

**LTC12D163**

**Title:** *SSF LTQC Minutes*  
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**Issue**

To receive the Minutes of the Faculty of Social Sciences, Teaching and Quality Committee meeting held on 24.4.13.

**Recommendation**

None.

**Resource Implications**

None.

**Risk Implications**

None.

**Equality and Diversity**

N/A

**Timing of decisions**

N/A

**Further Information**

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**Background**

N/A

**Discussion**

N/A

**Attachments**

SSF LTQC Minutes 24.4.13.

**SSF LTQC 12M006**

Minutes of a meeting of the SSF LTQC held on Wednesday 24 April 2013, from 1430 to 1630, in A1.83 (DEV Meeting Room)

**Academic Members Present:**

Helena Gillespie (Chair)  
Lee Beaumont (EDU UG)  
Neil Cooper (PSY) (from 1450)  
Martin Gill (SWK)  
Shawn McGuire (DEV)  
Naresh Pandit (NBS)  
Sue Long (ECO)  
Andreas Stephan (LAW)

**Student Members Present:**

Josh Bowker (SU Academic Officer)

**With:**

Heather Reynolds (Secretary)  
Becky Fitt (LTS Manager)

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**1. MINUTES**

**Confirmed:** the Minutes of the meeting of 27 February 2013.

**Document 12M005**

**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) NSS/P TES – action plans required from September. UEA SES might be useful to feed into action plans. Chair will work with others to provide a summary of the UEA SES to SSF Executive.
- (ii) Examinations – Module Organisers able to attend at the beginning of an examination should do so but this is no longer a requirement. Those unable to attend must be available to contact by phone. Noted that a Module Organiser was refused entry to an examination during the last five minutes – Becky Fitt will investigate with Assessments Office. Exam room might appear to be an intimidating environment – should we be doing anything about this? Chair requested that those providing revision/feed forward sessions should ensure that students are aware that this is in response to their request. Intercalating students should also have access to any revision information.

- (iii) UEA ranked number one in the Times Higher Student Experience Survey – a fantastic achievement.
- (iv) University Almanac for 2013/14 has now been published. SSF LTQC 2013/14 meetings scheduled in A1.83 to commence 1400 with a view to finishing by 1600:

18/9/2013  
02/10/2013  
13/11/2013  
08/01/2014  
26/02/2014  
23/04/2014  
11/06/2014  
09/7/2014

## **A.2 LTC UPDATE**

LTC update following meeting on 20 March 2013 (document online).

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

The SSF FACP met on April 17<sup>th</sup> with one case being brought before the panel – the appeal was upheld.

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

This Committee met. Four NBS cases were considered and one of these cases was submitted to SSDC.

## **A.5 LTS WEBSITE – DOCUMENTS & FORMS**

### **Message sent on behalf of Caroline Sauverin and Jon Sharp, Acting Directors of Learning & Teaching Service:**

The LTS website has recently undergone restructuring with previous Learning and Teaching Quality Office (LTQO) pages and faculty sub sites brought together into one place [www.uea.ac.uk/learningandteaching](http://www.uea.ac.uk/learningandteaching).

The principal behind the new site is to create a single reference point for all LTS information, documents and forms ensuring that users can always find the current versions of forms and processes via the web. You should therefore refer to the LTS website for up-to-date forms. We recommend that you save the link to the most commonly used forms in your browser favourites, rather than the actual forms, to ensure that you always have access to the correct version.

A working group on the standardisation of LTS forms has been set up to look at the various forms used across the service with the aim to streamline the information we collect and avoid duplication of paperwork. So far, the working group has prioritised the standardisation of service-wide forms for students e.g. Absence report form, Extension request form etc. These forms, among others, are available at [www.uea.ac.uk/learningandteaching/students/forms](http://www.uea.ac.uk/learningandteaching/students/forms)

As a next step, the working group will commence work to consider and review service-wide forms for staff e.g. forms for module monitoring etc. Also, LTS recognises that there are some forms which LTS support for specific School requirements e.g. in Schools where there are PSRB requirements to collect certain data at the point of starting, transferring or exiting from the course/placements.

To assist with this process, we would appreciate your support with the following:

1. Please remove out-of-date versions of LTS forms from your Blackboard and School websites, and replace them with a link to the forms pages on the LTS website, i.e. [www.uea.ac.uk/learningandteaching/students/forms](http://www.uea.ac.uk/learningandteaching/students/forms)
2. Send us any School specific forms that may be helpful for the Working Group to consider. Please send your forms to [LTSweb@uea.ac.uk](mailto:LTSweb@uea.ac.uk) by **12 April 2013**.

We will of course keep you informed of progress.

## **A.6 COURSE REVIEW**

Course Review Panel Memberships (CR1) approved for:  
LAW UG (including revalidation), ECO UG and PGT.

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

### **B.1 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 Update section on this site.

PGT forms are now due and those received are also in the 2011/12 folder above.

Process for next year. If we could create a form for this purpose what would it look like?

**Document 12D013**

#### **Noted:**

- Proposal that annual programme monitoring and update is completed within two weeks of Boards of Examiners' meetings. It is expected that all teaching retreats/away days etc. will have taken place by then.
- Aim of this process is to formalise thinking and to create a paper trail.
- Process takes place in the summer to feed small changes into academic year immediately following and update for the next academic year. Optimum time for completing this process is considered to be immediately after summer teaching retreats.
- Good principle and documentation is needed but this must be streamlined where possible.
- Where PSRBs are involved it is appropriate to conflate the process of (re)validation and course review.
- Module Review is not the same as module evaluation (module review is triggered, module evaluation by students can take place without a full module review).
- PSY, EDU, NBS, ECO & LAW reviewed all of their modules. Main reasons for reviewing all modules – changes in teaching staff, professional bodies, general records. DEV using trigger system for module review but evaluating most modules.

- Options: (1) complete process in the summer (2) delay process until after reassessment when all of the information needed would be available and this might be the time when other reports need to be completed.
- Current timing problematic for PGT.

**Resolved:**

- Teaching Directors will feed back any data issues to Lynne Ward to enable these to be taken into consideration during the review of this process.
- Chair will submit SSF LTQC views to TPPG.

**B.2 EFFECTIVE STRATEGIES FOR COMMUNICATION**

Terms of Reference and to discuss 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.

**Document 12D014**

**Noted:**

- Terms of Reference – amendments agreed.
- LTQC feeds into TPPG.
- NBS – are Teaching Directors successfully feeding back to Programme/Course Directors in schools? Should Programme Directors attend LTQC meetings?
- Chair reminded members that meeting agenda and supporting documentation is online and easily available for dissemination. Purpose of the meeting is to discuss rather than to disseminate.
- Chair happy to invite additional colleagues to meetings where this is relevant.
- Use of email by Chair to circulate Members is appropriate when kept short and used sparingly.

**Resolved:**

- Chair and Secretary will finalise Terms of Reference.
- Any further thoughts on this matter to be submitted to Chair.

**B.3 IMPROVING RESPONSE RATES TO STUDENT EVALUATIONS**

The TPPG Chair noted that rates varied across the University and 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 stated that he intended for TPPG to discuss the matter at the next meeting in May and that ADs should discuss how best to engage with students with their FLTQCs ahead of that meeting

**Document 12D015**

**Noted:**

- PSY and EDU conducted student evaluation of modules using hard copy questionnaires. They usually receive a good response rate around 80% return (information not included in Document 12D015).
- NBS felt they had achieved very good response rates which are difficult to improve upon.
- LAW considering using a prize raffle for those students that complete module evaluation.
- NBS offer gift vouchers as an incentive to students completing NSS.
- Paper student evaluation appears to achieve a better response rate than electronic.

- Current electronic response rate is considered to be good but small numbers in some modules can skew the results.
- PSY TD suggested that some people consider module evaluation as teaching evaluation which can appear negative.
- Important to achieve a good cross representation. Is the methodology appropriate? Is the sample biased?

**Resolved:**

- Chair will raise the question of methodology and possible bias with TPPG.

**B.4 CHANGES TO EXISTING PROGRAMMES**

**NBS**

MBA Exec (p/t) T2NN71201 (core module amendment not requiring a new route code) Approval Date 28/2/13

BSc International Business Management (London) U1N120301UL (profile amendment not requiring a new route code) Approval Date 25/2/13

MBA Exec (f/t) T1NN71101 (profile amendment not requiring a new route code) Approval Date 4/3/13

MBA Strategic Carbon Management (Norwich) T1N1F8101 (profile amendment not requiring a new route code) Approval Date 4/3/13

**Document 12D016**

**Noted:**

- Small scale changes will continue to be approved by Chair. The above have been approved and these are now being reported.

**B.5 NEW COURSES**

**Considered:**

**DEV (scrutinised by Andreas Stephan and report submitted)**

1. BA Media and International Development
2. BA Media and International Development with Overseas Experience

**Document 12D017**

**Noted (in addition to comments detailed by scrutineer in report online):**

- DEV already has a sizeable chunk of international development students – seeking to gain students interested in media/communications linked with international development.
- Increasing professionalisation within the developing world – communication.
- Media and international issues is an attractive option.
- Need to ensure that the proposal will not appear to be taking students from FTM or PSI.

**Resolved:**

- DEV Teaching Director will submit scrutineer's comments to proposer with a view to an amended proposal being approved by SSF LTQC.
- Chair will discuss proposal with Dean who is considering on behalf of SSF Executive.

## **B.6 ENGAGING HOME AND INTERNATIONAL STUDENTS (1530)**

Mark Hitchcock. Improving the experience of international students in our Faculty. Tailoring support for UG students.

**Document 12D018**

### **Noted:**

- Thanks to EDU, DEV & SWK – responses received.
- NBS are working with Mark.
- PSY has a very small number of international students who are allocated the same adviser – dealt with in house.
- ECO use a support tutor and INTO service, integrated language support through DOS – dealt with in house (ECO TD checking this is in place for 2013/14).
- LAW – use the INTO service in the same way as ECO – dealt with in house (LAW TD checking this is in place for 2013/14).
- All schools need to review their practice and use all opportunities available to them.

## **B.7 PAL (1600)**

Presentation by Anne Guyon (UEA academic lead on PAL). Documents submitted by Octavian Ionescu (NBS). Octavian piloted PAL on his module.

**Document 12D019**

### **Noted:**

- Aim is to roll PAL out by the end of 2015.
- Schools need to include PAL information within induction programmes.
- Training for Mentors sets boundaries and this is very important. School specific training has been requested and this will take place.
- Training will take place for Officers undertaking administrative tasks.
- Mentors have gained communication/time management skills and this can be reflected in their CVs.
- Ticks employability boxes, increases student achievement.
- AHP, MED, FTM, ENV going forward in next phase.
- NBS already in the pilot scheme and one more SSF school is being sought.
- Mentors and Officers receive payment under the pilot scheme and it is likely that this funding will be ongoing.
- PSY and EDU have their own schemes. If PAL is adopted then peer assisted learning should be accepted more widely in various forms and any funding should be distributed fairly to include schools' own schemes.
- Anne will be presenting at the Teaching Day.

### **Resolved:**

- Teaching Directors will consider the opportunity for their schools to become involved and will contact Anne directly in this respect.
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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 to report.

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

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

EDU – Brookes (PGT) - External retired, historic response not to be pursued, agreed by Chair

### **D.2 2010/11 EXTERNAL EXAMINERS' REPORTS**

#### **COMPLETED**

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

CCE - Richardson

EDU – Brookes (PGT) - External retired, historic response not to be pursued, agreed by Chair

#### **OUTSTANDING**

DEV – Lind (UG) - report not submitted

EDU – Alexander (PGT) - with Task Group Member Clarke, Levy, Wooldridge (PGT) – with School

NBS – Prince (MBA FT), Prince (MBA PT), Rogers (MBA) (PGT) – with School

Almond (PGT) – report not submitted.

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

### **D.3 2011/12 EXTERNAL EXAMINERS' REPORTS**

#### **COMPLETED**

Documents for these items are available to view on the SSF LTQC Blackboard site in the External Examiners' folder.

CCE – Carswell (BAPS & FdA)

DEV – Franks, Garforth, Hurt, Varley (PGT)

NBS – Barrett, Johnson (UG), Asimakou, Ioannidis (PGT) (UEA London)

SWP – Cocker (UG), Baron (PGT)



## **OUTSTANDING**

CCE – Ford - with Task Group Member

Richardson, Seddon - report not submitted.

DEV – Lowe, Sanchez-Ancochea, Williams (PGT) – with School

Lind (UG) - report not submitted

EDU – Tan (UG), Alexander, Battersby, Childs, Levy, Taylor (PGT) - with Task Group Member

Burnett, Clarke, Stone (PGT) – with School

LAW - Carey-Miller (UG), Harrison (PGT) - with Task Group Member

Foster, Soyer, Stothers, Ashiagbor (PGT) – with LTS

Olivares-Caminal, Paterson, Scott (PGT) – report not submitted

NBS – Aminzare, Fan, Fox, Jeanes, Tollington (UG), Rogers (MBA FT) – with School  
Almond, Melewar (MSc), Doherty (MBA), Souchon (Cadogan) (PGT UEA London) – with LTS

Rogers (MBA PT) - report not submitted.

SWP - Calvin Thomas, Vitkovich (UG) Blissett, Cocker, Pinkerton (PGT) - with School

Cook (UG) Doel, McGregor (Skehill), Shemmings (PGT) – with LTS

Hart (PGT) - report not submitted.

### **External Examiner Reporting 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.

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

Wednesday 12 June 2013, 1430 – 1630, in A1.83 (DEV Meeting Room)

1. 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  This has been completed – the initiative will end with a production and distribution of a pack of relevant materials at FLTQC on June 12th
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	This needs to be reviewed as part of the Good Honours and NSS action planning for AY 13/14. AD L&T to report to PVC Academic about improving the exam preparation period  Schools are developing their own approaches – to be discussed at A&F workshops.  Feedforward preferable and this could be built into the lecture programme for each module. To be considered at SSLCs.  Guidance is being developed at University level – this could also be discussed with SSLCs.

				Next question – how do we monitor 'take up'.
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.  Complete – see above
6.	14/11/12	PAL – NBS piloting for SSF. Update to be reported to SSF LTQC.  Schools to consider an opportunity for them to become involved and will contact Anne directly in this respect.	NBS TD	For 24 <sup>th</sup> April meeting – we need to make sure NBS can send PAL champion?  EDU and/or LAW to join PAL? (Need schools to confirm). We are also checking to see if other Pal initiatives in the faculty which are already running can be funded.
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 update').	TDs	NBS UG awaited. Process for next year to be discussed at FLTQC 27 <sup>th</sup> Feb – deferred to 24 April.  Ongoing – deadline of 15 <sup>th</sup> June set for ALL PGT and UG for AY 11/12 to be submitted. Tina to give AD L7T regular updates
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.
10.	9/1/13	Formative Coursework – questions and comments to Chair.	TDs	This is being dealt with at A&F workshops – online materials to follow.  Complete
11.	27/2/13	Schools to invite LTS web team to school meetings/Teaching Committees to enable them to demonstrate the LTS website.	TDs	Complete
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	Complete
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	Needs an update?
16.	24/4/13	Annual Course Monitoring and Update. Course Review <ul style="list-style-type: none"> <li>• submit any data issues to Lynne Ward.</li> <li>• submit views to TPPG.</li> </ul>	TDs Chair	Ongoing
17.	24/4/13	Effective Strategies for Communication <ul style="list-style-type: none"> <li>• Finalise Terms of Reference to be used in the future.</li> <li>• Any further thoughts on this matter to be submitted to Chair.</li> </ul>	Chair Sec TDs	To be discussed at meeting 12/6/13
18.	24/4/13	Student Evaluation of Modules - raise the question of methodology and possible bias with TPPG.	Chair	Ongoing