MINUTES OF THE MEETING OF THE FACULTY OF HEALTH LEARNING AND TEACHING COMMITTEE

Held on Thursday 5th November 2015

22. APOLOGIES, ABSENCES, REQUESTS TO UN-STAR ITEMS AND NOTIFICATION OF ANY OTHER BUSINESS TO BE DISCUSSED AT THE END OF THE AGENDA

For a note of attendance please see the attached list.

23. REPORTS FROM DIRECTORS OF LEARNING AND TEACHING

a. Postgraduate Taught

It was reported that the Postgraduate Development Group had discussed the University Executive Committee (UEC) proposal for Massive Open Online Courses (MOOCs). Suitable topics had been suggested e.g. ‘STarT Back’, multi-morbidity, and cellular engineering. It had been agreed that further clarity was required regarding the purpose, size and format of the courses along with guidance regarding the provision of resources and technical support.

A discussion was held and the Dean commented that he would raise the MOOCs proposal at UEC again and report back to the Committee in due course.

b. Undergraduate

The School of Health and Rehabilitation were pleased to report that they had achieved an overall 100% satisfaction score for the BSc (Hons) Physiotherapy programme in the recent National Students’ Survey.

In regards to competitor performance, the School of Pharmacy reported that they had been placed first in the United Kingdom in the same survey. It was highlighted that the new ‘Well Clinical Skills Suite’ was opening on the 8th December 2015.

24. MINUTES

The Committee approved the minutes of the meeting of the Faculty of Health Learning and Teaching Committee (FLTC) held on 1st October 2015 subject to the following amendments:

Minute 6: Correct the title of the BSc Nursing Studies programme.
Minute 12: Amend bullet point two to ‘The representative had invited the Pro Vice-Chancellor (Education and Student Experience) to be involved in an academic misconduct/promotion of good practice campaign’.

25. MATTERS ARISING
The Committee considered any matters arising from the minutes of the meeting held on 1st October 2015 not covered elsewhere on the agenda.

26. ACTIONS LIST

The Committee received the actions list and reported on the progress of outstanding items as follows:

2/7/15 minute 117l: The BSC (Hons) Nursing programme specification was noted as still outstanding. The School of Nursing and Midwifery Head of CPD commented that she would ensure a copy was sent to Quality Assurance.

Secretary’s note: The updated document was received by Quality Assurance on 13th November 2015. Action completed.

1/10/15 minute 15: It was reported that the discussion regarding the proposal for Massive Open Online Courses (MOOCs) had taken place. (see minute 23a). Action completed.

POLICY AND STRATEGY

27. TOPICS FOR DISCUSSION

The Committee received the International Recruitment and Development recruitment travel plan for the academic year 2015/16. The Committee was informed that the plan had been included at the meeting to raise awareness of the locations that the Directorate of Marketing and Communications (MAC) intended to visit for recruitment purposes. Colleagues were asked to review the plan and should any relevant opportunities be identified then they were to contact their Director of Internationalisation.

ITEMS FOR SCRUTINY AND APPROVAL

28. POSTGRADUATE PROGRAMME DEVELOPMENT GROUP

(Subcommittee of FLTC which considers and makes recommendations to FLTC on approval of course regulations, programme specifications and new module proposals for postgraduate programmes).

The Committee noted that the Development Group received and considered the following items:

a. The withdrawal of the following modules: PTY-40039, PTY-40049 and PTY-40054.

The Group recommended:
That, the withdrawals be approved.

b. Programme modification form along with an amended programme specification to introduce a new interim Postgraduate Certificate Physiotherapy (Neurology) award through the MSc Physiotherapy (Neurology) full time route.

The Group recommended:
That, subject to some minor amendments being made by the School to the programme specification in conjunction with Quality Assurance, the modification be approved for the 2016/17 academic year. An updated copy of the programme specification was to be sent to Quality Assurance.

Secretary’s note: An updated copy of the programme specification was received by Quality Assurance on the 18th November 2015.

C. Module proposal: Personal Effectiveness and Collaborative Working.

The Group recommended:
That, minor changes were required by the School, full details of which would be confirmed via the eVision system. Colleagues agreed that once the minor changes had been actioned the module may be approved.

The Committee also noted that a School of Medicine module proposal (Management of the oncological patient) had been considered electronically before the Development Group meeting.

The Group recommended: That, the module be approved.

The Committee noted and approved the Development Group’s decision regarding the above items.

29. UNDERGRADUATE PROGRAMME DEVELOPMENT GROUP
(Subcommittee of FLTC which considers and makes recommendations to FLTC on approval of course regulations, programme specifications and new module proposals for undergraduate programmes).

The Committee noted that there were no scrutiny items for this meeting.

A discussion was held regarding the re-writing of undergraduate programme specifications to align with the Competition and Markets Authority guidance and the subsequent presenting of this information on the University’s website.

30. MODULE REVISIONS

The Committee oversaw the School Learning and Teaching Committee approval of the following module revisions:

a. PHA-10016 Core Topics in Pharmaceutical Science I
b. PHA-10018 The Business of Drug Discovery
c. PHA-10017 Core Topics in Pharmaceutical Science II
d. PHA-10015 Essential Topics in Pharmaceutical Science

31. EXTERNAL EXAMINERS’ REPORTS AND SCHOOL RESPONSES

The Committee received and considered the following 2014/15 undergraduate External Examiners’ Reports, and School responses to them, with a view to identifying pan-Faculty themes and other issues requiring escalation:

a. MBChB Year 1 – Karen Grant
b. MBChB Year 1 – Simon Forrest
c. MBChB Year 5 – Jonathan Silverman
d. MBChB – Steve Jones
e. MPharm – Mary Tully
f. MPharm – Paul Gard
g. MPharm – Donald Cairns
h. MPharm – Colin McCoy
i. MPharm – Sandra Hall
j. BSc SCPHN – Julie Davis
k. BSc Adult Nursing – David Atkinson
l. BA Adult Nursing – Lorraine Shaw
m. BSc Children’s Nursing – Andrea Cockett
n. BSc Nursing – Calvin Moorley
o. Post-registration CPD modules – Graham Avery
p. BSc Nursing (Mental Health) – Ian Beech
The Committee agreed that the reports were highly comprehensive, complimentary, and had been well addressed in the School responses. Colleagues were pleased to note the following four common pan-Faculty commendations:

- The provision of feed forward information to improve learning.
- Responsive, non-defensive interaction with external examiners and partner health trusts.
- The excellent level of feedback given to students.
- Consistent and fair marking practices.

ITEMS FOR REPORT

32. REPORTS FROM STUDENT REPRESENTATIVES

a. Faculty student representative:

The newly elected Faculty representative introduced himself to the Committee and outlined his involvement in projects such as the following:

- Discussions regarding the new on-campus 'Well' Pharmacy in 2014/15.
- The involvement of students in a review of the Inter Professional Education programme in 2015/16.
- A project in this academic year to offer a greater degree of mental health support for Faculty of Health students, particularly for those on placement.

b. Keele Postgraduate Associate (KPA) representative:

The following was reported:

- A recently held collection in aid of refugees had been well supported.
- Work was continuing on the KPA website, including the events calendar, feedback would be welcomed.
- Work had commenced on the Strategic Plan.
- Discussions had taken place with the Keele College of Liberal Arts and Sciences regarding student enrichment.
- Technical difficulties had been encountered with the KPA Bursary applications

c. Keele Students’ Union (KeeleSU) representative:

The Committee was informed that the Student Academic Representative (StARs) elections had been completed. The StARs conference had taken place on 24th October 2015 and additional sessions would be held for those that were unable to attend. Faculty StARs had now been elected apart from the Faculty of Humanities and Social Sciences. Work was still ongoing in regard to the Extenuating Circumstances information video. Other points touched upon included:

- A good conduct campaign entitled ‘Road To Success’ was to be launched soon.
- A StARs forum for staff members was to be held on 10th December 2015.
- It was confirmed that funding was now available for the Academic Enhancement and Development (AcED) Bursary scheme.
Secretary’s note: Further details regarding the AcED Bursary can be found on the following website:
http://keelesu.com/yourunion/aced/

33. LEARNING AND TEACHING

a. Faculty Learning and Professional Development Centre (LPDC) link officer:

It was reported that two new workshops had been launched; ‘Inclusive Teaching and Supporting International Students’ and ‘Running Focus Groups: The Basics’. Further details could be found on the following webpage:
http://www.keele.ac.uk/lpdc/bookaworkshop/listofcoursesworkshops/

The Keele Learning and Teaching Conference had been scheduled for the 19th January 2016 at the Keele Sustainability Hub. The conference intentionally had no theme and the closing date for the submission of abstracts was mid-November. Further details could be found on the following webpage:
http://www.keele.ac.uk/lpdc/learningteaching/keelelearningandteachingconference/

The dates for the next workshops to assist staff in completing their application for the Higher Education Academy (HEA) Fellowship through Keele’s Continuing Professional Development route had been set. Further details could be found on the following webpage:
http://www.keele.ac.uk/heacpdroute/

b. Faculty Student Learning link officer:

It was reported that a new workshop which aimed to provide staff with an overview of the Keele University Skills Portfolio (KUSP) was being delivered through the LPDC. Further details could be found on the following webpage:
http://www.keele.ac.uk/lpdc/bookaworkshop/kuspandpebblepad/

Online learning materials for first year students were available through the Keele Learning Environment module ‘Professional and Academic Toolkits’. Second (and subsequent) year students could access the material through the ‘Development Strand’ module.

An undergraduate research conference was to be held on the 1st June 2016. The conference was open to all undergraduate students to deliver verbal and poster presentations. The deadline for abstracts was scheduled for the 1st February 2016. A special Student Learning edition of JADE would guarantee publication of award-winning presentations. Further details could be found on the following webpage:
http://www.keele.ac.uk/lpdc/learningteaching/teachinginnovationprojectsscheme/thejadestudentlearningconference2016/

34. FEEDBACK FROM FACULTY-BASED WORKING/LIAISON GROUPS

a. Faculty of Health User & Carer Liaison Group

The Committee noted that all reporting was up to date.

b. Faculty Inter-Professional Education Sub-Committee

The Committee received the minutes of the Sub-Committee meeting held on 21st September 2015.

c. Faculty of Health IT & e-Learning Group
The Committee noted that all reporting was up to date.

d. Recruitment Outreach and Access Group

The Committee noted that all reporting was up to date.

35. REPORT FROM THE DEAN

It was reported that the Dean was to attend a meeting with the Head of MAC, the Head of International Recruitment and Development, the Dean of Internationalisation and the Faculty of Health Internationalisation Directors to discuss international recruitment. A discussion ensued and the Dean gathered colleagues’ opinions regarding this matter to feedback at the meeting.

Concern regarding timetabling issues was highlighted and, although the ‘Celcat’ system was still being used, work was underway to make it more user-friendly. It was acknowledged that staff members involved in timetabling in Schools and the Directorate of Planning and Academic Administration and were working hard to resolve the issues. Some anxiety was expressed as to whether the issues would have a detrimental impact upon the student experience.

Other points touched upon included:

- The next National Students’ Survey was scheduled to open on the 8th February 2016.
- Changes to the Foundation Year were underway.
- Some discussion had been held regarding the entry tariffs for 2016/17.
- The results of the latest Postgraduate Taught Experience Survey were available.
- A meeting was to be held for all involved with the User and Carer Group.
- A staff survey regarding the University website had been launched by MAC and colleagues were encouraged to give their views.
- New programmes in development included BSc Nursing Studies and MSc Nursing.
- As previously reported, the date for the Faculty graduation ceremonies had been scheduled for Tuesday 12th July 2016.

36. COMMITTEE MINUTES

The Committee noted that the approved minutes of the meetings of Senate were available at:
www.keele.ac.uk/paa/governance/committees/senate/minutes

The Committee received the following minutes:

a. Chair approved University Learning and Teaching Committee meeting held on 23rd September 2015.
b. School of Medicine Learning and Teaching Committee meeting held on 16th October 2015.

37. INFORMATION FROM THE DIRECTORATE OF MARKETING AND COMMUNICATIONS

The Committee received information regarding mini visit days, offer holder days and unregulated fees.

38. CHAIR’S ACTION
The Committee noted that the following items had been approved by Chair’s action since the last meeting:

New undergraduate programme specifications for 2016/17 in response to the Competition and Markets Authority guidance.

PENDING AND FORTHCOMING ITEMS

39. ANY OTHER BUSINESS

The Committee noted that there was no further business.

40. DATE AND TIME OF FUTURE MEETINGS

The Committee noted that the dates for 2015/16 FLTC meetings were as follows, papers should be sent to j.e.machin@keele.ac.uk:

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<thead>
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<th>Time</th>
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## Faculty of Health Learning and Teaching Committee
### Attendance on 5th November 2015

### SCHOOL OF HEALTH AND REHABILITATION
- **Mrs Anne O’Brien**  
  Director of Undergraduate Programmes
- **Ms Jan Davison**  
  Deputy for Ms O’Brien
- **Dr Sue Hunter**  
  Director of PGT programmes

### SCHOOL OF NURSING AND MIDWIFERY
- **Dr Pat Owen**  
  Director of Undergraduate Programmes
- **Ms Jan Davis**  
  Deputy for Ms O’Brien
- **Dr Julie Green**  
  Acting Director of Postgraduate Programmes
- **Ms Dawn Johnson**  
  Head of CPD

### SCHOOL OF MEDICINE
- **Dr Paul Roach**  
  School of Medicine

### SCHOOL OF PHARMACY
- **Dr Katie Maddock**  
  Director of MPharm Programme
- **Dr Lizzie Mills**  
  Director of Postgraduate Programmes

### FACULTY OF HEALTH
- **Professor Lindsay Bashford**  
  Chair and Faculty Director of Learning and Teaching
- **Professor Andy Garner**  
  Dean
- **Professor Julius Sim**  
  Director of Postgraduate Taught Programmes

### STUDENT REPRESENTATIVES
- **Vacant**  
  Faculty Postgraduate Student Representative
- **Mr Nick Conville**  
  Faculty Undergraduate Student Representative

### IN ATTENDANCE
- **Dr Russell Crawford**  
  Learning & Professional Development Centre
- **Dr Christopher Little**  
  Student Learning
- **Mr Adrian Molyneux**  
  Faculty IT and e-Learning Group
- **Ms Jo Lea**  
  KeeleSU VP Education 2015/16
- **Mr Rob Meredith**  
  KPA Secretary for 2015/16
- **Mr David Myatt**  
  Faculty Business Manager
- **Ms Dorothea Ross-Simpson**  
  Head of Governance and Quality Assurance
- **Dr Alison Rudd**  
  Quality Assurance Faculty Link Officer
- **Ms Jane Machin**  
  Quality Assurance Coordinator

### Key:
- **A** = Absent