

**LTC13D104 iv**

**Title:** *SSF LTQC Minutes*  
**Author:** Heather Reynolds  
**Date:** 12/6/14  
**Circulation:** List of recipients  
**Agenda:** LTC13A006  
**Version:** Final Version  
**Status:** Open

---

**Issue**

To receive the Minutes of the Faculty of Social Sciences, Teaching and Quality Committee meeting held on 23 April 2014.

**Recommendation**

None.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: [h.reynolds@uea.ac.uk](mailto:h.reynolds@uea.ac.uk), for any queries/further information relating to this document.

**Background**

N/A

**Discussion**

N/A

**Attachments**

**LTQC Minutes**

**SSF LTQC 13A006**

Minutes of a meeting of the SSF LTQC held on Wednesday 23 April 2014, commencing at 1400, in A1.83 (DEV Meeting Room)

**Academic Members present:**

Helena Gillespie (Chair)  
Lee Beaumont (EDU UG)  
Neil Cooper (PSY)  
Martin Gill (SWK)  
Shawn McGuire (DEV)  
Ratula Chakroborty (NBS)  
Sue Long (ECO)  
Duncan Sheehan (LAW)

**Student Member present:**

Moji Adegbile (SSF Postgraduate Representative)

**Apologies**

David Mead (LAW Duncan Sheehan represented)  
Becky Fitt

**With:**

Heather Reynolds (Secretary)

---

**1. MINUTES**

**Confirmed:** the Minutes of the meeting of 26 February 2014.  
**Document 13M005 available online**

**2. MATTERS ARISING FROM THE MINUTES**

None.

---

**SECTION A: ITEMS FOR REPORT**

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder with discussion taking place via the discussion board online.

**A.1 STATEMENTS FROM THE CHAIR**

Request to members to publicise the Learning & Teaching Day.

**A.2 LTC UPDATE**

LTC update following meeting on 19 March 2014 (document online).

- **Careers fair** 23 October 1200 – 1700 – consider suspending teaching timetable for some or all of that period, particularly first and second year teaching. Could schools do this? Teaching not required to be rearranged. Very important event, with plenty of advance notice to enable arrangements.

TDs asked to feedback in respect of how this might impact upon SSF schools.

- Concern expressed that students may not attend UEA at all if teaching timetable suspended.
- SWK TD – second years very busy timetable, first years would have teaching, many students would take advantage and do something else.
- ECO TD – full timetable. First year workshops. Seminars yr 2 modules and yr 3 seminars possibly.
- DEV TD – p.m. first year seminars usually intensive (40cr module), hard to rearrange. Yr 3 students mostly overseas. Most DEV students don't see standard careers fair as relevant to them as they are looking for diverse careers.
- PSY TD – yr 1 relatively unproblematic but would prefer to run first year workshops (1 hour) and direct students to Careers Fair once these are finished. Yrs 2 and 3 lectures not a problem.
- LAW - prefer to send students after classes. Lectures and seminars likely to be timetabled but students unlikely to be timetabled all afternoon.
- EDU TD – yrs 1,2,3, will have lectures and seminars but are unlikely to be timetabled all afternoon.
- NBS TD – concur with everybody, Masters is a busy programme. Strange strategy to suggest postponing teaching to enable attendance at a Careers Fair. Will feedback on students' timetable.
- Rationale for cancelling teaching requested. Lack of consultation.
- Extenuating circumstances regulations are changing for the next academic year – self-certified extensions will be for 5 days and only one application may be made per academic year. Any self-certified application must be made on the first occasion in the year that the student wishes to request an extension. LTS will be communicating this amendment to students.

### **A.3 FACULTY APPEALS & COMPLAINTS COMMITTEE**

Report available online.

### **A.4 COURSE REVIEW**

Course Review Schedule for 2013/14 available in the Course Review folder on this BB site.

Faculty Report to LTC (CR3) relating to 2012/13 Course Reviews will be made available in due course..

Teaching Directors encouraged to forward plan course reviews.

### **A.5 LEARNING & TEACHING DAY**

UEA's eighth Learning & Teaching Day will be on 'Creative Approaches to Engagement and Assessment'. The date is Thursday 8 May 2014. Enrolment is now open for all UEA staff – an online form is available via this link:

<http://www.uea.ac.uk/csed/LTDay2014>. A programme, poster and set of abstracts for the Learning and Teaching Day are available online – please could you circulate these to your colleagues. The Strategy document is also available online and on the LTS website at <http://www.uea.ac.uk/learningandteaching/documents/learningteaching>.

## A.6 ANNUAL MODULE REVIEW AND ANNUAL COURSE MONITORING

Deadline for completing the review of 2012/13 modules and courses was 8 November 2013 (UG) and 30 November 2013 (PGT). All Annual Course Monitoring forms (Course Director's report form and School Summary form) should have been submitted to Secretary by now. Template forms can be found in the Module Review and Annual Course Monitoring and Update folder on this Blackboard site.

Completed forms received are available in the Module Review and Annual Course Monitoring and Update folder on this BB site.

Please note that deadlines for completion of the 2013/14 Annual Course Monitoring are as follows:

UG - 29 August 2014

PGT - 28 November 2014

### Summary of Data Sources for 2013-14

1.Module Data	2.Course Data	3.Data Set	4.Provision/Location of Data
Marks and Boxplots	Marks and Boxplots	2013-14	Provided directly to the Lead Academic by LTS
	Rank Order Lists	2013-14	Provided directly to the Lead Academic by LTS
Student Evaluations	Student Evaluations	2013-14	Provided directly to the Lead Academic by LTS
Oral External Examiners' Comments	Oral External Examiners' Comments	2013-14	Provided directly to the Lead Academic by LTS
SSLC Data	SSLC Data	2013-14	Provided to Lead Academic on request by Local Support
	Employability	2012-13	BIU/Employability
	Good Honours (interim data)	2012-13	BIU/Good Honours and Progression
	Entry Standards	2013-14	BIU/Entry Standards
	Continuation Rates	2012-13	BIU/Continuation Rates
	Equality Profiles	2012-13	BIU/Quality Assurance Review/Student Data 2013/UG or PG
	Core Performance Data	2012-13	BIU/Quality Assurance Review/Student Data/2013/UG or PG
	NSS	2012-13	BIU/Student Experience/NSS
	SES	2013-14	BIU/Student Experience
	PTES	2012-13	BIU/Student Experience

Additional information available online.

## A.7 DISSERTATION OPTIONS

SSF students wishing to enrol on two dissertations, within their profile, may do so.

## A.8 EXAM SUPPORT FOR STUDENTS

DOS Learning Enhancement Team's support for students preparing for examinations:

- Workshops covering revision and exam technique have commenced in the Library: full details at [http://www.uea.ac.uk/services/students/let/workshops/academic\\_skills](http://www.uea.ac.uk/services/students/let/workshops/academic_skills)

- Study guides and other resources online: [www.uea.ac.uk/dos/revision](http://www.uea.ac.uk/dos/revision)
- Follow us on Twitter @uea\_let and #UEAexams for more information and advice. You will find a summary of the support offered by Schools online.

## **A.9 PEER OBSERVATION**

SSF school peer observation results to date available online. ATs may be exempt but, where schools decide they are not, ATs may not observe ATs

---

## **SECTION B: ITEMS FOR DISCUSSION AND ACTION**

### **B.1 NEW COURSES**

#### **PSY:**

1. MRes in Cognitive Neuroscience
2. MRes in Developmental Psychology
3. MRes in Social Psychology

Approved by SSF LTQC (academic case) 19.3.14, SSF Exec (business case) 20.3.14.

BSc (Hons) Psychology with Year Abroad

Approved by SSF LTQC (academic case) 19.3.14 and SSF Exec (business case) 7.3.14

All of the above were approved by LTC 19.3.14

Proposal documents available in New Course Proposals and Course Closures folder online..

Please note that PSY are requesting a change from MRes to MSc in respect of the MRes programmes listed above.

### **B.2 CHANGES TO EXISTING PROGRAMMES**

#### **DEV**

MSc Climate Change

MSc Environment and International Development

Scrutineer: David Mead

Both of the above were approved by SSF LTQC (academic case) 25.3.14 and SSF Exec (business case) 19.3.14

#### **EDU:**

MA in English and Second Language Teaching.

Scrutineer: Shawn McGuire

Proposal documents available in New Course Proposals and Course Closures folder online. A reference copy will be available at the meeting.

EDU TD comments – niche area, revamping masters courses. All Masters courses are CW based including presentations etc. but no examinations.

Scrutineer's comments (available online) – course fine, logical. Three new modules - will the course recruit sufficient students to justify these? Might this course draw applicants away from other courses? School indicate revenue neutral – balancing expertise within school. Variation in assessment practices not clear from application – appears to be just essays – this needs to be clarified. No reason not to approve course.

#### **RESOLVED:**

To approve minor course change proposal for MA in English and Second Language Teaching subject to an updated proposal from EDU responding to the comments raised. This will enable the course to be marketed and feedback given to the course team by the TD.

### **B.3 REBECCA PRICE (1415)**

PTES presentation to facilitate planning.

- See presentation handout available online which includes School scores.
- 2012/13 data. Distributed to all PGT students.
- Similar to NSS questionnaire.
- Cannot rank but can compare sector (with competitors).
- Data briefing note available on BIU BB site.
- Response rate poor.
- It would be helpful if academic colleagues encouraged students to take part.
- Students select their subject area. In future their schools and courses will be recorded as students do not always select correct subject area. PTES briefing note contains details of students choosing subjects other than their own.
- Building in to enable us to compare domicile groups. Also pinpointing professional courses and cognate and conversion masters.
- Perceived issues with language and culture came out in verbatim questions. International students struggling with language and home students feeling isolated within their course (interaction problem for those with language difficulties).
- New questionnaire is better than old questionnaire, system improving.
- Disaggregation by students' actual courses will be possible in future.

### **B.4 FABIO ARICO (ECO) (1500)**

Presented NSS Project findings.

- Presentation handout available online.
- A & F= assessment & feedback scores – black line = av of all questions.
- Possible to match graph ups and downs with drivers/policies within school.
- Shift our attention away from year to year comparison and focus on trends.
- Student suggested that this survey could take place during first semester as student experience wouldn't be very different.
- Balancing higher response rate against valid data.
- NatCen indicated the outcome of their consultation should be reported July.
- Correlation between assessment and feedback and overall satisfaction is very weak. Organisation and management score is best predictor of student overall satisfaction. Timetabling often raised as an issue.
- More attention should be given to qualitative feedback.
- Focus on how we are going to close the feedback loop.
- School NSS reports feed into Chair's report which is submitted to LTC.
- Schools feedback to the next cohort of students – those that complete the NSS have already left.

## **B.5 COURSEWORK TURNAROUND TIMES AND CHANGE IN REGULATION RELATING TO CW TITLES AND EXTENSIONS**

Discussion continued from February meeting.

LTC: A proposal to amend the rules relating to self-certified coursework deadline was approved. This included amending the rules enabling students to self-certify a coursework deadline extension request from once each semester to once each academic year. The duration of the extension would change from 7 working days to 5 working days and could only be used in support of the first extension request. The amendments were, in part, a response to the difficulties created by huge volume of requests received in the Hubs and the impact on marking and returning work with extended deadlines back to students. It was agreed that a communication strategy be put in place to advise students of the policy change which would come into effect in the 2014/15 academic year. This would be coordinated by the Learning and Teaching Service.

Data attached:

DEV/ECO/LAW UG and PGT extension data to January 2014

EDU/NBS/PSY/SWK and DEV/ECO/LAW CW turnaround data

LTC Paper Changes to EC Regulation for 2014-15 - Communications Plan

**Document 13D016 available online**

## **B.6 SCHOOL ACTION PLANS**

Discuss the method that Teaching Directors would like to use in order to report back on School Action Plan progress at the July meeting.

### **RESOLVED:**

- TDs to consider which are the two biggest challenges faced by their schools and convey these to the Secretary by 16 June. Secretary will collate, share with chair and add item to the July agenda.
- To discuss within group.
- TDs may provide a handout if they wish.
- To include highlights/lowlights, common problems.

---

## **SECTION C: ONGOING ITEMS FOR REGULAR REPORT**

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

### **C.1 COURSE CLOSURES**

None to report.

---

## **SECTION D: EXTERNAL EXAMINERS REPORTS**

**Deadlines:**

**23 August 2013 – receipt of UG External Examiners' reports by Assessments Office (Assessments Office will remind those External Examiners who have not submitted by this deadline)**

**11 October 2013 – consideration of UG External Examiners' Reports by**

Schools and for draft responses to be received by FLTQC.

15 November 2013 – Faculty LTQC to approve responses to UG External Examiners' reports and for schools to send formal responses to UG External Examiners.

13 December 2013 – FLTQC UG External Examining process report to LTC.

13 December 2013 – receipt of PGT External Examiners' reports by Assessments Office (Assessments Office will remind those External Examiners who have not submitted by this deadline).

31 January 2014 – consideration of PGT External Examiners' reports by schools and for draft responses to be received by FLTQC.

28 February 2014 – FLTQC to approve responses to PGT External Examiners' reports and for schools to send formal responses to PGT External Examiners. FLTQC PGT External Examining process report to LTC.

#### **D.1 EXTERNAL EXAMINERS' REPORTS 2010/11 COMPLETED**

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

EDU – Levy (PGT)

#### **EXTERNAL EXAMINERS' REPORTS 2010/11 OUTSTANDING**

SWP – Johns (PGT) – with LTS

#### **D.2 EXTERNAL EXAMINERS' REPORTS 2011/12 COMPLETED**

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

DEV – Lind (UG)

LAW - Scott (PGT) – Report not submitted, not available to be perused

NBS – Rogers (FT), Rogers (PT) (MBA), Almond (MSc)

Rogers (PT) - MBA Executive and Strategic Carbon Management (London)

Chair's comments for the attention of SSF LTQC:

External's Recommendation regarding markers providing an "audit trail" for their mark by in-text comments, even on exam scripts, and the legibility of comments" - to be referred to the wider University.

SWP - Hart (PGT) - Report not submitted, not available to be perused



## **EXTERNAL EXAMINERS' REPORTS 2011/12 OUTSTANDING**

DEV – Lowe, Sanchez-Ancochea (PGT) – with Scrutineer

### **D.3 EXTERNAL EXAMINERS' REPORTS 2012/13 COMPLETED**

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

DEV - Lind, Sen, Stringer (UG), Franks, Garforth (PGT)

Lind (UG): Scrutineer's comments for the attention of SSF LTQC:

There is mention (para 1.6) of criteria devised to assist in marginal cases at exam boards – this would be helpful to know and to share.

Ditto – the praised support for dissertation students seems a mark of good practice.

Sen (UG): Scrutineer's comments for the attention of SSF LTQC:

It is clear colleagues elsewhere might benefit from a sharing of the various assessment types and strategies devised and utilised in DEV. Again, the criteria adopted for borderline cases (see response to Lind, above).

Stringer (UG): Scrutineer's comments for the attention of SSF LTQC:

How to ensure consistency of feedback esp across large marking teams but even simply where there are colleagues with differing views/expectations/teaching practice. We had a sharing good feedback practice session in LAW last year.

Step-marking in the 1<sup>st</sup> class category.

Garforth (PGT): Chair's comments for the attention of SSF LTQC:

External's Recommendation regarding encouraging all markers to provide brief comments on examination scripts to indicate why a particular mark was given.

EDU - Smith (UG)

Smith (UG): Scrutineer's comments Section D: Issues for the Attention of SSF LTQC  
Good Practice Worthy of Dissemination:

A glowing report. The aspects of praise should be disseminated widely, particularly the comments on the quality of feedback, depth of learning outcomes, and professional and efficient management from faculty and administration. This report should be always placed alongside NSS, LTQC, and module reviews, when the Course conduct their reviews, or when the School considers 'Action Plans' (e.g. for NSS) – as a helpful reminder that a great deal is working well, and that wholesale changes may not be needed.

LAW – Soyer, Reed (PGT)

## **EXTERNAL EXAMINERS REPORTS 2012/13 OUTSTANDING**

CCE – Mannerings - with Task Group member

CCE – Carswell, Richardson - with School

CCE – Seddon - report not submitted

DEV – Hurt, Sanchez-Ancochea, Wilson, Williams (PGT) - with Task Group member

DEV – Lowe (PGT) - report not submitted

EDU – Stone (PGT) - with School

EDU – Alexander, Carmichael, Battersby, Beaton, Burstow, Childs, Clarke, Croft, Levy, Ford (PGT) - with LTS

LAW - Ashiagbor (PGT) - with School

LAW - Marson (UG) – with LTS

LAW - Anderson (UG), Gehring, Scott (PGT) - report not submitted

NBS – Melewar, Rogers, Weetman (MSc - PGT) - with Task Group member

NBS – Almond, Tan (MSc - PGT), Rogers (MBA (FT) – PGT) - with School  
NBS – Ioannidis, Souchon (MSc - PGT) (UEA LOND), Davies (MBA (FT) – PGT) -  
report not submitted  
PSY - Vitkovitch (UG) – with Task Group member  
PSY - Millings (PGT) - with LTS  
PSY - Cook (UG) - report not submitted  
SWK – Bailey, Baron, McGregor (PGT) - with Task Group member  
SWK - Doel (PGT) - with LTS

---

### **DATE OF NEXT MEETING AND FUTURE ITEMS**

Wednesday 11 June 2014 commencing at 1400, in A1.83 (DEV Meeting Room)

1. Anne-Marie Bruner-Tracey (Study Abroad Office) – to discuss the process for setting up study abroad options within course profiles.  
Jeremy Schildt – to discuss the annual report of the Learning Enhancement Team and LET support.  
Lynne Ward – to discuss 2013-14 Annual Module and Course Review and the need to ensure 100% compliance for the 2015-16 HER.  
Meeting: JUNE 2014
2. School Action Plans – Progress Reports.  
Meeting: JULY 2014
3. Senate Scales – revisit to assess the impact of the new UG Senate Scales introduced 2012/13.  
Meeting: MAY 2015