

**LEARNING, TEACHING AND QUALITY COMMITTEE**

Minutes of the meeting held on Wednesday 2 October 2013 at 3.00pm.

Present: Dr Ben Milner (Chair), Dr Ros Boar (ENV), Dr Alan Bond (ENV), Dr Nigel Clayden (CHE), Dr Anja Mueller (PHA, standing in for Dr James Desborough), Dr Helen James (BIO), Dr Martin Loftus (Nat Sci), Dr Geoff McKeown (CMP), Dr Emilian Parau (MTH) with Rebecca Price (Planning Office) and Jean Whiting (secretary, LTS)

1. MINUTES OF THE PREVIOUS MEETING

Considered minutes of the previous meeting held on 10 July 2013 (*document A filed in the minute book*)

**Updates and Action Points**

2.4 – Workshop on how to manage a degree programme and the roles of programme directors and course directors	No nominations received
2.5 - Role of associate tutor – training sessions	No nominations received
2.6 Careers	The new Careers and Employability Office will open on campus in January.
5. Learning technology	Jo Bruce had circulated details to LTQC
6. UK Quality Code, Chapter B7 – External Examiners	Comments had been gathered and sent to ADLTQ.
7. Employability bids	Chair had circulated information to LTQC.
8. League table parameters	On agenda today (Rebecca Price from Planning Office will present).
9. Exam Boards (UG and PGT)	Chair had sent a report to Hub Managers.
10. Good honours	Chair had contacted Andrea Blanchflower and Garrick Fincham, and it was agreed that Garrick would create a more realistic target regarding good honours targets.
11.1 Year in industry – BIO and accreditation requirements for re-labelling BIO the affected BIO modules to be level 6 modules.	Secretary to liaise with Team Leader for BIO and ensure that BIO modules were correctly numbered for future years.

## 2. STATEMENTS FROM THE CHAIR

- 2.1 League tables.  
these will be considered this year in relation to NSS, good honours, retention, tariff, etc. Faculties will be expected to create action plans.
- 2.2 NSS.  
CHE to be congratulated as their position was second. NSS would be discussed later in today's agenda.
- 2.3 Employability week.  
This will take place in week 04. There will be information displayed to students using the Information Point TVs around UEA.

**Action: Chair to ensure that secretary obtains information to include in the Hub email bulletins.**

- 2.4 Teaching Fellowship.  
Schools would be asked to consider possible applications for teaching fellowship funds.

## 3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS

Received  
oral reports from members of University groups on matters of interest to the committee as follows:

- 3.1 ISD (Geoff McKeown)  
No meeting as yet.
- 3.2 Internal moderation and double marking (Helen James)  
Group has now concluded.
- 3.3 Appeals and Complaints (Nigel Clayden)  
Group has now concluded.
- 3.4 Absences (Alan Bond)  
Evision process is now complete for students to record their absence.

**Action: Secretary to provide information re absence recording to LTQC**

- 3.5 TPPG (Ros Boar)  
The next meeting will be on Tuesday 8 October. Items to be discussed are:
- Learning and Teaching strategy
  - Exam Feedback
  - Good honours statistics
  - Annual review and module review process
  - Awarding marks for engagement.
  - PVCs priority list (if LTQC have comments re this item these should be sent to Ros Boar asap)

#### 4. STATEMENTS FROM STUDENT UNION REPRESENTATIVES

Received an oral report as follow:

- Going well.
- Academic societies are set up
- Some business of these societies is to consider engagement

#### 5. NSS BRIEFING NOTES

Received an oral report from Rebecca Price (Planning Office), as follows:

- Two sets of data available (subject area data for marketing purposes and more detailed data for internal analysis purposes)
- Data based on full-time, first degree students.
- BIU circulates data and provides descriptions of what's happening in Schools.
- Some subject areas cross over (eg ENV and DEV)
- Data is produced by market research agency.
- Lots of elements to the analysis that BIU do before passing information to the Schools
- SCI is strong and rankings are very good
- A number of Schools have seen upwards movements in scores.
- BIO's rank is higher compared to competitors in a number of areas.
- Assessment and feedback is an issue across the University. Some areas of SCI are weaker compared to other areas of University.
- Promptness is a key issue.
- Re CMP, it is the weakest element for the Faculty and it is driven by large numbers of issues such as organisation, communication, timetable issues etc.
- PHA have slightly decreased in scores, and the negative areas are organisation and management, timetabling and placements.
- Other areas of University are fairly positive.
- Themes for league tables are teaching, assessment feedback and overall satisfaction,
- Student experience survey is an internal survey that UEA uses to help understand how the student are feeling

#### 6. GOOD HONOURS

At the meeting in July it was agreed that Directors of Learning and Teaching would provide a report at the first meeting of LTQC regarding good honours and what their School is planning to do in order to achieve their target.

**Action: DLTs to provide action plans to Chair.**

#### 7. SCIENCE ENROLMENTS

Received an oral report from Martin Loftus. Difficulties experienced with the Science enrolments were:

- Timetable clashes
- Rooms not big enough (students having to stand at the back of the room)
- Students not finding modules
- Modules are full and can't take any more students

- Hub staff spending time on trying to solve issues re timetabling
- Increase in student numbers, lack of available large cohort rooms
- IT suites are also a problem – there are not enough

**Action: Chair to raise with PVC academic.**

8. EXAM FEEDBACK

Each Faculty had been asked to provide exam feedback examples.

**Action: DLTs to provide details to Chair by Friday 4 October, who will provide a report for TPPG discussion (next meeting is Tuesday 8 October)**

9. UEA LEARNING AND TEACHING STRATEGY

Faculties had been asked to provide feedback.

**Action: DLTs to provide comments to Ros Boar in time for next Tuesday's TPPG, and after that to provide comments to the Chair for inclusion in LTC discussions at its next meeting on 23 October so comments to be given to Chair by then.**

10. START OF YEAR FEEDBACK

Noted

- there had been Study Abroad issues and module enrolment, clashes and dissatisfied study abroad students etc
- Information for new students website – improvement. Boxes at bottom of page, not useful and students could not see it properly if they used certain mobile phones
- Issues with optional modules for new students in CHE, Year 01 and these group of students had not been asked what they would like to do, before their arrival.
- Issues with PGT students and module enrolments and the students could not see their modules.
- Issues re PGT students who had not registered in advance. Seems PGT students were not informed of online registration etc
- PHA UG – communication issues re finding information.
- Non-module events on timetables were excellent – good development

**Action:**

- (1) Chair to feedback to Claudia Gray the issues re Study Abroad**
- (2) Secretary to add comments to the registration wash-up spread sheet**

11. COURSE APPROVALS

Noted that ENV BSc Geography programme had been approved by LTQC on 4 September 2013.