

**UNIVERSITY OF EAST ANGLIA  
FACULTY OF SCIENCE**

**LEARNING, TEACHING AND QUALITY COMMITTEE**

Minutes of the meeting held on Wednesday 1 May 2013 at 2.00pm.

Present: Dr Ben Milner (Chair), Dr Alan Bond (ENV), Dr James Desbrough (PHA), Dr Emilian Parau (MTH), Dr Helen James (BIO), Dr Geoff McKeown (CMP) with Miss Jean Whiting (secretary, LTS) and Mrs Rachel Paley (Hub Manager, LTS)

Absent: Dr Nigel Clayden (CHE)

1. MINUTES OF THE PREVIOUS MEETING

Confirmed

Minutes of the previous meeting held on 6 February 2013 (copy of document A filed in the minute book.)

**Updates and action points**

Subject	Update
A6 of the updates/action points of 6.2.14 - module break down	Noted that the new SCI Faculty Manager would be organising this (Chair and Sarah Lucas action)
A6 of the updates/action points of 6.2.14 - return rates for module evaluations	See A7 of the agenda below
5. Funding opportunities	Noted that Chair had obtained further information from ADLTQ who suggested referring to the website for HEA for further details on funding opportunities.
6. NAM update	Noted that Chair had sent LTQC's comments to ADLTQ
7. Employability	Noted that the Chair was going to circulate information to DLTs. A document had been circulated and Natasha Gales will circulate project plans to DLTs also.
8. DLTs to feed back to Chair re academic workshops	Noted that teaching support courses would be useful to support under-performing academics. Re Good Honours, it would be useful to have courses that specifically targeted these areas.

10. LTS website	<p>10.1 Noted that the web developer was going to send some text to LTQC secretary for sending onto DLTs. This was still to be actioned (JW to follow up)</p> <p>10.2 LTQC secretary sent information to the web developers about what a student sees.</p> <p>10.3 DLTs were to provide details of academic colleagues who can provide feedback to the web developers. This was still to be actioned (JW to follow up).</p>
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## 2. STATEMENTS FROM THE CHAIR

### 2.1 **Science without Borders**

Noted that the number of Brazilian students expected to be joining the SCI Schools in September 2013 are as follows:

BIO – 2  
 CHE -1  
 CMP – 2  
 ENV – 9  
 MTH – 0  
 PHA – 8

It is possible that another 22 students will be starting in January 2014. With all of these students they will need to be found industrial placements and the length of these placements, if doing the placement in the SCI labs, is three months. It was queried how much income a School receives for each of these students.

*Action: Chair to investigate (BM).*

### 2.2 **Year in industry**

Activities were planned for year 01, year 02 and year 04. Year 01 will be the preparation year (CV practice etc). Students will return in year 02 with a completed CV and this document will be checked and then students will be ready to start applying for placements. Science without Borders students will also be included with the procedure (special arrangements will be made for the January starters). Year 02 would be preparing for the placement. Employers will be asked to contribute to briefing sessions. In year 04 students will be asked to engage in briefing sessions and mentoring sessions for the earlier year groups.

### 2.3 **UTC (University Technical College)**

This new initiative is a School for 14-18 year olds, backed up by Industry. City College and UEA have submitted a bid which has been accepted. The UTC building has been purchased, and now a Principle, teaching staff etc have to be

appointed. There is a UTC Board which include a Chair (Dick Palmer) and others from UEA (Ben Milner) and industry. The curriculum will be employer-industry focussed and material will be taught in the concept of technical challenges which are mapped into the GCSE curriculum. It is hoped that UEA could provide some technical challenges that address our own Sciences. This will be an admissions stream for UEA. Plan is to have 150 children in each year and UTC will open in September 2014. The University brand will be used also.

*Action: Chair to circulate information to DLTs.*

#### 2.4 **Timetabling Group (Nigel Norris chairing)**

Noted that the timetabling (room booking) exercise will be carried out manually and it will be centralised (rather than teaching and conferences being timetabled separately). There is a move for school-owned rooms to be managed centrally. Common rooms may be added to the central database for rooms.

#### 2.5 **Foundation year**

A new foundation year programme director will be appointed to look after the suite of five FY programmes across the Faculty. This will be Martin Loftus.

### 3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS

Received

Oral reports from members of University groups on matters of interest to the committee as follows:

#### 3.1 **ISD** (Geoff McKeown)

No further updates.

#### 3.2 **Internal moderation and double marking** (Helen James).

Met again and guidance notes had been circulated. Noted from Ros Boar (TPPG representative) that the decision regarding double marking/moderation was that items worth more than 30% of a 20 credit module would have to be double marked or moderated and this would be for all modules. For moderation, it was agreed that it would be 10% sample. If a piece of work is double marked, it cannot be appealed. If moderated, this can be appealed.

#### 3.3 **Appeals and complaints** (Nigel Clayden)

No further updates.

#### 3.4 **Absences** (Alan Bond)

No further updates.

#### 3.5 **TPPG** (Ros Boar)

At the last meeting in March, items discussed were as follows:

- Module evaluation rates
- PAL progress (phase 2 is next year and it will involve 5/6 Schools of study)
- IM classification algorithm – same as bachelors

- Double marking or moderation – for any item worth more than 30% (under NAM) and this will be reviewed after first year of NAM.
- Roles of Course Directors (now complete)
- Starred firsts (each Board to use its discretion)
- Bachelor's degree algorithm (to be revisited in view of comments from SCI).  
UEA rules now reversed in agreement with SCI view that the class boundary mark and not the borderline mark should be used in calculation.

#### 4. STATEMENTS FROM STUDENT UNION REPRESENTATIVES

Nil

#### 5. INSESSIONAL PROGRAMME DELIVERED BY INTO

Noted

that BIO had already received a presentation from Mark Hitchcock, Faculty Manager, Norwich Business School. The procedure was that Schools had to approach DoS to ask for support if they still required it. ENV had submitted a request for support already.

*Action: Secretary to contact Mark Hitchcock and ask for further guidance - how do people get booked up? What do DLTs need to do?*

#### 6. SUPPORTING PhD STUDENTS IN THEIR ROLES AS DEMONSTRATORS

Received

an oral report from the Chair who stated that there was evidence that some demonstrators in SCI were not adequately prepared to be demonstrators. BIO organise training for demonstrators for BIO, CHE and PHA students and this has been very successful. It has also been suggested that there should be a generic course for all PhD students who want to be demonstrators and a course will be organised to suit this need.

Noted

that mentoring would be a valuable tool also. BIO has a central database where demonstrators, Module Organisers etc can log their expertise and they can be called upon for advice/guidance as appropriate. It was suggested that the database could be Faculty-wide.

Wondered whether another training course should be set up which would be subject-specific training session, eg for CMP, ENV and MTH. Perhaps these skills are generic across all SCI Schools. Considered whether field-course skills would be appropriate? Agreed that these skills were generic, so should be included in the generic training sessions.

*Action:*

*(1) Chair to feedback to Course Leader (Sue Jickell).*

*(2) DLTs to feedback any ideas to Jean Whiting.*

#### 7. MODULE EVALUATION AND STUDENT FEEDBACK

Noted

That module evaluation and student feedback was being considered by TPPG. Module evaluation rates varied across the University and it was hoped that Schools could share best practice in terms of how to encourage student responses both in the positive and negative. It was noted that LTS intend to place all the evaluation reports in the same place on their website. The Chair of TPPG intends for TPPG to discuss the matter at the next meeting in May and Associate Deans had been asked to discuss the issue at their next FLTQC and report back to ADTP.

#### Considered

Areas of best practice that Schools could offer to ensure a good response from students.

#### LTQC suggestions for improvements

- reintroduce the hand-written module evaluation feedback forms
- use of technology (smart phones, lap tops) and ask students to complete at end of a lecture and assign time for the task
- consolidation of questions – avoid questionnaire fatigue
- students' view the form as too long, too complex, etc.
- would welcome examples of best practice from other faculties (eg modules with high response rates, how does the MO achieve this?)
- block out time in pc labs for completion of online form
- re nominations for teaching excellence, if the students are not concerned about module evaluation, then maybe they are not interested in nominations for teaching excellence.
- avoid email fatigue
- put the form on the module blackboard site rather than eVision.
- outsource the process

#### 8. FOUNDATION YEAR COURSE PROPOSAL (BIO, CHE, ENV, PHA)

##### Received

an oral report from the Chair who stated that the course proposal would be considered by LTC on 15 May. LTQC were asked for their comments on the proposal. Geoff McKeown had agreed to sign-off the proposal on behalf of LTQC. The Dean and Heads of Schools have approved the new programmes.

##### Comments

- BIO – noted that there were no additional resource implications.
- CMP – happy with proposal
- ENV – wondered whether this was an appropriate way forward. Study skills modules have been created for the new programmes, but happy to agree for the document to be signed-off.
- LTQC agreed to approve the course proposal.
- Regarding tariff scores on entry it was questioned whether the level 0 scores would be included as part of the School's key performance indicators.

##### Action

*Chair to investigate with Ian Callaghan (does level 0 count against the School statistics?)*

#### 9. ENGAGING HOME AND INTERNATIONAL STUDENTS

##### Received

An HEA publication relating to 'effective engagement', aimed primarily at new teaching staff, but arguably has a much wider value (copy of document B filed in the minute book).

Discussed

Document B with a view to providing feedback to ADTP.

Action

*DLTs to feedback any comments to the Chair.*

Initial comments:

- document is too long, long-winded
- applicable for others, not just for teaching of international students
- good summary of modern day teaching practice
- lots of valuable material in the document
- also useful for mature student teaching
- categorises different teaching techniques

10. PGT (CHE, CMP, PHA)  
EXTERNAL EXAMINER REPORTS AND SCHOOL RESPONSES, 2011-12

Received

Feedback from Directors of Learning and Teaching on their Quality Assurance checking of External Examiner reports and School responses.

Agreed

LTQC sign off for CHE and PHA.

Action

*Secretary to follow up on outstanding documentation from CHE, ENV and MTH.*

11. COURSE CLOSURES

Name of course	Course Code	Associate Dean Approval
(BIO) Biochemistry with a year in North America (BSc)	U1C702401	22.4.13
(BIO) Biochemistry with a year in Europe (BSc)	U1C701401	22.4.13
(CHE) Environmental Chemistry (MChem)	U1F140401	22.4.13
(CHE) Environmental Chemistry (BSc)	U1FF19301	22.4.13
(CHE) Science with Foundation Year Lowestoft Computing Stream (BSc)	U1F008401LC	22.4.13
(CHE) Sciences with Foundation Year Lowestoft Science Stream (BSc)	U1F008401LS	22.4.13
(CHE) Chemistry and Mathematics	U1FG11301	22.4.13
(CMP) Computing for Computer Graphics (BSc)	U1G405301	22.4.13
(CMP) Internet Computing (BSc)	U1G451301	22.4.13
(CMP) Computing for Artificial Intelligence (BSc)	U1G406301	22.4.13
(CMP) Computational Linguistics (BSc)	U1GQ41301	22.4.13