

LTC14D253

Title: *HUM LTQC Minutes 25 March 2015*
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Date: 29/05/15
Circulation: Learning and Teaching Committee – 24 June 2015
Agenda: LTC14A006
Version: Final
Status: Open

Issue

Faculty of Arts and Humanities minutes of LTQC meeting 25 March 2015

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 25th March 2015.

Discussion

None

Attachments

Minutes

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

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 25 March 2015

Present: Dr C Matthews (Chair), Mr S Bennett, Dr J Poppleton, Dr M Neumann, Mr J Clare (UUEAS Head of Student Engagement), Mr C Rand (UUEAS UG Education Officer)

In attendance: Ms M Pavey (Learning and Teaching Service, Arts Hub Manager), Miss L Newark (Secretary to the Committee), Mr Garforth, School Manager, AMA.

Apologies: Dr R Tillett, Dr G Pagani, Dr R Fraser, Mr T Barker (UUEAS HUM Faculty Convenor)

47. MINUTES

Confirmed: Minutes of the meeting held on 18 February 2015. Copy held on the FLTQC Blackboard site.

48. MATTERS ARISING NOT COVERED ON THE AGENDA

- 48.1. The Committee congratulated both Mr Rand and Mr Mccafferty on their successful re-election as Student Union Education Officers.
- 48.2 Item 33.2 from previous minutes - return of exam scripts
The Chair, Dr Matthews, reported he has been tasked with preparing a document for TPPG to argue the case for the return of exam scripts to students. The main concern is the issue of how to deliver this practically. Dr Matthews advised he would be meeting with senior Learning and Teaching Service Managers to discuss further. This is with an aim to implement for academic year 2016/17.
- 48.3 Item 36. From previous minutes - Moderation
Dr Matthews advised that the initial paper submitted was not well received at TPPG, partly due to its late delivery. He will be taking the opportunity to submit it again in due course. Prior to this Dr Matthews will meet with Mr Rand to ensure there is no loss in quality assurance in the proposals.

49. AGENDA ITEM A1. Statements from the chair

- 49.1 The **Learning and Teaching Day** will be held on the 7th May, the Faculty is encouraging strong attendance.
- Dr Matthews circulated the timetable and highlighted the event at 11.45, strand two. The Faculty is involved in this and will be contributing to reporting on the peer assessment project. He suggested it would be nice to have two or three colleagues in attendance who have experiences to share.
 - Dr Neumann commented on two trials in his school. He explained that one had a full response with the other very low so this would be a good way to discuss how best to set these up.

- Dr Matthews advised his assumption was that the presentation will be looking at the background, dialogue, experiences from colleagues, learning technology and the way forward.

49.2 Report by Learning Enhancement Team (LET).

Received

- The data reports low access to the resource by HUM students. Dr Matthews has talked to Dr Schildt, Head of the Learning Enhancement Team, to find out what this means. Dr Schildt agreed to visit in first meeting of new academic year to outline what is available and also to talk about good practice in the Faculty. LET has started to foster links in History and there has been a slight increase in the students using the service.
ACTION: Secretary, Miss Newark, to arrange visit during September meeting
- There was general agreement that awareness of the LET service needs to be raised. Dr Neumann commented that the Dean of Students Office is thought of as remedial so some students may not visit because of that association.
- An idea was raised about adding links to feedback and whether this could be made easier using online marking.
ACTION: Miss Newark is part of the Assessment and Feedback Project working group and will investigate this idea further.
- Mr Garforth talked about the high level blackboard site in AMA which will point students to general useful information.
- Miss Pavey reminded the meeting about the learning support package for any students referred to plagiarism.

49.3 Module feedback

- At LTC and TPPG Dr Longcroft presented two documents on encouraging student engagement in module feedback. The move from paper to electronic surveys has shown a drop in responses. Dr Poppleton reported that LDC still use paper and that their response level has remained high.
- Dr Matthews advised that the University of Leeds has seen an increase by going back to paper and also having mid module evaluations. The argument for this is that students do not fill in end of module surveys as they do not see any changes for them.
- Dr Neumann queried whether two electronic feedback surveys a year could result in feedback fatigue.
- Mr Rand agreed with Dr Matthews that the steer from Dr Longcroft was to make it informal. Dr Matthews suggested it would be valuable to have this feedback mid semester, to take suggestions and where justified, take account of and make changes.
- Dr Matthews advised there was a suggestion made that students would be encouraged to all take part in the feedback at the same time, at the end of the modules teaching, in class, on their smartphones.

- Mr Rand stated for the record, that there are advantages to having electronic surveys over paper. Forcing the feedback activity with everyone in a room might not be as representative as those who complete online do it because they want to do it.
He expressed that each student's feedback is valuable regardless of how many in the class take part. The incentive to taking part of knowing how it how the feedback is used is most useful.
- Dr Matthews referred to University data on participation rates, HUM schools (excluding LDC) is in the 30% range, showing a higher response than in Science.
- As an aside Dr Matthews talked about the website 'rate my professor' and how this demonstrates gender bias in terms of relating to individuals when evaluating teaching.

50. Feedback from SSLC's - New standing item on agenda.

- 50.1 The question of how to monitor and report back was discussed. Mr Rand reminded the meeting in the policy it states these fall under the responsibilities of Head of School.
It was agreed that the minutes of the SSLC meetings should come to LTQC for any key issues to be identified.
ACTION: Miss Newark to speak with School Managers/Senior Advisers to make arrangements.

51. AGENDA ITEM A2. Report from Union

- 51.1 Update on Elections, covered at the start of the meeting.
- 51.2 Mr Rand commented that that he is looking forward to seeing Dr Matthews paper about the return of exam scripts. Ms Pavey reminded everyone that course test papers go back from the Art Hub as routine.

52. AGENDA ITEM B1. Feedback strategy

- 52.1 Dr Matthews advised that he had seen most schools responses which were, on the whole, positive. He suggested that discussion was needed after Easter to plan implementation for the first years for 2015/16.
- 52.3 Dr Neumann, remarked that it would be good to have a one page document as guidance to show academic staff what they are supposed to do.

Dr Matthews advised that he has committed to produce a paper showing good practice which would also be helpful as a guide.

53. AGENDA ITEM B2. Reading week

- There is mixed practice across the University, across Faculties and even Schools. This can be disruptive when students from other schools are taking modules.
Dr Matthews commented that he has no objection to reading weeks as long as they are not 'do nothing' weeks.

- Mr Rand advised that he has seen data which demonstrates the wide spread of reading weeks. He supports them but would like to see something around careers or employability included. Dr Neumann agreed but stated it needs to be balanced across time for students and events.
- Mr Rand highlighted that the real issue is that it needs to be standardised across modules.
- Dr Matthews asked, 'what was the best way to use the week?' There is a suggestion that reading week is used to revisit transition (induction) issues. He commented that there is a good argument for having space in middle of semester for students to catch up with reading and studies.
ACTION: All: Dr Matthews will collate thoughts from the members LTQC and take to TPPG

54. AGENDA ITEM B3. Induction

Received: Feedback on focus groups from the start of year – Mrs Price, Business Intelligence Unit (BIU).

54.1 Areas identified for further improvements from the focus groups:

- Perception that students were not told everything needed to know before arrived
- Practical living information, lifestyle
- Reading list provision or perceived lack of – concerns about hidden costs
- Lack of consistency across different schools causes concern
- Dr Neumann – need to be clear that in History they do not have course books so students do not have to buy books. It is important that students do not buy books they will not need.
- Mr Bennett suggested putting dossiers provided online so they could have a look at what is going to be available.

ACTION: To have clear communication about reading lists, what is needed or not. School Managers to ensure covered in information provided.

54.2 Initial week inductions feedback from the focus groups:

- Social events, tours and introductory lectures very popular.
- There were some people who had nothing though.
- LDC students were very positive.
- Some HIS students did not know what was going on.
- Mrs Price commented that they often found in discussions, events do happen but students have not engaged due to lack of communication or style of communication etc.
- The BIU will also be looking to hold focus groups at the end of the academic year in future as well. This will be a useful way to find out what students would have liked to know at the start.
- One major issue raised by students was that finding their way around is a big problem. Students asked for school tours.

- Mr Bennett commented that Google Street are now doing inside buildings and that something like that might be an idea. He talked about an app for the university and adapting it to a game.

54.3 Received: Induction update from Mr Garforth

- Mr Garforth advised that following the brainstorming session reported on in the last meeting, the School Managers have been refining some schools transition events. Most of these are focussed around social events and ensuring there are no clashes.
- Dr Matthews reminded the committee there is a working group at university level which Mr Rand is also on and that John Tully, Senior Faculty Manager, is setting up a working group within the Faculty to work on a coherent approach.

55. AGENDA ITEM B4. Quality assurance

Moved to next meeting.

56. AGENDA ITEM B5. Business Intelligence Unit reports

Received: Presentation and discussion led by Mr Green

- 56.1 The BIU is looking for feedback on how Schools would like to see the data presented and analysed. Mr Green is happy to talk through the report in detail with members of the committee and to look at what other information may be useful

ACTION: Mr Green will circulate the departmental breakdown information.

57. AGENDA ITEM B6. Feedback on BIM regulations

ACTION: All – to feedback to Dr Matthews

58. AGENDA ITEM C1: Course closure

Approved.

- 58.1 Mr Rand raised query about the section referring to intercalating students and whether it was always relevant.

ACTION: Ms Pavey to investigate whether this is embedded in the forms and whether there should be a way to identify whether it was relevant case by case.