

LTC13D104 ii

Title: FMH LTQC Minutes – 26 February 2014
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Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 26 February 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.

Minutes of the meeting of FMH LTQC held on 26 February 2014

Present: Rosie Doy (Chair), Judy Barker (NSC), Zoe Butterfint (RSC), Sandra Gibson (MED), Julia Hubbard (NSC), Mary Jane Platt (MED), Vicky Reynolds-Cocroft (RSC), Jennie Vitkovitch (RSC), Rebecca Price (PLN)

Apologies: Ian Harvey (FMH), Kendra Crozier (NSC), Lynne Ward (LTS), Simon Horton (RSC)

With: Julia Jones (Secretary), Adam Veale (LTS)

1. MINUTES

Confirmed

the minutes of the meeting held on 22 January 2014 were confirmed

2. MATTERS ARISING

- (i) A2. University Teaching and Learning Strategy; the ADTP has redrafted this following Faculty comments
- (ii) A5. Student engagement and Chapter B5 of the Quality Code; the Academic Officer will liaise with the Chair to share information.
- (iii) A7. External Examiner reports; NSC have met with Lynne Ward to discuss timelines.
- (iv) Code of Practice on Peer Observation of Teaching; reported by the Chair:
The developmental and feedback aspects do not link directly into appraisal and performance review (unless the individual wishes it). Peer Observation links to the push for more HEA Fellows and Senior Fellows; Heads of School are currently compiling lists of colleagues to recommend for help to become HEA Senior Fellows. NSC are already working on a phased 2-year plan to help colleagues through. The MED list is currently too long and RSC have yet to supply a list.
ACTION: Chair to send new information received to Fel Hinch, NSC and RSC School Manager

3. CONFIRMATION OF CHAIR'S ACTION

Nothing to report

4. STATEMENTS FROM THE CHAIR

- (i) Working Group on General Regulation 14: Professional Misconduct and/or Unsuitability. Membership: Nigel Norris (SSDC Chair), Amanda Howe (MED), Rosie Doy (NSC), Karen Elliott (RSC). First meeting has taken place and the next one scheduled for June 2014. Professional bodies will be consulted and the new regulations will be submitted for approval in late autumn 2014 for implementation in 2015-16.
- (ii) BSc Paramedic Sciences validation event 25/26 April. 96 people have booked onto the open day.

A1. Student Satisfaction Surveys 2014: Confirmation of SES

- Becky Price provided the University survey schedule.
- The Student Experience Survey (SES) mimics the NSS survey and is taken by non-finalists. It may be possible to extend the time the survey is open.
- MED students don't take the SES as MED have their own version.
- For students, the ISD survey will in future be incorporated into the SES.
- Survey findings should be presented alongside contextual information.
- NSC statistics – Diploma students are not included in the reportable section.
- Becky confirmed that the placement data will be included in the main report this year.

A2. Current surveys: NSS; SES; PTES

Reported in discussion

- It would be useful for FMH if the NHS surveys could link with the NSS.
- PTES used to open in February but this has been changed to April.
- Becky confirmed that there was more scope with PTES than with the NSS to decide who would be invited to participate.
- The Chair asked Vicky (student rep) to comment on whether students are experiencing survey fatigue.
- Vicky replied that this was the case, and that Schools needed to actively market surveys.
- Becky advised that contrary to popular belief, the more positive students tended to complete surveys early, so a low response did not necessarily mean that only the disaffected students had participated.
- It was pointed out that the distinction between 'Edith Cavell Building' and 'Campus' was unhelpful and divisive; Becky confirmed that she would change this.

ACTION: BP to talk to Neil Ward about presenting contextual information/School feedback (ie action plans) alongside survey data

ACTION: Secretary to invite BP to the first FLTQC of the 2014-15 academic year

A3. UUEAS Student Experience Report

Reported in discussion

- Student Union discussion and recommendations either do not relate to the Professional Schools or the Schools are already working on the issues in response to the NSS.
- The Academic Support data is relevant, eg with respect to support for students on placement.
- The Faculty would amalgamate the School action plans into a co-ordinated response.

ACTION: MED and NSC TDs to send School responses to ZB

A4. Additional student representation

- Vicky reported that she had attended the MED SSLC and the students had no enthusiasm for engaging with FLTQC.

- The Chair stated that students were welcome to come and observe the committee, or on the other hand could take on full membership with accompanying responsibilities.

A5. Arrangements for FMH PBL/EBL staff training half day to share good practice

- The Faculty would like to hold event/s to share best practice.
- It would be difficult to find a suitable date for a day or half day event.
- Therefore 3 hour-long events were suggested for the 2014-15 academic year:
 - Good practice for student success (Maggie Bunting and Jenny Moore)
 - Innovations in teaching (Jennie Vitkovitch)
 - Assessment (Judy Barker and Sandra Gibson)
- The events could link to HE Fellowship applications.

ACTION: Chair to identify colleagues who might participate and contact them

A6. Sustainability work: updates from Schools

- Julia Hubbard NSC: Nursing and Midwifery are done and Julia is meeting Stefi Barna to discuss ODP – Stefi is pleased with NSC.
- Zoe Butterfint RSC: RSC are a bit behind as no one could attend the meeting. Zoe will take the issue to the next teaching committee meeting and then complete the template offline with Stefi. RSC has a very committed student involved with the process.
- Sandra Gibson MED: the process is going well and Stefi is pleased.

ACTION: Chair to circulate the NHS health curricula sustainability document

A7. NSC Attrition Project

- NSC have an intern who is analysing data re students who withdraw from the course (eg, age, ethnicity, qualifications on admission).
- The study is proving to be extremely useful and interesting.
- Homesickness does not appear to be as important as previously thought; many of the withdrawing students have NR postcodes.
- Very few of the withdrawals are as a result of academic failure.
- The exit form is not detailed enough to be useful; students tend to cite 'personal circumstances' but we don't know what these are.

ACTION: SG to give NSC the fellowship feedback data gathered relatively recently

ACTION: NSC to bring the final attrition report to FLTQC

A8. PQAF / ARM update (including resulting change to DBS processes)

- PQAR / ARM meeting went well and was very well attended. It was rigorous but we received more commendations than ever before.
- The Dean of Faculty had written to Health Education East of England to clarify UEA processes re the Disclosure and Barring Service.
- Joint NHS/UEA panels would be held to consider students where

- information was returned by the DBS.
- LTS would notify placement providers re student clearance (Occupational Health and DBS).
 - UEA still has an 'amber' rating for DBS.

ACTION: JH to talk to Antonia Shorten-Marsh about the process and to let Nicola Spalding know what is happening

ACTION: ZB to ensure that Jill Jepson is aware

ACTION: Chair to ensure that Becky Fitt is aware

ACTION: Chair/Secretary to bring Mark Hitchcock/Chris Bennett DBS process mapping document to the next FLTQC

A9. Feedback on new moderation processes and forms

Reported in discussion

- The FMH Schools had liaised to discuss the new moderation form and NSC had amended the form (with the permission of the ADTP) to include qualitative data.
- RSC were questioning whether it should be necessary to complete a moderation form for resubmitted work.
- The OSCE moderation form would be submitted to the MED assessment group.
- The Faculty was extremely keen to move to electronic marking and annotation of scripts as soon as possible; we are behind our competitors on this and it would make a number of processes much easier, including internal moderation and the submission of samples to External Examiners.

ACTION: Chair/Secretary to invite Ben Petley and Rachel Paley to the next FMH LTQC

A10. Timetabling – report from Schools / planning

- MED planning for groups appears to be going well.
- NSC – the Teaching Director and the LTS Co-ordinator are working with the Course Directors and the Module Organisers, and timetables for the September cohort are almost done. The skills lab has been added to the schedule, which makes it easier to avoid clashes. It is hoped that the improvements to timetabling will be reflected in the SES results.
- RSC Course Directors are collating information from the Module Organisers before submitting the timetabling requirements for the whole course to the Hub. This seems to be working well for UG but PGT groups are an issue.

A11. Confidentiality Policy: updates

- A joint FMH Confidentiality Policy is being developed with respect to students breaking confidentiality or using inappropriate practices.
- There was no update on progress with the cross-School liaison.

ACTION: MJP to liaise with Emma Sutton to ascertain progress

A12. External Examiner reports and responses

Considered and approved

Undergraduate External Examiner reports and School responses
(available to view on the Blackboard site)

A13. Progress in annual course review (QAR2 and QAR3 forms)

Considered and approved

QAR2 and QAR3 forms (available to view on the Blackboard site)

A14. REPORTS FROM MEMBERS

To receive

- 1) Student Experience Committee
 - No update
- 2) Academic Officer, UUEAS
 - No update
- 3) Student representatives
 - Vicky to attend a FMH-wide SSLC liaison meeting
 - Zoe had given Vicky School merger information for the meeting
 - The Chair requested to the Vicky ask the attendees how they would like to liaise with the Faculty and make their voices heard
- 4) School Directors (LTQ)
 - MED
 - Mostly covered earlier in the agenda
 - Very positive feedback received as a result of admissions evaluation
 - NSC
 - The School is offering incentives (money towards the graduation ball) by cohort to encourage students to participate in the NSS
 - Some issues with students swiping into lectures and then leaving, and students swiping other students in
 - RSC
 - Mostly covered earlier in the agenda
 - Issues with LTS support for PGT programmes
 - Incentive for NSS participation (£200 for graduation ball if 90% of students participate)
- 5) Placements
 - The Real Life Learning Ward in Amsterdam is taking off
 - Faculty uniform policy is being developed
- 6) Service User Involvement
 - Awaiting PQAF ARM report to feedback to SU reps and plan next steps / take action - post PQAF planning workshop takes place Friday 5th April
 - FMH SU steering group initiative – next steps in planning; key considerations include budgets, remit, representation; SH & RD are

meeting 28th March to start discussions

- SU Teaching Fellowship project: presentation at UEA T&L Day accepted as follows: 'Our study explored the impact of Service User (SU) involvement on pre-registration students' learning. Key benefits to learning included increased confidence, development of empathy and preparation as "real-world" professionals. We also highlight aspects of teaching that enrich the experience for both students and SUs, which will inform a web-based model of good practice at UEA'

7) LTC

- No update

8) TPPG (Taught Programmes Policy Group)

- No update

A15. RSC concerns re LTS support (additional agenda item)

- Issues with the PGT LTS support for 2 pre-registration programmes; the students have been affected but the School has managed to rebuild goodwill with the students.

ACTION: RSC TD to send a report to the Chair