HSS FLTQC

Wednesday, 9th October 2024 9:30 am

1W 3.26 | HSS Faculty Learning, Teaching and Quality Committee

Attendees

Attended

Mattia Cacciatori

Aurelie Charles

Tu Anh Do

Rhiannon Edwards

Gail Forey

MariCarmen Gil Ortega

Ed Mason

Lucy Noble

Arshiya Sachdeva

Nikolaos Sakkas

Christel Schneider

Emma Scrase

Oliver Walton

Sophia Ward

Elise Whittleton

Apologies

Rachel Acres

Florin Bisset

Jo Charles

Maria Clutterbuck

Matteo De Tina

James Fern

Ella Gibbs

Chris Goff

Helen Lofkin

George Newham

Annika Theilgaard

907.0 Agenda and Notice of Meeting

Purpose - For Information

908.0 Welcome

Purpose - For Information

Minute by Tu Anh Do

The Chair welcomed members to the meeting and noted apologies

909.0 Declarations of Interest

Purpose - For Information

Minute by Tu Anh Do

No member declared any conflict of interest.

910.0 Minutes of the Previous Meeting

Purpose - For Approval

Minute by Tu Anh Do

The committee approved the minutes of the meeting held on 19 June 2024

911.0 Actions and Matters Arising

Purpose - For Noting

Minute by Tu Anh Do

The committee noted the completion of the academic year 2023/24 action plan and the introduction of the new faculty approved template for this academic year which will also provides actions with a rag rating.

The Chair provided an updated on the University supported trial for campus-based digital exams. It was noted that volunteers for this trial were selected and this includes the Department for Health. The Chair confirmed departments should get in touch if they'd like to be considered for any further trials. It was noted that Economics are conducting campus based digital in-class tests this academic year. It was confirmed that it is a departments individual responsibility if they'd like to run digital campus based in class tests and will have to coordinate support from timetabling and DDaT. The central exams office provide support solely for exams in the assessment period. Departments must ensure the in-class tests do not conflict with coursework assessment deadlines.

Action by Tu Anh Do

Request confirmation on units taking part in trial

Action Description -

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Gail Forey

912.0 Chair's Business

Purpose - For Discussion

Minute by Tu Anh Do

1. Education Priorities:

Confirmed the following priorities from the Vice Chancellor which are Widening Participation, Inclusive Education and international standing.

It was noted that the University would focus efforts on increasing its international ranking, which is critical for attracting more international students. However, there remain discussions about entry requirements whilst maintaining an appropriate standard and ensuring sufficient support for students.

It was also noted that, while the university ranked 8th in the Times Higher Education list, it currently ranks in the bottom five among English and Welsh universities in terms of performance with widening participation (WP) students. The Vice Chancellor has set a goal to improve the university's ranking in this area and increase efforts to support WP students, both prior to their enrolment and throughout their studies.

A summary of the recent Access and Participation Plan (APP) Group was provided, it was noted that conversation focused on activities and programs aimed at reaching out to and engaging students with disabilities including outreach work and onboarding support to assist their transition into university life. Upcoming changes and developments were mentioned regarding enhanced support services for students with a DAP.

The Director of Teaching in the Department of PoLIS raised the question of whether there is a possibility to hire additional staff to support school operations, particularly in underprivileged schools that often lack resources.

The committee noted key faculty priorities such as Student Assessments and Feedback, PGT (Postgraduate Taught), International Students, and overall Student Experience remain priorities.

2. Education Equality Act:

It was noted that WP also links to the Education Equality Act.

The Chair reminded the committee that the T&F Risk Register presentation cannot be circulated at this stage as it has not yet been presented to the University Executive Board (UEB).

Education Equality T&F Group Meeting on 6th of November is due to address workstreams related to the Education Equality Act and supporting students with disabilities (DAP), ensuring they receive the best support, particularly following the Abrahart case.

3. CPAC: Questions from ahead of meeting and Response from CPAC Chair

The Chair confirmed an updated new Course Approval Process flow chart which wllwill be available on the Education Hub.

The Chair confirmed they had consulted with the Chair of CPAC to request if questions on proposals could be provided in advance. It was advised that members typically don't read papers in advance and raise questions spontaneously and therefore this wouldn't be possible. The Chair confirmed there is an initiative for next AY 25-26 to introduce a form where questions could be submitted in advance, similar to the process followed previously for CT.

Committee noted to contact FARs (Faculty Assistant Registrar) to gather potential questions before attending CPAC since receiving questions in advance isn't feasible this year.

4. INSPIRE - Pedagogical Research

Noted the meeting scheduled on 23rd October will focus on crowdsourcing negotiation for interdisciplinary projects across the faculty, aligned with key priorities: inclusive education, assessment and feedback, PGT (Postgraduate Taught) student experience, and student voice.

The Chair confirmed £8,000 fund available for these projects, which is double last year's amount.

5. SSLC Templates & Comms

Noted some students have reported that SSLC (Student-Staff Liaison Committee) feel combative due to defensive or retaliatory response rather than fostering open discussions.

The Chair emphasised the importance of having a clear agenda, minutes, action logs., and setting timings for each log to ensure organised SSLC. SSLC should be approachable and provide students with an opportunity to have their voices heard, ensuring the meetings are open and inclusive.

Members suggested rotating the chair between students in SSLC. However, not all students are willing to take on the role, and assigning someone by default could lead to unsuitable candidates in the chair position. The process should be formalised, and students should receive training for the role.

It was agreed that SSLCs should have secretaries to ensure proper documentation of the meetings. The new SSLC model should be established at the start of the semester, including assigning chairs.

A co-chairing model where both a staff member and a student share the role of chairing SSLC meetings. In this setup, the student would serve as the main chair, while the academic staff member would act as a co-chair to advise and support when needed.

Action by Tu Anh Do

Request to identifying faculty members involved in WP (Widening Participation), DAP (Disability Access Plans), or outreach work.

Action Description - Assigned to Directors of Teaching

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Tu Anh Do

Action by Tu Anh Do

Provide further updates as follow-up work progresses (Education Equality Act).

Action Description -

Action Status - Not Started | Due by - 30 Nov 2024 | Assigned to - Gail Forey

Action by Tu Anh Do

Implementation of SU developed agenda and action log.

Action Description - Assigned to Directors of Teaching

Action Status - Not Started | Due by - 30 Nov 2024 | Assigned to - Tu Anh Do

913.0 Student Business

Purpose - For Discussion

Minute by Tu Anh Do

There were no updates from the student member present.

It was noted that student member will be given a 5-minute slot as a standard agenda item to raise issues or discuss matters with the committee.

914.0 Assessment and Feedback Business

Minute by Tu Anh Do

A&F Leads reported progress on implementation of the PGT assessment criteria and shared language document and reminded everyone to use it for consistency in assessment and feedback.

It was noted that the PGT pass mark is 50%.

A review of PGT criteria, the implementation of a new assessment method, and ongoing evaluation are underway, focusing on student engagement, SSLC feedback, staff input, and the use of formative feedback from AY 2025/26.

The Director of Teaching for SPS raised concerns about having different criteria for each undergraduate level, requesting clear communication of the new criteria before the summer break.

Action by Tu Anh Do

The PGT criteria review item will be added to the December DLTQC agenda

Action Description - Assigned to Directors of Teaching and Programme Officers

Action Status - Not Started | Due by - 31 Dec 2024 | Assigned to - Tu Anh Do

Action by Tu Anh Do

Send the PGT criteria review report to the January FLTQC and A&F Leads for adjustments for 2026/27

Action Description - Assigned to Directors of Teaching and Programme Officers

Action Status - Not Started | Due by - 29 Jan 2025 | Assigned to - Tu Anh Do

Action by Tu Anh Do

Will finalise UG criteria by May 2025 for the 2025/26 academic year, focusing on aligning assessment design with mark schemes.

Action Description - A&F Team

Action Status - Not Started | Due by - 1 May 2025 | Assigned to - Tu Anh Do

915.0 Publication of course handbooks and specifications

Purpose - For Discussion

Minute by Tu Anh Do

Noted items 915-918 linked to the new schedule of business, functions as a tick-box exercise to address Quality Assurance (QA) matters.

Members were reminded to vote on the relevant matters.

916.0 Availability of assessment criteria to students

917.0 Departmental feedback policies

918.0 Any upcoming accreditations

919.0 Reminder of upcoming course change deadlines

Minute by Tu Anh Do

Committees noted that changes should be planned and submitted ahead of time, particularly for Year 3 CT and PGT programs. Deadlines will be circulated to DLTQC Secretaries.

It was noted that SAMIS should be the primary source for course information for the next three years, as the university catalogues for the next year are not yet available.

The Programme Manager confirmed delays in receiving PGT core specifications for 17 courses.

Action by Tu Anh Do

Send upcoming course change deadlines to DLTQC secretaries.

Action Description -

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Sophia Ward

Action by Tu Anh Do

Email instructions on downloading module descriptors and course reports from SAMIS to DoTs.

Action Description -

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Sophia Ward

Action by Tu Anh Do

Remind UCs to check and update Year 2 and Year 3 CT.

Action Description - Assigned to Directors of Teaching

Action Status - Not Started | Due by - 28 Oct 2024 | Assigned to - Tu Anh Do

Action by Tu Anh Do

Provide updates on delays for the 17 course specifications.

Action Description - Assigned to Programme Managers

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Tu Anh Do

920.0 Approve schedule of business

Purpose - For Approval

Minute by Tu Anh Do

The committee noted the need to balance QA matters with input at DLTQC and FLTQC.

The Director of Teaching of the Psychology Department requested a history version of the schedule of business, but it was noted that the updated version is available on Education Hub.

The committee approved the schedule of business.

Action by Tu Anh Do

The Assessment & Feedback (A&F) item will be added to the DLTQC and FLTQC agendas.

Action Description - Assigned to Programme Officers

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Tu Anh Do

921.0 New course proposals

Purpose - For Discussion

Minute by Tu Anh Do

The committee noted a Faculty Stage 0 has been added to the course approval process.

Members noted updates on upcoming course development:

- Exploring a single-entry point for International Relations in the PoLIS department, allowing students to study different courses "International Relations and Security" or "International Relations and European Politics".

- A major review of MREs is underway to reduce pathways in SWDTP (SouthWest Doctoral Training Partnership), making them more generic.

- A market survey of 35 students indicated low interest in the MREs in Climate Change in Society. Director of Teaching of the Education Department suggested joint programmes to create alternative pathways within the MA Education course. But this requires a course modification and should submit by deadlines.

- PGT portfolio and smaller courses are under review. Optional units should be incorporated into the MA Education course without creating separate pathways.

922.0 Education Action Plans

Purpose - For Discussion

Minute by Tu Anh Do

It was noted that guidelines for EAP are still in development, focusing on A&F, Student Voice, NSS scores, and specific units, with action plans for improvement.

The committee considered small steps all departments could take to ensure continuing of student experience. It was agreed that Directors of Studies (or agreed alternative) should chair at least two Teaching Team meetings per year with Unit Convenors and other teaching staff present. An agenda for these meetings will be provided by the Faculty and appropriate updates can be provided at DLTQC/FLTQC.

It was noted that not all Directors of Studies have Moodle access, but approval can be granted as needed.

Action by Tu Anh Do

Ensure teaching team meetings are scheduled.

Action Description - Assigned to Directors of Teaching

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Tu Anh Do

Action by Tu Anh Do

Department EAP and Teaching Team meetings will be updated regularly at FLTQC/DLTQC.

Action Description - Assigned to Directors of Teaching

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Tu Anh Do

923.0 CT PGT Exit Awards

Purpose - For Discussion

Action by Tu Anh Do

Arrange meetings with each DoT to review CT PGT Exit Awards and prepare for new courses.

Action Description -

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Sophia Ward

924.0 Grade Transfer

Purpose - For Discussion

Minute by Tu Anh Do

The Programme Manager confirmed that the Grade Transfer tool is mandatory for all coursework submitted via Moodle. Improvements have been made based on feedback, and fewer incompatible units are expected this year. Support and training will be provided, and departments may need to review their marking moderation processes for compatibility with the tool.

Action by Tu Anh Do

Designate a Programme Administrator and an Academic as contact persons for Grade Transfer inquiries.

Action Description - Assigned to Directors of Teaching

Action Status - Not Started | Due by - 1 Dec 2024 | Assigned to - Tu Anh Do

925.0 Chair's Action

Purpose - For Noting

Minute by Tu Anh Do

The committee noted all matters approved by Chair's Action.

926.0 Notable Papers from University Committees

Purpose - For Noting

Minute by Tu Anh Do

Noted CT priorities focus on constant progress and VC, CT Project Lead and PVC Education will attend the January FLTQC.

927.0 Faculty Committee Minutes

Purpose - For Noting

Minute by Tu Anh Do

Director of Teaching of the Psychology Department suggested the DLTQC minutes should be officially approved before bringing to FLTQC. However, it was noted that these minutes are not publicly accessible.

928.0 University Committee Minutes

Purpose - For Noting

929.0 Any Other Business

Minute by Tu Anh Do

It was noted that the Education Hub is now published and a helpful resource and the Faculty welcome feedback from staff on what information could be useful that isn't already available.

Concerned raised in departments regarding staff responsibility to make anticipatory adjustments, a specific exam was raised about a student's allergy. The Chair reminded members of the university resources in place and that staff should direct students to these services. It was noted that DoS and UCs should check class lists to ensure they are aware of any DAPs.

It was noted that student attendance monitoring should account for emergencies (e.g., fire). The Chair confirmed this falls under the well-being perspective in the Education Quality Act T&F. A QR code system linked to an Excel spreadsheet tracks attendance, and students who have been absent for 2-4 weeks can be contacted to ensure their well-being.

The Directors of Teaching of the Psychology Department raised concerns about thesis supervisors' access to student records, but data privacy and GDPR compliance were noted.

Action by Tu Anh Do

A list of suggestions for conducting midterm feedback will be shared across the Faculty

Action Description -

Action Status - Not Started | Due by - 27 Nov 2024 | Assigned to - Ed Mason