

HSS FLTQC

Wednesday, 29th May 2024 2:15 pm

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

Attendees

Ahmad Alkuchikmulla

Jo Charles

Maria Clutterbuck

Rhiannon Edwards

Gail Forey

Lucy Noble

Nikolaos Sakkas

Christel Schneider

Karoline Von Oppen

Oliver Walton

Sophia Ward

Elise Whittleton

878.0 Welcome

Purpose - For Information

Minute by Sophia Ward

The Chair welcomed members to the meeting and noted apologies.

879.0 Declarations of Interest

Purpose - For Information

Minute by Sophia Ward

No member declared any conflict of interest.

880.0 Minutes of the Previous Meeting

Minute by Sophia Ward

The committee approved the minutes of the meeting held on 24 April 2024.

881.0 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. Confirmation from members present, that all departments, with the exception of the Department of Education and the Department of Politics, Languages and International Studies (PoLIS), had engaged with the Careers Service at a DLTQC to discuss support available for students. It was noted that the Department of Psychology specifically focused on support that could be provided for non-placement students.
2. Confirmation that there is no specific QA guidance on appropriate alternatives to DAPs. However, DAPs will be reviewed as part of the Task Force following on from the Abrahart ruling.
3. The committee will receive an update on the CT Student Focus Groups conducted by the Education Manager in due course.
4. The Chair appended an Education Advisory Board paper which outlined the CT Project's proposal to adopt the UKES course-wide survey to collect feedback on all CT courses, this will be considered at Senate in June.

882.0 Chair's Business

Purpose - For Discussion

Minute by Sophia Ward

Discussion included:

1. An update on recent discussions at Student Experience Advisory Board which considered the introduction of attendance monitoring for wellbeing purposes, to enable the University to identify those students struggling. The Chair will keep the committee informed of further developments.
2. The Chair reminded members of the University's Task Force which has been created to respond to the Abrahart Ruling and will be Chaired by Cassie Wilson.
3. A brief update on Degree Outcomes noting that analysis of the latest data on degree classifications identified that the proportion of BME students achieving a first or 2:1 is lower than their white peers.
4. Confirmation that the updated academic integrity training test for academic year 2024/25 includes questions related to Gen AI, the paper and draft test appended for information.

5. A reminder to all members to encourage colleagues on postgraduate taught courses to engage with the consultation on the Level 7 generic assessment criteria and that drop-in sessions are offered week commencing the 3rd of June. It was noted that this would co-exist with, and inform, specific assessment criteria.

883.0 Student Business

Purpose - For Discussion

Minute by Sophia Ward

The committee received an update from the Student Representative present. Discussion primarily focused on:

1. Student concerns around assessment bunching (both coursework and exams). It was noted that this particularly impacted students on joint honours courses that existed across two departments. It was agreed that DoTs would speak to DoS's on shared degree courses to review all assessment deadlines. 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.
2. Student concerns about the late outcomes of the International Foundation Year (IFY). It was noted that unfortunately due to Ofsted outcomes, the University was not able to accredit Bath College to deliver the IFY. It was noted that this does not impact current students but communications with applicants were later than anticipated due to strategic discussions.

A brief update was also provided on the department magazine in the Department of PoLIS, and confirmation that they are exploring a Faculty magazine next academic year. It was noted that members should contact Ahmad directly if they'd like to develop a department magazine.

Action by Sophia Ward

Assessment bunching on shared degree courses

Action Description - Directors of Teaching to contact Directors of Studies on joint honours courses that cross two departments to request that they review all assessment deadlines.

Action Status - Not Started | Due by - 19 Jun 2024 | Assigned to - Sophia Ward

884.0 MA Education Campus Based Provision

Purpose - For Decision

Minute by Sophia Ward

The committee considered the proposal for the Department of Education to offer new campus based MA Education provision (full-time and part-time) from academic year 2025/6. It was noted that the suite of pathways and the curriculum is based largely on the existing distance learning provision offered by the department. It was noted that only three new units were developed in the process.

Key points from discussion:

1. Members provided feedback on the diversity of the course assessment strategy and whether the department should consider the balance between written coursework, exams and presentations.

2. It was agreed that prior to approval at CPAC the placement opportunity required further discussion. Priorities include:

- ensure consistency of language in the course specification
- clarification with the placements team on the approach and structure for support
- clarification on number of hours and assessment word count
- appropriate updates to the learning outcomes.

It was noted that the department should review existing placement units in other postgraduate provision to inform updates.

3. Clarification on the commitments of the part-time route.

It was agreed that the Assistant Registrar would collate feedback from the meeting and more detailed feedback circulated external to the meeting and forward this to the department for actioning prior to CPAC.

The committee approved the new course for submission to CPAC, subject to amendments to the placement unit.

Action by Sophia Ward

Collation of MA Education Feedback

Action Description - Collate all feedback provided by members to inform updates prior to submission to CPAC on 12 June 2024.

Action Status - Not Started | Due by - 4 Jun 2024 | Assigned to - Sophia Ward

Action by Sophia Ward

Submission of paperwork to CPAC

Action Description - Submit complete course information to CPAC on 12 June 2024.

Action Status - Not Started | Due by - 12 Jun 2024 | Assigned to - Sophia Ward

885.0 Royal Academy of Dance Degree Scheme Reviews

Minute by Sophia Ward

The committee considered the documentation of the three Degree Scheme Reviews which took place at the Royal Academy of Dance. The committee approved the action plans and commended the thorough documentation and detailed consideration of academic quality and standards. It was acknowledged that the Royal Dance Academy's education enhancement priorities align with Faculty priorities, most notably, increasing use of formative feedback and offering practice based alternative dissertations to further embed employability.

886.0 Quality Priorities Discussion with Head of Academic Quality and Standards

Minute by Sophia Ward

The Head of Academic Quality and Standards joined the meeting and provided a brief overview of the University's governance structure and more specifically the remit of the Education Quality and Standards Committee (EQSC). It was noted that EQSC intends to engage with Faculty and School Learning and Teaching Quality Committees to develop education policy. Members are therefore asked to identify a top ten list of quality priorities, which this committee believe the University should focus on. It was noted that the formal list would be agreed at the next meeting on 19 June. Themes considered in the general discussion included:

1. Individual Mitigating Circumstances, it was noted that this is being explored as part of a wider project linked to student experience and assessment regulations.
2. Digital exams, it was noted that this is part of a wider strategy on the future of exams.
3. The role of the Director of Studies.
4. Curriculum Development processes and specialist support.
5. Consistency of assessment and feedback, it was noted this is a priority in the Faculty who are embedding common language and generic assessment criteria.
6. Postgraduates who teach.
7. QA53 and assessment offences.

It was noted during discussion that it can be difficult to know when a Quality Assurance Code of Practice is updated.

The Head of Academic Quality and Standards is scheduled to report back to EQSC in July. It was noted that the Faculty's formal list would be agreed at the next meeting on 19 June but Directors of Teaching will consult with colleagues prior.

Action by Sophia Ward

Quality Priorities

Action Description - To consult with colleagues on the Top 10 Quality Priorities prior to next meeting.

Action Status - Not Started | Due by - 19 Jun 2024 | Assigned to - Sophia Ward

887.0 EARE - Consultation of new draft EAP Template

Minute by Sophia Ward

Gitte Sparding, Assistant Registrar, presented to the committee the proposed amendments to the Education Annual Review and Enhancement (EARE) process for next academic year. It was noted that the proposal is based on 'lessons learned'. The most important change proposed would be the introduction of a departmental action plan that is an on-going live document. Departments would be able to review and respond to data as it becomes available and identify

actions. The EARE report would therefore become a snapshot in time to provide a brief narrative of progress. Members were in support of the proposal and noted that it would remove some duplication. Key points of discussion included:

1. Confirmation that for next academic year the data sets incorporated into the action plan would be NSS, degree outcomes and retention data. It would be a step towards continuous monitoring.
2. Support for the action plan to sit at a departmental level.
3. The need for support to embed monitoring action plans into the DLTQC and FLTQC cycle of business.

It was noted that Academic Registry are offering drop-in sessions for any questions on 06 June and 11 June and the invite will be shared with members who should encourage colleagues in departments to engage.

Action by Sophia Ward

EAP Consultation

Action Description - Remind colleagues of drop-in and opportunity to feedback on proposal.

Action Status - Not Started | Due by - 11 Jun 2024 | Assigned to - Sophia Ward

888.0 Chair's Action

Minute by Sophia Ward

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

889.0 Faculty Committee Minutes

Minute by Sophia Ward

The committee noted all received Departmental LTQC minutes.

890.0 University Committee Minutes

Minute by Sophia Ward

The committee noted received University-level committee minutes.

891.0 Notable Papers from University Committees

Minute by Sophia Ward

The committee noted the papers.

892.0 Any Other Business

Minute by Sophia Ward

The Chair noted that there is one more meeting this academic year and that colleagues should attend in person. It was noted meetings next year would be earlier in the afternoon.