

**LTC12D021**

**Title:** HUM LTQC Minutes- 4 July 2012  
**Author:** Michele Pavey  
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**Issue**

To receive the minutes of the Faculty of Arts and Humanities Learning, Teaching and Quality Committee meeting held on 4 July 2012.

**Recommendation**

None.

**Resource Implications**

Not applicable.

**Risk Implications**

Not applicable.

**Equality and Diversity**

Not applicable.

**Timing of decisions**

Not applicable.

**Further Information**

Contact details: Ms Michele Pavey, Learning and Teaching Coordinator, telephone 01603 592157, email: [m.pavey@uea.ac.uk](mailto:m.pavey@uea.ac.uk) for enquiries about the content of the paper.

**Background**

Not applicable.

**Discussion**

Not applicable.

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

**LEARNING, TEACHING AND QUALITY COMMITTEE**

Minutes of the meeting held on 4 July 2012

Present: Dr Sanna Inthorn (Chair), , Ms R Burgess, Dr R Denison Dr J Goodenough, Dr C Matthews, Mr M Myles Dr D Rycroft, 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)  
Ms J Mann (Careers and Employability Service)  
Dr J Gifford

**61 MINUTES**

Confirmed

The Minutes of the meeting held on 23 May 2012 were confirmed as a correct record.

**62. MATTERS ARISING NOT COVERED ON THE AGENDA**

There were no items raised.

**63. 2012/13 INDUCTION**

Reported

63.1 7 August 2012 was the deadline for Induction programmes to be uploaded onto Blackboard Induction sites. Each School would have an Induction site for undergraduate students and one for postgraduates. These would be supported by Learning and Teaching Service (LTS) staff in the Hub. Rooms had been booked by LTS staff on the basis of last year's Induction programmes.

63.2 The Chair suggested that she facilitated a meeting for new students on joint honours programmes which spanned Schools and ideally Course Directors from these courses would be present at this meeting

63.3 Arising from discussions about induction the following was resolved

- i) Teaching Directors would consult colleagues on whether a specific meeting for students on cross-School joint honours programmes should be arranged as part of induction.
- ii) Teaching Directors would consult with PgT Directors on whether they would like to retain the meeting new taught postgraduate students had with the Associates Dean (LTQ).
- iii) The Chair would check with the Dean of Students (DOS) what role staff from DOS would play in the induction process.
- iv) Teaching Directors would consult with colleagues about how and when DOS, the Union of UEA Students (UUEAS) and Security might be involved in School induction programmes.
- v) Teaching Directors would advise John Tully by 9 July is Schools would prefer to use their own existing Blackboard sites rather than the proposed Induction sites.
- vi) John Tully would compile a list for Teaching Directors on what to include on Schools' Induction sites.
- vii) John Tully would arrange for a list of Course Directors and Deputy Course Directors in HUM for 2012/13 to be produced and circulated to Teaching Directors.

## 64. HUM EMPLOYABILITY INITIATIVES

Considered

- 64.1 The desirability of embedding employability into year one of degree courses rather than as part of induction was agreed, although information on part-time jobs and volunteering opportunities could be put on Induction Blackboard sites.
- 64.2 The Careers Service was developing a timeline of contacts with students during their course of study.
- 64.3 The Chair was leading a HUM Employability Network comprising HUM School Employability Officers. In HUM employability was seen as part of enterprise and engagement and it was the expectation that School Employability Officers rather than Teaching Directors would lead in this area.
- 64.4 HUM had made a number of bids for funding for employability initiatives. For example HIS intended to introduce a structured induction programme developing a range of skills sets. This could be a model for the rest of the Faculty to adopt in future years.
- 64.5 Jayne Gifford had undertaken a survey of employability initiatives undertaken by comparator institutions and this was tabled.
- 64.6 A paper entitled Arts & Humanities Employability Paper produced by Jon Cook and Ian Chance was considered. It had been approved in principle by the HUM Executive. Some LTQC members expressed concern at the language such as capitalism and entrepreneurship used within the proposal which they felt did not necessarily reflect the aspirations of HUM students. The costs of the proposed pilot, for a small group of students, and whether the correct group of students was being targeted, was also questioned.

Resolved

The views of LTQC would be fed into the HUM Employability Network.

## 65. STUDENT HANDBOOKS

Considered

The requirement that Course or School Handbooks did not duplicate policies or procedures articulated elsewhere was reiterated. It was agreed that the HUM Study Skills Handbook would be retained.

Resolved

- i) Teaching Directors would be asked for comments on the proposed 2012/13 HUM Study Skills Handbook.
- ii) Mr Tully would prepare a template outlining what could be included in School Handbooks.
- iii) Dr Denison would share the FTV Blackboard Course Handbook with Teaching Directors.

## 66. STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

- 66.1 *University Induction for New Teaching Directors*  
This would be held on 7 November 2012 from 2.00pm-4.30pm. Existing Teaching Directors were welcome to attend.
- 66.2 *Key Information Sets (KIS)*  
Schools were being asked to provide information for the University's KIS return to HEFCE. The deadline for this information to be collated was 22 August 2012.

- 66.3 *Policy and Regulatory Changes for 2012/13*  
The Head of LTS and the Academic Director of Taught Programmes (ADTP) were convening a meeting for key staff to brief them on changes to academic regulations and policies in 2012/13. This would take place on 12 July at 1.30pm.
- 66.4 *Plagiarism*  
The ADTP would be contacting Plagiarism Officers about any interesting or challenging cases they had dealt with in 2011/12. The outcomes would be considered at the LTQC meeting in October.
- 66.5 *Internal Student Survey Data*  
The outcome of the UEA survey conducted on second and third year students asking for feedback on their courses had now been published.
- 66.6 *Module Monitoring*  
A pragmatic approach to the process was to be adopted for this year. There would be new forms in operation for 2012/13. For joint courses the lead School should initiate the process liaising with the relevant contact from the other School.
- Resolved  
Issues arising from the Module Review process would be considered at the October LTQC meeting.
67. **NEW ACADEMIC MODEL (NAM)**
- Reported  
On 25 July 2012 feedback on School NAM Programme forms would be sent to Schools.
68. **NEW COURSE PROPOSALS**
- Resolved  
The new course proposals for a BA Film and History and a BA Landscape History should be approved.
69. **NON ANONYMISATION OF PgT ASSESSED WORK**
- Resolved
- i) Teaching Directors to discuss with PgT Directors whether there was support to seek a concession to continue with non-anonymised submission of assessed work.
  - ii) Mr Myles to submit a response on this issue on behalf of the Union of UEA Students (UUEAS) to the Chair).
70. **HUM TEACHING FORUM**
- Agreed  
It was agreed that the forum would consider two topics per meeting and the first meeting would consider assessment and feed forward and the management of module enrolment and criteria for allocating places on modules.
71. **COURSEWORK SUBMISSION**
- Received  
The University's revised policy on coursework submission for 2012/13 was noted.

72. **COURSE APPROVALS, COURSE TITLE CHANGES AND COURSE CLOSURES IN HUM 2011/13**

Received

Members received a report on course approvals, title changes and closures in HUM for 2011/12.

73. **REPORT FROM THE UNION ON UEA STUDENTS (UUEAS)**

Reported

73.1 *Examination Timetabling*

Following problems experienced by some students who had a bunching of examinations it was agreed that, although this was in accordance with UEA policy, it would be constructive if module size and examination profile could be taken into account when examinations were timetabled.

73.2 *Use of Twitter*

There had been some concern that a tweet from the official LDC twitter account had given out confusing information about the date that examination results would be published.

73.3 *School of Music*

University Council had received a letter from four dissatisfied MUS students regarding what they perceived to be a lack of communication with them about the closure of the School and arrangements for them to complete their degree. Council had now agreed that there would be monthly meetings for students to feed in to.

73.4 *Union Handbook*

If Schools wanted anything in particular to be included in the Union Handbook they should contact Matthew Myles.