

LTC13D057

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Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 22 January 2014

Recommendation

None.

Resource Implications

Not applicable.

Risk 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.

FACULTY OF MEDICINE AND HEALTH SCIENCES Learning, Teaching and Quality Committee



Minutes of the meeting of FMH LTQC held on 22 January 2014

Present: Rosie Doy (Chair), Judy Barker (NSC), Zoe Butterfint (RSC), Kendra Crozier (NSC), Bintu Foday (UUEAS), Sandra Gibson (MED), Simon Horton (RSC), Julia Hubbard (NSC), Alicia McConnell (ITCS), Vicky Reynolds-Cocroft (RSC), Jennie Vitkovitch (RSC), Lynne Ward (LTS)

Apologies: Ian Harvey (FMH), Trevor Killeen (RSC), Mary Jane Platt (MED)

With: Julia Jones (Secretary)

1. MINUTES

Confirmed
the minutes of the meeting held on 27 November 2013 were confirmed

2. MATTERS ARISING

- (i) Reported by the Chair that there will full evaluation of both e-marking and feedback pilots; no further pilots will take place; e-marking to be rolled out from September 2014
- (ii) Progress of nominations for Sustainability work
 - MED - tbc
 - NSC Nicky Hadlett and Kate
 - RSC Carrie Leach (student)
- (iii) Confidentiality agreement: MED have looked at the NSC/RSC reporting concerns policy, and they like it
- (iv) NSC peer review of teaching behind but working on it; RSC up to date
- (v) Dissemination of External Examiner reports; it was pointed out that some MED reports refer to third parties and would not be subject to Freedom of Information requests
- (vi) Portfolio responsibilities
 - JB – EE reports
 - JV – Innovation in teaching and learning (will link with the ISD Education Board)
- (iv) Enhanced student representation on FMH LTQC to be explored

3. CONFIRMATION OF CHAIR'S ACTION

- (i) Minor Changes to the MSc and PG Certificate in Advanced Musculoskeletal Research and Practice programme
- (ii) BSc Nurse Practitioner Course Closure

4. STATEMENTS FROM THE CHAIR

- (i) BSc Medical Sciences and the Environment deferral to September 2015
- (ii) Progress of proposal for BSc Paramedic Sciences; Business case to be submitted to LTC 29 January 2014
- (iii) Development of the new School of Health Sciences was going well
 - Zoe Butterfint and Julia Hubbard are members of the Transitions Team
 - Role descriptors were being finalised and roles were soon to be advertised
 - Committees to be merged and restructured
 - Communication plans under development, including communication with students
 - Students should only benefit from the merger (eg interprofessional learning)
- (iv) Strategy for Diploma/BSc Operating Department Practice: to be introduced in September 2015
- (v) UEA review of student printing costs
 - ZB reported that documents had been presented to library forum
 - Trying to standardise printing costs within university
 - Students will be able to top up printing credits in Schools as well as centrally
 - Review will also consider the hardware
 - Will take into account teaching and learning requirements in Schools so that no one is disadvantaged

A1. Usage statistics for the Blackboard sites in FMH + demonstration of electronic portfolios

(Alicia Mcconnell, Head of Learning Technology)

Blackboard site statistics:

- Modules with high numbers of 5* visitors – what's their secret? - in discussion it emerged that they were not modules but (eg) information sites or sites for uploading assessments
- NSC pre-registration modules are accessed regularly, but post-registration students are not engaging so much
- It was agreed that colleagues need to share best practice
- If learning technology support is needed, Alicia can provide it
- Alicia can provide exploded reports of BB modules, and can help to map data against learning outcomes
- Is the latter duplication of effort in some cases? eg MED already do this via the MED assessment software
- Notifications have been added to Blackboard alerting users to changes in their courses

E-portfolios:

- Students are able to maintain digital repository in a systematic system – possible to extract sections to send to assessors
- Alicia demonstrated Adobe Portfolio
- The Chair suggested exploring whether anyone would like to pilot anything
- Are there any issues around confidentiality and plagiarism? – in fact the work should be safer as it's not in a cloud
- Is the work date stamped? - once the work is submitted students can't

- make any changes
- What about Mac users? - we would have to be clear about what formats we could accept
- Licensing and cost? Alicia will make a case for licensing to be paid for
- Christine Raschka is the RSC lead and is developing a digitisation system
- Alicia is happy to talk to people about all types of digitisation

A2. Draft University Teaching and Learning Strategy from the Academic Director of Taught Programmes

- The fact that a strategy had been written met with general approval
- It was felt that the graduate attributes need to link up with (eg) the employability and sustainability attributes
- It was pointed out that staff need support to use learning technology
- The strategy was felt to be rather vague and without clear measures
- It was pointed out that quality of feedback is more important than speed – ‘timely’ can mean different things for different courses
- The language of the strategy must play to stakeholders (ie students, patients)

A3. NSS 2014: Communication plans

- Thanks were extended to ZB and JH for their programme specific plans for the NSS (including T shirts, posters and sweets)
- BF described the use of social media and blogging
- Reported that RSC students will take the survey after their placement

A4. Student Charter

- This was felt to be a good well thought out document which was well laid out and user friendly
- The Charter will be advertised and posted online

A5. Student engagement: mapping UEA processes onto Chapter B5 of the Quality Code

Reported in discussion:

- The Academic Officer (Louise) is on the Working Group
- Focus groups / mapping document
- FLTQCs should be able to help

ACTION students liaise with VR-C and BF; others with RD

A6. PQAF: Quarter 3 action plan and preparations for ARM meeting 28 January

Reported in discussion:

- Some issues still have an ‘amber’ code
- The arrangements are more streamlined this year
- Some students attending the actual event + up to 6 service users
- NSS and PQAF action plans are being aligned more closely

A7. External Examiner reports and responses: process and good practice event

- Good practice event to be held in the 2014/15 academic year
- Are separate UG and PGT events needed or could they be combined?
- Any professional body requirements should be integrated

ACTIONS **JJ to send out critical read form**
LW to report back on timings

A8. Code of Practice on Peer Observation of Teaching

Reported in discussion:

- Schools are on track to fully implement the Code of Practice

A9. Zero credit modules

Reported by the Chair:

- Zero credit modules will not be allowed in future except where necessary for professional courses
- Some stuff should be woven in

A10. REPORTS FROM MEMBERS

To receive

1) SEC (Student Experience Committee)

- SEC had not met recently

2) Academic Officer, STU

- No update

3) Student representatives

- VR-C reported back from the FMH group SSLC meeting
- IPL 3 and 4 conferences have very few spaces – RSC is under represented
- Could more days be run? - it is difficult to get a day everyone can make, and there are limits on the size of conference it is possible to run
- VR-C pushing for dementia training on all courses (dementia champion for RSC is Anne Killett)
- How do students feed back ideas for courses? Course directors, module evaluation, Teaching Directors etc – changes would be channelled through the School teaching committee
- The new school will give opportunities for interprofessional learning
- NSC and RSC need more cultural and sociological training – sustainability etc
- Cultural competencies around religions and effect on healthcare needs
- Global citizenship

ACTION SG MED moving and handling leads to liaise with NSC moving and handling leads to share best practice

ACTION RSC neurological handling + hoists – discuss at next Teaching Committee

- 4) School Directors (LTQ)
 - MED document received
 - NSC nothing further to report
 - RSC nothing further to report
- 5) Placements
 - JH is developing a 'Raising Concerns' cross-faculty log for students to raise concerns about providers
 - The log is a standing item on placements committee agenda and the University works in conjunction with the Trust to remove bad educators from the list
 - Steering group is encouraging a move to a coaching approach with mentors in a 'real life learning ward', based on a Dutch model where students give care and mentors watch
- 6) Service User Involvement
 - PQAF ARM meeting: service users will sit towards the back as a group – SH has emphasised that the Chair will have tight control of the agenda
 - NME – nothing to report
- 7) LTC
 - No update
- 8) TPPG (Taught Programmes Policy Group)
 - Electronic marking pilot
 - Moderation

A11. UEA Employability Award

Reported in discussion:

- Lisa Taylor in RSC is mapping out what RSC does onto the skills criteria, and is developing an Employability portfolio for health schools
- The new enhanced Careers centre would market the award
- Even for professional schools, non-traditional career routes are available if students think outside the box
- Potential employers have been consulted about the value of the award
- Colleagues need to help students understand these skills and how they are transferable
- Some concerns were raised about the systems used to collate the evidence