

LTC12D069

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

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 10 October 2012

Present: Dr Sanna Inthorn (Chair), Mr M Bowker, Dr R Denison Dr J Goodenough, Professor A Howe, Dr C Matthews, Mr M Myles, Ms Z Phillips, Dr D Rycroft (for Dr C Riggs), Dr T Smith, Dr R Wilson

In attendance: Ms M Pavey (Secretary to the Committee)
Mr J Tully (Learning and Teaching Service, Arts Hub Manager)
Dr M Skey (Associate Teaching Director, PSI)
Professor J Cook (for Minute 3)
Mr Ian Chance (for Minute 3)

Apologies: Dr C Riggs

1. MINUTES

Confirmed

The Minutes of the meeting held on 4 July 2012 were confirmed as a correct record.

2. MATTERS ARISING NOT COVERED ON THE AGENDA

2.1 *Module Enrolments*

Reported

Mr Tully and Dr Gifford were undertaking an analysis of module enrolment data for undergraduate modules which included an examination of oversubscribed modules and those with low student numbers. This was likely to generate a number of questions for further consideration.

Resolved

- i) Teaching Directors to contact Mr Tully if they had any questions arising from this exercise or any issues that they particularly wished to be examined.
- ii) The outcome of the analysis would be an item for consideration at the November LTQC.

2.2 *Anonymisation of Taught Postgraduate Assessed Work*

Considered

The Chair reported that no decision had been taken on whether to seek a concession to continue with the non- anonymisation of taught postgraduate assessed work since feedback was still awaited for the Union of UEA Students (UUEAS).

Mr Myles, the UUEAS representative on the Committee, reported that he had spoken to some taught postgraduate students and had concluded from their responses that there was support for anonymisation. It was noted that students could choose to de-anonymise work by writing their names on their submissions.

Resolved

In 2012/13 pgt work would be anonymised. The matter would be reconsidered if there was significant student concern.

3. HUM EMPLOYABILITY INITIATIVES

Considered

Professor Cook and Mr Chance outlined a proposal based on initiatives undertaken in the MA Creative Entrepreneurship, to develop undergraduate students' employability skills during their studies. This had initially been considered by HUM LTQC at its meeting in July 2012 and Professor Cook and Mr Chance explained in detail how the proposals, including an initial pilot could work in practice.

Resolved

- i) Mr Tully would circulate the link to the QAA consultation document on enterprise and entrepreneurship to Committee members.
- ii) Teaching Directors would consult with colleagues in their Schools to see if there was support for the proposals and respond to the Dr Inthorn by 31 October 2012.
- iii) Dr Inthorn would discuss School responses with the Dean and Professor Charmley.

4. 2012/13 LEARNING AND TEACHING BULLET IN

Noted

The Chair reminded members that changes to a number of academic policies and procedures were outlined in the Bulletin and staff should ensure they were familiar with the changes.

5. STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

5.1 ***Employability***

All HUM Schools submitted successful bids for employability funding. Schools which had not yet met with colleagues from the Careers and Enterprise Service were advised to do so. A University Working Group was being set up to consider whether UEA should develop skills awards. The Pro Vice Chancellor (Academic) was working on the concept of an Employability module.

5.2 ***BA in Liberal Arts***

A Faculty Working Group had been established with representation from all Schools. It was planned to introduce the degree in 2014/15.

5.3 ***MA in Humanities***

The HUM Postgraduate Director, Dr Becky Fraser, had established a Working Group to consider the development of a part time MA in Humanities which would run in the evening.

Resolved

Dr Fraser would be invited to the next LTQC meeting on 28 November to present the proposal.

5.4 ***Foundation Year in Humanities***

A proposal to introduce a Humanities Foundation Year in 2013/14 was being developed. The aim was to recruit students who wanted to study at UEA but narrowly missed the required grades. Students would be able to transfer from the Foundation Year to either a BA in Humanities or another course. It was agreed that any proposal for a BA in Humanities had to be clearly distinguished from the proposed BA in Liberal Arts.

5.5 ***PgT New Academic Model (NAM)***

There was no progress to report but Course Teams would be asked to prepare their courses for the introduction of the NAM in 2014/15.

5.6 ***Timetabling***

A University Timetabling Working Group had been set up, chaired by the PVC (Academic). Of particular concern to the group would be the impact of timetabling on the student experience.

5.7 **Peer Assisted Learning (PAL)**

The Academic Director of Taught Programmes (ADTP) was seeking School to pilot PAL initiatives in Semester 2.

Resolved

Teaching Directors should contact the ADTP if their School wanted to be involved.

5.8 **Periodic Review**

Teaching Directors and PgT Directors for courses due for periodic review in 2012/13 would be contacted shortly by the relevant Hub Coordinator. It was only necessary to review courses which should have undergone review in 2011/12. Any scheduled for 2012/13 could be deferred until 2013/14.

5.9 **Teaching Directors' Conference**

This was scheduled for the afternoon of 7 November 2012. All Teaching Directors were encouraged to attend.

6. **CORPORATE PLAN AND RELATED DATA**

Reported

6.1 Mr Tully advised members that his role in HUM involved working with colleagues on issues related to data arising from the Corporate Plan, league tables and other related data. In November the Committee would be looking at data arising from good honours, National Student Survey (NSS), Student Experience Survey and year one retention rates. In January it would consider entry tariffs, completion rates and employability. He would work with Schools if they required assistance with any matters arising from data obtained from any of the above.

6.2 Members were advised that they should access the University's Management Information Blackboard site and the Unistats website which contained data on all of those issues outlined in 6.1 above.

7. **COURSE PROPOSAL**

Considered

The Committee considered proposals to introduce a new BA International Relations and Modern Languages degree and an MA in International Security.

Resolved

Both proposals were approved.

8. **ANNUAL COURSE MONITORING**

Resolved

All completed Annual Course Monitoring and Update and School Summary forms should be submitted to the Committee Secretary or saved on Humshare in the relevant folder.

9. **UNDERGRADUATE EXTERNAL EXAMINER REPORTS AND SCHOOL RESPONSES**

Noted

HUM Schools considered School responses to External Examiner reports at School Boards. However the timing of these Boards meant that it would not be possible to meet the 16 November 2012 deadline for LTQC's to consider the responses.

Resolved

As last year there would be sub groups of LTQC to consider the reports.

10. **REPORT FROM THE UNION OF UEA STUDENTS (UUEAS)**

Reported

- 10.1 16000 responses had been submitted to the UUEAS key issues campaign. Of those 6000 deemed feedback on examination performance to be most important. It was also noted that the most significant decrease in satisfaction on feedback came from HUM students. The Chair noted that feedback would be considered as part of discussions on the NSS.
- 10.2 The UUEAS was undertaking some research into the relationship between students and lecturers to see if there was scope for improvement in this area. Mr Tully offered to work with the UUEAS and Schools on this if it was deemed appropriate.

11. **INDUCTION**

Reported

- 11.1 There was still work to be undertaken with regard to induction for students on joint honours. The Chair was working with the HUM Faculty and School Managers on developing a fuller programme for these students.
- 11.2 Teaching Directors reported on how Induction had gone for their Schools. On the whole it had gone well but some Schools intended to make changes for next year. It was generally agreed that planning for 2013 Induction should take place before the deadline for room booking requests for 2013/14.

Resolved

- i) The Secretary would ascertain when it was proposed to take down the School Induction Blackboard sites and what the arrangements would be to archive material held on the sites.
- ii) The Secretary would look at the information held on the sites and identify potential good practice. This would be communicated to Teaching Directors.
- iii) The Chair would contact the Head of the Planning Office to determine when the Higher Education Achievement Record (HEAR) would be rolled out.

12. **NEW ACADEMIC MODEL (NAM)**

Resolved

Teaching Directors should email the Chair with information on any Employability and Enrichment (EEC) modules they intended to offer.

14. **PEER OBSERVATION**

Noted

The Chair reminded those present that all Schools should now be undertaking Peer Observation.

15. **PHD TRAINING AND TEACHING OBSERVATION**

Considered

The Chair reported that the colleagues in the HUM Graduate School had agreed that all PhD students taking the 'Learning to Teach' module should observe teaching.

Resolved

- i) Teaching Directors should liaise with PgR Directors to identify suitable modules in their School for students to observe.
- ii) The Associate Dean for PgR to be asked by the Chair how she would like records of observations undertaken to be kept.

16. **COURSE APPROVALS, COURSE TITLE CHANGES AND COURSE CLOSURES IN HUM 2012/13**

Received

A report on course approvals, course title changes and course closures in HUM 2012/13.