

LTC11D124

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Issue

Confirmed Minutes of the HUM LTQC meeting on 25 May 2012

Recommendation

Recipients are invited:
To receive the Minutes

Resource Implications

N/A

Risk Implications

N/A

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

N/A

Background

N/A

Discussion

N/A

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

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 23 May 2012

Present: Dr Sanna Inthorn (Chair), Mr R Bloomer (for Mr M Myles), Ms R Burgess, Dr J Goodenough, Dr C Matthews, Dr D Rycroft, Dr T Smith, Dr R Wilson

In attendance: Ms M Pavey (Secretary to the Committee)
Mr J Tully (Learning and Teaching Service, Arts Hub Manager)

Apologies: Mr M Barlow, Dr R Denison and Mr M Myles

44 MINUTES

Confirmed

The Minutes of the meeting held on 21 March 2012 were confirmed as a correct record.

45. MATTERS ARISING NOT COVERED ON THE AGENDA

There were no items raised.

46. DATES OF HUM LTQC MEETINGS IN 2012/13

Received

Dates of LTQC meetings in 2012/13.

47. 2012/13 INDUCTION: UPDATE

Reported

47.1 Mr Tully advised the Committee that the Learning and Teaching Service (LTS) planned to provide induction information to new students via a new students Blackboard site. The details of this were under consideration but it was confirmed that key academic staff would have access to the site. Induction and other materials would be available to new students 30 days before the start of year as part of advanced registration.

47.2 There was a discussion about how the needs of new students on joint degrees could be addressed. It was agreed that the Chair would give a talk to all such students.

Resolved

i) Teaching Directors to consult colleagues in their Schools about the possibility of Schools running a specific meeting for students on joint honours degrees involving staff from both Schools and report back to the Chair.

ii) Mr Tully would arrange for a list of Course Directors and Deputy Course Directors for 2012/13 to be produced and distributed to Teaching Directors.

48 STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

48.1 *Student Experience Survey*

Results of the internal UEA survey of year 1 and 2 students had been sent to Heads of School.

48.2 *Integrated Masters and Year Abroad Progression Regulations*

This was being discussed in the University as part of a review of current practice. Members had been sent an overview of current regulations for students by course on year abroad programmes.

48.3 *Revised Word Count Policy*

Members had been sent the 2012/13 Word Count policy agreed by the Learning and Teaching Committee (LTC). Whilst noting that it was much improved from what currently existed there were concerns about some of the wording in the policy (in sections 2.10 and 2.11) which could be open to differing interpretations in terms of whether markers stop reading at the word limit or read everything and assigned a mark based on the whole of the work which was then penalised for exceeding the word limit. Some members were also concerned that section 2.4 might not allow for different approaches to the purposes of footnotes. For some they were only for references; for others they were an opportunity to offer readers a discussion of possibly more marginal but still relevant points.

Resolved

The Chair agreed to raise these concerns with the Academic Director of Taught Programmes (ADTP).

48.4 *Good Honour: Dataset of Key Information*

The Planning Office had produced a large data set of indicators relating to good honours degrees including average marks obtained by student by module. This would help Schools to identify module on which students performed strongly or less well. The information would shortly be available to Teaching Directors via a Blackboard site.

Resolved

The Committee would review this data once Schools had had the opportunity to consider it.

48.5 *Statistical Information from the Dean of Students Office (DoS)*

The Dean of Students Office had collected a range of data on students' use of DoS which would be made available to Schools shortly.

48.6 *Employability and Entrepreneurship*

Faculties were being asked to consider the concepts of employability and entrepreneurship and what they meant for their disciplines.

Resolved

Teaching Directors to discuss with colleagues in their Schools and respond to the Chair by 15 June 2012

48.7 *Visiting Students- Module Availability*

Colleagues from the Study Abroad Office had raised concerns with the Chair about the increasing problem of visiting students coming to UEA not being able to get on their chosen modules because they were full. It was recognised that this was a resource issue for Schools. The Chair noted that the issue would be considered as part of the review she was undertaking with Mr Tully on module enrolments and the number of students allocated their first, second or third choice modules.

48.8 *Key Information Sets: Capturing Non-Timetabled Activity*

As part of the work on producing Key Information Sets the University's Planning Office was seeking to capture information on non-timetabled learning and teaching activities. This was in the context of the requirement to publish information about student contact hours and would be considered further at a policy half day which the Chair would be attending.

Resolved

The Chair would forward an explanatory email from the Head of Planning to Teaching Directors with a request for them to report their School responses to her by 30 May 2012.

48.9 *Meeting with PgT Directors*

The Chair planned to meet with HUM PgT Directors and the HUM Associate Dean for Admissions.

49. **NEW ACADEMIC MODEL (NAM)**

Noted

The NAM undergraduate course proposals were being reviewed across the University and the reviews would be presented to the LTC meeting scheduled for late June or early July.

50. **MODERATION OF COURSEWORK**

Reported

The Chair was a member of the Working Group set up to review the University's procedures for internal moderation and double marking. As part of the review Schools were asked to respond to a number of questions on the issue.

Resolved

Teaching Directors to respond to the questionnaire, enclosed as part of the papers for the meeting, to Julia Jones. The next Working Group meeting was scheduled for 29 May 2012.

51. **NON-ANONYMISATION OF TAUGHT MASTERS ASSESSED WORK IN HUM**

Considered

HUM had been granted permission to pilot submission of coursework by student name for its PgT students. This pilot had now run for two years. The Chair had discussed this with the ADTP whose strong recommendation was that from 2012/13 anonymised submission should be implemented.

Resolved

- i) Teaching Directors should discuss this with PgT Directors and report back to the Chair.
- ii) Representatives from the Student Union should advise the Chair of the UEASU stance on the issue.

52. **HUM TEACHING FORUM**

Reported

The Chair advised members that she planned to introduce a Teaching Forum for Teaching Directors, PgT Directors and any academic staff who might be interested to discuss a range of issues related to learning and teaching. People were welcome to suggest issues for discussion. It was agreed that these should be held each semester initially.

53. **HUM EMPLOYABILITY STRATEGY**

Considered

- 53.1 Members considered a discussion paper produced by the Chair for the HUM Faculty Executive on a HUM Employability Strategy: Curriculum Related Activities. This had been approved in principle. Members were supportive of the proposals to bid for funds to undertake research looking at how new HUM graduates progressed in the job market, six months after graduating.

- 53.2 There was considerable discussion about the proposal in the paper to develop students' skills and knowledge sets to improve their graduate prospects. It was agreed that a useful pilot would be to seek volunteers in years one and two of their studies to work on a real life issue provided by an employer, possibly at Easter. The initiative would be run in conjunction with the Research Enterprise Services which would secure the working briefs. Consideration would be given in the next academic year to the possibility of developing an optional employability module.

Resolved

The Chair would produce an overview of employability activities undertaken by 'competitor' Universities.

54. **INDICATIVE READING LISTS FOR 2012/13 MODULES**

Considered

The Chair stated that in order for students to prepare for their studies in 2012/13 they should be provided with key readings for their modules.

Resolved

Teaching Directors to encourage Module Organisers to select three or four key readings for 2012/13 modules and email them, via evision, to students so they could begin preparing for the modules. Reading lists for first year modules would be provided as part of the information given to new students.

55. **FEEDBACK ON EXAMINATIONS**

Noted

Teaching Directors updated members on the processes they had in place to provide students with feedback on their examination performance. This ranged from use of a feedback sheet to provision of generic feedback via Blackboard.

Resolved

The feedback sheet used by ART to be circulated to Teaching Directors.

56. **THE ROLE OF COURSE DIRECTORS**

Received

Members endorsed the HUM response to the ADTP produced by the Chair on the draft paper outlining the roles and responsibilities of the Undergraduate Course Director. The response articulated a number of concerns about the proposals.

57. **UNIVERSITY WORKSHOP FOR TEACHING DIRECTORS**

Reported

Members were advised that the ADTP proposed to run a workshop for Teaching Directors and members were invited to propose items for discussion. Programme Specifications, MCM2's and MM1's were suggested by those present.

Resolved

Teaching Directors to advise the Chair of any other issues they wished to be discussed at the Workshop.

58. **ADDITIONAL HUM LTQC MEETING IN 2011/12**

Noted

The Chair advised members that there would be an additional meeting in July. This would take place after the additional LTC meeting and agenda items could include consideration of items for discussion at the Teaching Forum and possible revisions to the NAM forms.

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

Received

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

60. **REPORT FROM THE UNION ON UEA STUDENTS (UUEAS)**

Reported

Arising from discussions at the meeting the UUEAS representative agreed that the UUEAS would undertake some research on whether students would prefer larger group sizes so more students could be accommodated on their first choice of module or smaller groups with potentially less chance of getting on first choices.