

**LTC12D136**

**Title:** *SSF LTQC Minutes*  
**Author:** Heather Reynolds  
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**Issue**

To receive the Minutes of the Faculty of Social Sciences, Teaching and Quality Committee meeting held on 27 February 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](mailto:h.reynolds@uea.ac.uk), for any queries/further information relating to this document.

**Background**

N/A

**Discussion**

N/A

**Attachments**

None.

**SSF LTQC 12M005**

Minutes of a meeting of the SSF LTQC held on Wednesday 27 February 2013, from 1400 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 Present:**

Josh Bowker (SU Academic Officer)  
Cal Corkery (SSF Faculty Convener)

**With:**

Heather Reynolds (Secretary)  
Becky Fitt (LTS Manager)

**Apologies:**

John Gordon (EDU PGT) (Study Leave)

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**1. MINUTES**

**Confirmed:** the Minutes of the meeting of 9 January 2013 subject to the following amendment:

B.6. should read 'Student Representatives wish list is reasonable' (rather than Josh' wish list ...).

**Document 12M004**

**2. MATTERS ARISING FROM THE MINUTES**

None.

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**SECTION A: ITEMS FOR REPORT**

Documents for these items are available to view on the SSF LTQC Blackboard site in the relevant meeting folder with discussion taking place via the discussion board online.

**A.1 STATEMENTS FROM THE CHAIR**

(i) In response to the following question raised at our last LTQC meeting: is the hub reporting a list of students who do not pick up their coursework to Module

Organisers - the hub hasn't been able to do this but the tracker spreadsheet which is circulated to Teaching Directors fortnightly does have a list of work returned to Advisers (student reg numbers).

(ii) NSS Response Rate – Chair will circulate details to enable Teaching Directors with low return rates to respond.

## **A.2 LTC UPDATE**

Provisional LTC update following meeting on 30 January 2013.

**Document 12D009**

## **A.3 FACULTY APPEALS AND COMPLAINTS COMMITTEE**

This Committee met but there were no cases currently to be considered.

## **A.4 FACULTY PLAGIARISM & COLLUSION COMMITTEE**

This Committee met to consider one case of collusion.

## **A.5 ROLES AND RESPONSIBILITIES OF COURSE DIRECTOR**

Please email any comments to Chair (document online).

## **A.6 NOTICE OF PUBLICATION OF OUTCOMES FROM INSTITUTIONAL AUDIT: STUDENT ENGAGEMENT**

QAA Paper submitted by Jon Sharp for consideration and response (document online).

## **A.7 NSS/PTES ACTION PLAN**

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

## **A.8 SUMMARY OF SUCCESSFUL 2012/13 TEACHING FELLOWSHIP APPLICATIONS**

Document online.

## **A.9 POSTGRADUATE TAUGHT EXPERIENCE SURVEY**

11.1.13 - This outlines the arrangements for PTES 2013. HEA has told us that we can start any time after the 1<sup>st</sup> of Feb and keep it open for as long as we like until the end of May. I recall some of you asking me for an earlier date in 2012 because some students may finish before that; however I am afraid this is the earliest possible date that we can do the PTES this year. Students will be sent an initial email inviting them to participate and we will send them 3 reminders, the first two spaced 4 weeks apart and the last one, a week before the survey closes. HEA will be sending us some of the promotional materials to be used for publicity. This year we also have plans to have some of the key materials translated into Chinese (for both SES and PTES) in order to encourage more Chinese speaking students to participate. We will also liaise with the SU, Digital Marketing team and DOS Office to publicise the survey. We had incentives last year and achieved a 24% institutional response rate. We intend to have modest incentives this year too.

We will keep the survey open until the middle of May.

If you have any questions or suggestions please do not hesitate to contact me.

Best wishes

Dr Sreeparna Ghosh

## **A.10 LEARNING ENHANCEMENT TEAM (DOS) REPORT**

Comments/questions to Chair please (document online).

## **A.11 EMPLOYABILITY UPDATE**

Documents online.

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## **SECTION B: ITEMS FOR DISCUSSION AND ACTION**

### **B.1 LTS WEBSITE (1410)**

Update by Kath Mortimer relating to the move to using Liferay software.

**Noted:**

- Discussion had taken place with LTS staff and a site map is being prepared, but the LTS website team need to ascertain the best way to communicate with academic staff with a view to them reviewing the website.
- Suggested that searching the website for a particular document is the best way forward.

**Resolved:**

Teaching Directors will arrange for the LTS website team to be invited to their school meetings so that they can demonstrate the LTS website.

### **B.2 PLAGIARISM & COLLUSION REVIEW**

Update report by Shawn McGuire.

**Noted:**

- Very little to update – further series of meetings being scheduled (essay mill websites, collusion).
- LAW is concerned about the increased amount of coursework providing further opportunity for plagiarism, lessening the worth of a degree and will be raising this with the working group.
- Working group attempting to limit cases referred to Faculty Plagiarism & Collusion Committees.

### **B.3 HIGHER EDUCATION ACHIEVEMENT REPORT (1430)**

Presentation by Ian Callaghan (Planning) and Jo Spiro (Students Union).

**Noted:**

- Example report posted with online agenda.
- HEAR equates to EU Dip Supplement plus extras plus additional activities
- Scheduled to commence September 2013 for incoming students.
- HEAR will be electronic and distribution will be within a student's control. Students will be able to distribute their link to future employers.
- The HEAR file remains with Gradintel (Tribal company). Students will be able to access their site, write CVs etc. and opt to include themselves within pools of students who might want to be approached by employers. Gradintel is the link between employers and students.
- Data will be gathered from programme specifications etc.
- Marks for all modules taken will be included. Ian Callaghan will investigate whether this includes marks for components of modules from which a student withdraws.
- Activities being captured: active memberships, SSLC, SU Committees, volunteering activities.
- Students can suppress anything in Section 6 (additional information) but not in any other sections.

- When students register at UEA they will automatically be enrolled with Gradintel. They can then view their HEAR as it builds up and this will give them an opportunity to raise any queries relating to misinformation.
- Difficult to capture and verify details of paid work so it is unlikely this will be included in section 6.
- HEAR doesn't replace a good written application for employment.
- HEAR will replace a transcript.
- Aiming for a maximum 8 page HEAR but likely to run to more than this.
- HEAR is a national report with most Universities using a standard template.
- Jo Spiro indicated that pre-arrival information and induction programmes need to make it clear to students that the first year of their studies does count and will be detailed in their HEAR. She thought that students may be more cautious in their choices, a HEAR may increase the pressure students are under and the support they may need. She also thought that students who could not take up voluntary roles may be disadvantaged and HEAR may have a negative impact on students with extenuating circumstances as it is a transparent record of their studies.

#### **B.4 INTO PATHWAY PROGRAMMES AND INSESSIONAL ENGLISH PROGRAMME (1500)**

Presentation by Mark Hitchcock

##### **Noted:**

- Presentation paper posted with online agenda.
- INTO delivering five different programmes through DOS – integrated which are more successful but take more time (quite specific to schools) and generic which are available to all as drop in sessions but attendance drops off.
- Several schools had made use of the programmes and more were being encouraged to do so.
- Most resource seemed to be aimed at PGT students but it was thought that more should be directed at UG students.
- Integrated programmes – Tony Prince approaches schools to establish their need, focussing on students and the skills they need as it is felt this is the most effective way and it is this type of programme that is being encouraged. He needs suitable materials etc. to base the teaching on and needs to establish the focus schools would like him to take.
- Programmes are organised during March and finalised/timetabled by end of April. The earlier organisation takes place the more opportunity Tony has to seek out suitable teaching staff.
- There is no cost to the school and ideally the programmes should be compulsory for students.

##### **Resolved:**

Teaching Directors will establish a link person within their schools who will welcome and work with Tony Prince.

#### **B.5 NAM DISCUSSION PAPER**

**Document 12D0010**

##### **Noted:**

- Further consultation ongoing with feedback to Julia Jones (submission to LTC 20 March or Chair's Action).
- **Attendance Monitoring:** University postponed this element of the new academic model "students must have less than 20% unauthorised absence to

be eligible for a reassessment opportunity” – there was no support from members for reinstating this but might be useful to support student progress. Suggest abandon monitoring at taught sessions and instead monitor engagement with the advising process and monitor formative and summative assessment. University looking at collection and analysis of attendance data. The current process is not robust enough to support this element of NAM.

**Resolved:**

Chair will report that there is no support for reinstating this as a punitive measure but University might wish to use it to support student progress.

- **Defining and rewarding engagement:** Support for recommendation (1). Recommendation (2) appeared to uncover problems relating to duty of care (academic/financial/personal/medical). Expectation is for most students to attend most of the time. Module Organisers should put strategies into place to incentivise students to attend. Recording lectures offers flexibility but requires an effective and easy to use recording system.

**Resolved:**

Chair will report support for recommendation (1) – marks should not be explicitly awarded for engagement under the NAM.

- **The 20% first attempt reassessment hurdle:** decision should be delegated to Board of Examiners.

**Resolved:**

Chair will report support for recommendation (2) – when deciding whether or not to offer reassessment, the Board of Examiners shall consider the overall performance of a student who has obtained a mark of less than 20% in one or more modules using the criteria in recommendation (2).

- **The ‘pass all modules’ requirement:** PSRBs require students to pass all components.

**Resolved:**

Chair will report support for recommendation (2) – students with under-performance noted at Progress Boards should continue to be referred to HoSs as at present.

**B.6 ACADEMIC DEVELOPMENT AND STAFF TRAINING WORKSHOPS: A CONSULTATION WITH FACULTY LTQCS**

**Document 12D0011**

**Noted:**

- MA HEP provides route to HEA Fellow status for new lecturers.
- Current discussion relating to alignment of HEA accreditation with CPD activity at UEA.
- ADTP keen to know if there are gaps in the current programme that would be useful content for CPD.
- It would be helpful for CPD sessions to be compulsory for teaching staff – perhaps related to poor performance in module evaluation/appraisal.
- Are we getting value for the investment of academic time in training?

**Resolved:**

- Further integration of CPD workshops into the HEA Professional Standards Framework - Teaching Directors to complete the table as set out in document 12D0011 "Academic Development & Staff Training Workshops: A Consultation with Faculty LTQCs" adding an additional column 'On what basis is the person recommended particularly appropriate') submitting at least one suggestion each to the Chair.
- Chair will recommend to the Academic Director of Taught Programmes that it would be helpful to revisit the link between this and appraisal.

**B.7 ANNUAL COURSE MONITORING AND UPDATE**

Deadline for submission of UG 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 Updates section online. PGT forms are now due and those received are also in the 2011/12 folder online.

Discussion relating to process for next year – If we could create a form for this purpose what would it look like?

**Resolved:**

To be discussed as item B.1 at next meeting 24 April 2013.

**B.8 PRINTER CREDIT****Noted:**

- No SSF schools offer printer credit.
- A blanket allowance for printing instead of academic colleagues printing lecture and reading handouts could be problematic:
  - Students believe a module is well organised if they receive good handouts.
  - Some lectures are reliant on students having hand outs in front of them.

**B.9 INTERNAL AND EXTERNAL MODERATION REVIEW**

Update Report by James Cornford

**Document 12D0012**

**Noted:**

- Definition of approaches to double marking:
  - Moderation – second marker receives all pieces of work and chooses a sample to moderate. Suggest lighter touch internal moderation and more robust externalling.
  - Single marked work – prefer this to apply only if the assignment is worth less than 15% of the overall module grade rather than 30% as being suggested.
- Clarification needed in respect of the QA aspect of the Module Board.
- Remarking – aims should be more transparent to students.
- Guidance on remarking:
  - Agreed that there should be no right of request for a remark on work which has been double-marked.
  - Clarification needed in respect of opportunity for a remark where the work has been single-marked or moderated.

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## **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**

None.

### **C.2 CHANGES TO EXISTING PROGRAMMES**

None.

### **C.3 NEW COURSES**

None.

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## **SECTION D: EXTERNAL EXAMINERS REPORTS**

### **D.1 COMPLETED EXTERNAL EXAMINERS' REPORTS 2009/10**

None to report.

### **D.2 OUTSTANDING EXTERNAL EXAMINERS' REPORTS 2009/10**

EDU – Brookes (PGT)

### **D.3 COMPLETED EXTERNAL EXAMINERS REPORTS 2010/11**

Documents for this item are available to view online in the relevant meeting folder.

EDU - Croft (PGT)

NBS – Doherty (PGT MBA)

SWP –Blissett, Cocker, Doel, Langan (PGT)

### **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, Levy, Wooldridge (PGT) – with School.

NBS – Almond (PGT) – report not submitted, Prince (MBA FT), Prince (MBA PT), Rogers (MBA) (all PGT) – with School.

SWP – Baron, Hart, Johns, (PGT) – with School, Pinkerton, Shemmings (PGT) – report not submitted.

### **D.5 COMPLETED EXTERNAL EXAMINERS' REPORTS 2011/12**

Documents for this item are available to view online in the relevant meeting folder.

ECO - Jones (UG), Jafarey (PGT)

EDU - Smith (UG), Ayres, Croft, Beaton (PGT)

NBS – Arnold, Rogers (both PGT MSc)

### **D.6 OUTSTANDING EXTERNAL EXAMINERS' REPORTS 2011/12**

UG:

DEV – Lind – report not submitted

EDU – Tan

LAW - Carey-Miller



NBS – Aminzare, Fan, Fox, Jeanes, Tollington, Barrett (UEA London), Johnson (UEA London)

SWP – Cocker, Thomas, Vitkovich, Cook (report not submitted).

**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.

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## **DATE OF NEXT MEETING AND FUTURE ITEMS**

Wednesday 24 April 2013 1430 - 1630 in A1.83 (DEV Meeting Room)

1. Annual Course Monitoring and Update - Discussion relating to process for next year – If we could create a form for this purpose what would it look like?  
*TO BE DISCUSSED AS ITEM B.1*  
Meeting: April 2013
2. Exam Timetabling - Discussion relating to the scheduling of examinations and to establishing the purpose of academic colleagues attending examinations immediately prior to commencement.  
Meeting: April 2013
3. PAL update by NBS.  
Meeting: April 2013
4. Effective strategies for communication. Terms of Reference (style of meetings – focussing on visitors and discussion items, publishing on the BB site with members forming the agenda, informal catch-ups over coffee inbetween bi-monthly meetings).  
Meeting April 2013

5. Feedback to Students on Written Assignments - Senate Scales - To return to the guiding principles for feedback.

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.

Item	Meeting date	Action	Responsibility	Status (Ongoing, Completed or no longer required/relevant)
1.	14/11/12	TD Role – discussing with other ADs/SSF Exec/PVC.	Chair	CD role goes to LTC on 31 <sup>st</sup> January – then TD description to follow
2.	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
3.	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 <sup>th</sup> March
4.	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
5.	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 <sup>th</sup> March 21 <sup>st</sup> March and 18 <sup>th</sup> April.
6.	14/11/12	PAL – NBS piloting for SSF. Update to be reported to SSF LTQC.	NBS TD	For 24 <sup>th</sup> April meeting – we need to make sure NBS can send PAL champion?
7.	14/11/12	Annual course monitoring and update – deadline for submission of Course Directors' reports (annual course monitoring and update form) and 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	TDs	NBS UG awaited. Process for next year to be discussed at FLTQC 27 <sup>th</sup> Feb – deferred to 24 April.

		update').		
8.	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.	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	Guidance is being developed at University level – this could also be discussed with SSLCs. Next question – how to we monitor 'take up'.
10.	9/1/13	Formative Coursework – questions and comments to Chair.	TDs	This is being dealt with at A7F workshops – online materials to follow.
11.	27/2/13	Schools to invite LTS web team to school meetings/Teaching Committees to enable them to demonstrate the LTS website.	TDs	
12.	27/2/13	NSS responses – Chair will circulate and TDs will respond to any low rates.	Chair & TDs	Done
13.	27/2/13	Insessional English Programme – Mark Hitchcock – TDs asked to nominate a link person within their schools to liaise with INTO colleague.	TDs	
14.	27/2/13	NAM Discussion paper – Chair to feedback to Julia Jones (LTC 20 March).	Chair	Done - fed back views to Adam Longcroft
15.	27/2/13	Academic Development & Staff Training Workshops – TDs to complete the table as set out in document 12D0011 (adding a column 'On what basis is the person recommended particularly appropriate'), submitting at least one suggestion each.	TDs	
16.	27/2/13	Annual Course Monitoring and Update: If we had the opportunity to create the form what would it look like?	TDs – to discuss at April meeting	