

# HSS FLTQC

Wednesday, 13th March 2024 2:15 pm

1 West North 3.09 | HSS Faculty Learning, Teaching and Quality Committee

## Attendees

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### Attended

Ahmad Alkuchikmulla

Aurelie Charles

Maria Clutterbuck

Rhiannon Edwards

James Fern

Gail Forey

MariCarmen Gil Ortega

Ed Mason

Nikolaos Sakkas

Christel Schneider

Emma Scrase

Karoline Von Oppen

Oliver Walton

Sophia Ward

Elise Whittleton

### Did Not Attend

Rachel Acres

Florin Bisset

Jo Charles

Matteo De Tina

Chris Goff

Jennifer Golan

Supatsara Jiraudomratana

Helen Lofkin

Georgina Newham

Lucy Noble

Bazhena Tancheva

## **844.0 Welcome**

Purpose - For Information

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**Minute** by Sophia Ward

The Chair welcomed members to the meeting and noted apologies.

## **845.0 Declarations of Interest**

Purpose - For Information

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**Minute** by Sophia Ward

No member declared any conflict of interest.

## **846.0 Minutes of the Previous Meeting**

**Minute** by Sophia Ward

The committee approved the minutes of the meeting held on 31 January 2024.

## **847.0 Actions and Matters Arising**

Purpose - For Noting

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**Minute** by Sophia Ward

The committee noted the action log. It was noted that the Faculty had not received an update on the request for the Department for Health to run a small trial for in-person computer-lab based Inspera exams for Semester 2.

## **848.0 Chair's Business**

Purpose - For Discussion

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**Minute** by Sophia Ward

The Chair provided the committee with an update, discussion included:

1. An update on CT Project Advisors, additional funds available must be used by the end of July.
2. An update on the CT Longitudinal Project which has received ethics approval.
3. A reminder about OUE reports and to ensure we close the feedback loop 'you said, we did'. It was noted that Faculty templates are available to promote the OUE.
4. Confirmation the University received 'Good' in Ofsted Inspection.
5. Confirmation that the PGT Review was scheduled for discussion at Council.
6. A request for feedback on how we can continue to improve communication, engagement, and dissemination of information within departments.

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## **849.0 Education Manager/CT Implementation Group Business**

**Minute** by Sophia Ward

The Education Manager provided an update on CT transition, this includes transition to the transformed courses and transition to the new regulations and the 50% pass mark. It was noted that currently the Education Manager in consultation with the Assistant Registrar is exploring the complexities of each course to determine the best course of action to minimise teach-out periods and added complexities.

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## **850.0 Assessment and Feedback Leads Business**

**Minute** by Sophia Ward

The committee noted that the Faculty Assessment and Feedback lead is working on the following:

1. Assessment and Feedback Shared Language
2. Level 7 Generic Assessment Criteria

It was noted that the PGT assessment criteria is the priority due to the transition to the 50% pass mark next academic year. Work at UG level will follow in due course. It was noted that a draft of the generic criteria will be discussed at the DoT Away Day in May, with receipt at the June FLTQC meeting for final approval. To conclude discussion members were thanked for submitting their assessment and feedback priorities and were encouraged to reach out if further help or support was needed.

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## **851.0 Student Business**

Purpose - For Discussion

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**Minute** by Sophia Ward

The committee received an update from the Student Representative present. Discussion primarily focused on the categorisation of assessments to be clear on what level of interaction

with AI is permitted. The Chair confirmed this work is scheduled over the coming months. It was noted that a poll was conducted with students and it is clear that both staff and student understanding of GenAI is varied. It was agreed there is an explicit need for staff training and clear communication with students on the purpose of categorisation and how this informs their approach to assessments. The Student Representative also raised concerns about assessment bunching and exams scheduled on the same day, particularly for interdisciplinary courses. It was noted that this was avoided where possible but the exam timetable is managed centrally and has to account for a large number of complexities. The Student Representative noted that such concerns should be raised at a course-level at SSLCs.

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## **852.0 24/25 Unit and Programme Changes (PGT)**

**Minute** by Sophia Ward

The committee noted there were no changes to be considered at the meeting. It was noted that any PGT changes submitted after the end of March would require referral to CPAC for approval.

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## **853.0 Academic Year 22/23 Assessment Offence Data**

**Minute** by Sophia Ward

The committee considered the assessment offence data in academic year 2023/24. Discussion focused on the trend across departments that the number of cases had significantly dropped. Members agreed the return to in-person exams had most likely impacted the numbers. It was noted that there is ambiguity in the correct process for a member of staff if they suspect a student of possible collusion with GenAI. More generally, the expected level of evidence to lead to a penalty is not clear, particularly if the student explicitly denies any wrongdoing. It was agreed that the Code of Practice (QA53) requires clarity, and perhaps there is also a need for additional staff training.

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## **854.0 EARE Faculty Summary and Feedback**

**Minute** by Sophia Ward

The committee approved the summary for submission to Academic Registry to inform discussion at the University EARE meeting.

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## **855.0 Grade Transfer for Moodle Assignments**

### **Minute** by Sophia Ward

The committee noted the deadlines for implementation of the use of Grade Transfer for Moodle Assignments in Semester 2. Discussion included:

1. A reminder that the DoT must confirm an academic key contact in each department
2. Requested exemptions must be in the shared spreadsheet by Monday 25 March
3. Confirmation of central TEL training scheduled for Monday 25 March
4. Acknowledgement of varying departmental practice and hesitancy about how this change may impact on workload.

It was agreed that concerns should be addressed with departments on an individual basis and that communication will remain important throughout implementation.

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## **856.0 Brainstorm: Practice Track**

### **Minute** by Sophia Ward

The committee noted that the Faculty are collating information on how different departments utilise practice tracks, practicums, or consultancy projects. During discussion it was agreed that it would be useful to develop standard definitions of the different 'types' of units, particularly as demand for practice-based alternatives is increasing amongst both staff and students but expectations vary. For example, ESRC now have a practicum requirement (minimum 3 months) for their funded degrees. It was noted that workload implications for the Director of Studies, varies on the set-up of the course. It was supported that the Assistant Registrar would work with colleagues to collate a summary of practice before further steps are decided.

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## **843.0 Brainstorm: QA Priorities**

### **Minute** by Sophia Ward

The committee noted that the Head of Academic Quality and Standards (Sascha Athey) would be attending the May FLTQC to discuss with members what the Faculty identify as top priorities in education policy development. This agenda item provided an opportunity to have an initial discussion. Members agreed the Quality Code of Practice on Academic Misconduct (QA53) remained a critical area for work, particularly the need for clarity on what course of action is required when investigating suspected collusion with AI and how such actions interact with students DAPs.

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## **858.0 Chair's Action**

### **Minute** by Sophia Ward

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

## 859.0 Faculty Committee Minutes

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**Minute** by Sophia Ward

The committee noted all received Departmental LTQC minutes.

## 860.0 University Committee Minutes

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**Minute** by Sophia Ward

The committee noted received University-level committee minutes.