

LEARNING AND TEACHING COMMITTEE 2015-16

Deadlines for Receipt of Reports

	REPORT	SOURCE	LTC MEETING	DEADLINE FOR RECEIPT	COMMENTS
	(Section A) Standard reports from TPPG, Academic Director of Learning Enhancement, New course proposals (Section C) Partnerships , Postgraduate Research Executive, Student Experience Committee , QAA, UK Quality Code, Faculty LTQCs, Minor Course Changes/Course Closures, Prizes, Bursaries and Scholarships		All meetings		
1	Good Honours Statistics 2015	Garrick Fincham, PLN	21 October 2015	9 October 2015	
2	Student Evaluation and the NSS 2015	Rebecca Price, PLN	21 October 2015	9 October 2015	

3	Reducing the number of modules with low enrolments- review of progress	Neil Ward	21 October 2015	9 October 2015	
4	Report on Peer Observation 2014/15	Associate Deans (LTQ)/LTQC Secretaries	21 October 2015	9 October 2015	
5	Course and Module Update 2016/17	Andrea Blanchflower	21 October 2015	9 October 2015	
6	Faculty reports on 2013/14 External Examiner Reports	LTQC Secretaries	21 October 2015	9 October 2015	To be reported to Senate
7	Plagiarism and Collusion: Safe Assign Text Matching Software	Adam Longcroft	21 October 2015	9 October 2015	
8	LTC Schedule of reports	Michele Pavey	21 October 2015	9 October 2015	
9	International Summer School 2015	Alex Cole, ARM	21 October 2015	9 October 2015	
10	LTC Schedule of reports	Michele Pavey	21 October 2015	9 October 2015	
11	Faculty CR3 Reports (on 5 Yearly course reviews held in 2014/15)	LTQC Secretaries	21 October 2015	9 October 2015	
12	Faculty QAR 3 (Annual Course Monitoring- School Summary) Reports 2014/15	LTQC Secretaries	21 October 2015	9 October 2015	Separate reports for ug and pgt

13	Report of the Working Group on Student Self Certification	Jon Sharp	2 December 2015	20 November 2015	
14	Analysis of the Postgraduate Student Experience Survey (PTES)	Becky Price, PLN	2 December 2015	20 November 2015	
15	Review of the revised Attendance Monitoring Process	Christina Chan	2 December 2015	20 November 2015	
16	UG and PGT External Examiner Appointments 2015/16	Lynne Ward	2 December 2015	20 November 2015	
17	Clarification of the criteria for the award of Starred First Degrees	Adam Longcroft	2 December 2015	20 November 2015	
18	2014/15 CSED Annual Report	Amanda Giles, CSED	2 December 2015	20 November 2015	
19	Narrative report and statistics on Concession requests (14/15)	Jon Sharp	2 December 2015	20 November 2015	
20	Narrative report and Review of statistics on Stage 1/2 Academic Appeals and Complaints and OIA cases (academic year 14/15)	Jon Sharp	2 December 2015	20 November 2015	
21	Senate Student Discipline Committee cases: Narrative	Jon Sharp	2 December 2015	20 November 2015	

	report and Review of Statistics (14/15)				
22	Plagiarism and/or Collusion Cases (Review 14/15)	School Plagiarism Officers / Adam Longcroft	2 December 2015	20 November 2015	
23	5 Yearly Course Review 2014/15 Compliance Report	Lynne Ward	2 December 2015	20 November 2015	
24	Annual module and Course Review- UG Compliance Report 2014/15	Lynne Ward	2 December 2015	20 November 2015	
25	Five yearly course review: reviews taking place in 2015/16	Lynne Ward	2 December 2015	20 November 2015	
26	Extenuating Circumstances: Statistics and narrative report 2014/15	Lynne Ward	2 December 2015	20 November 2015	
27	Review of support for students between assessment and reassessment	Associate Deans LTQ/Adam Longcroft	2 December 2015	20 November 2015	
28	Review of the operation of the Fit to Sit policy	Adam Longcroft	2 December 2015	20 November 2015	
29	Peer Assisted Learning report	Anne Guyon	2 December 2015	20 November 2015	
30	HER outcome report	Jon Sharp	27 January 2016	15 January 2016	

31	Learning Enhancement Team Report, 2014/15	Jeremy Schildt, DOS	27 January 2016	15 January 2016	
32	Student Academic Induction 2016/17	Clive Matthews	27 January 2016	15 January 2016	
33	Move to a 4 week examination period in 2016/17	Adam Longcroft	27 January 2016	15 January 2016	
34	Teaching Fellowship Reports	Adam Longcroft	27 January 2016	15 January 2016	
35	Annual Module and Course Review 2014/15: PGT compliance report	Lynne Ward	27 January 2016	15 January 2016	
36	External examiners' reports 2014/15 UG Compliance Report	Lynne Ward	27 January 2016	15 January 2016	
37	Report from the Future Skills Initiative Working Group	Adam Longcroft/FSIWG Secretary	27 January 2016	15 January 2016	
38	External Examiner Reports 2014/15- PGT Compliance Report	Lynne Ward	16 March 2016	15 January 2016	
39	Faculty Report on External Examiners' reports 2014/15	FLTQC Secretaries	16 March 2016	15 January 2016	To be reported to Senate
40	Review of General Regulations	Jon Sharp	11 May 2016	29 April 2016	

41	Developments in Online Learning	Helena Gillespie	11 May 2016	29 April 2016	
42	Mid-Module feedback	Adam Longcroft	11 May 2016	29 April 2016	
43	Requests for re-marking policy review	Adam Longcroft	11 May 2016	29 April 2016	
44	Review of Common Masters Framework	Adam Longcroft	22 June 2016	10 June 2016	On LTC Review Schedule for 2015/16
45	Review of Concessions (including individual arrangements, intercalation, SpLD stickers, overseas assessments and posthumous awards	Adam Longcroft	22 June 2016	10 June 2016	On LTC Review Schedule for 2015/16
46	Peer Observation of Teaching	tbc	22 June 2016	10 June 2016	On LTC Review Schedule for 2015/16
47	UEA Partnerships Handbook	Sally Walker	22 June 2016	10 June 2016	On LTC Review Schedule for 2015/16
48	Review of APEL	tbc	22 June 2016	10 June 2016	On LTC Review Schedule for 2015/16
49	Annual report from ISD	Helena Gillespie	22 June 2016	10 June 2016	To be included as part of the report from the ADLTE
50	Equality of Opportunity for Students- Annual report from	Helen Murdoch	22 June 2016	10 June 2016	Annual report to LTC

	the Head of Equality and Diversity				
51	Annual Report on Study and Work Abroad	Karen Blackney	22 June 2016	10 June 2016	Annual report to LTC
52.	Report from the Future Skills Initiative Working Group	Adam Longcroft/Michele Pavey	22 June 2016	10 June 2016	