

LTC14D136

Title: *Faculty Learning, Teaching and Quality Committees – HUM*
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Issue

Faculty of Arts and Humanities minutes of LTQC meeting 26 November 2014

Recommendation

Recipients are invited:
To receive the minutes

Resource Implications

None

Risk Implications

None

Equality and Diversity

N/A

Timing of decisions

N/A

Further Information

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Background

Please find attached the confirmed minutes of the HUM LTQC meeting held on the 26th November 2014.

Discussion

None

Attachments

Minutes

**UNIVERSITY OF EAST ANGLIA
FACULTY OF ARTS AND HUMANITIES**

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 26th November 2014

Present: Dr C Matthews (Chair), Mr S Bennett, Dr H Emmett, Dr Rebecca Tillett, Dr G Pagani, Dr J Poppleton, Dr R Fraser, Dr M Neumann, Mr Tim Barker (UUEAS HUM Faculty Convenor), Mr C Jarvis (UUEAS Campaigns & Democracy Officer), Mr Connor Rand (UUEAS UG Education Officer)

In attendance: Ms M Pavey (Learning and Teaching Service, Arts Hub Manager), Dr J Gifford, Ms L Newark (Secretary to the Committee), Mr Josh Clare (UUEAS Head of Student Experience), Mrs H Gillespie (for item B6), Dr McLaughlin (for item B8)

Apologies: N/A

The Chair started the meeting by thanking Dr Jayne Gifford for all her work with the Faculty and her support for him as Associate Dean (L&T) and to Dr McLaughlin as Associate Dean (Admissions) and also for her work on Postgraduate studies.

23. MINUTES

- 23.1 Confirmed
The minutes of the meeting held on Blackboard under meeting papers for November 26th 2014.

24. MATTERS ARISING

- 24.1 Dr Matthews will ask student representatives at the next meeting to talk about the Union of UEA Students (UUEAS) undergraduate student experience report. Josh Clare distributed hard copies to the meeting and confirmed that a postgraduate version will also be produced. The Higher Education Academy (HEA) engagement through partnership is also due for discussion in January's meeting.

25. STATEMENTS FROM THE CHAIR

- 25.1 Dr Matthews provided information about revised benchmarks.
- 25.2 Rapid coursework return
Dr Matthews reminded everyone that the University has introduced a new process which is currently being explored in History and Art. He explained that specific requirements need to be met in terms of sampling and return to students.
Dr Matthews advised that if this proved successful he hoped it could be rolled out to others who want to take part.

As an aside Mr Bennett raised the possible issue of mark sheets being out of date where additional students have been added since their creation.

Action : LTS to ensure updated mark sheets are created after week two of semester to counteract this.

25.3 Creative work competition

Dr Gifford reported that there will be a Dean's prize for creative work competition. More details can be found at: [Meeting Papers/November 26th 2014/Creative Prize](#)

Dr Poppleton asked about whether there will be students on the panel. Dr Gifford confirmed that this was in the plan. Mr Bennett suggested that a prize giving ceremony modelled on the ziggurat one as an example of good practice.

Mr Clare suggested that Dr Gifford also contacts Concrete for publicity. Dr Gifford confirmed all relevant media will be involved.

25.4 Using Blackboard for assessment

Dr Matthews reported that Mr Bennett has volunteered to put together a simple user guide to online assessment using blackboard. Mr Bennett explained is quite easy to use and that he finds it advantageous.

Action: Mr Bennett

25.5 Repository of sample work

Dr Matthews advised that Dr Jeremy Schildt, Head of Learning Enhancement in the Dean of Students Office, is setting up a repository of sample work to use for learning purposes. He Would like HUM to be involved in this so Mr Bennett will lead in getting examples from schools.

Dr Matthews confirmed that there is some work to do in terms of gaining permission from students to publish work but this is the start of a long and beneficial process. Dr Emmett advised that AMA have already made a start on gathering examples so these would be sent to Mr Bennett.

Action: Mr Bennett and Teaching Directors

25.6 Return of coursework to final year students

Dr Matthews issued a reminder that the Faculty is committed to return work for final year students within 10 working days.

Action: Loraine Newark to prepare the Hub team to turn work around as quickly as possible.

Mr Barker commented that it is important to note about returning the work to students in time for when the next piece is due in.

Dr Mathews advised colleagues that he had carried out analysis and that there was no correlation between length of time taken to mark and level of detail provided.

Mr Rand mentioned clustering of deadlines and how this is a real issue for students.

26. **Agenda item A2. REPORT FROM THE UNION OF UEA STUDENTS (UUEAS)**

Received:

An oral report from the UUEAS Education Officer

Mr Rand advised that the areas the Student Union are currently focussing on are a review of advisory system and use of technology for learning.

- 27. Agenda item A3. REPORT FROM THE 2013/14 PERIODIC COURSE REVIEW**
Received:
CR3 Overall report – Document A
- 28. Agenda item A4. EXTERNAL EXAMINER REPORTS**
- 28.1 Dr Matthews reminded the meeting that sub groups are required to scrutinise the school responses. He advised that four meetings would be required to cover UG and PGT across the faculty. A query was raised as to whether student representatives should be involved.
Action: Dr Matthews to check and will contact people about meetings.
- 29. Agenda item A5. 5 YEARLY COURSE REVIEWS DURING 2014/5**
Noted.
Dr Matthews recommended taking part in course reviews as a panel member as this proved a valuable exercise.
- 30. Agenda item A6. FEEDBACK STRATEGY REPORT**
- 30.1 Dr Matthews explained he has now been tasked with producing faculty guidelines for next year and will therefore bring to the next meeting. **Action:** Dr Matthews
Dr Matthews advised that Principle one is that students have right to support during reassessment, the second is that they are advised when referred to reassessment.
- 30.2 Mr Barker raised that there is a lack of link up with advisers for reassessing students and that there is a concern that students do not turn up to sessions. He suggested it would be good if advisers could be more involved. Mr Rand explained this was something that had also come up during review of advising system and was hopeful it would be picked up as part of that process. Dr Emmett advised that from her experience in boards it was obvious that senior advisors knew the students who had a history of difficulties thought the year and were aware.
- 30.3 Dr Poppleton suggested that the University policy of not returning exam scripts makes it difficult to help students. Dr Matthews to take off line. Michele Pavey asked if Dr Matthews could take to the next Associate Deans meeting.
- 30.4 Mr Bennett requested that the new title of Interdisciplinary Institute for the Humanities is used in future reports rather than HUM Foundation to avoid confusion.
- 30.5 A query was raised of whether the email advising students that they were required to be reassessed that was sent to students could also go to adviser and module organiser
Action: Lorraine Newark to query with the SITS project team. Update: This is possible but may take some time. Can be included as part of the annual board paper update.
- 31. Agenda item A7 PO3 PEER REVIEW REPORT**

- 31.1 Dr Matthews advised this had been updated since posting on Blackboard. He added that applying the good practice of having someone from outside teaching specialism is beneficial.
- 31.2 Dr Matthews also reminded everyone that peer observation is a rolling process and should have a 100 percent return. Those who were observed two years ago are due to be observed again. The PO2 report will be due for next semester.
- 32. Agenda item B1. READING WEEKS**
Dr Matthews advised that there is considerable variation on whether reading weeks are held or not across the university and that this will be discussed fairly soon. Information on current practice in the faculty and thoughts on the usefulness of these to be fed back to Dr Matthews.
Action: all Teaching Directors
- 32.1 Dr Gifford asked Mr Rand whether he could run a survey to find out what is useful to students.
Action: Mr Rand to explore whether this is possible
- 33. Agenda item B6. ASSESSMENT USING BLACKBOARD**
Mrs Helena Gillespie
- 33.1 Mrs Gillespie delivered a brief presentation on assessment via Blackboard Copy of paper available under Meeting Papers/November 26th 2014/E-Assessment
- 33.2 Mrs Gillespie confirmed that using e-assessment would not be compulsory, it is just part of what is on offer. Mrs Gillespie asked for colleagues to let her know what training is required and she will ensure it is delivered.
- 34. Agenda item B9. ASSESSMENT AND FEEDBACK GUIDE FROM ADTP, ADAM LONGCROFT**
Received.
The document went to TPPG last week the previous week and is available on Blackboard at Meeting Papers/November 26th 2014/Document C
- 35. Agenda item B4. MODULE OUTLINE TEMPLATE**
- 35.1 Dr Matthews advised this is due to go to LTC on 3 December
- 35.2 Section 11 was changed thanks to Dr Gifford and Dr Pagani at TPPG and there had also been some changes to section 10 since the previous circulation.
- 35.3 Dr Poppleton commented that one of the issues raised by LDC Teaching Committee was the question of who the form is for. Some of that uncertainty has now gone with the changes. Ms Pavey explained that this form is primarily for the students as well as LTS hence the explanatory sections.
- 35.4 There was a discussion over the section 'Module enhancement' - can it be continued to be enhanced each year? Mr Rand and Mr Clare relayed that there is an expectation that students are involved in the discussions and that comments taken on board.

35.5 Dr Matthews requested that any other comments are put to himself for Dr Pagani as he will be representing Dr Matthews at LTC.

36. Agenda item B8. COURSE PORTFOLIOS AND MARKETING

Malcolm McLaughlin delivered a talk about the Learning and Teaching issues involved in new courses from both the teaching and admissions point of view.

37. Agenda item B3. SCHOOL ASSESSMENT REVIEWS

To be completed off line.

Action: Teaching Directors