

LTC11D061

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Issue

To receive the minutes of the Faculty of Arts and Humanities Learning, Teaching and Quality Committee meeting held on 14 December 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.

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

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 14 December 2011 (this meeting was originally due to take place on 30 November 2011 but was rescheduled)

Present: Dr Sanna Inthorn (Chair), Dr L Butler, Dr R Denison, Miss M Evans (for Mr M Myles), Mr M Goodburn, Dr J Goodenough, Dr C Matthews, Dr J Poppleton, Dr D Rycroft, Dr T Smith

In attendance: Dr C Connors (School of Literature, Drama and Creative Writing)
Mr J Tully (Arts Hub Manager)
Ms M Pavey (Secretary to the Committee)

12 MINUTES

Confirmed

The Minutes of the meeting held on 12 October 2011 were confirmed as a correct record.

13. STATEMENTS

The Chair reported orally on the following

13.1 *Marking Criteria*

The UEA Senate Scale for marking is to be revised. Staff Student Liaison Committees (SSLCs) will be asked to look at the revised marking criteria before they are finalised.

13.2 *New Academic Model (NAM)*

i) The SSF proposals for defined choices under the NAM have been agreed in principle. There will be programme level choice (PLC), employability and engagement choice (EEC) and language choice. EEC modules are modules that strengthen employability and are available to all students across the university (for example: a module on education for students who are not taking an education degree, but who may be interested in a career in teaching; a module on media production for students who study science but might want to become science correspondents). Schools may decide for themselves if they want to offer such a module. EEC modules must be scheduled at specific times (further details to follow) to assure that all students can take them. However, as is current practice, Schools can continue to liaise with each other and include each others' modules in programme level choice (for example: HIS after consultation with LDC might decide to offer an LDC module on creative writing at the time that LDC offers the module to its own students, i.e. outside of the EEC time slot). If a School wants its students to have the option of taking EEC modules, they must assure that EEC modules are written into its programmes and do not clash with compulsory modules, i.e. the EEC slot should be reserved for EEC modules (Note: under the NA Schools also need to avoid clashes between options as much as possible). The EEC slot can, for now, be listed as 'EEC modules' in the NAM programme review forms.

ii) It was recognised within the University that course profiles for 2013/14 being produced in preparation for the NAM could only be regarded as provisional and based on current information.

iii) The NAM Taught Postgraduate Working Group did not accept the NAM principle that students must pass all modules and discussions on this were therefore ongoing. It had also been agreed that it would not be compulsory for taught postgraduate programmes to have a

dissertation. It was proposed that taught master's programmes would have a Merit classification for students achieving an aggregate of between 60 and 69.99%. Members were invited to contact Julia Jones the NAM Project Coordinator if they wished to join the NAM Postgraduate Working group.

Secretary's Note: Since the last HUM LTQC meeting, the NAM PgT Working Group has been invited to reconsider the proposal that students must pass all modules. The Director of Taught Programmes has proposed that PgT students should be required to pass all modules.

iv) The University's Learning and Teaching Committee (LTC) had agreed that undergraduate students would earn the right to reassessment if they had no more than 20% unauthorised absences in those elements in which attendance was being monitored. They would also have had to achieve a mark of at least 20% in the failed module to earn the right to reassessment.
Resolved

The Chair to send examples of how PSI assess seminar engagement to Committee members.

v) Discussions on the use of the two week end of year period were ongoing. It had yet to be decided if this would be scheduled before or after the assessment period. Members discussed possible Faculty wide initiatives or events that could take place during that time.
Resolved

Teaching Directors to ask SSLCs to consider possible uses of this period.

13.3 *Word Count Policy*

The University's policy on word counts would be revised from 2012/13. Penalties would be applied for exceeding word counts but the precise details of the policy were being finalised.

13.4 *Learning and Teaching Service (LTS)*

Associate Deans and Heads of Schools would be invited to a review of the operation of the Learning and Teaching Service and Hubs.

13.5 *Student Skills Award*

Staff should encourage students to participate in the Student Skills Award initiative. Ed Marsh was the Union of UEA students contact for this.

13.6 *Feedback on Students' Examination Performance*

Schools would be asked to consider how they would give students feedback on their examination performance so that students could be clear on the type of feedback they could expect.

Resolved

Teaching Directors to consult with colleagues in their School and advise the Chair.

13.7 *Mobile Devices*

The University is looking at making more use of mobile devices.

13.8 *TV Studio*

The University's TV Studio is being refurbished.

13.9 *Online Teaching*

A business case is being prepared for the development of more online teaching methods, for example lecture capture tools.

13.10 *School of Music*

Following the proposals to close the School of Music an LTC Sub group would be established to ensure that teaching quality and quality assurance was maintained for students completing their degrees within the School.

13.11 *Semester Abroad*

Schools were encouraged to have a semester abroad in their undergraduate programmes where practicable. Where this was not yet in place Schools were encouraged to introduce it as part of the implementation of the NAM where fast track rather than full approval would be required. John Tully would produce a module template for this.

Resolved

Teaching Directors should give consideration to how Schools deal with students who miss compulsory modules when on a semester abroad.

13.12 *Academic Adviser: Change of Nomenclature*

From 2012/13 the term Academic Advisor would be replaced with Personal Tutor.

13.13 *Module Codes*

The structure of module codes would need to be changed due to some concerns expressed by the QAA.

14. **MODULE REVIEW AND ANNUAL COURSE MONITORING UPDATE**

Considered

- 14.1 The Committee considered the new processes agreed by LTC for the monitoring and review of modules and courses in 2011/12. The requirement to review all modules annually had been removed but with some stipulated exceptions; modules would now have to be reviewed at least once every five years. The emphasis on module evaluation was now on module specific issues.
- 14.2 A key feature was a change in emphasis from module to course review to reflect the key tenets of the NAM. There would be a course level National Student Survey (NSS) type survey at course level each year. The quinquennial programme review would remain unchanged.
- 14.3 Following the Committee's discussions it was agreed that it would be desirable if the timing of module review enable SSLCs to have some input as this was an important mechanism for getting students' views on modules.
- 14.4 On the issue of joint courses and the production of the Summary Report for Module Monitoring and Course Update (MCM2s), it was agreed that this should be produced by the Teaching Director in the School which owns the course in consultation with the Teaching Director of the other School.

15. **COURSEWORK EXTENSION PROCEDURES**

Considered

- 15.1 John Tully advised members that the new coursework extensions procedures gave responsibility to staff in the Learning and Teaching Service for approving some extension requests. It was felt that this would help to ensure a greater consistency in decision making and was in part a response to issues raised at the last QAA Institutional Audit. Thus it was intended to restrict the number of role holders who could make decisions.

- 15.2 It was agreed that a workable definition of what constituted a complex extension request was required. Also the definition of work commitments as a reason for requesting an extension would need to be expanded.
- 15.3 There was considerable discussion about ensuring that student confidentiality was maintained. Some members of the Committee felt very strongly that the proposals took away from the role of Advisors and there was a danger of students being sent from one office to another to get an extension request approved. In summary the Chair noted that LDC opposed the proposals under consideration but the other HUM Schools represented at the meeting supported the proposed procedures.

Resolved

- i) Teaching Directors to advise John Tully of the role holders who would approve extensions in their Schools. He would then finalise the procedures in consultation with the Chair
- ii) John Tully to discuss procedures for the School of World Art and Museology with the Teaching Director and the relevant managers of the Elizabeth Fry and Zicer Hubs.

16. **COURSE APPROVALS**

Approved

The Committee approved the following:

- i) a proposal to introduce an MA in Forensic Linguistics and Translation in LCS in 2012/13.
- ii) proposals to change the following degree titles from 2012/13
 - MA Studies in Fiction to become MA Writing the Modern World (LDC)
 - MA Life Writing to become MA Biography and Creative Non-Fiction (LDC)
 - MA Theatre Direction: Text and Production to become MA Theatre Directing: Text and Production (LDC)
 - BA American History with English History to BA American History with Modern History- from 2013/14 (AMS).
- iii) Changes to the structure of the MA Medieval and Early Modern Textual Cultures, 1381-1688 from 2012/13.

17. **COURSE APPROVALS, COURSE TITLE CHANGES AND COURSE CLOSURES IN HUM 2011/12**

Received

Members received a report on course approvals, course title changes and course closures in HUM for 2011/12

Tabled and approved

A tabled proposal to close the MA in Social Philosophy from 2012/13 was approved.

18. **EXTERNAL EXAMINER REPORTS FOR UNDERGRADUATE PROGRAMMES WITHIN HUM**

Agreed

Members agreed that two sub groups of the Committee should be established to scrutinise undergraduate External Examiner reports and Schools' responses to the issues raised in the

reports. Rayna Denison and Tom Smith agreed to be members of the sub groups together with the Chair.

19. **NEW ACADEMIC MODEL**

Reported

The Chair reminded members that she would attend any NAM School meetings if required.

20. **UNION OF UEA STUDENTS**

Noted

Megan Evans advised members that the Students' Union were producing an impact report on the integration project and students' experience of the hub and new procedures which had been introduction.

Resolved

Megan Evans to send the Chair a copy of the report once it was finalised.

21. **PART TIME DEGREES**

Considered

The University is investigating the development of more part-time degrees.

Resolved

Teaching Directors to discuss within their Schools whether there is an interest in developing more part-time degrees and if so in what subject areas.