

LTC14D061

Title: FMH LTQC Minutes – 18 June 2014
Author: Julia Jones
Date: 22 October 2014
Circulation: Learning and Teaching Committee
Agenda: LTC14A001
Version: Final
Status: Open

Issue

To receive the minutes of the Faculty of Medicine and Health Learning, Teaching and Quality Committee meeting held on 18 June 2014

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Julia Jones, Learning and Teaching Coordinator, telephone 01603 593528, email: julia.jones@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

Minutes of the meeting of the FMH LTQC on Wednesday 18 June 2014 at 1330 hours in Queen's Building 2.03

Present: Rosie Doy (Chair), Judy Barker (NSC), Zoe Butterfint (RSC), Kendra Crozier (NSC), Ian Harvey (FMH), Bridget Mullany (NSC), Mary Jane Platt (MED), Jennie Vitkovitch (RSC)

Apologies: Sandra Gibson (MED), Julia Hubbard (NSC), Lynne Ward, LTS

With: Julia Jones (Secretary), Adam Veale (LTS)

1. MINUTES

Confirmed
the minutes of the meeting held on 7 May 2014

2. MATTERS ARISING

- (i) Review of FMH LTQC action log
- (ii) DBS leads
Currently Karen Bates (NSC), Amanda Howe (MED), Nicola Spalding (RSC) though these likely to change next academic year
- (iii) The NSC programme exit feedback form will become the HSC exit feedback form. MED are interested too so it could become an FMH wide form. The Dean stated that the University has an objective of reducing the attrition rate to 5%.

3. CONFIRMATION OF CHAIR'S ACTION

No items

4. STATEMENTS FROM THE CHAIR

- (i) Student Experience Survey 2014 received the highest response ever; thanks to everyone involved. BM stated that the programming of completion of the survey into the direction of study for the day is very helpful to students.
- (ii) Postgraduate Taught Experience Survey 2014 continues to be challenging.
- (iii) Sustainability
 - HEEoE / Maria Cooke (post grad student on secondment to HEEoE) is impressed with UEA activity. Stefi Barna has engaged with students and course directors, though she is finding it difficult to obtain a template for every programme.
 - The document on NNUH sustainability strategy was included in the meeting documents to demonstrate that partners are also picking this up (Stefi will liaise with partners).
- (iv) Numeracy assessment (see matters arising).
- (v) BSc ODP programme is on hold, but changes are being made to the existing programme.
- (vi) BSc Medical Sciences and Global Health
 - Conversations are ongoing and the proposal should be submitted to LTC for first meeting of the 2014/15 academic year.
 - Liaison is ongoing with the Faculty of Science re the use of labs.
- (vii) BSc Human Communication Sciences plans are on hold.

- (viii) New roles in HSC: all key role holders should be in place by September.
 - (ix) 2015 league tables
 - Guardian (UEA 14th), Complete University (UEA 15th), Times Higher not yet released.
 - Good honours and patterns in the Faculty. NSC students achieve good marks in Year 1 then decline. RSC marks are more closely aligned year on year (decline in year 2 then a slight recovery). The Dean requested that the Schools consider these patterns. NB The Guardian includes a 'value added' calculation and we are hit hard if we recruit high tariff students and then they don't do well. NSC good honours may improve as the final cohort lot of Diploma students has now gone through. Part-time CPD students affect good honours.
 - UEA Executive team have won Times Higher University Leadership team of the year.
 - (x) A104 course review was very positive and conducted in a good spirit. Students on the course were very positive about the ways in which any issues had been speedily addressed.
 - (xi) UEA Learning and Teaching Day 8 May 2014 had been a great success, and FMH had made a terrific contribution which showcased the faculty. Plans are already underway for next year.
 - (xii) Teaching Director's Workshop 4 November 2014
-

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. CSED strategy and plans Amanda Giles, Head of CSED

- AG updated members on CSED's emergent strategy, devised in consultation with the whole CSED team. The CSED strategy would align with the University's Corporate Plan.
- CSED was keen to communicate with stakeholders and identify training needs and suitable timing of delivery in advance.
- The following issues were discussed:
 - School specific training
 - Induction and training for new lecturers (including the MAHEP and the associated PG Certificate)
 - Training for established lecturers
 - Mandatory training

ACTION: TDs - send School training programmes to AG
ACTION: All - identify any training needs and contact AG

A2. Terms of reference and membership (in light of new HSC School) including student representation and service user representation

- ZB tabled a document with suggested amendments to FLTQC membership (ie increased MED representation) in light of the merger of NSC and RSC.
- There was a discussion about the proposal to include service user representation, ie how the service user representatives would be used.

ACTION: Chair to scope out the issue of service user representation in conjunction with Simon Horton.

- Though there was some risk of duplication of consideration of issues (School committees vs FLTQC), these issues do have to feed into one another to ensure compliance.
- Extra administrative representation may be appropriate.
- Communication with LTS is still patchy and the committee would appreciate consistent attendance by an LTS representative – the Dean expressed his disappointment with the LTS representation.

ACTION: Secretary to raise the issue of LTS representation and attendance with LTS management

ACTION: ZB and MJP to nominate suitable representatives to the Chair

ACTION: Chair and Secretary to meet to discuss arrangements for taking forward proposed changes to membership once nominations are received

A3. Policy and procedure round-up

(i) Proposed module outline template

Move to have more standardisation and more visible information for students.

ACTION: All – send any comments to the Chair for forwarding to the ADTP

(ii) Student attendance

ACTION: All (as appropriate) – contact the Chair with any comments to feed back to Christina Chan on the special requirements of professional Schools

A4. Transcript charges

- The following issues were raised:
 - What is the administrative cost of collecting the money?
 - What is the cost of lecturer involvement?
 - Where will the money go – does it follow the activity?
 - The need to reflect HSC structure
 - What do other professional Schools in other universities do?
- When these issues are resolved, the transcript costs document should be published.

ACTION: Secretary to pass these comments back to Sarah Wright

A5. Health Education East of England Quality Improvement and Performance Framework process 2014-15

- Process started with a programme of visits, and appears to have become more equitable.
- Employer metrics are now more factored in.

A6. Assessment

(i) Support for students between assessment and reassessment

TDs updated members on School processes for supporting students; had provided a document re NSC.

ACTION: ZB and MJP to send evidence and examples of RSC and MED support to the Chair, copied to the Secretary.

- (ii) **Update on assessment in HSC (Judy Barker)**
To follow.
- (iii) **Report from assessment intern (Julia Hubbard)**
In JH's absence JB discussed the summary from the NSC assessment intern. BM reported that the procedure for consulting students had been very good, the consultation had been carried out by an independent person and the facilitator had left the room when she came in.
- (iv) **Annual review of assessment and moderation (Judy Barker)**
 - Recent guidance had been received from the University.
 - The review could be viewed as a 'business report' of assessment.
 - The emphasis for the faculty should be to share things that are really working, and any difficulties.
 - Because of the timing of delivery of different types of courses, a joint meeting may not be practical.
 - MED already have 4 assessment group meetings per year.
 - Online teaching will need to be peer reviewed.
 - There was a discussion on the best ways to ensure consistency of mentors, and BM suggested student oversight of mentor training, which was considered to be an excellent idea.

ACTION: JB to contact David Huggins to discuss this suggestion

A7. The use of social media in teaching
Tony Jermy (NSC), Veena Rodrigues (MED), Jennie Vitkovitch (RSC)

- VR is developing a proposed strategy for the Faculty. The full potential of social media is not yet being exploited; for example, Twitter has great potential. Jono Read can advise on conventions and TJ can provide training.
- AJ has set up Faculty facebook group.

ACTION: All – contact TJ if you want to be added to this group

- Tony gave a presentation and discussed the following:
 - Initial use of social media was to increase engagement of ODP students
 - If you give students something as a teaching and learning tool in the first place they use it for teaching and learning (rather than just social)
 - Need to train students re security right from the start
 - Social media can be used to inform, educate and evaluate
 - Useful for individual cohort integration
 - Best practice is to integrate social media into teaching
 - Can be used to centralise and publicise teaching/research/E&E to a global audience
 - Good for news and networking

- It was acknowledged that the use of social media needs to be more strategic and joined up, ie recruitment through to induction through to teaching and so on.
- We can use it to improve our brand and image.
- Culture change is needed.
- TJ stated that the main difficulty has been getting information from people.
- It would be good to get LTS involved.
- Any FMH strategy needs to have pedagogical value and to link with the University Corporate Plan.

A8. Arrangements for best practice day

- Item postponed due to lack of time.

A9. External Examiner reports and responses (available to view on the FMH LTQC Blackboard site)

- Flagged items approved without discussion.

A10. Annual course review QAR2 and QAR3 forms (available to view on the FMH LTQC Blackboard site)

- Flagged items approved without discussion.
- Richard Holland had suggested that CDs could use MJP QAR2 feedback for promotion applications.

A11. REPORTS FROM MEMBERS

Received

- 1) SEC (Student Experience Committee)
No meeting since last time
- 2) Academic Officer, STU
Not present
- 3) Student representatives
Nothing to report
- 4) School Directors (LTQ) (including Sustainability / Future Skills update)
 - MED (including update on GMC visit) - MJP
 - Working with Cambridge re regional GMC visit 2nd half of 2015
 - Oncoplastic breast surgery has got another award
 - MED SSLC is only UG (same for everyone) - difficult to recruit PGT students
 - FLTQC membership – try to get someone with special interest in PGT?
 - NSC - JH not present
 - RSC - ZB
 - NSC/RSC shadow merger taking place – basically running in parallel
 - Key role holders have been appointed
 - HSC is planning to have one SSLC; senior advisors are exploring the issue, giving the opportunity for students to input re what they want. Paramedic Sciences students will be included.

ACTION: BM to email JV who will give her list of RSC SSLC students
- 5) Placements
RD – some issues still to map out re induction – eg moving and handling
There is an issue with student using provider's login; this **MUST NOT** happen and providers need to address this immediately – we do not want mentors or students placed at risk

ACTION: Chair to raise the login issue with placement directors

- 6) Service User Involvement
Nothing to report
- 7) LTC
Nothing to report
- 8) TPPG (Taught Programmes Policy Group)
Nothing to report