

**LEARNING, TEACHING AND QUALITY COMMITTEE**

Minutes of the meeting held on Wednesday 11 December 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 2 October 2013 (*document A filed in the minute book*)

**Updates and Action Points**

2.3 - Employability week	Took place in week 04 and information was displayed to students.
3.4 - Absences (secretary to provide information about absence recording to LTQC)	Web link sent on 6.12.13
6 - Good honours (DLTs to provide action plans to Chair)	On todays agenda
8 – Exam Feedback (DLTS to provide details to Chair)	Information had been received by the Chair.
9 – UEA Learning and Teaching Strategy (DLTs to provide information for TPPG)	Information had been provided.
10 – Start of year feedback. (Chair to feedback to Hub Manager re Study Abroad Issues and secretary to add comments to registration spread sheet)	Chair fed information to Hub Manager and secretary populated the registration spread sheet).

2. STATEMENTS FROM THE CHAIR

- 2.1 Learning and Teaching document will be produced and it will be short and punchy for staff, students and potential students.
- 2.2 Learning and Teaching day will take place on 8 May 2014 and there will shortly be a call for papers. SCI need to be more visible. Noted that the event clashes with an HE stem event.

Action: Chair to ask ADLTQ if the Learning and Teaching day can be moved

2.3 PTES survey results. Noted that SCI performed well in survey and CMP in particular was very successful  
Action: secretary to send results to DLTs.

2.4 Extensions and issues over self- certification. ADLTQ has provided guidance on how to address this issue. Once 20 days has passed, the student with the extensions needs to be set another piece of work, but this seems unworkable.

ADLTQ options are:

- Work will be handed back on set time and not be held back for extension cases
- Students will still get feedback as usual
- Issues re self-certifying and marking timelines etc
- Worries about self certs and projects and dissertations and next semester
- Collect data and provide report on self cert behaviour across SCI schools.

Action: Chair to forward ADLTQ email to DLTs

2.5 Steve Dorling (ENV) has been appointed as Associate Dean for Employability

### 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)  
Nothing reported.

3.2 Absences (Alan Bond)  
This is ongoing. The SITS team are working through further developments and a new development is available where reports can be produced and automatic emails are being used.

3.3 HEA Recognition Group (Helen James and Emilian Parau)  
At the last meeting, the group considered how it was going to work, it talked about fellowship levels in HEA and will meet again next week

3.4 Academic Appeals and Complaints  
Group has now concluded its business.

3.5 TPPG (Ros Boar)  
Items discussed at the last meeting (20 November) were:

- UEA has a new Head of Learning Technology (Alicia McConnell)
- The ROGO e-assessment system was demonstrated. The software was designed by Nottingham University and it runs both formative and summative online assessments.
- Potential benefits of standard UEA-wide module outlines (on eVision and/or Blackboard) are still being discussed and the aim is to remove duplication of effort and increase access to information.
- Standardised assessment tariffs. The aim is to standardise workloads. Implications for setting word counts are still being discussed (i.e., relationship between word count and workload need not be close so equivalence needs to be defined).
- Graduate Attributes. ADLTQ will discuss a draft document with students about this.

Noted that all DLTs could access TPPG Blackboard site for more information and the next meeting will be on 16 January 2014.

#### 4. STATEMENTS FROM STUDENT UNION REPRESENTATIVES

Received an oral report as follow:

- Re HEAR, students haven't heard much about this, especially first year students for whom this process was relevant. Noted that DLTs had reported information last year to students, but nothing further has been reported and that University was still engaging with the external company.  
Action: ADLTQ to find out more information about HEAR and report back to the next meeting.
- SU will be undergoing a restructure. UEA is under resourced compared to other Institutions, so a restructuring will take place.

#### 5. LEARNING TECHNOLOGY

Received

A presentation from Alicia McConnell, Head of Learning Technology. Main points were:

- There are approximately 550 online sites across UEA.
- Role of the Learning Technologist is to spread good practice.
- What would the SCI Faculty like – what is their wish list?
  - Insist Blackboard is used by all members of staff?
  - More use of flipped lectures (engage with understanding, improve feedback for modules etc)
  - Camtasia – coordinate audio with power point display
  - Audio visual streaming ( sometimes difficult to organise this and difficult to obtain the equipment etc)
- Learning Technology is currently engaged in:
  - Camtasia Party (academics demonstrate Camtasia to peers, feedback is invited etc) – this could this be organised for SCI?
  - Using action centred leaning groups re Camtasia

- Would it be helpful for the Head of the Learning Technology to come to Schools (eg Boards, Staff Meetings, SCI party?) to promote learning technology and offer demos? LTQC agreed.

Action: Chair to email Head of Schools (and School Managers) and ask that Alicia McConnell is invited to future groups within the Schools to enable her to promote learning technology.

## 6. ANNUAL COURSE REVIEW (2012-13) AND MODULE REVIEW (2013-14)

Received

An oral report from the Chair (documents to be considered at the February meeting)

## 7. E MARKING

Received

Oral report from Chair (Ben Milner), Secretary (Jean Whiting) and Head of Learning Technology (Alicia McConnell) as follows:

- The pilot of emarking for a selection of modules is running in Week 11 and 12 of semester 1
- Several SCI modules are taking part in the pilot
- Generic coversheets are being attached to the coursework, unless the module organiser has provided their own.
- The marker will be using adobe 11 reader to mark the work electronically.
- Markers are enjoying being able to provide audio feedback
- Feedback will be obtained from the participants of the pilot once the process has concluded.

Initial feedback from LTQC members were:

- Wondered how easy is was to draw and free hand using adobe reader 11
- How can corrections be drawn on chemical questions
- Hard to use the system for submissions such as notebooks, portfolios, field courses, eg., non standard submissions
- Wondered if the coursework submission files could be corrupted?
- If markers would be expected to mark electronically, could devices be "borrowed" from the University?
- Should digitiser screens be used?
- Speeds up feedback response times

## 8. EXAM TIMETABLES

Received

An oral report from the Chair as follows:

- There have been issues regarding the suitability of examinations timetables and the Assessment Office have confirmed that they will be more flexible in the scheduling of exams (eg only 1 exam scheduled per day). Assessment

Office will be more amenable to requests for timings of exams. Examination timetables will be published on 7 March and if SCI have any particular suggestions re timings of exams etc., DLTs should email the Chair by 20 December 2014.

Action: DLTs to email Chair with particular requests.

8. UNIVERSITY ROLE DESCRIPTION: MODULE ORGANISER

Noted

Comments from the academic development workshops on the 'Role of the Module Organiser' would be usefully fed into a draft proposal for a University Module Organiser Role. ADTP has requested that the proposal is considered by LTQCs, TPPG and then to LTC (preferably to be with the latter by Jan/Feb 14). (Document B filed in the minutes book).

Action: DLTs to send any comments they have about this document to the Chair.

9. PEER REVIEW

Received

An oral report from the Chair.

Noted that Chair has reported SCI activity at the last LTC. There was a school – based form to be used for recording peer review and there is a faculty-based proforma. Action: Chair to send web link where DLTs can find further information.

11. FACULTY FEEDBACK ON LTS REPORT 2012/13 (3.00pm)

Received

An oral report from the SCI Faculty Manager.

12. CORPORATE PLAN STRATEGY DOCUMENT AND SCHOOL ACTION PLANS

Received

Oral reports from the Chair and SCI Faculty Manager.

13. ANY OTHER BUSINESS – to close

Received

14. COURSE CLOSURES

Name of course	Course Code	Associate Dean Approval
Computer Science with Electronics (BSc)	G4H6	✓

Computer Systems Engineering (Ordinary)	G412	✓
Computing for Business	Currently within the School for processing	
Computing for Business with a year in Industry	Currently within the School for processing	
Software Engineering	Currently within the School for processing	