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**Meeting:** **FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
LEARNING, TEACHING AND QUALITY COMMITTEE**

**Date and Time:** **Wednesday 9<sup>th</sup> November 2016 at 13.45**

**Venue:** **1WN3.20**

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**Present:** Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)  
Dr A Bush, Department for Health  
Miss M Duta, Undergraduate Student representative  
Mr L Emery, Taught Postgraduate Student representative  
Dr R Joiner, Department of Psychology  
Dr E Keogh, Associate Dean (Graduate Studies)  
Dr S Martin, Department of Education  
Dr A Mondon, Department of Politics, Languages and International  
Studies  
Dr M de Tina, Department of Economics  
Mrs M Ward-Goodbody, Director of Academic Skills Centre

**In Attendance:** Miss L Gibson, Undergraduate Manager  
Miss S E Jacobs, Assistant Registrar (Secretary)  
Miss E Merker, Deputy Graduate School Manager

**Apologies:** Dr F Bissett, Learning Partnerships Office  
Dr J Brice, Graduate School Manager  
Miss I le Patourel, Academic Registry  
Miss Z Dong, Undergraduate Student representative  
Miss L Woodcock, Students' Union President  
Dr K Woodthorpe, Department of Social and Policy Sciences

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**ACTION**

**1500. MINUTES**

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 19<sup>th</sup> October 2016 (paper 25)

**1501. MATTERS ARISING**

**a) Minute 1488. b) Anonymous Marking**

The Committee noted that a session to explain the administrative procedures to academics had already taken place for colleagues in PoLIS and SPS, and that another is planned for later this month. It was also agreed that a further session will be offered to staff in January.

- b) **Minute 1491: Guidance on Group Work**  
The Chair reported that she had discussed with Academic Registry colleagues how the guidance document might be used to create an official University guidance document. This would be addressed in the future. However, in the meantime the Chair requested that Directors of Learning and Teaching ask Unit Convenors for units with group work assessment place the document on the relevant Moodle pages for students to access.

DoLTs

1502. **CHAIR'S BUSINESS**

a) **Unit Outline Template**

The Chair reported that at a recent meeting with Directors of Learning and Teaching it had been agreed that a common template for unit outlines would not be helpful. It was agreed by the Committee, however, that it would be useful for an agreed list of desired sections/headings to be available to guide unit convenors. Directors of Learning and Teaching agreed to send to the Chair examples of current units outlines, or a list of what they believe these should contain so that these can be collated for the consideration of a proposed Faculty Guidance Note at the 14<sup>th</sup> December meeting.

DoLTs/  
Chair

b) **NSS 2017 Questions**

The Committee noted the revised NSS 2017 questions (paper 26), noting that there will be a stronger focus on how we engage students.

c) **Eligible Students for NSS 2017**

Directors of Learning and Teaching were asked by the Chair to urge their undergraduate Directors of Studies to respond to the request from Shaun McGall, Student Engagement Manager, to confirm which students will be eligible for the survey in 2017.

DoLTs

d) **PTES Action Plans**

The Committee noted that PTES Action Plans will be required this year and that they should be considered at the relevant Department Committee before submission to this Committee, together with the Programme AMR. Miss Merker agreed to investigate the exact requirements in relation to this.

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The Committee noted that the current templates for Annual Monitoring Reports do not include NSS Action Plan or PTES Action Plan in the list of required appendices. The Secretary agreed to raise this with Academic Registry.

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1503. **STUDENTS' BUSINESS**

**Coursework Submission**

Mr Emery raised the matter of students having to often submit paper copies of coursework as well as electronic copies. He pointed out that this is a financial burden on students and requested that consideration be given to allocating students a printing allowance on their library card should it continue to be necessary to submit paper copies of their work. He pointed out that while studying at UWE he did not submit a single piece of work in hardcopy. The Committee noted that this had also been raised as an issue at many SSLC meetings during 2015/16.

Members of the Committee commented that some staff have difficulty in reading large numbers of pieces of coursework on a screen, and others do not have the necessary electronic equipment to be able to access work for marking electronically wherever they are.

**1504. SSLC ANNUAL REPORTS' OVERVIEW 2015-16**

The Committee considered the summary annual SSLC report from University Learning, Teaching and Quality Committee (paper 27a and b), plus the further report on actions taken in response considered at the last ULTQC meeting (paper 27c). The Committee noted that issues highlighted in individual SSLC reports should be discussed at DLTQC and SSLC as well as being addressed in the upcoming AMRs. The Secretary agreed to forward papers 27a and c to Directors of Learning and Teaching.

With regard to Recommendation 6, it was noted that the reference to all 12 credit units should in fact be 'all year-long 12 credit units'.

In relation to Recommendation 10 that all Departments must hold a co-ordinated and informative event to enable students to make the best option choices, it was noted that for taught postgraduate students, and undergraduate students on placement, this would not be possible. It was noted, however, that a unit convenor could easily record a 5 minute video introduction to their unit and that these could be made available to students via a departmental Moodle page.

With regard to Recommendation 15 that ULTQC will continue to explore providing solutions to previous examination questions, members of the Committee commented that it would not be possible to provide model answers for the majority of social science examination questions. Concerns were also expressed in relation to some multiple choice examination papers, which are used repeatedly.

**1505. ACADEMIC SKILLS PROVISION**

Mrs Ward-Goodbody, Director of the Academic Skills Centre, invited the Committee to reflect on the current academic skills provision in the Faculty (paper 28) and to consider what further provision would be useful in the future.

The Committee noted that the ASC now incorporates the FLC and MASH. Mrs Ward-Goodbody reminded members that skills development opportunities are provided to students before they commence their programme of studies (pre-session courses) as well as during their studies. She indicated that the ASC endeavours to ensure that Directors of Studies are aware when students undertake pre-session training before commencing their studies.

Mrs Ward-Goodbody indicated that the ASC is keen to assist in the embedding of skills development in programmes. She suggested that it might be useful for programme developers to discuss opportunities for this when they are designing their new curricula.

**1506. GUIDANCE ON MARKING, MODERATION AND FEEDBACK IN MOODLE**

The Committee considered a draft guidance document (paper 30), agreeing that this was a useful step-by-step guide. Miss Merker confirmed that the document had already been circulated to administrative staff so that they could incorporate elements from it in department-specific guidance. It was noted that a session had already taken place to help academic staff in PoLIS and SPS with the processes for anonymous marking and feedback. A further session is planned this month but it was agreed that another session in January would also be useful.

**1507. UNIT AND PROGRAMME CHANGES**

**Department of Education**

The Committee approved proposed minor amendments to ED50137 Language Policy, Methodology and Curriculum for implementation in 2017/18 (paper 32).

**1508. DEPARTMENTAL COMMITTEES**

The Committee received the minutes of the following Departmental Learning, Teaching and Quality Committee meetings:

- Department of Education, 19.10.16 (paper 33)
- Department for Health, 13.4.16 (paper 34)
- Department of Politics, Languages and International Studies, 17.5.16, 28.9.16 (paper 35)
- Department of Psychology, 5.10.16 (paper 36)
- Department of Social and Policy Sciences, 30.9.15, 20.10.15, 18.11.15, 16.12.15, 27.1.16, 2.3.16, 13.4.16, 11.5.16 (paper 37)

In relation to the SPS minutes, Dr Martin noted that the Senior Tutor was not a member of the Committee, and that there was no standing committee agenda item through which personal tutoring could be monitored. The Committee noted that in the Departments of Education, Psychology and Health the Senior Tutor is a member of the Learning, Teaching and Quality Committee and therefore has the opportunity to regularly provide updates on the Personal Tutor scheme. While this was agreed as an example of good practice, it was recognised that in the other departments this might not be the most appropriate means for reviewing personal tutoring.

**1509. ANY OTHER BUSINESS**

**External Examiners**

Dr Mondon requested that the contribution of External Examiners to Unit and Programme Boards of Examiners is reviewed again. He explained that the External Examiners for undergraduate programmes in PoLIS continue to state that they would prefer to attend Unit rather than Programme Boards of Examiners. The Committee noted that currently the University's regulations and QA procedures expect External Examiners to be present at meetings at which the award of degrees are considered, ie Programme Boards of Examiners. The Chair agreed to discuss with Academic Registry colleagues.

**Chair**