for online was much lower than for paper especially for part-time students.
- (4) A draw with a prize of £150 is available to those students who complete the survey.

ACTION: NS to circulate URL for the draft student survey questions.

17. REPORTS FROM MEMBERS

LTC

Reported

- (1) Academic Advisors are changing to Personal Advisors from 2012/13
- (2) Supervisor training is to be made compulsory every three years

TPPG

Reported

- (1) The academic year is going to be split 12/12/2/4 from 2012/13. This does not affect FMH.
- (2) The right to automatic reassessment is going to be tied to attendance from 2012/13. Students will need an attendance of at least 80% to qualify. With non FMH schools the 20% of absences can be non-excused. Within FMH the 20% of absences includes both excused and non-excused absences.
- (3) Degree classification to be automatically raised if within 2% of grade boundary from 2012/13.
- (4) A new Senate scale for marks will be introduced in 2013, along with the New Academic Model. This is an attempt to encourage a greater range of grades to be given to students.
- (5) The QAA are introducing a mid-cycle commission.

Some concerns have been raised with UEA London courses, student experience and accommodation.

Student Experience Committee

- (1) No meeting has taken place since last FLTQC

FMH Portfolio Holders

- (1) Director of Taught Programmes met to discuss revision of the current Code of Practice for Placement Learning. There was a debate over whether various aspects of practice based learning was considered guidance or law. There was no outcome and a further meeting is to be held.
- (2) There is an HE Academy workshop in February for which MED have £250 for an external speaker. The workshop title is Assessing Professionalism in Ambiguous Situations.
- (3) NSC have introduced an new online application form for all PG and post-reg courses. Initially, only PG courses will be using the form.
- (4) There is possibility of a new PGCert in Medical Education. The proposal is going to the Deanery in January.

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- (5) Admissions to International PG programmes have undershot their targets.
- (6) Within home PG Admissions there has been a shift to students undertaking short programmes, rather than full awards.
- (7) The NMC annual monitoring review was a success and the school was commended by the NMC. The new Web Based Auditing system was cited as an example of good practice.

FMH Student Representatives

- (1) The Student Union Academic Officer is currently compiling a report on the integration project. The Union is particularly concerned over the issue of midnight submission in the library.
- (2) After discussions the university has moved from offering fee remission to offering bursaries to those students who qualify.

School Directors

- (1) Nothing to report.

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 RG.

Minutes of the meeting of FOH LTQC held on 25 January 2012

Present: Nicola Spalding (Chair), Sandra Gibson, Gibson D’Cruz, Debbie Harrison, Rosie Doy, Mathew Myles (STU)

Apologies: Malcolm Adams, Simon Horton, Hannah Schutt (PG) Tash Ross (STU)

With: Robert Gray (Secretary).

1. MINUTES

Confirmed

the minutes of the meeting held on 21 December 2011 were confirmed.

2. MATTERS ARISING

2.1 National Student Survey

Received

a report and analysis from MED on their National Student Survey results
(Document 11D0016)

Reported

by SG that the first sub component OSCE results were being issued to MED students that day. Along with Secondary Care this was the most significant concern raised within the NSS.

2.2 Pass/fail data

Reported

by RG that this data was intended to be supplied by secretary’s to exam boards, post the board. However he is still liaising with LTS colleagues in order to organise the data into a form which can be presented to the meeting.

ACTION: RG to explore this issue further.

2.3 Plagiarism and Collusion cases

Received

reports from AHP, MED and NSC detailing the cases of plagiarism and collusion investigated during the 2010/11 academic year.

Reported

that the report from NSC was obtained from the schools own data and therefore contained records which did not necessarily reach the threshold for a plagiarism meeting with the student concerned.

The NSC report showed a larger proportion of Post-Registration students being subject to plagiarism and collusion cases. NSC reported that every module included a section of avoiding plagiarism and the school is currently investigating the introduction of a compulsory e:learning package on avoiding plagiarism.

STATEMENTS FROM THE CHAIR

- (1) The post of FMH Placements Lead has been advertised and the closing date is 1 February 2012.
- (2) The Chair has again spoken to Adam Longcroft on the issue of both word count and confidentiality and has also consulted with Guernsey colleagues. It has been agreed that this will be discussed at the next LTC meeting.
- (3) The Chair emailed Andrea Blanchflower over the issue of archive storage of course work. The query has been passed to Christina Chan, but there has not yet been a response.
- (4) The Chair asked for suggestions for individuals to attend the Student Administrative Systems Board. Heads of School are going to nominate somebody.
- (5) The Chair extended her thanks to all who have helped to pull together information for the PQAF submission. The amber and red areas have been sent to the TD's for a response. Their responses show that we have evidence to address the issues raised by the SHA.
- (6) The Chair reported that revised programme specifications on the New Academic Model template need to be submitted to Julia Jones in LTS. The deadline for this has been extended until March. All programmes will also need a critical read.

Reported in discussion

that unless a major change is made to the programme (to comply with the NAM), the requirement is that the professional bodies need not be informed until the annual reports are required.

ACTION: all TD's to review their programme specifications in light of the NAM template and return them to RG for distribution to LTQC members for critical read.

ACTION: NS to enquire over the SLT programme specifications which have already been submitted.

ACTION: NS to investigate the possibility of a concession in order for programmes no longer recruiting to be exempted from this process.

4. CONFIRMATION OF CHAIR'S ACTION

Reported

by the Chair

- (1) that a revision to the title of the MRes in Health Research to MRes in Clinical Science has been approved.
- (2) That critical reading and approval has been approved for the following courses which have been funded by the County Workforce Group;
 - BA Leading Innovation for Clinical Practitioners
 - MA Leading Innovation for Clinical Practitioners
 - MSc Leadership in Dementia Care

5. SHA EQUAD/QAF 2010-11

Reported

by the Chair

- (1) that the action plan has been updated and a copy emailed out to the Teaching Directors.
- (2) At the quarterly strategic review with the Strategic Health Authority the SHA raised the issue of widening participation. The Faculty maintain that there is an attrition problem with students entering with a tariff lower than AAB. NS to collect evidence of WP activities as this may be a focus of questioning at the PQAF annual review meeting.
- (3) Changes should have been made to ensure a system is in place by the Placement Educator Facilitator verifying the signatures of the mentor on the placement document.

ACTION: DH to check with Sally Barber that this has been done.

6. ADDITIONAL COSTS

Received

a document detailing the additional costs for Students within FMH (**Document 11D0018**)

Reported

By the Chair that this document was requested by TPPG. The driver behind this was the increase in student fees. The university wishes to be transparent in the costs faced by students.

Reported

In discussion that for some FMH students fees are funded by the NHS. This is a priority campaign for Student Union and their view is that even if the costs cannot be moved from the student they should be transparent.

7. UNDERGRADUATE EXTERNAL EXAMINER REPORTS

Received

Document showing the University process for handling External Examiner reports and appointments. (**Document 11D0021**)

Reported in discussion

- (1) that the majority of school responses have been completed and now require a critical read.
- (2) The critical read schedule from last year was suitable and could be reused this academic year.

ACTION: RG to update the critical read schedule and circulate along with the school responses.

8. PGR ANNUAL MONITORING

Reported

by the Chair that this is usually information regarding staff who are PGR students and that LTQC has not seen this for some time.

ACTION: NS to speak with Andrea Blanchflower and ask whether this still needs to come to the committee.

9. EXAMPLES OF GOOD PRACTICE

Reported in discussion

that this was an item on the rolling FLTQC agenda and was no longer required.

ACTION: To be removed from the rolling agenda.

10. STRATEGY MEETING AGENDA

Received

the agenda from last year's strategy meeting (**Document 11D0020**)

Reported

that the Chair suggested the following topics as possible session topics for the strategy day;

- UEA Corporate Plan
- Good honours
- Employability
- How to encourage applications for teaching fellowships

Reported in discussion

that the following draft sessions be planned;

- Service Improvement (Possibly facilitated by Jon Larner)
- UEA Corporate Plan
- Learning and Teaching (Facilitated by RD and SG)
- Possible session on Good Honours

ACTION: RD and SG to devise a session for the strategy meeting

ACTION: NS to check availability of Jon Larner

ACTION: RG and NS to finalise agenda for meeting and circulate

17. REPORTS FROM MEMBERS

LTC

Reported

(1) No LTC has been held since last FLTQC meeting.

TPPG

Reported

(1) Placement code of practice is being redrafted by Adam Longcroft. This will be circulated to Ads in due course. NS to circulate to placement leads for their comments.

(2) A new marking scale is currently being devised.

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- (3) A working party has been gathered in order to examine the appeals and complaints process.
- (4) The issue of word count is to be examined again at LTC.
- (5) Caroline Sauverin has asked for views on whether progress/module boards are needed across the university.
- (6) The Director of Taught programmes presented a paper on peer assisted learning.

FMH Portfolio Holders

- (1) MED raised concerns over a student who failed assessment and was permitted a third sit after a stage 2 academic appeal was upheld. Previously the assessment undertaken by a returning Year 5 Student was at the discretion of the board of examiners. However, this is against university policy and the returning student is being permitted to only resit the finals, rather than the entire Year 5.

Received

Exemption used in NAM stating that the assessment needed to be undertaken by returning Students was at the discretion of the Board of Examiners.

ACTION: Members of the committee to take this back to their schools and consult whether this is suitable for them.

- (2) Reported that RD recently visited the Multi-disciplinary Deanery. Burseries are being made available for clinicians (Medics, Nurses and Professions Allied to Medicine) to undertake further clinical education. There is an opportunity for this money to be used in the finding of MClined places.

RD also is currently exploring the feasibility of tendering for a new PGCert in Medical Education. The hope is that this would operate in parallel with the MClined.

Academic Officer (STU)

Reported

- (1) that serious concerns have been raised by FMH students over the changes to the 21/22 bus service. This particularly affects FMH students working shift patterns whilst on placement.

Reported in discussion

that FMH have spoken to the bus company and draw this to their attention but there has been no change in their plans to change the service.

- (2) Homerun now has over 1500 quality homes listed on their website.

School Directors (LTQ)

Reported

- (1) The MED Touchstone project is now accessible, though is yet to be fully functional and is one and half months behind schedule.
- (2) The introduction of Speedwell in MED has been a great success and enabled the same day breakdown of per station marks in OSCE tests.
- (3) MED is currently working on two new Masters course proposals.

- Masters in Coloproctology, in conjunction with the Royal College of Surgeons

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- Masters in Regional Anaesthetics, in conjunction with the Royal College of Anaesthetics
- (4) The NSC Midwifery programme and the Mentor Preparation programme are both undergoing validation events this summer. The panels have already been appointed and the dates set. The Midwifery validation will be held on 23rd May 2012 and the Mentor prep validation on 29th June 2012.

Reported in discussion
that since integration NSC have had little admin support for validation events and where the administration support lies is unclear. NS has spoken to Andrea Blanchflower, who is considering the options and is due to respond.

- (5) From September Mott McDonald will no longer be undertaking quality assurance for the NMC. This will revert back to the professional body.

18. GENERAL DISCUSSION ITEMS

Reported that

- (1) MED has obtained teaching fellowships for supporting foundation students on MED and PHA courses.
- (2) In NSC Charlene Lobo and Julia Hubbard have obtained funds from FET in order to train medical educators in Malawi. They are now bidding for further funds to support these students.