

HSS FLTQC

Wednesday, 24th April 2024 2:15 pm

Virtual Meeting | HSS Faculty Learning, Teaching and Quality Committee

Attendees

Attended

Aurelie Charles

Matteo De Tina

Rhiannon Edwards

Gail Forey

MariCarmen Gil Ortega

Chris Goff

Ed Mason

Lucy Noble

Christel Schneider

Karoline Von Oppen

Oliver Walton

Sophia Ward

Elise Whittleton

Did Not Attend

Rachel Acres

Ahmad Alkuchikmulla

Florin Bisset

Jo Charles

Maria Clutterbuck

James Fern

Jennifer Golan

Supatsara Jiraudomratana

Helen Lofkin

Georgina Newham

Nikolaos Sakkas

Emma Scrase

Bazhena Tancheva

863.0 Welcome

Purpose - For Information

Minute by Sophia Ward

The Chair welcomed members to the meeting and noted apologies.

864.0 Declarations of Interest

Purpose - For Information

Minute by Sophia Ward

No member declared any conflict of interest.

865.0 Minutes of the Previous Meeting

Minute by Sophia Ward

The committee approved the minutes of the meeting held on 13 March 2024.

866.0 Actions and Matters Arising

Purpose - For Noting

Minute by Sophia Ward

The committee noted the updated action log. Notable updates and discussion included the following:

1. The Chair will request confirmation on what CLT define as a 'suitable alternative' for DAP students to Panopto recordings.
2. No progress yet on a Change Makers Focus Group.
3. An update that the Department for Health would not be going ahead with a trial in Semester 2 to deliver in-person computer-lab based Inspira exams. The Chair confirmed that the University was working on a wider digital exam strategy. It was noted that a unit in Economics has an exam which should be conducted in a computer lab, the department are therefore looking at options on how they could deliver the exam in this format. One option considered was to deliver the exam outside of the formal assessment period as an 'in-class test' as it may be easier to timetable. Other members highlighted that there may be further implications with this approach as the Disability Services do not provide support for students with DAPs in in-class tests which take place outside of the formal assessment period. It was agreed the Chair and Director of Teaching in Economics would raise the options with Registry and Student Support and

Safeguarding.

Action by Sophia Ward

DAP Support In-Class Tests

Action Description - Discuss with Director of Student Support and Safeguarding the support for students with DAPs for in-class tests outside of the formal assessment period.

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Gail Forey

Action by Sophia Ward

Economics Computer-lab Exam

Action Description - Contact Registry team to discuss feasibility of offering exam as stipulated in the unit descriptor, computer-lab based.

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Matteo De Tina

867.0 Chair's Business

Purpose - For Discussion

Minute by Sophia Ward

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

1. Confirmation that the Faculty hope to have clear deadlines for the Gen AI Categorisation in coming weeks.
 2. A request for Directors of Teaching to ensure they have confirmed a key academic contact for Grade Transfer and also confirmation of upcoming TEL training. During the update it was agreed that targeted support for individual departments was appropriate as it would enable the Faculty to address specific concerns and acknowledge the varying practice across departments.
 3. Confirmation that the University's trial with Feedback Fruits was coming to an end and the Chair would appreciate feedback from departments.
 4. Confirmation that following the outcomes of the Abrahart Ruling the University has convened an Education Equality Act Compliance Task and Finish Group to consider the key questions outlined in the attached document. During this update members flagged concerns around specific groups of students, particularly those on a Year Abroad or on a placement and how the University maintains contact and ensures appropriate support is available.
 5. Confirmation that continuing student unit choice was near completion, however, there were a number of late changes so the Chair and Assistant Registrar would be exploring how to minimise this in future years.
4. A reminder of the DoT Away Day on Thursday 9 May. With a change management workshop in the AM (if people could complete the questionnaire circulated by Ben Miller) and an Assessment and Feedback session in the afternoon.

Action by Sophia Ward

Academic Contact for Grade Transfer

Action Description - Directors of Teaching to confirm the academic lead contact for Grade Transfer with Elise

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Elise Whittleton

Action by Sophia Ward

Unit choice and catalogue checks

Action Description - To discuss with Registry how we can improve the processes for unit choice and checking of catalogues in future academic years.

Action Status - Not Started | Due by - 3 Sep 2024 | Assigned to - Sophia Ward

868.0 Student Business

Purpose - For Discussion

Minute by Sophia Ward

No student representative was present to provide an update.

869.0 Education Manager/CT Implementation Group Business

Purpose - For Discussion

Minute by Sophia Ward

The Education Manager provided an update on a recent initiative by the University to explore the use of the UKES course-wide approach for CT-evaluation and 'business as usual' in future years. During discussion it was queried whether this would explicitly replace OUE or whether this would be a pre-step prior to the release for NSS, if it did replace OUE this would remove the helpful insight into unit delivery. It was noted that the Departments of Psychology and Education have taken part in a trial this academic year and that Psychology response rates did increase. It was agreed the Directors of Teaching in Psychology and Education would collate feedback and that other departments would get in touch with the Education Manager if they were interested in trialing this approach.

Action by Sophia Ward

Feedback on UKES Survey

Action Description - Education and Psychology DoT to collate any applicable feedback on UKES and share with Education Manager.

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Ed Mason

Action by Sophia Ward

Participation in UKES Survey

Action Description - Contact Education Manager if interested in UKES Survey.

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Ed Mason

870.0 Assessment and Feedback Shared Language

Purpose - For Discussion

Minute by Sophia Ward

The Faculty's Assessment and Feedback Lead provided an introduction to the proposed HSS Shared Language document. Table 1 illustrates that even across the University departments have different understandings of terminology related to assessment and feedback. By agreeing on HSS Shared Language it is intended that all departments in the Faculty will have the same understanding which will enable us to set clear expectations and provide a structure for enhancement. It was noted that this paper requests support from Directors of Teaching on the direction of travel to then subsequently initiate discussion and integration into department practice. The Level 7 PGT Assessment Criteria will be the focus of discussion at the DoT Away Day.

Table 3 provides the proposal for HSS Shared Language and members were asked if they had any feedback. During discussion it became apparent that all departments use a generic marking criteria but understanding and use of terminology isn't consistent. Therefore, generally DoTs were positive and welcomed the introduction of clear definitions as it would provide staff with 'building blocks' when designing assessment. It was agreed that it would be useful to consider how best to present this to both staff and students to provide complete clarity. It was agreed that this document would be shared with DoTs to take to their next DLTQC.

A brief update was provided on the development of the undergraduate marking and assessment criteria. It was noted that the team had received ethics approval and will therefore be sending out a student survey to gauge student understanding, and experience, of assessment and feedback. It was agreed that DoTs would share the link and encourage engagement.

Action by Sophia Ward

Shared Language DLTQC

Action Description - To take Shared Language Document to next DLTQC

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Rhiannon Edwards

Action by Sophia Ward

To share and circulate student survey

Action Description - Circulate survey link on Assessment and Feedback to encourage student engagement

Action Status - Not Started | Due by - 29 May 2024 | Assigned to - Lucy Noble

871.0 MSc International Development Management

Purpose - For Approval

Minute by Sophia Ward

The Director of Teaching in the Department of Social and Policy Sciences introduced the new course the department are proposing for approval, MSc International Development Management. It was noted that this course sits within a wider suite of MSc pathways in International Development and as the curriculum is based largely on existing provision in the department and the School of Management, it has required the creation of one single new unit so is an efficient way to strengthen the offer of the suite of courses.

Key points from discussion and feedback included:

1. The importance of clarification for applicants on the difference between International Development with Economics and International Development Management.
2. The importance to be mindful of the complexities that arise when delivering a degree in collaboration with another department.
3. Confirmation of how the pathway works and the use of generic ID units before students select pathway specific units.
4. Confirmation of some minor tweaks to the course specification and new unit descriptor to provide some clarity (details circulated via email).
5. Noting that although assessment titles are vague they are in line with the assessment taxonomy and details are clarified to students in assignment briefs.

The committee approved the new course. It was noted that a summary of the committees feedback would be shared with CPAC.

Action by Sophia Ward

Next Steps of Course Approval

Action Description - Submit feedback summary document to CPAC

Action Status - Done | Action Completed Date - 1 May 2024 | Assigned to - Sophia Ward

872.0 MSc International Development with Education

Purpose - For Approval

Minute by Sophia Ward

The Director of Teaching in the Department of Social and Policy Sciences introduced the new course the department are proposing for approval, MSc International Development with Education. It was noted that this course sits within a wider suite of MSc pathways in International Development and as the curriculum is based largely on existing provision in the department and the Department of Education, it has required the creation of one single new unit so is an efficient way to strengthen the offer of the suite of courses.

Key points from discussion and feedback included:

1. The importance of clarification for applicants on the difference between International Development with Education and the existing MA Education provision. It was noted the department had engaged in numerous conversations about the launch of this course and its appropriate 'home', it was agreed it would be appropriate for SPS and Education to stay in touch during Educations review of its PGT provision, particularly with the steer towards sustainability.
2. Confirmation of some minor tweaks to the course specification and new unit descriptor to provide some clarity (details circulated via email).

The committee approved the new course. It was noted that a summary of the committees feedback would be shared with CPAC.

Action by Sophia Ward

Next Steps of Course Approval

Action Description - Submit feedback summary document to CPAC

Action Status - Done | Action Completed Date - 1 May 2024 | Assigned to - Sophia Ward

873.0 Chair's Action

Minute by Sophia Ward

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

874.0 Faculty Committees Minutes

Minute by Sophia Ward

The committee noted all received Departmental LTQC minutes.

875.0 University Committee Minutes

Minute by Sophia Ward

The committee noted received University-level committee minutes.

876.0 Any Other Business

Minute by Sophia Ward

The committee agreed that NSS and closing the feedback loop would be an agenda item at the next Curriculum Implementation Group meeting.