



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

Date and Time: **Wednesday 19th October 2016 at 13.30**

Venue: **1WN3.20**

Present: Dr C Wilson, Associate Dean (Learning and Teaching), (Chair)
Dr A Bush, Department for Health
Mrs M Clutterbuck, Learning Partnerships Office
Miss Z Dong, Undergraduate Student representative
Miss M Duta, Undergraduate Student representative
Dr R Joiner, Department of Psychology
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
Miss L Woodcock, Students' Union President
Dr K Woodthorpe, Department of Social and Policy Sciences

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

Apologies: Dr J Brice, Graduate School Manager
Mr L Emery, Taught Postgraduate Student representative
Dr E Keogh, Associate (Dean (Graduate Studies))
Miss I le Patourel, Academic Registry

ACTION

1484. CMIS: CURRICULUM MANAGEMENT SYSTEM

Mrs Phillippa Lowton, Project Manager, attended the meeting to introduce the new web-based system which will soon be adopted for the management of unit changes (Phase 1, with Phase 2 to incorporate programme changes following later this year). It was noted that this will be the way in which any unit changes or new unit proposals will be considered by the Committee with effect from the 31st October 2017.

The Committee noted that assistance will be available to transfer any unit change documents currently being processed via the use of Word documents into the system manually after the 31st October. Members were reassured that they would not have to repeat work they have already undertaken.

It was note also that a new category of 'housekeeping changes' which do not need approval will be possible in the system, although the details will be checked by the Assistant Registrar before any changes are accepted.

1485. TERMS OF REFERENCE, MEMBERSHIP AND SCHEDULE OF BUSINESS

a) The Committee noted the Terms of Reference of the Committee for 2016/17 (paper 1).

b) The Committee noted the membership list for 2016/17 (paper 2).

It was noted that a new role has been created in the Faculty, Director of Postgraduate programmes and that this person may be invited to meetings as relevant, rather than be expected to act as a new full member of the Committee.

c) The Committee noted the draft schedule of business for 2016/17 (paper 3).

The Chair asked members to use this to generate agendas at DLTQCs. The Committee was reminded in particular that any unit and programme changes must be submitted in accordance with the published deadlines. The Committee noted that peer review of teaching reports are currently scheduled to be considered in February but that it may be possible to move this to a later meeting.

1486. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 8th June 2016 (paper 4)

1487. MATTERS ARISING

(1) Minute 1473 (2): Panopto

The Committee further discussed the proposal which had been made by students in the Department of Economics that all lectures should by default be recorded. Dr de Tina explained that as staff cannot be forced to record their lectures, the Department has agreed to encourage as wide a use of Panopto as possible, with training and help available to those who have not previously used it.

Miss Woodcock indicated that students would prefer an 'opt out' system but it has been recognised that currently there is reluctance in some areas to adopt this approach. Miss Woodcock reminded the Committee that there is a lot of support available from the AV Support Team.

(2) 1479 (3): Word Limit Penalties

Dr Joiner confirmed that he had circulated for information the details of the Department of Psychology's new word limit and penalty policy to all Directors of Studies for programmes with students taking Psychology units.

1488. CHAIR'S BUSINESS

a) Study Hours

The Chair reported that a decision has been made that the University will adopt the CATS credit system in place of the current ECTS credit system and that aligned to this is a need to increase the overall study hours for individual units (for example, a 6 credit unit will now be described with a total of 120 study hours, a 12 credit unit with 240 hours). An official announcement relating to this is expected in the coming week. It was noted, however, that web-based

catalogues and the new CMIS will be updated to reflect these changes. Academic Departments will, however, need to ensure that any other materials which refer to study hours for units (eg Handbooks, Unit outlines) will also need to be updated in due course.

b) Anonymous Marking

The Committee considered a report from the Faculty Anonymous Marking Workflow Project (paper 5a). Ms Merker explained that a small Faculty Group, including the E-learning officer and e-learning technicians, has been meeting to document processes and to improve efficiency. The Group has been building on practice from last year.

The Committee noted that bulk downloading in Moodle will continue, with storage into departmental x drive folders. Ms Merker explained that staff guidance on marking and moderation (electronic and hardcopy) is also currently being updated, and that this includes that moderation should be taking place before students receive feedback. This will be circulated soon.

The Committee members noted that guidance for students should already be available for students on Moodle.

Ms Merker explained that the Guidance for administrative staff document (Paper 5b) required some updating but will soon be available.

The Committee noted that when marking a late piece of work, the marker is expected to give a real mark but also to note on the feedback that because the work was submitted late the final mark would be capped at 40% or 0% depending on the extent of lateness.

The Chair confirmed that a moderator must look at all of the sample pieces of work and can annotate against each individual assignment on the moderator spreadsheet should they wish to, but a statement confirming agreement with the overall marking is acceptable.

The Committee agreed that it would be useful to offer a session to explain the administrative procedures for anonymous marking and recording of marks to all staff the coming 2 – 3 weeks in a computer laboratory. PoLIS and SPS particularly expressed an interest in this.

**EM/
PoLIS/
SPS**

The Committee agreed that should a student have difficulty submitting work to Moodle on time, there has to be evidence of this (eg a screenshot), and this should be emailed directly to the unit convenor or administrator before the submission deadline.

c) Unit Evaluations

The Chair reminded the Committee that reports for all units must be posted on Moodle within 8 weeks (see QA51, paragraph 3.11 iv). Each Department has a central Moodle page on which these should be located and this will continue to be checked. Directors of Learning and Teaching were encouraged to remind their colleagues of this. It was also noted that administrative staff will continue to check, and inform the Chair of details of missing reports.

DoLTs

Dr Joiner raised a concern that lecturers are named in feedback, pointing out that research shows that this creates bias. The Chair confirmed that there is

currently a review of questions on the unit evaluation questionnaire. While recognising that the naming of staff in feedback presents difficulties, Miss Woodcock suggested that students need to be able to differentiate their feedback between lecturers.

Members felt that it should be possible to gather good information about the unit without specifically asking how good, or not, the unit delivery has been, agreeing that quality of a unit should not only be based on the delivery of lectures.

d) **Peer Review**

The Chair reminded members that reports will be expected from all Departments this year. While the schedule currently indicates that these will be considered at the February meeting of the Committee the Chair indicated that the Committee will consider at its December meeting when reports should be submitted for consideration. The Chair would like Departments to consider undertaking cross-departmental review, noting that this does not have to be observation only, but could include discussion over how teaching is organised.

e) **SLA Groups: Student Learning Associates projects**

The Chair reported that funding is available from the SLA project, for students to undertake small research projects. The Student Experience Office, Miss Jenny Medland, will be able to provide further details.

f) **Unit and Programme Changes**

It was noted that there will soon be a communication indicating that during the coming year unit changes should only be submitted if part of a wider strategic review of a programme, rather than in isolation.

1489. **STUDENTS' BUSINESS**

Students' Union Top Ten Objectives for 2016/17

The Committee noted details of the Students' Union priority objectives for the coming year (paper 6). Miss Woodcock explained this is the 7th year the SU has had a top 10, based on student feedback and aligning with University decisions. The Committee noted that this is an ambitious list with high student expectations.

The Chair noted that the majority of the top 10 relate to space and student numbers, and therefore are not issues which can be addressed at Faculty or Learning and Teaching Committee level.

In relation to the aim relating to Constructive Feedback to students, the Committee noted that there are a lot of examples of good practice in the Faculty which should be shared more widely.

1490. **QUALITY ASSURANCE CODE OF PRACTICE**

The Committee noted details of revisions to the QA Code of Practice, effective from 1.8.16 (paper 7).

1491. **GROUP WORK GUIDANCE**

The Committee considered the guidance from the Group Work Working Group (paper 8), noting that this is intended for staff and students.

The Committee agreed that the guidance will be useful to members of staff who are considering introducing group work into their teaching.

Mr de Tina commented that the Department of Economics is currently considering the creation of more 12 credit units, noting that the incorporation of group work into these would be useful. He also suggested that organising formative assessment around group work could be useful.

The Committee noted that the SLEQ/Academic Registry team are considering how best to disseminate the guidance to students. The Committee agreed that the document would be useful if it were made available to students via Moodle pages for units with group work elements. Miss Woodcock indicated that the SU will disseminate via the Academic representatives. The Chair agreed to discuss with relevant Academic Registry colleagues about how to make the document more visually appealing and official.

Chair

1492. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes which have been approved by Chair's action (paper 19).

**1493. ACCREDITATION OF PROGRAMMES
Department for Health/Learning Partnerships Office**

The Committee noted that the Federation of Drug and Alcohol Professionals (FDAP) has re-accredited the FdSc Addictions Counselling (paper 20).

1494. DEPARTMENTAL COMMITTEES

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

- Department of Education, 13.4.16 and 18.5.16 (paper 21)
- Department of Social and Policy Sciences, 11.5.16 (paper 22)

1495. UNIVERSITY COMMITTEES

The Committee noted the minutes of the following Committees:

- University Learning, Teaching and Quality Committee, 5.7.16 (paper 23)
- Academic Programmes Committee, 21.9.16 (paper 24)

**1496. ANY OTHER BUSINESS
Programme Annual Monitoring Reports**

Members of the Committee commented that the recent message relating to the revised process for the annual review of programmes implied that this should be a more streamlined process than in the past. However, members felt that this would not be the case, suggesting that more time will be required to arrange the meetings with staff and students. The Chair confirmed, however, that the meetings at which draft reports are to be discussed can be scheduled DLTQC and SSLC meetings, with additional participants invited to attend as appropriate.