

HSS FLTQC

Wednesday, 18th October 2023 2:15 pm

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

Attendees

Present

Ahmad Alkuchikmulla

Matteo De Tina

James Fern

Gail Forey

MariCarmen Gil Ortega

Jennifer Golan

Ed Mason

Lucy Noble

Nikolaos Sakkas

Christel Schneider

Emma Scrase

Karoline Von Oppen

Elise Whittleton

Sophia Ward

Apologies

Rachel Acres

Florin Bisset

Georgina Newham

Welcome

Purpose - For Information

Minute by Sophia Ward

The Chair welcomed all members to the first meeting of the 2023/24 academic year, and highlighted the Terms of Reference for the committee.

Declarations of Interest

Purpose - For Information

Minute by Sophia Ward

No member declared any conflict of interest.

Minutes of the Previous Meeting

Purpose - For Approval

Minute by Sophia Ward

The committee approved the minutes of the meeting held on the 13th of June 2023.

Actions and Matters Arising

Purpose - For Noting

Minute by Sophia Ward

The committee noted the new matter's arising action log for the upcoming academic year. It was noted that at the next meeting the committee would receive the faculty's proposal to deliver in-person computer-based exams. During discussion it was confirmed that the Director of Teaching (DoT) in the Department for Health would consult with all other DoT's. It was noted that the proposal would need to go to the university level Education, Quality and Standards Committee (EQSC) and subsequent discussions on resourcing are required.

Chair's Business/Update

Purpose - For Discussion

Minute by Sophia Ward

The Chair provided the committee with an update on faculty priorities and the resources available to support colleagues. Discussion included:

- a request for members to provide any feedback or comments on the job description for the new Assessment and Feedback Lead.
- noting that there is scope for the Chair and the faculty's Education Manager to engage with departments on Curriculum Transformation (CT) implementation.
- noting that EDI implications will not be an individual item on the committee's agenda but should instead be considered during all discussions.

- noting that colleagues across the university will be invited to future meetings to engage with faculty decisions and actions, including the lead on the PGT experience review, those leading on CT evaluation and the new EDI Lead would attend and update the committee.

Education Manager/CT Steering Group Business

Purpose - For Discussion

Minute by Sophia Ward

The committee noted that the Education Manager for the faculty would have a standing agenda item at all future meetings to provide important updates. The committee noted and supported the organogram and the delegation of the decision making for the implementation of CT courses to the 'CT steering group'. It was agreed that the Chair would disseminate the approved structure to all staff.

During discussion the committee considered the alignment and/or relationship between CT implementation review and the Education Annual Review and Enhancement process. It was noted that departments need to be aware of timings and deadlines. It was agreed the Assistant Registrar and Chair would confirm timelines following an update from EQSC.

Student Business

Purpose - For Discussion

Minute by Sophia Ward

The committee received an update from the Student Representative present. It was acknowledged that students in the faculty were significantly impacted by the Marking and Assessment Boycott (MAB) and were concerned about not having received feedback and marks from assessments in their previous year whilst starting new assessments. It was noted that the faculty were adhering to agreed deadlines and that all feedback and marks would be released to continuing students in mid-November.

Upcoming Deadlines for Course Changes

Purpose - For Discussion

Minute by Sophia Ward

The committee noted the deadlines for course and unit changes to be approved for implementation in academic year 2024/25. It was noted that the Assistant Registrar would circulate the Share point training materials on Curriculum Planner and information on how to download course specs and unit descriptors.

Student Suspense & CT Implications

Purpose - For Discussion

Minute by Sophia Ward

The committee noted the guidance published by Academic Registry.

QA16 - Feedback Timelines

Purpose - For Discussion

Minute by Sophia Ward

The committee discussed how departments across the faculty interpret the feedback deadlines stipulated in QA16. It was agreed that further clarity on the implications of vacation periods and strike action on 'three semester weeks' would be helpful. It was agreed that the focus should be on transparent communication and that colleagues should disclose to students if a delay is likely. It was agreed that Directors of Studies should have an overview of practice across a course to ensure consistency, but further exploration of the matter is required.

NSS Scores - Highlights and Assessment

Minute by Sophia Ward

The committee considered an overview of the faculty's NSS results including qualitative feedback which provided some insights into areas departments are doing well. The DoT for the Department for Health also provided some insight into how they approach assessment and feedback. Key discussion points included:

- how to ensure student engagement with units, including clear expectations of required readings and consistent Moodle set ups.
- whether the number of exams and/or shared teaching correlates with negative student feedback.
- the range of approaches to providing feedback across departments and how we encourage consistency, examples of current practice included calibration sessions.
- how the faculty can provide an opportunity for colleagues across departments to collaborate and evolve practice.

Chair's Action

Purpose - For Noting

Minute by Sophia Ward

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

Faculty Committees

Purpose - For Noting

Minute by Sophia Ward

The committee noted all received Departmental LTQC minutes.

University Committees

Minute by Sophia Ward

The committee noted the Education Advisory Board Committee minutes.

Any Other Business

Minute by Sophia Ward

The committee considered Artificial Intelligence under AOB. During discussion it was noted that a paper would be received at the upcoming EQSC on how the university should address and engage with the evolution of AI. It was noted that CLT would be reaching out to departments to consider how to approach AI in assessment and how best to identify and address any risks in the short-term.