

LTC11D078

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 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 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.

FMH LTQC 11M003 25.01.12

- (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. Bursaries 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

- 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.