

LTC14D058

Title: *SSF LTQC Minutes*
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Issue

To receive the Minutes of the Faculty of Social Sciences, Teaching and Quality Committee meeting held on 9 July 2014 and 17 September 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, for any queries/further information relating to this document.

Background

N/A

Discussion

N/A

SSF LTQC 13M008

Minutes of a meeting of the SSF LTQC held on Wednesday 9 July 2014,
commencing at 1300, in A0.31

Academic Members Present:

Helena Gillespie (Chair)
Neil Cooper (PSY)
Jeanette Cossar (SWK)
Shawn McGuire (DEV)
Rob Grant (DEV)
Ratula Chakraborty (NBS)
Naresh Pandit (NBS)
Sue Long (ECO)
David Mead (LAW)
Claudina Richards (LAW)
Lee Beaumont (EDU)

Student Members Absent:

Louise Withers Green (SU Academic Officer)
Molly Rushworth (SSF Faculty Convener)
Moji Adegbile (SSF Postgraduate Representative)

With:

Heather Reynolds (Secretary)

Apologies:

Becky Fitt (LTS Manager)

1. MINUTES

Confirmed: the Minutes of the meeting of 11 June 2014.
Document 13M007 available online

2. MATTERS ARISING FROM THE MINUTES

- New code of practice for student engagement.
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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

None.

A.2 LTC UPDATE

LTC update following meeting on 25 June 2014 (document available online).

- 2015 Learning & Teaching Day on 7 May.
- Attendance Monitoring – STU opposed to any form of attendance monitoring. Christina Chan leading on streamlining the process. If there are bespoke attendance monitoring systems going on in schools please talk to LTS about these as there is no reason to change the system currently provided the minimum requirement is met. Need to ensure that the data feed available to UKBA is robust so individual systems may need to feed into this.
- PVC had written a paper about reducing number of modules with 10 or fewer students. Low impact on SSF at UG level but higher impact at PGT level. Not initially a learning and teaching matter but Chair raising the paper with HoSs through the Dean. Timetabling driving this (using space effectively rather than cost saving) – reducing number of groups of 4,5,6 students occupying seminar rooms which could cater for 20 students (causes congestion problems for average sized groups of 20/30). There appears to be a compromise which is being discussed.

A.3 FACULTY APPEALS & COMPLAINTS COMMITTEE

June report available online.

A.4 COURSE REVIEW

Schedule for 2013/14 and Faculty Report to LTC (CR3) relating to 2012/13 Course Reviews available in the Course Review folder online.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B.1 NEW COURSES

NBS

MSc Advanced Operations and Logistics

Scrutineer's comments attached - Lee Beaumont (EDU TD)

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

Scrutineer - Research led and research informed teaching – not focusing on a lecturer's sole area. Encompasses ATS and ATR roles.

NBS TD – repackaging of course.

APPROVED

EDU Primary PGCE

Scrutineer - Shawn McGuire (DEV TD)

Scrutineer - Identical to the string of courses reviewed last year – repackaging of PG provision. No additional teaching content. Looks solid. Staffing – existing courses being phased out. Formative feedback seems a little thin but this may not have been covered in the paperwork.

EDU TD - salaried students have to be recruited and owned by schools – pass to EDU for training –back to schools for class work then pass back to EDU. This isn't an attractive route for Norfolk schools. Trying to make all strands available.

B.2 CHANGES TO EXISTING PROGRAMMES NBS

BSc International Business Management
Scrutineer's comments attached (Lee Beaumont)
Proposal documents available in New Course Proposals and Course Closures folder online.

Chair – course moving from London to Norwich.
Scrutineer – overall proposal fine. Transferring not clear – marketing? How is this course progressing?
NBS TD – course will be marketed alongside other courses.

B.3 ANNUAL MODULE REVIEW, ANNUAL COURSE MONITORING AND COURSE REVIEW

TDs to report back on (a) whether their modules for review are on the list and (b) the availability of data to enable. Secretary to feed comments back to Lynne Ward.

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
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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 attached and further information available at https://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate.

Link to LTS Quality Review Blackboard Site

https://learn.uea.ac.uk/webapps/portal/frameset.jsp?tab_group_id=5_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_103238_1%26url%3D

Link to School Annual Review of Assessment and Moderation document

<http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530><http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530>

Link to Internal Moderation Policy

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/Internal+Moderation+Policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/Internal+Moderation+Policy)

Schools' annual assessment feedback and moderation meeting – LTS QAR 3 form – third box p1 – summary of good practice and action plans. If this contains action plan which includes issues around assessment and feedback etc. we will have fulfilled requirements. We understand it is important and will engage with it. All school summaries complete by the deadline will mean that the task is complete. QAR 4 form for PVC to fill in being suggested.

Secretary to clarify and circulate deadlines.

B.4 REVIEW OF FORMATIVE ASSESSMENT

TDs to consult within schools and feed back to September meeting. Appendix A is a formative assessment toolkit. May decide to discuss in September or, if TDs decide that no intervention is needed, further discussion may not be necessary.

Document 13D024 available online

B.5 SUPPORT FOR STUDENTS BETWEEN INITIAL ASSESSMENT AND REASSESSMENT

TDS to consult within their schools in respect of how their schools support students undertaking reassessment and feed back to the September meeting. TDs to feedback to Secretary by the beginning of September (UG and PGT). Information to be passed to the Chair who will provide a faculty report.

Document 13D025 available online

B.6 COURSEWORK TURNAROUND DATA

Additional data tabled for information.

- Not all self cert extension data was available.
- CW turnaround seemed to be fine.
- All SSF schools have Good Honours percentage of 70% or above.
- Amazing outcome for the Faculty. Equates to around 1000 students over the last three years going out with a Good Honours degree other than would have done.
- Please raise any issues directly with LTS colleagues.

Document 13D026 available online

B.7 SCHOOL ACTION PLANS

Revisiting School Action Plans – discussion relating to the two biggest challenges faced by each School.

EDU and ECO plans held online.

ECO:

Challenge 1: Student Engagement

- Around week 4 there is a tendency for students to miss classes.
- High number of reassessments – BIM requires passing all modules.
- Students seemed slow to engage.
- Advisers perform the usual role undertaken by Advisers.
- Support tutor team focus on students who perhaps could be pushed to work at a higher level. Following Student Progress Meetings they offer students module specific support.
- Study skills opportunities at the beginning of the first year.
- Pursue next academic year once further investigation has taken place.

Challenge 2: Team Teaching and Module Co-ordination

- Move to 40cr modules.
- Considering how modules link across the year.
- Mapping 1st, 2nd and 3rd years.
- Problematic - bigger teaching teams for fewer modules.
- Online module evaluation – 13 colleagues involved and system only permits 10.
- Teaching teams will be smaller next year.
- The School has created a new role of Director of Teaching and Learning Enhancement.

EDU:

Challenge 1: Time to be innovative/to consider alternatives or new initiatives/to liaise with individuals etc.

- Workload problem.
- Teaching staff stretched – those that have left haven't yet been replaced. Delay between somebody leaving, the School's needs in this respect being decided, the HR process of advertising etc and arrival of replacement(s).. CDs undertaking more teaching so less time to be strategic.

Challenge 2 Staffing (on some courses) – a lack of (number of staff)

- Small teams, perhaps just one teacher doing everything.
- Concern around sickness and the implications.
- Difficult to plan – new government making changes, sometimes weekly – PGCE affected.
- High number of ATS staff in EDU – coming from practitioner route rather than PhD.

Challenge 3 Rooms – lack of appropriate rooms in EDU/on campus (linked with timetabling – i.e. different rooms each week for same group etc.)

- Previously used own specific specialist rooms which are now being used by other schools who don't necessarily need the specialist rooms.
- Delay in building rooms needed now.

LAW TD had noted attendance and engagement as a challenge – they noticed from module evaluations that the number of hours students declared to be spending on modules is very low (one module 9 hours over two weeks).

LAW employ some lawyers but have pretty even balance of ATR and ATS. They have a small number of people who teach foundation modules and these would be seriously impacted if anything happened to one of this group.

DEV, LAW, PSY, NBS, SWK will report back on their challenges to September meeting.

Document 13D027 available online

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

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.

SWP – McGregor (Skehill) (PGT) – Letter only (School Response approved 26.02.14)

EXTERNAL EXAMINERS' REPORTS 2011/12 OUTSTANDING

DEV – Lowe, Sanchez-Ancochea (PGT) – with School for amendment following Scrutiny

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.

CCE – Carswell

EDU – Childs, Battersby, Alexander (PGT)

Childs (PGT): Section D: Scrutineer's Comments for the attention of SSF LTQC:

Noted concerns about commitment to a 90-day turnaround for Responses to External Examiner Reports prior to full discussion regarding this matter.

Battersby (PGT): Chair's comments for the attention of SSF LTQC: External's comments 4.2 Areas of Good Practice Worthy of Dissemination to be highlighted at LTQC.

NBS - Rogers, Davies (MBA (PT) – PGT)

PSY - Vitkovitch (UG)

Vitkovitch (UG): Section D: Scrutineer's Comments for the attention of SSF
LTQC:

**Sharing Good Practice: Quality and Scope of Feedback on Formative Work:
External's comments 3.6 on Assessment Methods re. the additional feedback
sheet for formative work**

SWK – Bailey, Baron, McGregor (PGT)

EXTERNAL EXAMINERS' REPORTS 2012/13 OUTSTANDING

CCE – Richardson - with School

CCE – Seddon - report not submitted

DEV - Sanchez-Ancochea, Lowe (PGT) – with Task Group member

EDU – Stone (PGT) - with School

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

LAW - Ashiagbor (PGT) - with Task Group member

LAW – Marson, Anderson (UG) – with LTS

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

NBS – Ioannidis, Souchon (MSc - PGT) (UEA LOND), - report not submitted

PSY - Millings (PGT) - with School

PSY - Cook (UG) - report not submitted

SWK - Doel (PGT) - with School

DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 17 September 2014, commencing at 1400 in **TPSC 2.24**

Future Items:

SEPTEMBER 2014 Meeting:

Study Abroad Options - Anne-Marie Bruner-Tracey (Manager Study Abroad Office) will be attending to discuss the process for setting up study abroad options within course profiles.

School Action Plans - Revisiting School Action Plans – discussion relating to the two biggest challenges faced by each School (EDU and SWK)

MAY 2015 Meeting:

Senate Scales – revisit to assess the impact of the new UG senate scales introduced 2012/13.

SSF LTQC 14M001

Minutes of a meeting of the SSF LTQC held on Wednesday 17 September 2014, commencing at 1400, in TPSC 2.24.

Academic Members Present:

Ratula Chakraborty (Chair)
Ed Anderson (DEV) SPR SEM
Sue Long (ECO)
Claudina Richards (LAW)
Graham Manville (NBS)
Neil Cooper (PSY)
Jeanette Cossar (SWK)

Student Members:

Liam McCafferty (SU Academic Officer - Postgraduate Representative)
Amilcar Johnson (SSF Faculty Convener)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

Apologies:

Lee Beaumont (EDU)
Connor Rand (SU Academic Officer – Undergraduate Representative)

1. MINUTES

Confirmed: the Minutes of the meeting of 9 July 2014.
Document 13M007 available online

2. MATTERS ARISING FROM THE MINUTES

All covered within this agenda.

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

- (i) Terms of Reference.
Document 14D001 available online
- (ii) Learning & Teaching Bulletin - July 2014

- Attendance Monitoring: "A review of students' attendance records must be carried out by a nominated academic colleague (e.g. Senior Adviser, Year Lead etc.) no less than twice per semester. These attendance record reports will be provided by the Learning and Teaching Service. Advisers have access to their advisees' attendance records and may review them whenever they wish on e:Vision and are encouraged to do so on a regular basis." Your LTS Co-ordinator will be in contact with Heads of Schools shortly in this matter.
- Proposed Module Outline - please see the University template proposed attached.

- **Document 14D002 available online**

- Section 5 'Teaching Philosophy' – is this necessary?
- Section 13 'Module Evaluation Scores from Previous Year' - response rate typically low – feedback based on a small proportion of students. It is not useful to be answerable to a small minority of students.
- Section 14 'You Said We Did' creates an expectation amongst students. Sometimes feedback from previous year might not be relevant where a module has changed. There is a tendency to feedback to the cohort that provided the evaluation using Blackboard.
- Section 9 'Formative Assessment' – perhaps more correctly described as formative work. A significant amount of feedback is oral rather than written. Section 2 'Student Effort Hours' – isn't useful as some students might need more time than others.
- There was a general feeling that colleagues would prefer to retain the current SSF module outline template.

RESOLVED:

TDs to submit any further comments relating to this proposed outline to Chair by 15 October.

- Self-Certified Extensions - Students are permitted just one self-certified extension per academic year for a period of 5 working days and must use this on the first occasion that they apply for an extension. It is important that they understand they are signing to say that their request is within ARC. This is an opportunity for them to avoid having to submit supporting evidence on their first occasion. Any student requiring multiple extensions during the academic year should be considered carefully in case there may be additional support that needs to be put into place.
- (iii) LTS coursework return data will be made available to Chair and Teaching Directors by January 2015 (for reporting at February SSF LTQC 2015 meeting) and March 2015 (for reporting at SSF LTQC April 2015 meeting).
- (iv) Please can TDs nominate a new TPPG member.
- Claudina Richards and Sue Long considering and will respond to Chair. Secretary will arrange for meeting dates to be advised.
- (v) Peer Review needs to be completed by March 2015 and reported back to Chair at the April 2015 SSF LTQC meeting to enable the Chair to report back to the June LTC.

- (vi) Working with schools to take a strategic view of courses and, in particular, modules running with less than 10 students (UG and PGT).
- (vii) Chair would like to conclude meetings on time but would also like to complete the agenda.
- (viii) Reports and documentation to be received prior to the meeting.
- (ix) Chair reports to Exec following each LTQC meeting – compliance is key so imperative that we work together as a team to achieve as much as we can.
- (x) Agenda items – feeding upwards important – discussions prior to meetings with conclusion at the meeting.

RESOLVED:

Chair will email TDs relating to (vi) above.

A.2 LTC UPDATE

There is no update to report.

A.3 FACULTY APPEALS & COMPLAINTS COMMITTEE

July/August report available online.

A.4 COURSE REVIEW

Course Review documentation 2013/14 available in the Course Review folder on this BB site. Chair will complete CR3 2013/14 in due course for submission to LTC. CR3 2012/13 available online for information.

A.5 ANNUAL MODULE REVIEW, ANNUAL COURSE MONITORING AND COURSE REVIEW

QAR 3 forms to be available to Chair by 12 September 2014. Chair to sign off QAR 3s which will be uploaded to LTS Quality Review BB site.

- Outstanding DEV QAR 3 will be submitted by 22.9.14, PSY has now been received and SWK submitted to their LTS hub.

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

	Standard UG Timeline 1	Standard PGT Timeline 1
Annual Module Review (Guidance Note 3)		
Module End Date	20/06/2014	20/06/2014
Deadline for completion of Stage 2 of QAR1	18/07/2014	18/07/2014
Deadline for completion of Module Review	31/07/2014	31/07/2014
Annual Course Review (Guidance Notes 4 & 5)		
Deadline for completion of Exam Boards	14/07/2014	01/12/2014
CD to complete QAR2 Stage 2	15/08/2014	17/12/2014
Deadline for completion of Course Monitoring QAR2 form	28/08/2014	14/01/2015
TD to complete QAR3 Stage 1	12/09/2014	28/01/2015
ADs to complete QAR3 Stage 2	26/09/2014	11/02/2015

If you have any non-standard courses then please see timeline grid on the LTS Quality Review BB site at

https://learn.uea.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=5_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D103238_1%26url%3D

Summary of Data Sources for 2013-14

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Link to School Annual Review of Assessment and Moderation document

<http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530><http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530>

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SECTION B: ITEMS FOR DISCUSSION AND ACTION

B.1 NEW COURSES

None to report. New course proposals for PSY expected shortly (2015/16 admission).

B.2 CHANGES TO EXISTING PROGRAMMES NBS

BSc International Business Management (for students going into Yr 3 2014/15) (Approved 28.7.14)

SWK

PGCert in Mental Health (Approved 6.8.14)

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

B.3 SCHOOL ACTIONS TO IMPROVE NSS

Four Point Plan – verbal reports from TDs

Document 14D003 available online

ECO – see document -

- Action request has come too late as outlines have already been completed.
- Why are we focussing on final year students?
- Quality v turnaround times.
- TD will be meeting MOs for final year modules.
- Clickers used so pretty instant feedback can be given.

Liam - students would prefer work to be returned to them via MOs. Should give a quicker turnaround.

PSY- move to electronic marking would resolve some of this.

Becky - There is flexibility with regard to sampling for externals.

LAW – see document -

- Late request.

- Follow NBS through advising system maybe. Chances of attending meeting with adviser higher than them attending a meeting announced very late. NBS using check list for advisers.
- Will be in a position, next year, to reinstate the 'welcome back' talk to second and third year students.
- Concerns of students in respect of feedback are not clear.

Chair – any best practice in SSF should be shared. Alicia McConnell may be able to provide individual BB training to any MO needing it.

DEV – see document -

- Finalists' induction – majority of students away on work placement at the beginning of the final year. Perhaps this could be undertaken prior to yr 2
- NBS will share their checklist.
- Discussion between MOs, TD and HOS to ensure turnaround deadlines met.
- Encouraging cultural shift in mindset from 20 days to perhaps 10 days.
- Proactive action

Chair noted that most schools have teaching retreats but this doesn't happen in NBS. Requested a copy of the DEV weekly school bulletin and asked DEV TD to feedback on the DEV Staff-Student Working Group to the January meeting

LAW formed a working group in the past to focus on improving their NSS scores.

PSY – see document

- Trying to build in partnership with students and address those things that students need addressing.
- Focussing on third years looks cynical. We need to work on issues with second years – working with reps to identify key issues.

Becky – PGT students – plea to pick them up also. PSY also has an SSLC for PGT students.

Chair –doesn't think PGT will be considered for 10 day turnaround this year.

LAW - do we know that turnaround is the problem in all schools and, if so, how do we know this ?

PSY - 20 day turnaround imposed and set upon academic colleagues. If academic colleagues were left to their own devices, as in the past, then it is likely the work would be turned around quickly. Need to focus on the practice rather than working on, say, four point plans.

SWK – see document -

- Hard to generalise feedback across assignments.
- Advisers given info during regular teaching meetings.
- Small cohort of students permits their plan.
- Immediate verbal feedback on presentations and students benefit from hearing other students' presentations.
- 10 day turnaround would only apply to final pieces of cw completed at the end of the course – too late for NSS. Small sample size, practice not changed but 20 point drop incurred.
- CD has feedback meeting with students at the end of Yr 2.

- Maybe focussing on turnaround for feedback may not be where SWK should focus – maybe quality of feedback should be the focus.
- Students sometimes prefer the MO to do all marking but this is not possible.
- Students need to understand the moderation process.

NBS – see document -

- PSY to provide copy of PSY induction programme.
- Some cohorts have 500 students.
- Equity issue between levels of students.
- Turnaround – varied assessments to aid quicker turnaround.
- Turnaround depends on the type of assessment set and this has already taken place.
- Will consider second and third year induction for the future.

EDU – see document

RESOLVED:

EDU TD to inform Chair as to the content of their second and third year induction programmes.

B.4 REVIEW OF FORMATIVE ASSESSMENT

TDs consulted within their schools and feeding back.

Document 14D004 available online

RESOLVED:

Refer this item to October meeting. Views to Secretary by 25 Sept – UG and PGT.

B.5 SUPPORT FOR STUDENTS BETWEEN INITIAL ASSESSMENT AND REASSESSMENT

TDs consulted within their schools and feeding back to enable Chair to complete a report on behalf of SSF. Follow up will take place at the April 2015 meeting.

Document 14D005 available online

ECO – CW - students receive feedback on coursework first assessment and on Blackboard together with feedback on performance in examinations.

PSY – particular kinds of support needed for different modules.

LAW – report online.

DEV – will provide a report.

NBS – encourage MOs to meet with students and encourage students to contact MOs for feedback on any failure.

Not all schools/MOs can offer individual feedback. Perhaps this can work for PGT students.

Student view – PGT students usually around, revision sessions would be desirable. Blackboard arrangements appear to be in place. Email correspondence with MO would be helpful.

Becky – MED had a programme in place for students going to reassessment. I/C students need to be picked up and supported for reassessment.

Chair – perhaps CDs should take responsibility for liaising with intercalating students.

ECO – some students doing reassessment have very poor records of engagement – are academics being asked to support these students? Students who contact ECO TD will get response/help.

SWK – all failing students offered individual tutorial or group tutorial during the summer – perhaps just 3 or 4 fails per module. Usually first marker or an alternative if they are away. Those students attending tutorials are usually highly motivated to pass. Students expected to turn up to tutorial with their plan.

RESOLVED:

Review for 2014/15 students. Students need to be aware of what opportunities are available to them. Discuss at April 2015 meeting.

B.6 ENGAGEMENT THROUGH PARTNERSHIP

Engagement through partnership: students as partners in learning and teaching in higher education: The Higher Education Academy.

How are the ideas contained in the report being integrated into thinking around 'students as partners'? <https://www.heacademy.ac.uk/engagement-through-partnership-students-partners-learning-and-teaching-higher-education>

Chair has been asked to provide a brief reflective summary to LTC on behalf of SSF LTQC. TDs to feed back to November SSF LTQC meeting to enable this action.

RESOLVED:

ADTP to be consulted on how this links up with PAL.

B.7 SCHOOL ACTION PLANS

Revisiting School Action Plans – discussion relating to the two biggest challenges faced by each School.

DEV, LAW, PSY, NBS, SWK.

Document 14D006 available online

DEV – see report online

- Implementing some of the principles and guidance around effective use of formative assessment. Most colleagues would like to give marks for formative assessment which means that they prefer to have several summative assessments instead. The School is not yet approaching 1:1 formative:summative assessment but will discuss this at the teaching retreat. Developing larger year-long modules to give a sense of learning outcomes across years – monitoring those that are running this year.
- Discussions ongoing about a future single honours geography degree.

PSY – see report online

- Improving partnerships with students – outside of PAL initiative, peer support,
- Enhancing provision – risk of third years being disappointed when they look back at second year provision.
- It would be helpful for the PVC to see what is happening on the ground so it would be useful if Neil Ward had an opportunity to attend an LTQC meeting.
- Chair – ET Bulletin should be received in more schools. More visibility likely.

RESOLVED:

1. Chair will invite PVC to attend an LTQC meeting.
 2. LAW, NBS and SWK action plans to be presented to the October meeting.
-

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

SECTION D: EXTERNAL EXAMINERS REPORTS

19 September 2014 – Assessments Office will remind those UG External Examiners who have not submitted reports by this deadline

24 October 2014 - Assessments Office will send a second reminder to UG External Examiners.

28 November 2014 - Assessments Office will send a third and final reminder to UG External Examiners.

16 January 2015 - Assessments Office will remind those PGT External Examiners who have not submitted reports by this deadline.

13 February 2015 - Assessments Office will send a second reminder to PGT External Examiners.

20 March 2015 - Assessments Office will send a third and final reminder to PGT External Examiners.

D.1 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 - Sanchez-Ancochea, Lowe (PGT)

LAW - Ashiagbor (PGT)

Ashiagbor (PGT): Scrutineer's Comments for the attention of SSF LTQC: Area of good practice worthy of dissemination highlighted in Scrutineer's comments (section B) regarding feedbacks given on longer assignments and dissertations.

EXTERNAL EXAMINERS' REPORTS 2012/13 OUTSTANDING

CCE – Richardson - with School

EDU – Stone (PGT) - with School

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

LAW – Marson, Anderson (UG) – with LTS

PSY - Millings (PGT) - with School

SWK - Doel (PGT) - with School

D.2 EXTERNAL EXAMINERS' REPORTS 2013/14 COMPLETED

None

DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 1 October 2014, commencing at 1400, in TPSC 2.24

Future Items:

OCTOBER 2015 Meeting:

1. Garrick Fincham and Adam Green to discuss NSS and Good Honours data (1415).
2. Annual Module and Course Monitoring and Review of Assessment and Moderation:
 - (a) QAR 3 forms to be available to Chair by 12 September 2014.
 - (b) Chair to sign off QAR 3s which will be uploaded to LTS Quality Review BB site.
 - (c) Identify opportunities for the wider sharing of best practice.
 - (d) Monitor progress in completing action points on an annual basis.
3. 2012/13 External Examiners ' Reports and Responses to be signed off.
4. Verbal reports from TDs reviewing induction programmes.
5. CR2s relating to 2013/14 course review events to be received.
6. Engagement through partnership: students as partners in learning and teaching in higher education: The Higher Education Academy - TDs to feed back to enable Chair to submit a report on behalf of SSF to LTC October meeting.

NOVEMBER 2014 Meeting:

1. Study Abroad Options - Anne-Marie Bruner-Tracey (Manager Study Abroad Office) will be attending to discuss the process for setting up study abroad options within course profiles (1530 for 20 mins)
2. Plan of Action for NSS - best practice examples.

APRIL 2015 Meeting:

1. Senate Scales - revisit to assess the impact of the new UG senate scales.
2. Schools to report back on Peer Review (completed March 2015) to enable the Chair to report to the June LTC.
3. Annual Monitoring - closing the loop.