

LTC14D093

Title: SSF LTQC Minutes – 1 October 2014
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Issue

To receive the minutes of the SSF, Teaching and Quality Committee meeting held on 1 October 2014

Recommendation

None.

Resource Implications

Not applicable.

Risk Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Julia Jones, Learning and Teaching Coordinator, telephone 01603 593528, email: julia.jones@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

SSF LTQC 14M002

Minutes of a meeting of the SSF LTQC held on Wednesday 1 October 2014, commencing at 1400, in TPSC 2.24.

Academic Members Present:

Ratula Chakraborty (Chair)
Ed Anderson (DEV)
Sue Long (ECO)
Lee Beaumont (EDU)
Claudina Richards (LAW)
Graham Manville (NBS)
Neil Cooper (PSY)
Jeanette Cossar (SWK)

Student Members:

Liam McCafferty (SU Academic Officer - Postgraduate Representative)
Amilcar Johnson (SSF Faculty Convener)
Josh Clare (SU – Head of Student Engagement)

With:

Heather Reynolds (Secretary)
Becky Fitt (LTS Manager)

1. MINUTES

Confirmed: the Minutes of the meeting of 17 September 2014.
Document 14M001 available online

2. MATTERS ARISING FROM THE MINUTES

- Chair will discuss invitation to SSF LTQC meeting with Neil Ward
- EDU TD will submit induction document.
- Claudina Richards, Sue Long and Neil Cooper will be recommended as members of TPPG on behalf of SSF LTQC.

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) To facilitate discussion, TDs were asked to provide detail/supporting documentation for agenda items raised, in advance of the meeting.
- (ii) Taking into consideration University view on proliferation of courses and the number of students on courses and modules, schools were asked to

give very careful thought before proposing a new course. The Chair would like to be involved in discussion relating to new courses prior to proposals being prepared and would expect to see market research at that stage.

- (iii) Schools to draw on appropriate synergies.
- (iv) Chair to work with School TDs individually to consider modules with low numbers. TDs will feedback to the Chair in respect of the best way forward.

Document 14D007 available online

A.2 LTC UPDATE

There was no update to report.

A.3 FACULTY APPEALS & COMPLAINTS COMMITTEE

September report available online.

A.4 PERIODIC COURSE REVIEW

Course Review documentation 2013/14: CR2s/run out reports available in the Course Review folder on this BB site for the following:

EDU - PG Diploma in Person-Centred Counselling, MA in Counselling, MA Higher Education Practice, PG Cert Higher Education Practice standalone, MA Advanced Educational Practice, BA Education Studies, BA Education, Diploma in Creative Writing.

DEV - PGT

Chair will complete CR3 2013/14 in due course for submission to LTC.

A.5 ANNUAL MODULE REVIEW, ANNUAL COURSE MONITORING AND COURSE REVIEW

QAR 3 forms to be available to Chair by 12 September 2014. Chair to sign off QAR 3s which will be uploaded to LTS Quality Review BB site.

Opportunities will be identified for the wider sharing of best practice

Progress in completing action points will be monitored on an annual basis

Please note that deadlines for completion of the 2013/14 Postgraduate Annual Course Monitoring are as follows:

	Standard PGT Timeline 1
Annual Course Review (Guidance Notes 4 & 5)	
Deadline for completion of Exam Boards	01/12/2014
CD to complete QAR2 Stage 2	17/12/2014
Deadline for completion of Course Monitoring QAR2 form	14/01/2015
TD to complete QAR3 Stage 1	28/01/2015
ADs to complete QAR3 Stage 2	11/02/2015

If you have any non-standard courses then please see timeline grid on the LTS Quality Review BB site at

https://learn.uea.ac.uk/webapps/portal/frameset.jsp?tab_group_id=5_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_103238_1%26url%3D

Summary of Data Sources for 2013-14

1.Module Data	2.Course Data	3.Data Set	4.Provision/Location of Data
Marks and Boxplots	Marks and Boxplots	2013-14	Provided directly to the Lead Academic by LTS
	Rank Order Lists	2013-14	Provided directly to the Lead Academic by LTS
Student Evaluations	Student Evaluations	2013-14	Provided directly to the Lead Academic by LTS
Oral External Examiners' Comments	Oral External Examiners' Comments	2013-14	Provided directly to the Lead Academic by LTS
SSLC Data	SSLC Data	2013-14	Provided to Lead Academic on request by Local Support
	Employability	2012-13	BIU/Employability
	Good Honours (interim data)	2012-13	BIU/Good Honours and Progression
	Entry Standards	2013-14	BIU/Entry Standards
	Continuation Rates	2012-13	BIU/Continuation Rates
	Equality Profiles	2012-13	BIU/Quality Assurance Review/Student Data 2013/UG or PG

	Core Performance Data	2012-13	BIU/Quality Assurance Review/Student Data/2013/UG or PG
	NSS	2012-13	BIU/Student Experience/NSS
	SES	2013-14	BIU/Student Experience
	PTES	2012-13	BIU/Student Experience

Additional information attached and further information available at https://www.uea.ac.uk/learningandteaching/staff/courses_modules/courseupdate.

Link to LTS Quality Review Blackboard Site

https://learn.uea.ac.uk/webapps/portal/frameset.jsp?tab_group_id=51&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D1032381%26url%3D

Link to School Annual Review of Assessment and Moderation document

<http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530><http://www.uea.ac.uk/learningandteaching/documents/assessment/School+Annual+Review+of+Assessment+and+Moderation+Vs5+140530>

Link to Internal Moderation Policy

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)/Internal+Moderation+Policy](http://www.uea.ac.uk/calendar/section3/regs(gen)/Internal+Moderation+Policy)

A.6 ANNUAL REVIEW OF ASSESSMENT AND MODERATION

NBS, ECO, SWK and LAW reports available online

- Noted that in future reporting on this will be incorporated into the annual monitoring process.
- NBS report will be noted as a good example across the University.
- Feedback from LTC will be distributed by Chair.

A.7 FOUR POINT ACTION PLAN TO IMPROVE ON ASSESSMENT AND FEEDBACK FOR NSS

Chair's overview report available online.

SECTION B: ITEMS FOR DISCUSSION AND ACTION

B.1 NEW COURSES

None to report

B.2 CHANGES TO EXISTING PROGRAMMES

NBS

Executive Master of Business Administration (part-time) - Scrutineer Lee Beaumont (report available online)

- Scrutineer raised a minor concern in respect of the number of 10cr modules included, bearing in mind the spirit of NAM (UG), increased assessment and workload. Combining the modules might reduce the workload. NBS TD will raise this with the Course Director and feed back to members by email but it may be due to AMBA accreditation.

RESOLVED:

Approved.

BSc Finance and Management to BSc Business Finance and Management - Scrutineer Lee Beaumont (report available online)

RESOLVED:

Approved.

BSc Management to BSc Business Management - Scrutineer Lee Beaumont (report available online)

RESOLVED:

Approved.

Proposal documents available in New Course Proposals and Course Closures folder online.

B.3 INDUCTION PROGRAMMES

Verbal reports from TDs reviewing induction programmes.

Document 14D008 available online

- NBS - through advising system – feeding back on 10 October.
- LAW – through advising system - issued with a modified check list.
- DEV - found checklist useful. Wondering whether this leads to a formal record being retained. NBS advised that SA will visit all advisers to ensure all meetings take place and statistics will be provided.
- EDU – Similar to NBS.
- SWK - needs strong induction as students go out on placements. Ready reckoner useful. Focusing on placements.
- ECO – motivating advisers to meet with students, would like to be able to record relevant information on SITS, difficult to track whether these meetings have been held.
- PSY – variable reaction to advising.
- In future Induction for all students will become an agenda item.

RESOLVED:

Chair has summarised best practice and will circulate to members.

B.4 REVIEW OF FORMATIVE ASSESSMENT

TDs consulted within their schools and feeding back.

Document 14D009 available online

- PSY incorporate a lot of formative work in teaching and learning – formative interaction.
- This item refers to formal formative assessment. Is this helping students improve their summative assessment?

RESOLVED:

- TDs to submit outstanding reports (LAW and PSY).
- Chair will review reports.

B.5 SCHOOL ACTION PLANS

Revisiting School Action Plans - discussion relating to the two biggest challenges faced by each school. LAW, NBS, SWK.

LAW – (report available online)

- Curriculum review – controversial changes being brought in by professional body. De-regulation of the profession.
- First year induction programme has highlighted the importance of preparing for a seminar.
- Facility enabling tutors an opportunity to feed into advising meetings by commenting online has been lost.

SWK – (report available online)

- Each participant has to make a key point about the reading prior to the seminar commencing.

ECO TD – every week their students have to engage with material and hand in a piece of work which may end up being marked – lottery system.

SWK – (report available online)

- Teaching accommodation – they are the only professional school which doesn't have any rooms bookable through the School. Students on placement need to have a room that they can congregate in (common room) when they return from placement otherwise they find themselves all over the place.
- CPD – block bookings from local authority. Administration previously dealt with through Zicer but now through ARM. Bid each year for contract to be renewed. Key to UEA bid is the ease they find in working with UEA under the current process and there is concern, with the move in administration, that this might be lost. Issue relating to fragmentation and not having one contact point.

PSY TD chaired a review where it was noted that students want a common space, an identity.

RESOLVED:

- HoS should discuss the matter relating to School rooms with Executive Dean.
- LTS Manager, Becky Fitt, to identify how other programmes work and review the CPD contract process with ARM.

NBS – (report available online).

- Chair was unable to see the challenges from the report given.
- Noted a challenge raised by LTC relating to assessment and feedback (stats 56% feedback influencing feedforward) and asked how this challenge might be met.

Document 14D010 available online

B.6 PAST EXAM PAPERS AND DETAILS OF EXAM PERFORMANCE – Neil Cooper

Along with other Schools PSY have been asked if they would like to publish details about exam performance alongside past exam papers and the TD wondered if this could be briefly discussed at this meeting. PSY felt this is a tricky issue as they can see advantages in terms of systematicity and ease of access but on the other hand have some concerns about this information being presented to students in a way that is decontextualised and insensitive to staff and content changes to module delivery year on year. On balance they would like to opt out of this for now, preferring to keep with the in-School feedback, but it would be useful to get views from other Schools.

- Performance relating to one year might not be helpful. Prefer to talk to students at module level about this.
- LTS Manager (Becky Fitt) – a Science school requested the opportunity to do this and schools were being given the option to opt into this if they wished.
- ECO decided they didn't want to do this but would provide information on their BB site.
- EDU – Oral feedback – given to students during induction period, BB and email, delivering generic feedback verbally is more useful.
- SWK – nothing more to add.
- DEV – not something they would want to do.
- LAW – no benefit to this.
- NBS – not yet discussed.

B.7 ECP CONSIDERATION TIMEFRAME FOR EXTENSIONS AND DA/RS – Claudina Richards

Chair of ECP is sometimes asked to turn around an ECP application within 24 hours - discussed.

- PSY - In some schools any member (not necessarily the Chair) of the panel will pick up the request and respond together with a second member.
- It is clear that schools have different arrangements.

B.8 ESTREAM DEMONSTRATION – Alicia McConnell (1515)

EStream is the new in-house stream server and media archive which should make it much easier to incorporate media into Blackboard modules and to create digital AV resources to share with students.

Alicia demonstrated the system and its potential functionality.

- Adding audio visual, assess essays.
- Huge server which can stream onto website, convert into as many formats as required, streaming in appropriate format.
- Access through Staff links UTV eStream - pdf information.
- Alicia sought invitations to visit individual schools to demonstrate eStream to academic colleagues.

B.9 ASSESSMENT MODERATION FORM – Graham Manville

Discussed the addition of a comments box onto the moderation form for assessment.

- Space needed for number of the sample actually moderated (this is accommodated within the sampling section).
- EDU suggested that the sampling section might need to be compulsory rather than optional.
- PSY – qualitative feedback and discussion takes place but boxes not used in section C.
- ECO – this is a moderation form.
- PSY – it does more than that though – promotes discussion about the assignments.
- The boxes in section C are linked to the question being asked. There is an ‘any further comments’ box which could be used.

RESOLVED:

Following discussion no common ground could be reached on this so it was decided that no change would be recommended.

Document 14D011 available online

B.10 COURSE UPDATE 2015/16

Course update 2014 (for 2015/6 delivery)

Considered the range of issues Teaching and Course Directors will need to pay attention to during this year’s course update process.

- a) reducing the number of small modules – the presumption being that any module which ran with 10 or fewer students in 2013/4 will not run in 2015/6 or thereafter. Module content may need to be reviewed and merged/combined.
- b) considering how to better structure course profiles to guarantee the availability of complimentary modules and genuine student choice once we move to using timetable scheduling algorithms rather than a slotting system*
- c) ensuring course learning outcomes are clear
- d) reviewing course assessment strategies i.e.
 - the balance between formative and summative items (aim of 1:1)
 - summative cw items to be valued at no less than 10% of module mark
 - seeking a reduction in the volume of exams so we can have a 4 week exam period
 - the experience of reassessment by assessment item for the first time under NAM.

** the issue being how to provide information to students to aid them when making module choices. Students need to know which modules will not clash and so can be successful combined in a course when the actual timing of the delivery will not be available. Guiding choice via carefully constructed degree profiles may be the answer.*

- Keeping in mind formative/summative assessment, numbers of students on modules, when update for modules and courses takes place.
- Further instruction will be received shortly. LTS will work with CDs on this.
- EDU – 10 students or less on a module – unusually in 13/14 there was a low number on a particular module which would normally have many more.
- BIU will be able to provide past statistics.
- Chair –individual cases will need to be identified and discussed.

RESOLVED:

Secretary will send TDs link to the BIM Regulations.

B.11 EXAM FEEDBACK

Reflection on the provision of exam feedback (generic and individualised, where the latter occurs) with a view to responding to Chair by 5 November to enable Chair to complete an SSF Summary.

- TDs to act on this.

Document 14D012 available online

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

BA in Professional Studies (approved 24.7.14)
 Cert Emergency Medical Care (approved 24.7.14)
 Cert HE Emergency Medical Care (approved 24.7.14)

NBS

MBA Strategic Carbon Management (approved 29.9.14)
 MBA Strategic Carbon Management (2 yr London) (approved 29.9.14)
 MBA Strategic Carbon Management (3 yr London) (approved 29.9.14)
 MSc Entrepreneurship and Strategy (approved 29.9.14)

Closure documents available in the Course Closure folder online.

SECTION D: EXTERNAL EXAMINERS REPORTS

19 September 2014 – Assessments Office will remind those UG External Examiners who have not submitted reports by this deadline

24 October 2014 - Assessments Office will send a second reminder to UG External Examiners.

28 November 2014 - Assessments Office will send a third and final reminder to UG External Examiners.

16 January 2015 - Assessments Office will remind those PGT External Examiners who have not submitted reports by this deadline.

13 February 2015 - Assessments Office will send a second reminder to PGT External Examiners.

20 March 2015 - Assessments Office will send a third and final reminder to PGT External Examiners.

D.1 EXTERNAL EXAMINERS' REPORTS 2012/13 COMPLETED

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

EDU – Levy (PGT)

LAW - Marson, Anderson (UG)

EXTERNAL EXAMINERS' REPORTS 2012/13 OUTSTANDING

CCE – Richardson - with School

EDU – Stone (PGT) - with School

EDU – Carmichael, Beaton, Burstow, Clarke, Croft, Ford (PGT) - with LTS

PSY - Millings (PGT) - with School

SWK - Doel (PGT) - with School

D.2 EXTERNAL EXAMINERS' REPORTS 2013/14 COMPLETED

None.

DATE OF NEXT MEETING AND FUTURE ITEMS

Date of Next Meeting: Wednesday 12 November 2014 1400 - 1600 in TPSC 2.24

Future Items:

NOVEMBER 2014 Meeting:

1. Study Abroad Options - Anne-Marie Bruner-Tracey (Manager Study Abroad Office) will be attending to discuss the process for setting up study abroad options within course profiles (1530 for 20 mins)
2. Plan of Action for NSS - best practice examples.
3. Engagement through partnership: students as partners in learning and teaching in higher education: The Higher Education Academy - TDs to feed back to enable Chair to submit a report on behalf of SSF to LTC.
4. NSS and Good Honours Data - BIU (Garrick Fincham 1530)
5. Assessment and Moderation - discuss with a view to module and course update.
6. Annual Module Review, Annual Course Monitoring and Course Review - opportunities to be identified for the wider sharing of best practice prior to module and course update. Progress in completing action points will be monitored on an annual basis.

FEBRUARY 2015 Meeting:

1. Four Point Action Plan to improve on Assessment and Feedback for the NSS - Discussion relating to the effectiveness of this plan.

APRIL 2015 Meeting:

1. Senate Scales - revisit to assess the impact of the new UG senate scales.
2. Schools to report back on Peer Review (completed March 2015) to enable the Chair to report to the June LTC.
3. Annual Monitoring - closing the loop.
4. Support for students between initial assessment and reassessment- Review for 2014/15 students. Students need to be aware of what opportunities are available to them. Discuss at April 2015 meeting.