

LTC12D019

Title: SCI LTQC Minutes- 2 May 2012
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Issue

To receive the minutes of the Faculty of Science Learning, Teaching and Quality Committee meeting held on 2 May 2012.

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

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Background

Not applicable.

Discussion

Not applicable.

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on Wednesday 2 May 2012 at 2 pm

Present: Dr Ben Milner (Chair), Dr Ros Boar (ENV), Dr Alan Bond (ENV), Dr Nigel Clayden (CHE), Prof David Evans (MTH), Dr Helen James (BIO), Dr Martin Loftus (NatSci), Dr Geoff McKeown (CMP), Professor David Wright (PHA) with Julia Jones (Secretary).

Apologies: Inga Birzakova (UUEAS Science Faculty Convenor), Meg Evans (UUEAS Academic Officer)

Welcome and introductions

A1. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Considered

the minutes of the previous meeting held on 8 February 2012 (copy filed in the minute book). The minutes were confirmed as an accurate record.

Updates and action points:

- A1.A8 Some schools had problems with the revised Senate marking scale for Science, including the need for a marking scale by level. School DLTs to contact the Academic Director of Taught Programmes directly.
- A2 Chair to send draft Code of Practice on Placement Learning to School DLTs.
- A4 IB to bring results of survey on extra costs to students and survey on MTH feedback to next SCI LTQC.
- A5 The Chair confirmed that the new funding for Employability commenced in 2012.
- A6 The School of Pharmacy had addressed the issue re reassessment in the Project. Procedure on responding to External Examiners reports was on today's agenda.
- A9 The Chair had joined a committee to consider the quality of teaching facilities, and would report back to the FLTQC on the outcomes. SCI Schools need blackboards (MTH prefer blackboards to whiteboards). The Chair reported that SCI 0.31 and SCI 3.05 were to be refurbished over the summer.

A2. STATEMENTS FROM THE CHAIR

Received

statements from the Chair:

- A2.1 The Chair had been asked to report to Andrea Blanchflower on exam feedback:
 - BIO: none
 - CHE: none
 - CMP: none
 - ENV: module organisers asked to post generic feedback on Blackboard

MTH: none
NatSci: none
PHA: none

(Action: Chair to report this to DUS)

A2.2 Processfix (external consultants) had issued draft recommendations for the coursework submission process (Richard Bowater from BIO was the SCI Faculty representative for the consultation).

(Action: Secretary to send proposal document to FLTQC members)

A2.3 New module coding to be implemented in 2013. Codes to retain information on the period of delivery (eg Sem 1, Sem 2, year-long) and whether the module has special characteristics (eg field course).

A2.4 The intention was that from 2013 all Sem 1, Year 1 modules would be compulsory, in order to assist with early enrolment and release of timetables.

A2.5 Building 5 to be built at right angles to the MED building and scheduled to be ready for 2014. 4 floors - provision to include a 200 plus seat lecture theatre, 2 x 100-seat lecture theatres (which could each be divided into 2 x 50-seat rooms) and an 80-seat Harvard-style lecture theatre with break-out rooms. Enterprise Building to be built near Earham Hall and expected to be ready for 2015; 3 floors with seminar rooms and a 200 or 300-seat lecture theatre (not yet decided). SCI needs 100-seat (or preferably 120-seat) IT labs.

(Action: Alan Bond to contact Steve Jackman to remind him of the latter)

A3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS

Received

Oral reports from members of University groups on matters of interest to the Committee as follows:

- Employability (Nigel Clayden) - nothing new to report
- ISD Education Board (Geoff McKeown) – nothing new to report
- TPPG (Ros Boar) – meeting of 14 March:
 - Plagiarism working group
 - PGT NAM postponed until 2014
 - Code of Practice on Placement Learning
 - Continuing Professional Development and interim awards
 - NAM – capping reassessment marks at UG level (capping will be at module level)
 - The role of the course director

(Action: Secretary to send role of course director document to FLTQC members; Ros to enquire whether School DLTs can have access to TPPG Blackboard site)

- Internal Moderation and Double Marking Working Group (Helen James) - meeting of 24 April was a fact-finding meeting. HJ would like to know if SCI Schools keep written records / use pro-formas to record moderation.

(Action: DLTs to update HJ re internal moderation processes in Schools)

- Appeals and Complaints Working Group (Nigel Clayden) - meeting of 30 March: Fit to Sit Policies were discussed and group members agreed to investigate practices at other Universities.

A4. STATEMENTS FROM STUDENT REPRESENTATIVES

No student representatives were present.

A5. STUDENT TRANSFER

Received

an oral report from the Chair on the difficulties arising from mid-year transfers

- If students are transferred mid-year (for example to an Integrated Masters course) and then fail to meet the progression requirements for the new course they have to be transferred back, which is time-consuming and awkward.
- Some DLTs were keen to retain the option of mid-year transfers for a variety of reasons (eg, appropriate choice of modules for the following year via online module enrolment; 'striking while the iron is hot').
- The Chair stated that he would still allow mid-year transfers, but would discourage them.

A6. EXTERNAL EXAMINER REPORTS AND SCHOOL RESPONSES

Received

an update on the process (document B)

- The process was unwieldy and had not worked well this academic year.
- LTS team leaders may need more training and information.
- The initial External Examiner report form was at the root of the problem – it was suggested that EEs should specifically be asked to indicate when they required a response to a comment.
- The Chair was happy for Schools to send EEs a copy of the response pro-forma, along with a covering letter, rather than a long letter with all the responses pasted in.

(Action: Secretary to inform SCI LTS co-ordinators of the above; Chair to raise the EE response process at the LTS/Associate Deans meeting)

A7. NEW ACADEMIC MODEL (NAM) PROGRESS

Received

oral reports from DLTs on progress with the NAM UG proposal forms

- BIO – benchmarking statements and exam hours have been added, and other minor corrections are almost complete
- CHE – done
- CMP – suggested changes made, and benchmarking statements to be added
- ENV – benchmarking statements have been added and matched against outcomes
- MTH – done
- PHA – professional body requirements to be added
- NatSci – ML thanked DLTs for the information they had sent to him, but still needed the CMP Year 1 timetable. CMP does not use the defined sub-slots, which makes working out a NatSci timetable which can include CMP modules very difficult. ML is keen to have some clarity about what it will be possible for NatSci students to study, in advance of the Open Day in June.

A8. EMPLOYABILITY

Received

an oral report from the Chair on new developments

- The new money (£2 million per annum) was commencing now
- New appointments were being made within the Careers department, to support Internships and Employability events
- Some money going to Schools for buy-out for Employability
- Unclear as yet where the new staff would be based – the Chair would like to see a presence in the student hubs

Discussed

the integration of Employability into teaching

- The Chair asked if any Schools were planning Employability and Enrichment Choice (EEC) modules
- None were to date
- It was important to build Employability into assessment (eg, time management, team working, evaluation)

(Action: Chair and Secretary to set up special session on Employability)

A9. TEACHING QUALITY

Discussed

monitoring and support

- The information from student module evaluation was currently arriving, though response rates had not been good.
- DLTs had not yet received the reports, though the Module Organisers had
- The Chair asked how Schools identify and support teachers with poor scores.
- Some Schools used a score below 4 to trigger discussion and mentoring. It was pointed out that ideally problems should be spotted long before module evaluation forms arrived. Also, some problems (eg problems with assessment) may occur after the evaluation forms are submitted.

- There were differing views as to whether module organisers should share everyone's score with everyone else.
- ENV also used SSLC to identify modules with problems (as well as those with good practice).
- Course level evaluation was now the University requirement, but SCI has chosen to continue monitoring all modules each year.

(Action: Chair to contact LTS re sending DLTs module evaluation reports)

A10. SCIENCE WITHOUT BORDERS

Received

an oral report from the Chair

- Science without Borders was a new initiative enabling Brazilian students to study in the UK for a year, paying an all inclusive fee to cover tuition fees and accommodation; Professor Duncan Craig was heading this at UEA.
- The Brazilian academic year ran from January to December, but students would attend UEA for a UK academic year.
- Students would study 120 credits and then undertake a summer placement.
- All SCI Schools were working on this, with 30 students expected in SCI for September 2012.
- School reps: BIO Tom Clarke; CHE and NatSci Tharin Blumenschein; CMP Pierre Chardaire, ENV Carlos Peres, MTH Emilian Parau, PHA Susan Barker.
- Not yet known whether students would begin at UEA 1.5 years into their course or 2.5 years.

(Action: Chair to check the above)

A11. ANY OTHER BUSINESS – to close

None

SECTION B: ITEMS FOR REPORT

No items for report