

Minutes of Meeting of Faculty of Humanities and Social Sciences Learning, Teaching and Quality Committee on Wednesday 30th November 2022 at 14.15, held remotely via Teams

Present:

Dr Nathalia Gjersoe, Associate Dean (Education) (Chair)
Dr James Fern, Director of Learning and Teaching, Department for Health
Prof Richard Joiner, Director of Learning and Teaching, Department of Psychology
Dr Matteo de Tina, Director of Learning and Teaching, Department of Economics
Dr Karoline von Oppen, Director of Learning and Teaching, Department of Politics,
Languages and International Studies
Mr Zisis Tzifas Kratiras, Student Representative
Mr Jakub Sala, Student Representative
Mx Blake Walker, Students' Union Community Officer

In Attendance:

Miss Suzanne Jacobs, Assistant Registrar (Secretary)
Mrs Amy Childe, Student Success Officer
Mr Chris Goff, Business Development Manager
Mrs Helen Lofkin, Marketing Manager
Mrs Anna McGilbert, Programmes Manager
Mrs Elise Whittleton, Programmes Manager
Mrs Abby Osborne, Assessment and Feedback Development Lead, CLT

Apologies for absence were received from:

Dr Aurelie Charles, Director of MRes Programmes
Dr Gail Forey, Director of Learning and Teaching, Department of Education
Dr Lucy Noble, Director of Learning and Teaching, Department for Health
Dr Andreas Schaeffer, Director of Learning and Teaching, Department of Economics
Dr Oliver Walton, Director of Learning and Teaching, Department of Social and
Dr Florin Bisset, Deputy Director of UG Admissions and Outreach

1998 – WELCOME

The Chair welcomed new members to the Committee:

- Mr Jakob Sala, BSc Politics with Economics, Year 4
- Mr Zisis Tzifas Kratiras, BSc Economics, Year 3
- Mx Blake Walker, SU Community Officer

1999 - MINUTES

The Committee approved the minutes of the meeting held on the following date:

- 19th October 2022 (**Paper FHLTQC 22/23 – 18**)

2000 – MATTERS ARISING AND ACTION UPDATES

- a) There were no matters arising.
- b) The Committee noted updates on Actions (Action Log: **Paper FHLTQC 22/23 – 19**).

2001 – CHAIR'S BUSINESS

- a) **Faculty TDF budget** The Chair reminded the Directors of Teaching that there is a Faculty budget available to support departmental CT plans. Departments are encouraged to propose ideas for funding such as the employment of a PGT student to undertake research, gather data or hold student focus groups.
- b) **Staff Training or Support during CT implementation stage** The Chair invited colleagues to let her know if they had any support needs as they become apparent.
- c) **Climate Action Framework** The Directors of Teaching agreed to add this as a standing item for discussion on DLTQC Agendas.
- d) **Digital Champions** It was agreed that Digital Champions should be invited to attend DLTQC meetings.
ACTION: Dr Gjersoe will let the departmental digital champions know that they should ask to be added to the membership for their DLTQC.
- e) **Feedback on examinations** Dr Gjersoe explained that in a recent meeting with students from the Department of Economics students had noted that individual feedback on examinations is not possible for all students and they suggested that a breakdown of the marks by section would be helpful. Dr Gjersoe explained that she had explored whether this would be possible for students to access from SAMIS but had been informed that this would involve development.
ACTION: the Chair indicated that she would discuss this further with the Directors of Teaching for departments with examinations.
- f) **PGT CT Phase 2/3** It was noted that departments will need to work with Marketing on draft text throughout February. The Chair asked colleagues to remember that course and unit descriptions should be written with students in mind.
- g) **Unit Changes for 2023/24** The deadline for the consideration of unit and programme changes for 2023/24 implementation was noted as 16th January (for the 30th January FLTQC). The Secretary confirmed that it is acceptable for the proposed changes to be submitted for DLTQC and SSLC consideration outside of Curriculum Planner (CP) but that the proposals must be submitted in CP by the 16th January deadline. Members noted that the training videos and short manuals for Curriculum Planner (available [here](#)) are very helpful. It was also noted that Miss Amy Jeffries in Academic Registry is happy to meet on a one-to-one basis to talk colleagues through their first change proposals in CP.

2002 – STUDENT BUSINESS

There were no matters to be raised at this meeting.

2003 – ANNUAL REPORTING

The Committee noted the template for the EAR (Education Annual Review for Enhancement) for completion by all departments by the 16th January (for consideration at the 25th January meeting of the Committee) (**Paper FHLTQC 22/23 – 20**).

2004 – STUDENT EXCHANGES

Department of Economics

The Committee approved the following proposed new Student Exchange agreements, which will now be forwarded for consideration by the Courses and Partnerships Approval Committee:

- Free University of Berlin (FUB) for the period 09/2023 – 09/2028 (**Paper FHLTQC 22/23 – 21**)
- The University of Queensland for the period 04/2024 – 04/2029 (**Paper FHLTQC 22/23 – 22**)

2005 – ASSESSMENT AND FEEDBACK

Mrs Abby Osborne, Assessment and Feedback Development Lead in the Centre for Learning and Teaching, attended the meeting for this item. The Committee noted the proposed Assessment and Feedback Delivery Plan for 2022/23 (**Paper FHLTQC 22/23 – 23**).

Mrs Osborne explained that she had been in post for 4 weeks and noted that the Education strategic Implementation Plan includes a strong commitment to assessment and feedback, which is key for students and staff. She also explained that she had a 16-point action plan built around the following key strategic priorities:

- Assessment for learning,
- Feedback and feed forward,
- Quality enhancement and the student voice and
- Academic Integrity.

Mrs Osborne wished to reassure colleagues that the University is in a positive position, already having considered much of this through Curriculum Transformation activity. However, she recognised that further work in this area created a balancing act and challenges for academics in a number of ways.

Mrs Osborne explained that with greater clarity and consistency it should be possible to achieve a scaling up of assessment and feedback tools and practices. Mrs Osborne will work with departments in the next few months to discuss what has already been achieved and to consider what further work would be useful.

The following points were made in discussion:

- It is important to make the most of what we are already doing, concentrating on clarity and consistency, in particular to ensure that there is clarity and transparency for students. Mrs Osborne would be offering to go into

departments to work with them to further develop work which is already underway.

- Academic staff are currently often not provided with any training on assessment and marking so this is an area to explore.
- Assessment is where teaching and learning intersect so this work is a key area of support for CLT. TEL can already help with technological solutions. This new team, consisting of Mrs Osborne plus one other and two Assessment and Feedback Student Champions will support departments alongside their CT implementation work to help embed good practice.
- There will be a series of useful events and external speakers throughout the year.
- Dr de Tina explained that he had met with a number of Economics final year students this week and discussed examinations with them. The students stated that they were unsure what a good performance in an examination would be so this is an area for consideration.
- It was noted that sometime there is resistance to adopt new tools, fearing that they may not work.
- It will be important to contextualise the work in this area, recognising that not everything will work in all areas.
- Small incremental changes may be easier to accept for some.
- Students will always ask for more detailed guidance. However, it is important to maintain the integrity of the degrees.
- Dr Gjersoe explained that she had used the TESTA process in Psychology and that this might be a useful way to review the impact of any developments in assessment and feedback.
- A programme-wide approach, rather than at unit level, is likely to have longer-term impact.
- The Assessment and Feedback Student Champions could usefully be involved in the evaluation of proposals and the impact of action taken

2006 – FUTURE SCANNING (Standing item)

There were no items to discuss at this meeting.

2007 – FACULTY COMMITTEES

The Committee received the following Departmental LTQC minutes:

- Department of Politics, Languages and International Studies, 28.9.22 (**Paper FHLTQC 22/23 – 24**)
- Department of Social and Policy Sciences, 28.9.22 (**Paper FHLTQC 22/23 – 25**)

2008 – UNIVERSITY COMMITTEES

There were no minutes to note at this meeting.

2009 – MATTERS APPROVED BY CHAIR'S ACTION

The Committee noted the following matters which were approved by Chair's action:

- Withdrawal of credit-bearing Foreign Language units by the Skills Centre.

- Approval of the draft Social Work England Accreditation submission for the BSc Social Work and Applied Social Studies.