

**LTC11D077**

**Title:** HUM LTQC Minutes – 25 January 2012  
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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 25 January 2012

Present: Dr Sanna Inthorn (Chair), Dr L Butler, Dr R Denison, Mr M Goodbun, Dr J Goodenough, Dr C Matthews, Dr D Rycroft, Miss Farah Shahabuddin

In attendance: Mr J Tully (Arts Hub Manager)  
Ms M Pavey (Secretary to the Committee)

Apologies: Mr M Myles, Dr T Smith, Dr R Wilson

**22 MINUTES**

Confirmed

The Minutes of the meeting held on 14 December 2011 were confirmed as a correct record subject to the correction of an error in Minute 20 on page 5, where 'introduction' should read 'introduced'.

**23. MATTERS ARISING NOT COVERED ON THE AGENDA**

Reported

**23.1 *SSLC feedback on the use of the two week period around assessment***

The Chair requested that Teaching Directors email her if they had any feedback from their Schools on the issue.

**23.2 *Feedback on examination performance***

There was discussion on how Schools would prefer to give feedback on examination performance and several suggestions were made. These included use of a proforma which included feedback on how the answers could be improved. It was confirmed that HUM was willing to provide examination feedback but the mechanism for so doing needed further consideration.

**24. ITEMS FOR REPORT**

Received

- i) Notes from LTC meetings and related-memo from PVC-Academic
- ii) HUM MCM3 for 2010/11
- iii) The University's Assessment Compact

**25. REVISED PROCEDURES FOR THE MODERATION OF ASSESSED WORK**

Considered

Members considered a University Moderation/Internal Verification form that had been developed as part of the revised procedures for moderating assessed work. It was clarified that as part of these procedures, which would be introduced for the Spring 2012 semester, evidence of moderation had to be provided before marks and marked work could be returned to students.

Resolved

- i) All HUM Schools, with the exception of FTV which had its own form, would adopt the proposed form.

ii) The form and procedures would be finalised by the Chair and John Tully for circulation to staff and would be put in the Mark sheets folder on Humshare where it could be accessed by academic staff.

## 26. REVISED POLICY ON COURSEWORK EXTENSIONS

Considered

26.1 Members considered a tabled copy of a proposed policy on coursework extensions which had been amended following the Committee's discussions at its meeting on 14 December 2011. Amendments included a section on extenuating circumstances and acceptable evidence. Mr Tully informed members that the University's Director of Taught Programmes had now agreed that Schools could appoint a maximum of three role holders to approve non standard extensions. Mr Tully recommended that if a School opted for three then they should include the Teaching Director, the Postgraduate Taught Director and the Senior Adviser.

26.2 It was emphasised that if students did not meet the criteria outlined in the policy for being granted one should not be granted. Any email advising a student that their requested had been refused should advise them of who they could talk to, for example their Adviser, if they felt they had other circumstances that had adversely impacted on their ability to complete their work.

Resolved

i) Teaching Directors to advise Mr Tully by 3 February 2012 of those role holders who would approve non standard extensions for their School.

ii) The Chair and Mr Tully to finalise the policy and arrange for it to be communicated to academic and administrative staff.

## 27. STATEMENTS

The Chair reported orally on the following

### 27.1 *Coursework submission and return*

Following a meeting with members of the Learning and Teaching Service Management team, Associate Deans and Teaching Directors all staff were encouraged to opt for electronic submission of work. It was also clarified that with electronic submission deadlines could be set in Week 13. Staff should ensure that module outlines stipulated assessment deadlines and that outlines were put on module Blackboard sites.

### 27.2 *Taught Programmes Policy Group (TPPG)*

TPPG were considering the issue of additional course costs. Also Peer Assisted Learning was under consideration and would be an item for the March meeting of LTQC.

## 28. NEW ACADEMIC MODEL (NAM)

The Chair reported orally on the following

28.1 The deadline for submission of 2013/14 programme updates for the NAM had been revised to 21 March 2012.

28.2 The Learning and Teaching Committee (LTC) had agreed that all undergraduate programmes must incorporate some form of synoptic assessment at level three. This assessment must be part of a module. Further details on this would follow in due course.

- 28.3 Discussions around the PgT NAM were ongoing. Issues currently under discussion included any potential impact of proposed regulations on AHRC applications and the proposal that all modules should be passed to receive an award.

Resolved

The Chair would arrange a meeting with Teaching Directors or their nominees in February to discuss progress with completion of the programme updates and to share good practice. Julia Jones, NAM Project Coordinator would be invited to this meeting.

29. **POSTGRADUATE TAUGHT EXPERIENCE (PTES) SURVEY 2011**

Agreed

Teaching Directors should liaise with PgT Directors on the outcome of the 2011 PTES survey and submit a very brief report to the next meeting of the Committee on 21 March 2012. The survey outcomes could also be discussed at Staff Student Liaison Committee meetings.

30. **MODULE ENROLMENT 2012/13**

Considered

Members considered a proposed timeline and procedures for 2012/13 undergraduate module enrolment for continuing students. Mr Tully emphasised that course and programme specification update had to be completed by 2 March 2012 so that information on 2012/13 course profiles could be circulated to students in Week 8.

Resolved

- i) The proposed timeline and procedures should be approved.
- ii) Teaching Directors should advise Arts Hub Team Leaders on the type of School based briefing sessions their School would be running and the date on which it would be held during Weeks 9 and 10.
- iii) Arts Hub Team Leaders would be asked to save 2012/13 School module catalogues on the HUM Faculty Share drive in the relevant School file of the Teaching Directors' folder.

31. **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.

32. **REPORT FROM THE UNION OF UEA STUDENTS**

Reported

- 32.1 A report on the Integration project was being prepared by the Union and would be circulated in due course.
- 32.2 Staff or students with concerns about the removal of the 21 and 22 bus service run by the First bus company were asked to forward them to the Union.

- 32.3 The Union were undertaking some work on 'hidden' course costs. The Chair recommended that if it had not already done so, a representative from the Union should contact Ian Callaghan, Head of Planning or Adam Longcroft, the Director of Taught Programmes since they were also carrying out work in this area.