

LTC12D107

Title: *SSF LTQC Minutes*
Author: Heather Reynolds
Date: 1/3/13
Circulation: Learning & Teaching Committee – 20 March 2013
Agenda: LTC12A004
Version: Final Version
Status: Open

Issue

To receive the Minutes of the Faculty of Social Sciences, Teaching and Quality Committee meeting held on 9 January 2013.

Recommendation

None.

Resource Implications

None.

Risk Implications

None.

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

Contact details: Heather Reynolds, Learning and Teaching Coordinator, telephone 01603 592517, email: h.reynolds@uea.ac.uk, for any queries/further information relating to this document.

Background

N/A

Discussion

N/A

Attachments

Minutes from 9 January 2013

SSF LTQC 12M004

Minutes of a meeting of the SSF LTQC held on Wednesday 9 January 2013, from 1430 to 1630, in A1.83 (DEV Meeting Room)

Academic Members Present:

Helena Gillespie (Chair)
Lee Beaumont (EDU UG)
Neil Cooper (PSY)
Martin Gill (SWK)
Shawn McGuire (DEV)
Naresh Pandit (NBS)
Sue Long (ECO)
Andreas Stephan (LAW)

Student Members:

Josh Bowker (SU Academic Officer)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS)

Apologies:

John Gordon (EDU PGT) (Study Leave)
Cal Corkery (SSF Faculty Convener)

1. MINUTES

Confirmed: the Minutes of the meeting of 14 November 2012.
Document 12M003

2. MATTERS ARISING FROM THE MINUTES

None.

SECTION A: ITEMS FOR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

A.1 STATEMENTS FROM THE CHAIR

- i) Faculty Appeals and Complaints Panel – the new system is now in place and a faculty panel (chaired by Helena Gillespie) will meet approximately once a month to consider stage 1 cases.
- ii) The HEAR (Higher Education Achievement Report) will be implemented for students starting from Sept 2013 (a slight delay).
- iii) In line with developments of marking scales for UG students, new scales for PGT students are being developed. It would be useful to know if anyone would welcome trialling these with students.

iv) The University is involved with an exciting new development – Massive Open Online Courses (MOOCs) in partnership with FutureLearn <http://www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=422182&c=1>.

v) Teaching Directors were encouraged to refer the LTC update (item A.2) to their Teaching Committees or equivalent group. Next LTC meeting will take place on 30 January.

A.2 LTC UPDATE

LTC update following meeting on 5 November 2012 (document online)

A.3 PLAGIARISM & COLLUSION

The database for the 2011/12 academic year is complete. School plagiarism & collusion reports should have been submitted to the Chair by 26 October to enable a Faculty level reflective report to be submitted to TPPG. Plagiarism Officers are also being asked to identify interesting anonymised case studies for possible consideration by LTC/TPPG as part of the quality enhancement process. Those received are now in the 2011/12 folder within the Plagiarism Report section online.

A.4 ANNUAL COURSE MONITORING AND UPDATE

Deadline for submission of forms was 30 September 2012 – extended to 31 October 2012. Those received are now in the 2011/12 folder within the Module Review and Annual Course Monitoring and Update section online.

A.5 NOTICE OF PUBLICATION OF OUTCOMES FROM INSTITUTIONAL AUDIT: STUDENT ENGAGEMENT

QAA Paper (on-line) submitted by Jon Sharp for consideration and response.

A.6 NSS/PTES ACTION PLANS

Those received are now in the 2011/12 folder within the NSS/PTES section online.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B.1 NEW COURSE PROPOSAL FORM AND GUIDANCE NOTES (1430)

Laurence Wild presented the new course proposal forms and guidance notes which she developed.

Document 12D006

Noted:

- Full data capture.
- Possibility of moving to two forms, omitting fast track (full proposal where there is a resource implication or minor amendment proposal where there is no resource implication).
- Include thorough guidance notes.
- Academic and Business cases will be circulated together for consideration and approval.
- Proposal forms and guidance notes will continue to be developed through feedback from users.
- Forms comprise:
 - Scope of proposal.
 - Research – wide-ranging consultation.
 - Written proposal.

- Approvals stage.
- Implementation stage.

Resolved: Comments to Laurence Wild by 21 January to enable the proposal form and guidance notes to be given full consideration by LTC.

B.2 MA HEP (1500)

Presentation by Claudina Richards

Noted:

- This has been redesigned to match the framework of HE academy.
- Has been successful and sets up colleagues for their career at UEA.
- Over a 5 year period, colleagues undertake three modules which are compulsory and form the PG Cert HEP. The first module is centred around personal development plan with a write-up at the end of the year. The second module relates to evaluation of teaching. The third module relates to teaching formats (IT and future pedagogies).
- Module 4 – Research Led Learning & Teaching in Education.
- Modules 5 & 6 – Academic Practice (projects/best practice).
- Academic colleagues are encouraged to become HE fellows.
- HE fellows do not need to undertake the Cert HEP.
- Claudina teaches modules 5 & 6 and is also an Adviser for colleagues on this programme. She has encountered some situations where colleagues are poorly supported by their mentors/HoSs. Many of those undertaking this programme have a considerable workload outside of this programme.
- NBS TD wondered if this could be taught as an intensive short course and asked how the programme was being marketed.
- PG Cert HEP is the minimum requirement and more support for this initiative is needed. Quality of training for staff is key. Induction component could be undertaken as a short course off site.
- DEV TD – those having undertaken this programme can promote best practice within the school.
- LAW TD felt that, from his own experience, no importance was attached to this programme at interview stage. Many colleagues were undertaking this programme at a time when they had PhDs to finish together with new teaching responsibilities.
- Claudina had developed new CSED courses:
 - How to Get Started at UEA
 - Lecturing for Beginners
- EDU TD felt, that in his experience, assignments had been repetitive but understood that this had now been changed.
- There doesn't appear to be any staff development committees within schools but NBS does have induction programmes for new staff members including administration guidance from LTS colleagues. Master classes are well attended.
- Claudina suggested that drop-in sessions might be made available.

Resolved:

Teaching Directors will give this programme some thought with a view to promoting it and supporting those in their schools who are undertaking it. They will refer this discussion to Promotions Committees. Claudina Richards is their contact person in this respect.

B.3 COURSEWORK SUBMISSION AND RETURN

Review by Neil Cooper

Document 12D007

Noted:

- Invisibility of process - Why do some students/staff miss information? (Is this a symptom of lots of information being available but not a systematic/logical format?)
 - LTS Hub needs to be the first port of call for administration queries.
 - It is probably easier for students to ask a question than look for the answer.
 - Too many changes to processes.
 - PAL.
 - Put video capture of process online.
 - EDU, together with administrative colleagues, run sessions within a lecture which demonstrate the process.

Resolved:

Teaching Directors will put this on Teaching Committee agendas for discussion and Secretary will investigate the possibility of putting video capture of the process online.

- Formative – Summative differentiation – Should we be working towards a point where all written formative work is routinely managed by the HUB and incorporated in staff/student information (opt out rather than opt in)?
 - Chair supports recording mark for formative cw and handing in via the hub but perhaps Evision is not the tool for this. Submitting work is a measure of engagement as well as attendance.
 - NBS TD – student view of formative assessment is lower as there is no formal submission etc.
 - PSY TD – students do not have the opportunity currently to practice the submission process.
 - EDU TD – a different experience with formative coursework can be helpful.
 - ECO TD – students have to attach a blank feedback sheet to the back of their work for ECO colleagues to complete – can this be incorporated automatically? (Secretary – not possible currently due to the way in which this process works for all schools and the technology involved.)
NBS TD – suggested a template on Module BB site which students have to use to create their essay and which includes the feedback sheet.

Resolved:

Chair – item to be revisited.

- Handing back work – Are envelopes necessary or expensive and inefficient? Is there a realistic risk of plagiarism? Should we be using advisees?
 - Concerns about students can see each other's marks and may take work for plagiarism purposes (where there is an outstanding extension or relating to other work).
 - Students in a scrum when collecting work.
 - NBS TD asked whether a list of those not collecting their work is being given to Module Organisers (Secretary to investigate).
 - Student Academic Officer – Environmental issues should be taken into consideration.
 - There doesn't appear to have been any student complaints about this process.

- LTS concerns relating to the use of envelopes: (a) would add to the cost of the process (b) carbon footprint (c) resource (d) enveloped work takes up more space and this is very limited.

B.4 PLAGIARISM & COLLUSION REVIEW

Update by Shawn McGuire

Noted:

- Review of processes and policy, conduct of meetings etc. (UEA London, INTO and associated colleges involved).
- Review incorporating:
 - Reviewing criteria grid and title of Plagiarism Officer.
 - Whether there should be a panel for each case.
 - Feed forward for extra scrutiny in future.
 - Low level cases – letter only/resubmission.
 - Disincentives for colleagues to seek out plagiarism/collusion.
 - How Turnitin might be used.

Resolved:

Shawn McGuire will update members at the next meeting in February.

B.5 FORMATIVE COURSEWORK

Update by Helena Gillespie

Document 12D008

Noted:

- Becca Westrup (EDU) working on this.
- Need to develop an exemplar of a feedback record sheet to be used in adviser meetings to help students understand the assessment and feedback cycle on their course – need someone to develop different versions to see what we can adopt (3 days buyout – TDs to consider).
- Setting up:
 - Workshop 1 for TDs and possibly CDs etc. – an opportunity to see what this means for your school.
 - Workshop 2 – update on e-assessment.
 - Workshop 3 – focus groups – student experience and engagement. Maintenance and monitoring going forward.
- SSF Office will arrange workshops – working together to implement this.

Resolved:

TDs to email comments and questions to Chair.

B.6 EXAMINATION FEEDBACK

Report back by Josh Bowker

When receiving generic feedback on exams, reps wanted clear instructions on where they went wrong accompanied by a model answer, detailing where marks can be gained, and ideally with the script returned. They would also like more pre-exam information – guidelines, requirements. They also said it would be more useful to sit exams closer to the end of the module and instead of receiving feedback directly after the exam, using it closer to the beginning of the next exam to feed-forward, possibly with feedback of previous cohorts being kept and used for revision purposes. The rep's ideal for exam feedback is that they will learn what the different quality levels in

answers are, and the common errors that occur. They would like to know statistics on the exam such as the average mark. The reps said they would like a copy of their exam script with personalised comments and also a seminar to go over the exam and how to improve on key points would be useful, and they would like a deadline to have feedback returned by.

Noted:

- CW stats are available on Evision but Secretary will investigate to see if this is the same for EX stats.
- Student Representatives' wish list is reasonable.
- Some subject areas may not have exemplars to offer up.
- Internal and external moderation is under scrutiny – James Cornford will feedback on this to February meeting.

Resolved:

- Feedforward would be best and this could be built into the lecture programme for each module. To be considered at SSLCs.

SECTION C: ONGOING ITEMS FOR REGULAR REPORT

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

C.1 COURSE CLOSURES

EDU

PGCE Secondary Years: Religious Education T1X1V6101SY Approved 20/12/12

C.2 CHANGES TO EXISTING PROGRAMMES

NBS - Change of Course Title - MSc Strategic Information Systems to MSc Business Information Management - Approved 20/12/12

DEV - Change of Course Title - MA Globalisation and International Development to MA in Globalisation, Business and Sustainable Development – Approved 29/10/12

C.3 NEW COURSES

NBS

MSc Advanced Business Management T1N1N2101 Approved 26/11/12

MSc Sustainable Business T1N1F7101 Approved 26/11/12

MSc Investment & Financial Management T1N300101 Approved 26/11/12

MSc Advanced Management (London) T1N206101UL Approved 26/11/12

MSc Entrepreneurship & Strategy (London) T1N211101UL Approved 26/11/12

SECTION D: EXTERNAL EXAMINERS REPORTS

D.1 COMPLETED EXTERNAL EXAMINERS' REPORTS 2009/10

Documents for this item are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

CCE – C. Richardson (UG)

NBS – T C Melewar (PGT) (MSc)

D.2 OUTSTANDING EXTERNAL EXAMINERS' REPORTS 2009/10

EDU – W. Brookes (PGT)

D.3 COMPLETED EXTERNAL EXAMINERS REPORTS 2010/11

Documents for this item are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

CCE – S. Page

EDU – R. Ayres, F. Beaton (PGT)

NBS – L. Jack (UG), McCullum-Oldroyd (UG), Marriott (PGT) (MSc), Melewar (PGT) (MSc), Rogers (PGT) (MSc)

D.4 OUTSTANDING EXTERNAL EXAMINERS REPORTS 2010/11

CCE – Richardson – with Chair for further comments following scrutiny.

DEV – Lind UG – report not submitted.

EDU – Alexander, Brookes, Clarke, Croft, Levy – with School

NBS – Almond (PGT) – report not submitted, Doherty (PGT), Prince (PGT), Wooldridge – with School.

SWP – Baron, Blissett, Cocker, Doel, Hart, Johns, Langan, Rogers (MBA) (all PGT) – with School, Pinkerton (PGT) – report not submitted.

D.5 COMPLETED EXTERNAL EXAMINERS' REPORTS 2011/12

Documents for this item are available to view on the SSF LTQC Blackboard site in the relevant meeting folder.

DEV – J. Elliott (UG), K. Sen (UG)

LAW – T. Tridimas (UG), A. Tettenborn (UG), J. Penner (UG), J. McEwan (UG), M. Palmer (UG)

Deadlines:

24 August 2012 – receipt of UG External Examiners' reports by Assessments Office (Assessments Office will remind those External Examiners who have not submitted by this deadline)

12 October 2012 – consideration of UG External Examiners' Reports by Schools and for draft responses to be received by FLTQC.

16 November 2012 – Faculty LTQC to approve responses to UG External Examiners' reports and for schools to send formal responses to UG External Examiners

14 December 2012 – FLTQC UG External Examining process report to LTC.

14 December 2012 – receipt of PGT External Examiners' reports by Assessments Office (Assessments Office will remind those External Examiners who have not submitted by this deadline).

1 February 2013 – consideration of PGT External Examiners' reports by schools and for draft responses to be received by FLTQC.

1 March 2013 – FLTQC to approve responses to PGT External Examiners' reports and for schools to send formal responses to PGT External Examiners. FLTQC PGT External Examining process report to LTC.

DATE OF NEXT MEETING AND FUTURE ITEMS

Wednesday 27 February 2013, 1430 – 1630, in A1.83 (DEV Meeting Room)

Meeting date	Action	Responsibility	Status (Ongoing, Completed or no longer required/relevant)
14/11/12	TD Role – discussing with other ADs/SSF Exec/PVC.	Chair	CD role goes to LTC on 31 st January – then TD description to follow
14/11/12	School NSS/PTES Action Plans to be submitted to SSF LTQC.	TDs	This is on hold – we will address the issue of action planning in a meeting
14/11/12	LTS Website – comments welcome – please direct to Kath Mortimer.	TDs	
14/11/12	Formative and Summative Assessment – engage school by school on plans prepared for NAM – review to see if this is manageable (consider whether there is too much analogue assessment in the programme specifications – could some of this move to digital, whether the assessment will result in a bunching of deadlines, whether there are different modes of assessment etc.).	TDs	This will be done in our upcoming A&F meetings starting on 6 th March
14/11/12	Examination Feedback – would students prefer feedback from previous year's exam as feed forward for this year's exam? Union Academic suggested consultation with students.	Chair	Schools are developing their own approaches – to be discussed at A&F workshops
14/11/12	Improving assessment feedback – this is a priority and may attract funding. Develop strategic plan for consideration by PVC.	Chair	A&F workshops – dates confirmed as 6 th March 21 st March and 18 th April.
14/11/12	PAL – NBS piloting for SSF. Update to be reported to SSF LTQC.	NBS TD	For 24 th April meeting – we need to make sure NBS can send PAL champion?
14/11/12	School Plagiarism Officers' Reports for 2011/12 must be submitted to the Chair to enable a Faculty level reflective report to be submitted to TPPG. Please could POs also identify interesting anonymised case studies for possible consideration by LTC/TPPG as part of the quality enhancement process. TDs to liaise with POs.	TDs	All submitted – Faculty level report due in February
14/11/12	University is reviewing all forms used by students and staff. Input welcome to Secretary.	TDs	
14/11/12	Annual course monitoring and update – deadline for submission of Course Directors' reports (annual course monitoring and update form) and	TDs	NBS UG awaited. Process for next year to be discussed at FLTQC 27 th Feb.

	Teaching Directors' reports (annual course monitoring school summary form) was 30 September, later extended to 31 October, to enable Chair to submit Faculty report. Please submit to either the Secretary or the BB site in the 2011/12 school folder allocated (under the heading in the left-hand column 'module review and annual course monitoring and update').		
9/1//13	New Course Proposal forms - Comments to Laurence Wild by 21 January to enable the proposal form and guidance notes to be given full consideration by LTC.	TDs	Done? No comments (if any please send to Andreas by 31 st –(he is attending LTC)

1. HEAR Report (1430)
Presentation by Lynne Simpkin/Jo Spiro (Students Union) and possibly Ian Callaghan (Planning)

MEETING: FEBRUARY 2013
2. Roles and Responsibilities of Course Directors and Teaching Directors – To follow up on the discussion held at the October meeting and resulting wiki collection of duties currently performed.

MEETING: FEBRUARY 2013
3. PAL – update from NBS

MEETING: FEBRUARY 2013
4. INTERNAL & EXTERNAL MODERATION REVIEW – update by James Cornford

MEETING: FEBRUARY 2013
5. PLAGIARIASM & COLLUSION REVIEW – update by Shawn McGuire

MEETING: FEBRUARY 2013
6. EXAM TIMETABLING
Discussion relating to the scheduling of examinations and to establishing the purpose of academic colleagues attending examinations immediately prior to commencement.

Meeting: MARCH 2013
7. FEEDBACK TO STUDENTS ON WRITTEN ASSIGNMENTS – SENATE SCALES
To return to the guiding principles for feedback at a future meeting.

Meeting: JUNE 2013

SSF Learning, Teaching and Quality Committee
ACTION POINTS ARISING FROM MEETINGS

PLEASE NOTE actions which have been taken or are no longer required will be removed from the list below once they have been reported to a meeting.

9/1/13	MA HEP (presentation by Claudina Richards). Teaching Directors to give this programme some thought with a view to promoting it and supporting those in their schools who are undertaking it. Suggest referral to Promotions Committees. Claudina Richards is the contact person for this programme.	TDs	More on this and CPD in meeting on 27 th Feb.
9/1/13	CW submission and return – Neil Cooper - Invisibility of process - Why do some students/staff miss information? (Is this a symptom of lots of information being available but not a systematic/logical format?) (1) TDs to add this to Teaching Committee agendas for discussion. (2) Secretary will investigate the possibility of putting video capture of the process online.	(1) TDs (2) Secretary	Passed on to LTS management
9/1/13	CW submission and return – Neil Cooper - Formative – Summative differentiation – Should we be working towards a point where all written formative work is routinely managed by the HUB and incorporated in staff/student information (opt out rather than opt in)? To be revisited.	Chair	Passed on to LTS management
9/1/13	NBS TD asked whether a list of those not collecting their summative coursework from LTS pigeonholes is being given to Module Organisers.	Secretary	Response added to Feb agenda.
9/1/13	Plagiarism & Collusion Review – update for members at Feb meeting.	DEV TD	James Cornford will submit report.
9/1/13	Examination Feedback - CW stats are available on Evision but is this the same for EX stats?	Secretary	Ongoing. Not possible at the moment (EX marks are not available to students as provisional marks). Investigating to see if this might be a possibility for the future.
9/1/13	Examination Feedback - Feedforward would be best and this could be built into the lecture programme for each module. To be considered at SSLCs.	TDs	
9/1/13	Formative Coursework – questions and comments to Chair.	TDs	