

LTC14D059

Title: *HUM LTQC Minutes*
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Issue

Faculty of Arts and Humanities minutes of LTQC meeting 28th May 2014 and 9 July 2014

Recommendation

Recipients are invited:
To receive the minutes

Resource Implications

None

Risk Implications

None

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

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Background

Please find attached the confirmed minutes of the HUM LTQC meeting held on the 28th May and 9 July 2014.

Discussion

None

Attachments

Minutes 28 May and 9 July 2014

UNIVERSITY OF EAST ANGLIA FACULTY OF ARTS AND HUMANITIES

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 28 May 2014

Present: Dr M Neumann (Chair), Mr S Bennett, Mr M Bowker, Dr H Emmett, Dr J Goodenough, Ms M Hughes, Dr G Pagani, Dr L Powell, Dr C Riggs, M Rimmer

Apologies: Dr C Matthews, Dr B Mills, Ms R Rawle, Dr J Poppleton, Mr J Seal

In attendance: Ms M Pavey (Learning and Teaching Service, Arts Hub Manager), Dr J Gifford, Ms L Newark (Secretary to the Committee)

68. MINUTES

Confirmed

The minutes of the meeting held on 26 March 2014 were confirmed as a correct record.

69. MATTERS ARISING NOT COVERED ON THE AGENDA

None

70. STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

70.1 Last LTQC for music. Stephen was thanked for his contributions to LTQC.

70.2 STUDENT CHARTER

Reported

LTC have approved the new Student Charter

70.3 ONLINE MARKING PILOT

Reported

Another pilot was run which flagged up technical issues. More support and training will be needed to roll out further. The aim to improve student's perception of marking has failed. The system will be rolled out incrementally from October this year in some places.

70.4 TEXT MATCHING SOFTWARE

Reported

LTC agreed in principle the use of text matching software but which one has not yet been decided (we currently use Turnitin on a small scale). At LTC

Clive raised issues of only running samples through as he feels it gives these students the option to appeal if they are aware of others plagiarising who not caught as not in the batch.

70.5 **STUDENT EFFORT HOURS**

Reported

Student effort hours will need to be communicated to students much more clearly. Matthias showed the meeting a table giving the breakdown of total effort hours which should be included in each module booklet. Michele Pavey explained that we are also looking to standardise module outlines in due course.

ACTION: Michele Pavey will send an electronic copy of the table to the committee members.

70.6 **REASSESSMENT**

Reported

A change to the regulations for students on the new Bachelors and Integrated Masters regulations where a student has failed both exam and course test. Where the learning outcomes are the same and a student has failed both the reassessment will be just by exam and the mark will be entered for both.

70.7 **ATTENDANCE MONITORING**

Reported

Changes to attendance monitoring. Module organisers will have to complete at least one register for each module a week in future. Academic advisers will be expected to regularly check student's attendance records and arrange meetings. Going forward this will require serious involvement from adviser. LTS will still be providing information to Schools, further details on this to follow soon.

70.8 **MODERATION**

Reported

The Student Experience Survey reports a problem with feedback. Clive believes that moderation may be slowing down the process. Having looked at the literature published on the subject the feeling is that moderation does not guarantee quality. There are different approaches which could be used such as looking at the data on marking averages for example. Clive is keen to raise this issue with LTS and has already discussed with the ADTP.

70.9 **STUDENT EVALUATION QUESTIONNAIRE – Hub question**

Reported

It has been decided that the question relating to the Hubs will not be removed from the student evaluations published online. Instead, it has been agreed that the way forward is to make it more specific, perhaps to the module.

70.10 **ASSESSMENT REVIEW**

Reported

Clive wanted to remind that each school ends to have a review of assessment and that university will want a date for this. These should be taking place in July.

As discussion followed regarding the timing of these meetings and who should attend. The matters of overlap with other meetings held in Schools i.e. Teaching Committees, was also raised.

Michele Pavey advised that further clarification was about to be sent out from the ADTP and that member could feed back concerns or questions after reading email via Clive.

70.11 FLIPPED LECTURES

Reported

This is something the University is very keen on but HUM does not use very much currently. Clive's thought is that we effectively have them in that students are required to complete advance reading before lectures. FTM have come up with some software to help this (Camtasia). Stephen advised he will be using it next year.

70.12 HUM FACULTY TEACHING DAY

Reported

Clive reported that Hilary Emmett had suggested that HUM have their own Teaching day. This followed Hilary attending the UEA Learning & Teaching day where she found that much of it was geared to non-Humanities schools who work in a very different way.

The meeting discussed this and supported the idea of discussing further.

71. UNION OF UEA STUDENTS (UUEAS)

Reported

Molly stated that this would probably be her last meeting. She thanked the members and explained that she has found it a really good thing to do. Molly will put together a hands on action plan for whoever follows. The meeting thanked Molly for her work.

72. Annual Course and Module review

Presentation by Lynne Ward

72.1 Lynne advised that the standard deadlines for overall completion of the process are 29th August for Undergraduate and 28th November for PGT.

72.2 The University must deliver 100% compliance for the 2013/14 module & course review process, particularly with the HER audit in mind. It is important that we can demonstrate how we have reached completion too. This is something the new process will do.

72.3 The main contact for support on this process will be the Team Leaders in the Hub.

72.4 Lynne explained the different trigger points and the standard emails with timing which would be generated by LTS.

72.5 The new online system was also demonstrated and Lynne invited any schools who might be interested in taking part to contact her.

- 72.6 Teaching directors to ensure that the teaching teams within schools were made aware of the importance of completing this task on time.
- 72.7 Concerns were raised from the room that some module and course reviews were already underway. Lynne reassured them that this is fine and that the Team Leader will liaise where needed.
- 72.8 Lynne confirmed that the plan is for the online process to be used by all next year.

73. MODULE AND COURSE PROVISION

Received - Report from Chair

The University thinks that there are too many low recruiting courses; this is part of an ongoing review within HUM.

- 73.1 Jane Gifford explained that the information been collated and the project was looking at what to do next. Jane welcomed ideas of how to boost module and course numbers.
- 73.2 Dr Riggs raised a concern that the Evision system does not make it self-evident how students can search for modules in other departments/schools (they have to use a drop-down to search school by school for instance). This is a university-wide issue about making a more user-friendly source where students can locate modules.
- 73.3 Stephan Bennett suggested that during module talks it might be useful if students in higher years talked about their experiences. Molly seconded this and explained that this was something her school did successfully.
- 73.4 Hilary Emmett mentioned how Jo Poppleton had a Blackboard which covers information relating to all available modules in LDC. This was a module which the new HUM Schools might like to adopt.
- 73.5 Matthias discussed how the issue over low recruiting PGT courses it is not as simple as looking at numbers as many take modules across courses.
- 73.6 The Chair reported under the same item that the MA in Gender Studies has been delayed in part because the recruitment target unlikely to get approved by LTC. However, Clive thinks with a few changes it will be able to pass later in the year.

74. External Examiner report for LTC

Received

Meeting approved with no comments.

75. Induction of HUM students 2014/15

Update

- 75.1 The Schools confirmed that plans were in action for induction.
- 75.2 Clive suggested that School consider putting more emphasis on time management during the first week to help reduce the number of extensions.
- 75.3 There was a discussion about whether the new merged schools would hold any combined induction events. Michael Bowker advised that PSI were planning to keep their separate for now and that any combined events needed to be mindful of timetabling and room size issues.
- 75.4 Molly advised that the Student Union is looking to book out the lecture theatre in the evening of the first week to hold sessions about what they do. The SU felt that the slots within schools inductions did not give enough time to explain everything to students so they are hoping this will prove more effective.

76. Employability
Reported

- 76.1 The meeting was reminded to encourage attendance at the Careers fair next year (23rd October 10.00-16.00).
- 76.2 Jane commented that it was encouraging that the presentation by Leon showed that Graduate unemployment from the UEA is below the national average.

77. 2014 Student Experience Survey Results
Considered

- 77.1 There was a discussed over whether the results were about feedback or really about managing expectations. It was commented around the table that students did not always turn up for oral feedback or consider feedback on presentations as counting.
- 77.2 Jane asked whether managing these expectations could be something that was covered during induction.
- 77.3 Mark Rimmer suggested we are cautious of how we react given that just 21% of FTM students completed the survey. Matthias acknowledged that the online evaluations did result in a lower response rate.
- 77.4 Stephen was curious about what the forty-two Universities above the UEA in the rating did that we do not.

ACTION: Lorraine to raise question with BIU

78. Postgraduate related issues

Reported
No issues

79. **Implementing formative Assessment**
Considered – Document C

The item was discussed, it was confirmed by Michele that information from the ADTP will be made available on the LTS Website and mentioned in the bulletin.

80. **Undergraduate and Postgraduate External Examiner Reports 2012/13 and School Responses**
Chairs Action

81. **Faculty competition**
Reported

- 81.1 Jane reported that following previous discussions it was agreed that the competition would;
- a) be open to just Undergraduates for now
 - b) permit any genre or format
 - c) would have a different criteria for foundation year
 - d) would be launched before Christmas for submission around week 9 or 10.
 - e) could be an individual or collaboration entry

- 81.2 Consideration is being given as to whether the competition would be based on a theme or given questions.

- 81.3 Jane is looking into whether there is a budget as ideally would like to make the prize giving into an evening event.

- 81.4 Stephan suggested that we could have non-entry students on the panel of judge which everyone agreed would be good.

ACTION: Jane will circulate of notes of the proposal so far.

82. **Course Approvals, Course Title Changes and Course Closures in HUM 2013/14**

The meeting agreed that Clive would take Chairs action on the course proposal for the MFA in Creative Writing.

The meeting closed at 15h50

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 9th July 2014

Present: Dr C Matthews (Chair) Mr S Bennett, Mr M Bowker, Dr H Emmett, Dr J Goodenough, Dr M Neumann, Dr G Pagani, Dr L Powell

In attendance: Ms M Pavey (Learning and Teaching service, Arts Hub Manager), Dr J Gifford, Ms L Newark (Secretary to the Committee), Dr D Aldous (EDU) for item B2 (minute 86), Dr Jeremy Schildt (Dean of Students Office) for item B3 (minute 87).

Apologies: Dr J Poppleton, Dr C Riggs, Dr B Mills, Alicia McConnell (Clive reported that Alicia will instead come to first meeting of next year).

83. MINUTES

83.1 Confirmed

Subject to amendments of
Minute 73.2, Clarified to say:

Dr Riggs raised a concern that the Evision system does not make it self-evident how students can search for modules in other departments/schools (they have to use a drop-down to search school by school for instance). This is a university-wide issue about making a more user-friendly source where students can locate modules.

83.2 In Minute 70.3 Clarify that the e-marking is now being rolled out rather than another 'pilot'.

84. STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

84.1 Farewell and thank you

The Chair marked the leaving of the individual Schools of;
American Studies,
Film, Television and Media,
Art History and World Art Studies,
Philosophy,
Politics, Social and International Studies,
and Language and Communication Studies

Thanking the Teaching Directors for their contributions to the committee.

The Chair also thanked Molly Hughes, outgoing HUM Convenor for her contributions and involvement with the committee.

84.3 Good Honours

The Chair reported an upwards rise for the majority of schools within the Faculty, with all tracking above 70%. The average for the faculty went up to 90.14% of all HUM undergraduates graduating with good honours this year. The University

wants all schools to be in top six across sector. The Chair advised that the Faculty has not met that yet but are doing very well. He expressed thanks to the Boards of Examiners

84.4 LTS Briefings

Members were reminded of the meeting on the 21st July / 9th September and were encouraged by the Chair to attend one of them.

84.5 Change to Extenuating Circumstances Policy 2014/15

The Learning and Teaching Manager advised members of the main change to the policy for 2014/15:

- Students could use just **ONE** self certification extension request per year
- The self-certification must be employed for the first extension request
- The period covered by the extension will be **FIVE** working days.

84.6 Learning and Teaching Day 2015

The date of the next learning and teaching day is scheduled for May 7th 2015. The Chair advised that he expected the faculty to be in the forefront as there would be a strong focus on Peer Assessment.

Members were asked to note that as this date falls on the same day as the General Election there is a possibility it may change.

84.7 Update on new LDC Masters Course proposals

The Chair advised that the proposals for MFA in Creative Writing and the MA in Crime Fiction were not approved at the previous LTC meeting. However, a sub-group of LTC would be meeting in July to discuss and review the proposals in more detail. He reported that the main issue was surrounding the target enrolment number which the University did not see as viable.

84.8 Exam feedback

The Chair reminded members that he has circulated a memo from the Academic Director of Taught Programmes (ADTP) that generic feedback on examinations should be made available to students as a minimum.

84.9 Feedback from LTC

Noted

- The new Attendance monitoring policy for 2014/15
- Online marking:
This will rolled be out from 2014/15 and will be on an opt-in basis by Module Organisers.
- Module outline form:
This will be brought to LTC in October/November for implementation 2015/16.
Action: To be the first agenda item for the first LTQC meeting of 2014/15
- Higher Education Review (HER) for 2015:
There will be a series of briefing sessions in preparation for the audit.

- Advising system:
Their will be a formal review of the advising system over the next year.
- Professional recognition:
The Chair reported that professional recognition will become part of KIS data. The University will be supporting private applications for Higher Education Academic (HEA) Senior Fellowship (with the long term view of being able to develop our own recognition.
Noted: Mr Stephen Bennett is currently working through the process so can provide guidance to others.

84.10 Module enrolment

Received: Documents A1 and A2 – Reducing the number of modules with low enrolments

The Chair presented the information on University policy as advance notice of what will happen in 2015/16. He reminded members that the Faculty already has a policy of not running modules with less than thirteen students enrolled.

The following discussion centred on concern for the Masters programmes which do not currently recruit high numbers as a rule. Ms Pavey advised that data over a spread of three years would be used and that progression onto Postgraduate research studies will be considered.

The Chair advised that he was already involved in discussions both within and outside of the Faculty regarding these issues and would meet with key stakeholders in due course to discuss further.

84.11 Module and Course Review

Received: Document B1

The Chair advised he had tabled the completion data for 12/13 for members to see. He reminded all that the Faculty will be 100% compliant for this 13/14.

84.12 Timetables for 2014/15

Ms Pavey reminded members that where teaching events could not be accommodated in the requested slots due to unavailable rooms, that other suitable slots with rooms available would be automatically allocated. Colleagues should anticipate being scheduled into slots covering the full teaching day.

85. **DATES OF MEETINGS 2014/15**

Noted and available on Blackboard

Day	Date	Time	Location
Wednesday	8 October 2014	2pm	Arts 01.05
Wednesday	26 November 2014	2pm	Arts 2.05
Wednesday	14 January 2015	2pm	TBA
Wednesday	18 February 2015	2pm	TBA
Wednesday	25 March 2015	2pm	TBA
Wednesday	20 May 2015	2pm	Arts 0.31
Wednesday	12 August 2015	2pm	TBA

86. **THE USE OF A 'COMMENTS BANK' IN ENHANCING STUDENT FEEDBACK**

Received: Presentation by Dr Aldous

The presentation demonstrated the set up and application of a comments bank. The advantages included speed on marking, consistency across teaching teams, visual feedback (use of traffic light signals within feedback) and ability to track progression of students.

Dr Aldous offered to provide a copy of his comments database and speak further to answer any queries outside of the meeting.

87. **LEARNING AND TEACHING ENHANCEMENT**

Received: Presentation by Dr Jeremy Schildt, Dean of Students Office

87.1 Dr Schildt reported on the use of the Learning Enhancement Team by the Faculty in terms of its students and how they use the service.

The number of appointments and tutorials made by HUM students are low, particularly from the Schools of American Studies and History. The student experience survey showed that these students did not know where to go for help outside of the school.

Dr Schildt advised that in the Autumn there can be a waiting time of up to two weeks for a tutorial appointment. However, students could go along to one of the drop in sessions and receive ten to fifteen minutes with a member of staff rather than having to wait for their appointment.

The Learning Enhancement Team are looking for ways that they can work more closely with the Faculty Schools and improve communications.

87.2 The Chair invited Dr Schildt to talk about essay banks.

Dr Schildt explained that he has put forward a paper for collating a repository of students work, of different levels, across subject areas. He is now at the stage of creating a working group to see how this can be done. The reason for this idea is that when delivering workshops, his team find it much better when they can use examples for students to see.

The Chair asked if any of the members knew of this being done informally already. Mr Bennett reported that those involved in the MA in Higher Education Practice do something similar.

The Chair asked Dr Schildt where he saw the creation and ownership of the essay bank. Dr Schildt advised that he can see how useful it would be for both to use and ultimately for students to access directly, perhaps with audio guidance attached.

Resolved: The Chair would contact the Heads of Schools in the Faculty to suggest that Dr Schildt attend early School Boards to discuss further.

88. **Induction of HUM students 2014/15**

The Chair reminded members that induction information needs to be ready to go live by the deadline of the 14th August. Ms Pavey reported that the new student pages on the website are already receiving circa. 2000 hits a week.

89. **Undergraduate and Postgraduate External Examiner Reports 2012/13 and School Responses**

Resolved: The following UG school responses were approved.

ART – Bowden (UG), Nash (PGT)

HIS – Ryan (UG)

MUS – Cox-Williams (PGT)

90. **Art 5 Yearly Course Review**

Dr Riggs sent her thanks, in absentia, to Dr Poppleton for her work in chairing the course review.

The Chair highlighted areas of good practice from the review report and was pleased to note that low module enrolment was raised.

Resolved:

The Chair will extract points of recommendation from the report and circulate.
The review is approved by LTQC.

91. **Course Approvals, Course Title Changes and Course Closures in HUM 2013/14**

Received:

Course closures, Philosophy: Environmental Sciences and Humanities (T1F7V5101, T1F7V5201, T2F7V5201, T2F7V5202)

Resolved:

Approval of the closures by the committee.

92. **Venue for meetings 2014/15**

Resolved:

The Secretary would arrange for an alternative venue for future meetings.