

LTC11D123

UNIVERSITY OF EAST ANGLIA
Faculty of Social Sciences

**Minutes of the meeting of the SSF LTQC
held on Wednesday 9 May 2012**

Present: Mrs Helena Gillespie (Chair & Associate Dean LTQ), Dr Jonathan Dickens (SWP), Dr John Gordon (EDU), Dr Shawn McGuire (DEV), Mr David Mead (LAW), Professor Naresh Pandit (NBS), Dr Bibhas Saha (ECO), Mr Cal Corkery (SSF Faculty Convenor)

With: Laurence Wild (Secretary)

Apologies: Miss Meg Evans (Academic Officer, Union of UEA Students), Mr Richard Havell (Student Representative)

1 MINUTES Document 11M006

Approved: Minutes from the meeting of 7 March 2012.

2 MATTERS ARISING FROM THE MINUTES

There were no matters arising other than those to be discussed under the items below.

SECTION A: ITEMS FOR REPORT

A1 SSF LTQC MEETING DATES 2012-13 Document 11D029

received

Actions

A list of proposed dates for SSF LTQC meetings for 2012/13, which included 8 dates – 2 more than the usual number. HG explained that she anticipated a lot of business next year, particularly in the Autumn semester, and that she didn't want meetings to feel even more as if members did not have the opportunity to express their views, therefore more meetings might be necessary, and they could be cancelled or shortened if business wasn't forthcoming. A short discussion ensued

noted

It would be good to have time for some unagenda'ed items rather than always being reactive

The ADTP is hoping to hold a TD's Conference next year – maybe one of the scheduled meeting dates could be lost to that

An early meeting in September is a good idea, especially for looking at the new NSS data

Schools were variable in how they managed teaching business (type of teaching committees and frequency of meetings, % of FTE given to the

role of TD, but overall it was clear that there was a lot of work to be done by TDs, and a lot of this was about communication (between the University level and School level); that the ADTP was looking at developing a generic job description for the TD role; that this discussion should be revisited.

agreed

To diary the dates as given, following a recheck of the dates against TTPG and LTC dates

LW

A2 TEACHING SPACE

Document 11D030

reported

Actions

That the University has some funds to spend on improving teaching spaces as outlined in the accompanying document; that HG would be attending a meeting on 17/5 about this so any comments to her before then.

all

A3 MODERATION PROCESS

reported

Actions

That Sara Connolly has been allocated the task of revising the University's moderation policy. The next meeting on this is on 29/5/12. Any comments to HG before then, please.

all

A4 PGT NEW ACADEMIC MODEL

Document 11D031

reported

Actions

that the outcome of the discussion of the PGT NAM regulations at LTC had been largely good news for SSF schools.

initials

The headlines are as follows:

Positive:

- Implementation delayed till 2014/15
- No regulations against condoned failure
- APEL capped at 50% but with AD's having power to increase this

Disappointing:

- Attendance monitoring (with attendance right to reassessment) is still being proposed

Outstanding questions:

- Regarding the status of the LAW graduate diploma

There will be a hiatus now in NAM business until September.

A5 KIS UPDATE

reported

Actions

that HG will be having a meeting with Ian Callaghan in PLN about the sort of data that schools will have to collate for the Key Information Sets

HG

(publicly available information on course). She will report back to FLTQC

A6 PROCESS-FIX – COURSEWORK SUBMISSION

reported

Actions

That LTS had brought in a company called Process-Fix to look at the coursework submission and return process with a view to streamlining it; that more information on its findings will be available in July

That staff from across the board were involved in the process, across faculties, services and grades

That Andy Mee will be piloting electronic marking next year – HG will find out how staff can input into the development of this process

HG

A7 MODULE CODING

Document 11D032a

Document 11D032b

received

Actions

Documents outlining a new module coding system to be introduced under the New Academic Model

reported

That LTS administrators believe the coding system will work

agreed

To accept this judgement

A8 ORAL REPORT FROM TPPG

reported

Actions

That TPPG has no power as such but is the think tank for LTC

That at the moment it is working on new policies for

Appeals and Complaints, and
Plagiarism and Collusion

That the ADTP is seeking clarification on the roles of TD and also Programme and Course Directors

That TPPG documents can be accessed on the Portal, and that TDs have just been given this access. HG recommends looking at these documents (which are discussion documents) to keep up to date with the University's business.

A9 INDUCTION AND YEAR 1

reported

Actions

That LTS are already thinking about handbooks for next year; that this year some locally produced handbooks went out with incorrect information; therefore a new system will be implemented this year as

follows:

- One glossy handbook for overarching University information
- On-line information (also generic, University-wide information)
- Schools will produce course specific handbooks, with support from LTS

HG

HG will find out who in LTS in charge of these processes and what deadlines they are working to

[secretary's note: LTS staff have subsequently been given the following further details:

Top level handbook will be an A5 glossy version and editorial rights will be held by ARM but LTS will contribute towards content. This version will be for all new students.

Middle level handbook will be the central LTS handbook and will be available online only. Caroline Sauverin (Head of LTS) and Becky Fitt (LTS Manager) are co-ordinating. It will include regulations. All relevant information will be available on the LTS intranet in time for those who have early registration, and will be appropriately formatted in keeping with standard UEA templates etc in time for Sept registration.

The final level of handbook will be the course (route) handbook. Schools will be responsible for preparing these but LTS will have editorial responsibility. Andrea Blanchflower is drafting a message to clarify the split between LTS and Local Support for work on handbooks.]

That concerns have been raised in relation to Year 1 Semester 1 options as this makes timetabling difficult; that this doesn't apply to any SSF courses

That as on-line registration works well, there is plenty of time in the first week of semester for other activities, and that schools should use this time in whatever way they feel is best for their students.

A10 27 APRIL 2012 DoE STATEMENT

Document 11D039

reported

Actions

That the government have moved the tariff boundary for the liberalised student recruitment market to ABB or above

noted

that where this is the standard offer, this represents an opportunity to grow OR all ABBs that we might have had could go elsewhere

Faculty Dean SSF Finance are looking at possible incentive strategies. Various schools are considering or already implementing incentives to attract top students, eg:

SWK send personal letters to those with high predicted grades inviting them to a special day for high achievers, which leads to a high conversion rate

Any further ideas re incentives to HG

all

Some schools have had some problems with the Admissions team in terms of communicating targets and implementing actions; any problems of this sort should be reported to Nick Gee, AD for Admissions

all

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B1. STATEMENTS FROM THE CHAIR

Actions

i) AMBA Accreditation

reported

that NBS had received their 1st AMBA accreditation – valid for 3 years – for which they were congratulated

ii) MCM2 Process

reported

That outstanding MCM2 forms should be sent to LW by the end of May in order that the Faculty report on them can be presented at the next FLTQC

SM, DM,
JG

iii) External Examiners Reports Process

reported

That to minimise the administrative burden of this process a decision had been taken that the School Pro-forma response to the external examiners' reports would be sent to the external examiners along with a brief covering letter; and that for clarity the FLTQC scrutiny of the response would be presented on a very basic pro-forma which will ensure that scrutineers include in their document the name of the examiner and courses being reported on.

B2 NEW COURSE PROPOSALS

**Document 11D033
(tabled)**

- BA Geography and International Development
- BA Geography and International Development with Overseas Experience

received

Actions

an oral summary by SM of the new courses being proposed which included the following points:

- DEV is a better research institution than its closest competitors for this degree
- Geography is a big pool for recruitment
- The Faculty Dean is very supportive of this proposal
- ENV already host a joint Environmental Geography and International Development degree which recruits at A*AA but only has 15-20 students, and ENV does not want to increase its student numbers on this degree
- this new degree is distinct – and ENV agrees with this – because of its focus on social, human and economic geography rather than environmental geography

a written report (FLTQC scrutiny of the proposal) which included the

following points:

- It is a very good programme
- There is a high level of expertise in DEV to deliver it
- There is a good sequencing of modules
- There is an apparent bias of workload in favour of Semester 1

noted

SM explained that the apparent bias in workload was the result of the Field Work module being counted in Semester 1 whereas it actually takes place in the summer preceding this semester

though there is some uncertainty about the overall demand for geography degree courses going up or down, this course certainly offers a good niche for studying geography

that comments on the business case were still outstanding before full approval could be granted

agreed

that SSF LTQC approves the Academic Case for these new courses

B3 UG NEW ACADEMIC MODEL

Document 11D034a
Document 11D034b
Document 11D034c
(tabled)
Actions

received

a document listed NAM course approvals to date

a document with comments on the SSF working group meetings, and a oral update from HG on this process which included:

some remaining NBS courses to be scrutinised for NAM compliance in EDU, the BA in Professional Studies and the FDA in Social Pedagogy & Integrated Children’s Services have yet to be scrutinised
 it had come to light that ALL courses which lead to a University Award, not only degree courses, will be subject to the new regulations and therefore need to be NAM-compliant

an email from ADTP:

LTC and TPPG members have each been allocated a school - to look at their programmes before final approval at LTC, to comments on the “spirit” of adherence to NAM. Final approvals at end of June.

noted

That the UG degree in Philosophy, Politics and Economics is a BA, not a BSc as indicated in the NAM paperwork; that BS will email Julia Jones to this effect

BS

That LW would provide a list of non-degree but award-bearing Continuing Education courses; that LAW’s Certificate in Common Law also falls into this category and DM will contact JJ to discuss this

LW
DM

agreed

That NBS would scrutinise the BAPS while SWK would scrutinise the FDA

NP, JD

received

Document 11D040a
Document 11D040b
Document 11D040c
Document 11D040d
Document 11D040e
Document 11D040f

(all tabled)

details of NBS's outstanding programmes for NAM scrutiny by this committee (Management; International Management; Accounting and Management; and Accounting and Finance)

noted

That Business Management becomes Management (at UEA Norwich) and International Business Management (at UEA London)

Accounting with Management and with Finance become Accounting and Management and and Finance

2 new degrees are being introduced in due course:

- Marketing and Management
- Finance and Management

That the documents presented were well laid out and strong on: employability

responsible business (social responsibility)

the inclusion of the public sector, which may lead to students taking options in DEV

That the proposals are in line with the school's development policy

That Accounting and Finance contains high examined content, but that this is required in order that the course leads to exemptions for professional accountancy qualifications

That while the formative feedback cycle has not been fully explored in the documents, a flavour of this has been outlined, and the mapping of outcomes has been documented

The 4 proposals have been scrutinised by colleagues in EDU

agreed

That the 4 NBS NAM proposals were approved

B4 PROGRESS ON THE 'GOOD HONOURS' ACTION PLAN

Document 11D035a
Document 11D035b
Document 11D035c
Actions

received

a document and some additional statistical data on Good Honours within SSF

noted

that this is a very important issue, and SSF as a whole needs to improve its scores significantly

that the discussion on action needs to take place at School level; and that HG will focus her attention in the first instance with schools whose scores

are below the JACS code average HG
 that it would be useful if the data could be presented in a way that helps schools to see what action they should be taking; HG will request this HG
 agreed
 that all TDs would look at section 2 of Document 11D035a by the next meeting and respond to action points by mid-August all

B5 CHANGES TO ACADEMIC WORKING ARRANGEMENTS AS A RESULT OF INTEGRATION

received **Actions**

an oral report from David Mead (TD LAW)
 noted
 that he had been collating examples of where Integration has caused problems or issues for academics
 that changes in rules and practice have been introduced without consultation (eg the requirement to be present at the start of exams; the coursework turnaround time reduced from 20 to 17 days; the changes in word count rules – this was discovered via an LTC document)
 That the split of responsibility between LTS and school's Local Support was causing two kinds of problems:
 few local support staff meant that academics were having to do the work themselves
 lack of clarity about roles meant that no-one had a full overview (leasing to eg reminders were not being issued as previously)
 agreed
 That as time had run out in the meeting, HG would discuss this list further with DM HG, DM
 That other TDs should compile their own lists to add to David's all

B6 LTQC TASK REPORT ON NBS EXAMINERS REPORT **Document 11D036**

received **Actions**

a written report on the NBS examiners' reports
 noted
 That the reports were favourable but included comments about University-wide issues and raised questions about what the University might be prepared to share publicly (eg MM1s)
 That this led to questions about clarity of the External Examiners' role
 That if data on performance across cohorts and between years was being requested, could LTS support the presentation of such data?
 That such issues would be recorded in the Faculty External Examiners' Report pro-forma

B7 COMMENTS ON THE MODULE OUTLINE FORM

Document 11D037

received

Actions

a sample new module outline form

noted

That the use of these forms will be compulsory from September

That a prose format would be better than boxes

That the committee will revisit the form in July to report on how useful they are finding it.

B8 REVISED SENATE MARKING SCALE

Document 11D038

This item was held over till the next meeting

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

(Documents were available to view on request at the meeting)

C1. CHANGES TO EXISTING PROGRAMMES

EDU - T1X304101 MA in Education

EDU - T1X392101 MA in Mathematics Education

EDU - T1X350101 MA in Adult Literacy

Change from pass/fail to percentage-based grading with effect from 2012/3

C2. ONGOING COURSE PROPOSALS

SWP - MRes Social Sciences

EDU - MA Higher Education Practice

EDU - Developing Teaching Skills (credit only)

DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 4 July 2012, from 2.30pm to 4.30pm, in ARTS I, room 1.83
(the DEV Meeting Room)