

LTC12D086

Title: HUM LTQC Minutes- 4 July 2012
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Issue

To receive the minutes of the Faculty of Arts and Humanities Learning, Teaching and Quality Committee meeting held on 28 October 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 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 28 November 2012

Present: Dr Sanna Inthorn (Chair), Mr M Bowker, Dr R Denison Dr J Goodenough, Professor A Howe, Dr C Matthews, Ms S McGucken Dr C Riggs, Dr T Smith

In attendance: Ms M Pavey (Secretary to the Committee)
Ms Claudia Gray (Learning and Teaching Service, Arts Hub Manager)
Mr John Tully (HUM Strategic Planning and Business Manager)
Dr Jayne Gifford
Ms K Mortimer, LTS Website and Communications Project Officer (for Minute 19)
Dr R Fraser, HUM Pgt Director (for Minute 20)

Apologies: Dr R Wilson

17. MINUTES

Confirmed

The Minutes of the meeting held on 10 October 2012 were confirmed as a correct record.

18. MATTERS ARISING NOT COVERED ON THE AGENDA

18.1 *HUM Employability Initiatives*

Arising from Minute 3, Dr Inthorn reported that one School had expressed an interest in the initiatives outlined by Professor Cook and Mr Chance at the LTQC meeting on 10 October. Unfortunately there were not sufficient Faculty funds to run a pilot. However, the principles of entrepreneurship in its widest sense as outlined by Mr Chance had been taken on board.

18.2 *Induction*

Arising from Minute 11, it was reported that School Induction Blackboard sites would remain in place until they were rolled over for 2013/14. Discussions about School induction activities would commence much earlier than last year and would be considered as an agenda item at the LTQC meeting on 6 March 2013.

19. LEARNING AND TEACHING SERVICE (LTS) WEBSITE

Received

Kath Mortimer gave an overview of the LTS website project. The aim was to create a single reference point for all policies and procedures

dealt with by LTS. There would be student and staff tabs and from 2013/14 a searchable document repository. Members were invited to submit any suggestions for the content of the staff tab to Ms Mortimer.

20. **MA HUMANITIES**

20.1 Reported

The HUM Pgt Director, Dr Fraser advised members that she had been tasked with researching the feasibility of developing a part-time MA in Humanities which would run in the evenings. The University's Business Intelligence Unit (BIU) was undertaking market research including a competitor analysis. The next stage of the research would investigate the potential market for such a course in the region.

20.2 Tabled

A summary of recruitment to HUM pgt courses between 2010/11 and 2012/13 was tabled. This demonstrated that part-time pgt number in the Faculty, with the exception of History, were low. A summary of desk research into the potential market of an MA course in Humanities produced by the BIU was also tabled.

20.3 Considered

Mr Tully reported that he was carrying out research into online delivery of courses and the Committee agreed that this mode of delivery was worthy of further consideration.

Resolved

It was agreed that Dr Fraser should attend the LTQC meeting on 6 March to update members on the progress of the course proposal.

21. **HUM MODULE ENROLMENTS**

21.1 Tabled

An outline of a project looking into HUM module enrolment undertaken by Mr Tully and Dr Gifford was tabled together with an overview of over and under subscribed modules in 2012/13.

21.2 Considered

Mr Tully reported that outcomes from the project, which initially had the remit of investigating issues relating to reserve choices and managing student expectations, indicated that being allocated reserve rather than first choice modules was primarily an issue for AMS and LDC. Some Schools, such as PHI and PSI handled oversubscription by putting on additional seminar groups.

21.3

The key themes arising from the exploration of the module enrolment process were that students found the online system and the HUM process of requiring an additional paper form to be cumbersome. At times this was compounded by the complexity of some course profiles. The use of the wildcard on the face of it enabling students to take any

particular module in a discipline was not always helpful as some modules were restricted to certain students

- 21.4 It was acknowledged that students wanted to know the reasons they were not allocated their first choice module.

Resolved

A Faculty statement outlining the reasons that students might not be enrolled on to their first choice modules would be produced by Mr Tully and Dr Gifford in conjunction with Dr Inthorn to be considered by the Committee at its meeting on 16 January 2013.

22. STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

22.1 ***UEA Students on a Semester Abroad***

During the last academic year Dr Inthorn and Mr Tully had met with Professor Chris Bigsby, Director of the Year Abroad for AMS and FTM to discuss the translation of marks for students spending a semester abroad. As a result of these discussions and consideration within the School, PSI were now considering a proposal to assess the semester abroad on a pass/fail basis rather than translating the marks into a single 60 credit UEA percentage mark. Dr Inthorn hoped to take proposals to a meeting of the University's Learning and Teaching Committee (LTC) later in the academic year. Some Committee members expressed concern that assessing the semester abroad on a pass/fail basis meant that degree classifications for affected students would be calculated on three semesters rather than four over the counting years.

Resolved

Teaching Directors should discuss the proposal outlined in 22.1 above and feedback to Dr Inthorn by 21 December 2012.

22.2 ***HUM Tutorial Weeks***

Dr Inthorn tabled a paper on reading weeks activities undertaken by Schools. This included information on a range of activities undertaken for FTM students including preparing for employment for final year and postgraduate students, Production Training workshops and a World Café for international students. Members agreed that the FTM approach was an example of good practice.

22.3 ***Programme Review Workshops, Marking and Moderation Workshops and Monitoring of Assignment Feedback Turnaround times***

The Academic Director of Taught Programmes (ADTP) was taking a lead on the above initiatives. The next informal meeting of HUM Teaching Directors on 23 January 2013 would consider assessment and feedback, looking at the amount of feedback given and sharing

good practice. Student representatives would be invited to the meeting.

22.4 Course Director and Teaching Director Role Descriptors

Role descriptors for the above roles were being developed and would be discussed in various fora. Part of the context for this was appropriate relief from teaching for these role holders.

22.5 University Working Group on Internal Moderation

New guidelines on internal moderation would be in place for 2013/14 once the recommendations from the Working Group had been approved by LTC.

22.6 Review of the University's Plagiarism Policy

A University Working Group was meeting to review the existing policy. Any changes would be effective from 2013/14.

22.7 Word Count Policy 2012/13

Changes to the policy for Spring semester modules and Year-long modules with assignments set in the Spring semester had now been published.

23. CORPORATE PLAN AND RELATED DATA

Reported

Dr Inthorn reported that she and Mr Tully had met with Heads of School and some Teaching Directors to discuss the production of School Action Plans arising from learning and teaching related data.

Resolved

School Action Plans based on learning and teaching related data to be submitted by Teaching Directors for consideration at the LTQC meeting on 16 January 2013.

24. NEW COURSE PROPOSALS

Considered

The Committee considered proposals to introduce a new BA in Liberal Arts in 2013/14. This was a cross Faculty initiative. Changes to the MA Applied Translation Studies which would introduce the option of undertaking either a 70 or 90 credit dissertation.

Resolved

Both proposals were approved.

25. NEW COURSE PROPOSAL FORMS AND PROCESS

Considered

Draft Course Proposal Forms and the process for approving new courses which had been amended as a result of integration and the

introduction of the New Academic Model were considered. There were no suggestions for improvement or amendment.

26. **COURSE CLOSURES**

Resolved

Closure of the BA English History with Landscape Archaeology, BA History and History of Medicine and BA History with a Language was approved. None of the courses had recruited students since 2009/10 and there were no students registered on any of the courses.

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

Reported

Dr Inthorn reported that an algorithm for the calculation of degree classifications under NAM was under discussion and would go to LTC for approval in due course. Also the development of Employment and Enrichment (EEC) modules had been suspended until further notice. The development of the Pgt NAM had also been suspended for the time being.

28. **ANNUAL COURSE MONITORING AND UPDATE**

Reported

Dr Inthorn advised members that all modules should be evaluated by students and feedback given to them on the outcome of evaluation. This was separate from the Module Review exercise.

29. **EXAMINATION FEEDBACK**

Reported

Dr Inthorn advised the Committee that a University policy on examination feedback would shortly be considered by LTC. It was likely to require that feedback be available on all examinations. Whether this was generic or individual feedback was still under discussion. The HUM response that she had produced had been sent to the ADTP for consideration.

30. **PEER ASSISTED LEARNING (PAL)**

Noted

LCS was taking part in the Spring semester PAL pilot.

31. **QAA INSTITUTIONAL AUDIT OUTCOMES**

Received

Information from the QAA announcing the publication of *Outcomes from Institutional Audit: Student Engagement*

Resolved

Any feedback on the document to submitted to Dr Inthorn by 21 December 2012.

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

No report was received.

33. **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 was received.