

LTC12D109

Title: HUM LTQC Minutes- 16 January 2013
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Issue

To receive the minutes of the Faculty of Arts and Humanities Learning, Teaching and Quality Committee meeting held on 16 January 2013

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 16 January 2013

Present: Dr Sanna Inthorn (Chair), Mr M Bowker, Mr S Clark, Dr R Denison, Dr J Goodenough, Dr C Matthews, Ms S McGucken, Ms Z Phillips, 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)
Dr Jayne Gifford
Dr L Powell (HUM Foundation Year Coordinator for Minute 38)

Apologies: Dr A Howe, Dr J Poppleton and Mr J Tully

34. MINUTES

Confirmed

The Minutes of the meeting held on 28 November 2012 were confirmed as a correct record.

35. STATEMENTS FROM THE CHAIR

The Chair reported orally on the following:

35.1 *UEA Students on a Semester Abroad*

A University working group would be established to investigate the feasibility of marking a 60 credit semester abroad on a pass/fail basis rather than translating marks received from the study abroad University. Data was currently being collated on the impact, if any, that assessing on a pass/fail basis would make on degree classifications.

35.2 *BA Liberal Arts*

The course proposal had been approved by the University's Learning and Teaching Committee (LTC) and would be offered from 2014/15. The title of the Numeracy module would be changed.

35.3 *University Timetable Review Group*

The Pro-Vice Chancellor (Academic) was chairing a working group looking at a range of issues including a better fit between group and room sizes and modules keeping the same rooms all semester.

35.4 *Winter Congregation*

The University's Executive Team had decided that a second graduation event should be offered to students from winter 2014 onwards for

students who had been unable to attend the July congregation event and for postgraduate students.

35.5 **Word Count Policy**

i) The University's Word Count policy for assessed work had been amended from Spring 2013 in response to requests from members of LTC. The main change approved concerned footnotes/endnotes which, under the revised policy, would be included in the word count unless they were part of the bibliographic referencing section.

ii) Ms Phillips requested that students were reminded of the change to the policy. Whilst it was noted that the change had published in a recent student e-bulletin, the student representatives present felt strongly that given the amount of emails students received any important information should be conveyed in a separate email with the title of the email clearly conveying the subject content.

Resolved

The Arts Hub would send another reminder to students about the change to the Word Count policy directing them to the relevant information on the Learning and Teaching Service (LTS) website and in future, be cognisant of the need to ensure that important issues were conveyed in single item emails.

35.6 **Student Charter**

A working party was being established to update the Student Charter as this document had not been reviewed for a number of years. It would consult widely with both staff and students.

35.7 **Taught Programmes Policy Group (TPPG) Issues**

i) *NAM Algorithm for borderline cases*

Board of Examiners Chairs would be updated on the algorithm and its implementation.

ii) *Exam Feedback*

Heads of Schools had received a bulletin on the guiding principles for the provision of examination feedback. Feedback could be generic or by student.

iii) *Merit award for Masters degrees*

The next TPPG meeting would consider the implementation of a Merit award for students achieving a total aggregate of over 60%.

iv) *Electronic coursework submission –students submitting the wrong assessment item*

The Academic Director of Taught Programmes (ADTP), the PVC (Academic) and LTS Managers were considering how the issue of students submitting the wrong piece of work should be addressed in terms of whether they should be penalised or not for this. A statement would be issued in due course.

35.8 ***Teaching Fellowships***

Those interested in participating in the EDU research project should contact the holder of that fellowship. It was noted that there had been no bid from HUM staff for Teaching Fellowships.

35.9 ***Higher Education Academy (HEA) Presentation
Research into Teaching Funding***

Research and Enterprise Services (REN) were supporting bids for funding to the HEA for i) flexible learning, ii) External Examiners and iii) assessment and feedback. The deadline for bids to be submitted was 24 January 2013

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36. **CORPORATE PLAN AND RELATED DATA**

Considered

Members considered School Plans based on learning and teaching related data.

Resolved

The Chair would identify key issues arising from the plans and would produce a Faculty overview once they had all been received. It was noted that the informal HUM Teaching Directors' meeting on 23 January 2013 would focus on the assessment and student feedback.

37. **HUM MODULE ENROLMENTS**

Considered

Members considered a draft statement on the HUM rationale for allocating students on first or reserve choice modules. There was considerable discussion on criteria that could be used to allocate students onto modules. There was support for students from home Schools and on joint honours to have preference with random allocation if they were still oversubscribed. If all home School and joint honours students were allocated a place and there were spaces remaining then there would be random allocation of the remaining places.

Resolved

i) Student representatives would consult HUM students as widely as possible on the proposals outlined above and feedback to the Chair as soon as possible so that a policy could be formalised in time for the 2013/14 undergraduate module enrolment exercise.

ii) The rationale for module allocation would be finalised by LTQC at its meeting on 6 March 2013.

38. NEW COURSE PROPOSALS

Considered

38.1 *HUM Foundation Year*

i) It was proposed to offer a Foundation Year from 2013/14 for nine of the Faculty's degrees. The initiative was important to the Faculty's Widening Participation and admissions strategies. It would offer students who achieved CCC at A' level or had non- standard qualifications substantial contact time, peer to peer support and tutorial provision as well as support from the colleagues in the Dean of Students.

ii) There had been considerable discussion across the Faculty on the requirements to progress to the first year of the relevant linked degree and LTQC supported the proposal that an aggregate pass mark of 40% in line with requirements for other courses. LDC would have a slightly higher requirement.

Resolved

It was resolved to approve the proposal.

38.2 *MA Public Policy and the Environment*

Members were advised that this was a reconfiguration of the existing MA Public Policy and it was hoped that the changes would strengthen recruitment. It was confirmed that it was not deemed to be a joint course with ENV, but the Course Leader designate had strong links with colleagues participating in the running of the course.

Resolved

It was resolved to approve the proposal.

39. POSTGRADUATE (PGT) RELATED ISSUES

Noted

39.1 *School Responses to revised Pgt Marking Scales*

Three Schools had responded to Dr Becky Fraser, HUM Pgt Director, on the proposed revised scales. She had produced a HUM response which had been forwarded to the ADTP for consideration.

39.2 *Annual Course Review*

i) A number of Schools had still to complete Annual Course review. It was acknowledged that the timescales for the review of pgt programmes were different from that of undergraduate programmes but this was not reflected in the University policy. There was also concern that insufficient data was available to enable the process to be fully completed.

ii) An example of good practice highlighted by the Chair was the incorporate of practice into the MA teaching in ART.

iii) Those Schools which had yet to complete their reviews were asked to do so as soon as possible so that the Chair could complete a Faculty overview.

40. **HUM LTQC REPORT ON THE CONSIDERATION OF UNDERGRADUATE EXTERNAL EXAMINER REPORTS**

Noted

The Chair advised members that External Examiners had been very positive about undergraduate courses in the Faculty.

41. **NEW ACADEMIC MODEL**

Noted

The Chair noted that there was nothing new to report at this meeting.

42. **WORKLOAD ALLOCATION FOR TEACHING DIRECTORS**

Considered

i) The Chair informed the Board that the ADTP was working on a role descriptor for Teaching Directors. Three responses had been submitted by HUM Teaching Directors outlining their duties in the role.

Resolved

These responses would be submitted to the ADTP for consideration.

ii) In the course of discussions about the role of Teaching Directors some requested to be informed if students withdrew from their course.

Resolved

The Secretary would discuss this request with the SITS team to see if they could be notified each time a student was formally withdrawn on SITS from their course.

43. **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.

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

Reported

i) Ms Phillips reported that she was working with joint honours students on their experience following concerns expressed by some joint honours students in the National Student Survey.

ii) The issue of ensuring that emails sent to students were single item with a very clear subject heading as outlined in Minute 35.5 above was

reiterated. Ms Phillips advised members that from her experience students might not read bulletins that contained a number of items or were sent to a diverse range of recipients.

Resolved

For future meetings the report from the UUEAS would be considered at the beginning of the agenda rather than be the last item.

45. **ADDITIONAL ITEM - SEMESTER DATES**

Reported

Some members of the Committee expressed grave concern that the Spring semester starting on 7 January 2013 had an adverse impact on staff being able to complete Autumn semester marking. The Chair advised members that this had been raised with the ADTP, Associate Deans and LTS Managers and would be looked at for future years.