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Meeting **FACULTY LEARNING TEACHING AND QUALITY COMMITTEE**  
Place Chancellor's Building, 3.11  
Date and Time Wednesday 21 October 2015 at 14:15

Present	Dr A Hayes	Associate Dean (Learning and Teaching) (Chair)
	Dr K Anagnostopoulou	Head of E-Learning (for minute 2403)
	Dr A D Burrows	Department of Chemistry
	Professor G Burton	Department of Mathematical Sciences
	Dr M De Vos	Department of Computer Science
	Dr M V Hejmadi	Department of Biology and Biochemistry
	Mrs S Ibbitson	Learning and Teaching Enhancement Office (LTEO)
	Dr G Mathlin	Department of Physics (alternate for Dr F R Laughton)
	Miss R McMahon	Undergraduate student representative (Department of Computer Science)
	Dr P J Mitchell	Natural Sciences Programme
	Dr F Nemetz	Department of Computer Science
	Mr T Parker	Undergraduate student representative (Department of Mathematical Sciences)
	Mr A Payne	Head of Student Services (for minute 2404)
	Dr A J Power	Department of Computer Science
	Dr A D J Taylor	Department of Pharmacy and Pharmacology
Dr C M Todd	Department of Biology and Biochemistry	
Professor S Wonnacott	Associate Dean (Graduate Studies)	
Miss L Woodcock	Students' Union (SU) Sabbatical Officer (Education)	
In attendance	Mrs M L Hallett	Faculty Assistant Registrar (Secretary)
	Mrs H Dennis	Undergraduate Manager
	Mr S Gane	Graduate School Manager
	Mrs C Haines	Student Experience Officer
Apologies	Dr F Bisset	Head of Learning Partnerships
	Dr A C Jeffries	Department of Biology and Biochemistry
	Dr F R Laughton	Department of Physics
	Dr P J Rogers	Department of Pharmacy and Pharmacology

### 2403 PRESENTATION FROM HEAD OF E-LEARNING

The Committee received a presentation from Dr Kyriaki Anagnostopoulou, Head of E-Learning, on anonymous marking.

Dr Anagnostopoulou advised that:

- Anonymity should be at the point of marking, for all summative assessment, where practical pedagogically, to be determined by DLTQCs (see paragraph 10.3 of QA16).
- In July 2015, ULTQC considered progress reports on the pilot of anonymous

- marking in 2014/15, which revealed varying practice between faculties.
- A working group, chaired by Dr Andrew Heath (Assoc. Dean E&D), was established over the summer to identify how to overcome some of the problems arising. The working group discovered that the majority of units across the University involve hard-copy coursework submission.
  - During 2015/16, faculties are expected to progress towards anonymity in time for full implementation for 2016/17. HoDs and DoS/Ts are expected to help ensure that anonymous marking is being implemented within Departments and unit convenors are expected to inform students of the assessments that will be anonymised. LTEO have confirmed that they are willing to provide bespoke department-level training sessions as required.
  - The Faculty of Science is the only faculty without a faculty-based e-learning officer. The Department of Pharmacy and Pharmacology has an e-learning officer; all other Departments are to contact the e-Learning Team (LTEO) for technical advice/support.
  - The Pro-Vice-Chancellor for Learning and Teaching emailed all academic staff last week with a link to a new web-page set up to support anonymous marking of both hard-copy and electronic submissions; the web-page includes written guidance on anonymous marking and an online tutorial.
  - It is recognised that a number of technical enhancements are needed to support anonymous marking but these should not be seen as barriers to implementation. The Committee agreed that there are a number of logistical/technical issues that the Faculty needs to resolve during 2015/16 to support its current diversity of assessment practice, e.g. for hard-copy submissions the Faculty needs to invest in scanners or use coversheets generated by SAMIS.
  - Practicality of anonymous marking should not be the driving force behind assessment design.
  - The Faculty should conduct an audit of scale. The Committee was informed that the UG Manager is in the process of compiling a matrix recording summative coursework volumes, methods of submission (e.g. hardcopy / Moodle), deadlines and whether the coursework is marked anonymously, for each unit across departments in order to monitor, and report to ULTQC as required, the Faculty's progress in implementation.
  - A cross-University team is currently examining whether it is possible to move all MCQ tests online in the Faculty, given the proof of concept following a successful TDF in the Department of Biology and Biochemistry.

#### **2404 PRESENTATION FROM HEAD OF STUDENT SERVICES**

The Committee received a presentation from Mr Anthony Payne, Head of Student Services, on Student Services generally, including Disabled Student Support.

Mr Payne advised that:

- Student Services' priority is to support student success (and to support academic staff in achieving this) through helping students build resilience.
- The support services provided change as students progress through the student journey.
- Student Services have, through their operational plan:
  - a) increased service capacity by 20%.
  - b) moved towards an evidence-based approach.
  - c) improved staff guidance and streamlined policies, and are working towards providing clear guidance for staff on complex student issues.
  - d) taken over management of the Resident Tutor Service.

- e) established the 4321 Staff Advice Line, a new website, Disability Access Plans (DAPs) and have re-developed the Help Desk.
- Student Services provide around 3,500 hours of counselling/mental health support and 10,000 hours of disability support/advice.
  - Approx. 25% of undergraduate students experience mental health issues at some stage during their time at University; for PGT it is approx. 15%, and PGR it is approx. 21%. PGT students are at University during a relatively short timeframe and so have the least contact with Student Services, with the exception of international PGT students.
  - Student Services are working with the Registry to reduce the demand resulting from our Individual Mitigating Circumstances processes for medical certificates, e.g. perhaps the University could help GPs by being more specific about the evidence required. Student Services have also asked the Medical Centre not to write medical certificates unless there has been a meaningful interaction between GP and student throughout.
  - Where a student has a long-term disability (including depression), the general expectation is that appropriate adjustments should have been made to manage it effectively, and to ensure that there is a level playing field, thus enabling the student to cope with any short-term flare-ups caused by anxiety during examination periods. However, if anxiety triggers an impact on a student that is disproportionate in comparison with the average student, they should be treated differently.
  - From 2016/17 the University will receive approx. £200k less DSA funding to help pay for disability support services (e.g. note-taking). As a result, services currently paid for externally may need to be provided internally instead and efficiency gains will need to be made, without affecting adversely the student learning experience.
  - Disability Access Plans (DAPs) are now available on the web and Student Services are working to make them more succinct. Where lecturers experience delays in receiving DAPs, it is recommended that they invite any disabled students to discuss with them their support needs from the outset.
  - The Examinations Office, advised by Student Services and supported by the Faculty, is responsible for examination arrangements for disabled students and those with a temporary disability or those who have applied too late for support. A flow diagram illustrating the process has been prepared and is ready for final approval.
  - Mr Payne invited colleagues to contact him to discuss further any of these issues or anything else related to student support.

**2405 MINUTES**

The Committee approved the minutes of the meeting held on 10 June 2015 (Paper 1) and there were no matters arising.

**2406 ANY OTHER BUSINESS**

There was none.