



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

Date and Time: **Wednesday 7th June 2017 at 13.45**

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
Mr I Fairholm, Department of Psychology
Dr E Keogh, Associate Dean (Graduate Studies)
Dr A Mondon, Department of Politics, Languages and International
Studies
Dr S Moore, Department of Social and Policy Sciences
Miss I le Patourel, Academic Registry
Dr S Martin, Department of Education
Dr M de Tina, Department of Economics
Mrs M Ward-Goodbody, Director of 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
Dr R Joiner, Department of Psychology
Miss M Duta, Undergraduate Student representative
Mr L Emery, Taught Postgraduate Student representative
Miss Z Dong, Undergraduate Student representative
Miss L Woodcock, Students' Union President

1574. MINUTES

The Committee approved the minutes of the Faculty Learning, Teaching and Quality Committee meeting held on the 3rd May 2017 (paper 145). There were no matters arising.

1575. CHAIR'S BUSINESS

(a) TEF

The Chair reported that this year's TEF outcome will be received on the 12th June, with an embargo to the 14th June. It was noted that the future nature of TEF is currently unknown. From the point of view of the University, however, it will continue to work on the areas which form the metrics for the exercise.

ACTION

[Secretary's note: the Government has postponed the release of the TEF outcomes so there will be no announcement on the 14th June].

b) Transforming Curricula

The Chair reported that discussions had taken place at the last ULTQC meeting with regard to a desire to make progress in relation to transforming the structure of our current degree programmes

The Committee also noted that it is intended that careful consideration would be given to proposed changes to programmes outside of a full curriculum review process during 2017/18, as has been the case in 2016/17.

c) Members

The Chair extended her thanks for their contribution to the Committee to all of those members for whom this meeting was their last (Dr Mondon, Dr Moore, Dr de Tina, Ms Ward-Goodbody). The Committee extended their best wishes to Ms Ward-Goodbody who would be retiring at the end of this academic year.

1576. REVIEW OF FEEDBACK POLICIES

The Committee received reports from all departments in the Faculty in relation to their review of feedback policies:

Department of Economics (paper 146)

Department of Education (paper 147)

Department for Health (paper 148)

Department of Politics, Languages and International Studies (paper 149)

Department of Psychology (paper 150)

Department of Social and Policy Sciences (paper 151)

The Committee noted that the majority of Departments had submitted their reports in the format agreed earlier in the year. It was agreed that all should do so next year, and that all should make specific reference to the discussions which had taken place at SSLC and DLTQC meetings. It was also noted that it was not clear from some of the documents that the review had been of postgraduate as well as undergraduate feedback policies. It was agreed that feedback policies must be published for access by staff and students. Several departments publish in Moodle, with multiple links to the policy for students and staff to follow.

The Committee noted that in the Department of Economics students are only provided with generic feedback for in-class tests. This gave rise to a discussion with regard to whether in-class tests should be considered as formal examinations or coursework. If the latter, there would be an expectation that students received individual feedback.

Dr de Tina explained to the Committee that there had been a larger number of requests from students this year to be able to receive individual feedback on written examinations. Other Departments appear not to have experienced this. Members of the Committee suggested that this reflects the fact that in the final year of undergraduate Economics programmes there are many units which are assessed solely via an end of unit written examination. In other departments, where there are several assessment items for a unit students receive feedback in advance of any final assessment.

Dr Mondon indicated that the Department of Politics, Languages and International Studies will develop a feedback policy using the other departmental documents as a model.

1577. NSS ACTION PLAN UPDATES

The Committee considered NSS Action Plan updates from all Departments:

- Department of Economics (paper 152)
- Department of Education (paper 153)
- Department for Health (paper 154)
- Department of Politics, Languages and International Studies (paper 155)
- Department of Psychology (paper 156)
- Department of Social and Policy Sciences (paper 157)

The Committee noted that the clearest updates were those where any action taken since the previous report was highlighted in some way. It was agreed in the future that action plan updates must provide clear information in relation to what action has been taken since the previous report.

The Committee also noted that on a number of reports actions were reported as 'ongoing' with no further detail provided with regard to what had been achieved so far, or the time frame in which the action would be expected to be completed. The Chair indicated that it is important to know why an action might not have been completed. It is also important that actions are realistic with an expectation that they can be completed in a timely way.

The Committee noted that 2017 NSS Action Plans will be considered at the October meeting, with updates in January and June.

1578. PTES ACTION PLAN UPDATES

The Committee considered updates on PTES Action Plans from all Departments:

- Department of Economics (paper 158)
- Department of Education (paper 159)
- Department for Health (paper 160)
- Department of Politics, Languages and International Studies (paper 161)
- Department of Psychology (paper 162)
- Department of Social and Policy Sciences (paper 163)

1579. REVIEW OF E-LEARNING AND ANONYMOUS MARKING

The Committee considered reports from each of the Departments in relation to their experience of the use of e-learning in teaching and the implementation of anonymous marking:

- Department of Economics (paper 164)
- Department of Education (paper 165)
- Department for Health (paper 166)
- Department of Politics, Languages and International Studies (paper 167)
- Department of Psychology (paper 168)
- Department of Social and Policy Sciences (paper 169)

The Committee noted that there was evidence of a wide range of e-learning tools being used across the Faculty. Members agreed that it was useful to see what others were employing in their teaching.

The Committee noted that generally the implementation of anonymous marking had been positive, with issues mostly relating to the incorrect labelling of work by students. It was noted that it is important to ensure that all students are provided with clear instructions. The Committee did not feel that there were any argument to support a suggestion from the Department for Health that distance learning students should have any more difficulties than other campus-based students. The Chair indicated that she would discuss this with the Director of Studies.

Chair

The Committee noted that when a student submits a draft essay plan for feedback they must accept that this may lead to their final submission being recognisable.

1580. UNIT AND PROGRAMME CHANGES

The Committee noted details of unit and programme changes approved by Chair's action (paper 177).

1581. DEPARTMENTAL COMMITTEES

The Committee noted minutes of the following Departmental Learning, Teaching and Quality Committees:

- Department of Economics: 18.1.17 (paper 178)
- Department of Education: 5.4.17 (paper 179)
- Department for Health: 16.11.16 and 22.2.17 (paper 180)
- Department of Psychology: 5.10.16, 2.11.16, 7.12.16, 25.1.17, and 5.4.17 (paper 181)
- Department of Politics, Languages and International Studies: 22.2.17 (paper 182)
- Department of Social and Policy Sciences: 5.10.16, 26.10.16, 16.11.16, 7.12.16, 18.1.17, 1.3.17, 26.4.17 and 17.5.17 (paper 183)

Directors of Learning and Teaching agreed to remind the Secretaries to DLTQCs that they should forward minutes of their committees to the Secretary to the FLTQC throughout the year so that they can be included in papers for the Faculty committee.

DoLTs