

# LEARNING AND TEACHING COMMITTEE



## Minutes of the meeting held on Wednesday 21 October 2015

- Present:** Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of Postgraduate Research Degree Programmes (Dr N. Watmough), the Academic Director of Learning and Teaching Enhancement (Mrs H. Gillespie), the Academic Director of Partnerships (Professor I. Dewing), the LTC Director of Staff Development (Ms A. Giles), the Director of University Services (LTS) (Dr A. Blanchflower), the Dean of Students (Dr A. Grant), Associate Deans (L&T) (Mrs R. Doy, Dr C. Matthews, Professor D. Stevens), the representative from University College Suffolk (Professor P. Cavenagh), the representative from City College Norwich (Mr J. White), the Undergraduate Education Officer of the UEA Union of UEA Students (Mr C. Rand), the Postgraduate Education Officer of the UEA Union of UEA Students (Mr L. Mccafferty), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms J. Swo)
- With:** the Head of LTS (Systems) (Mrs C. Sauverin), the Head of Partnerships Office (Mrs S. Walker), the Academic Director of INTO (Dr M. Perry), the Chief Executive of the UEA Union of Students (Mr J. Dickinson), the Head of Learning Enhancement (Dr J. Schildt), the Senior Partnerships Manager (Mr G. Tash), the Business Intelligence Unit Manager (Dr G. Fincham) for Minutes 4 and 7, Dr V. Scaife for Minute 13 (i)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey).
- Apologies:** the Library Director (Mr N. Lewis), Associate Dean (L&T) (Ms R. Chakraborty), the Head of LTS (Quality) (Dr J. Sharp)

### 1. MINUTES

Confirmed

the Minutes of the meeting held on 24 June 2015.

### 2. STATEMENTS BY THE CHAIR

#### 2.1 *Principal Fellowships of the Higher Education Academy*

Dr Adam Longcroft and Professor Neil Ward have both been awarded principal fellowships of the HEA.

#### 2.2 *HEA Accreditation*

- Recognising Excellent Academic Practice (REAP) – Descriptors 1,2 and 3
- Developing Teaching Skills – Descriptor 1
- Postgraduate Certificate in Higher Education Practice – Descriptor 2
- Enhancing Teaching Learning and Assessment in Clinical Education – Descriptor 1
- GP Tutor Training – Clinical Supervisor – Descriptor 1
- Postgraduate Certificate in Clinical Education – Descriptor 2

UEA had gained accreditation for the CPD courses outlined above.

2.3 *Higher Education Review*  
The outline verdict following the HER will be announced on 30 October. All those involved in preparing for and taking part in the review were thanked for their work.

2.4 *Update on the Teaching Excellence Framework (TEF) and the Government's Green Paper*

2.4.1 Members were advised that the VC met the Minister for Higher Education on 16 October and was able to discuss the TEF and the Green Paper. The Green Paper will be published this autumn. It will cover: teaching excellence; widening participation; the operation of competition (facilitating entry and exit); regulatory structures; and the delivery of research funding.

2.4.2 On TEF, the objective is to elevate the status of teaching alongside research. For the first TEF (TEF#1), which has to be completed by next spring, it is likely that the metrics used will include NSS questions 1-12, plus possible overall satisfaction. There will be work to develop value-added measures for future TEFs. The Minister recognises the difficulties with the DLHE, and would likely to use earning data from HMRC, but this will not be available until 2017. TEF#1 will be organised at the institutional level, rather than by disciplines. It will not involve metrics alone, and institutions will be required to make a submission, with a narrative statement, which will be reviewed by a panel of experts.

2.4.4 UEA 5 Year Plan and 15 Year Vision

With the consent of Council, the Executive Team have made a decision to delay publication of the 5 Year Plan until after Christmas, pending the outcome of the Comprehensive Spending Review.

### 3. CONFIRMATION OF CHAIR'S ACTION

Confirmed

confirmation of Chairs' action. (A copy is filed in the Minute Book, ref. LTC15D001)

- i. Updates to the City College Norwich Regulatory Framework
- ii. Updates to the Easton and Otley College Norfolk Regulatory Framework
- iii. Introduction of a Year Abroad route for the following courses:
  - BSc Accounting and Finance
  - BSc Accounting and Management
  - BSc Business Finance and Management
  - BSc Business Management
  - BSc Marketing and Management
- iv. A proposed new institutional partnership with Brooksby Melton College.
- v. Amendments to the 2015/16 Plagiarism and Collusion policy
- vi. Finalising the Student Representation Code of Practice
- vii. Policy statement on Postgraduate Research Student Employment in teaching at UEA

### \*4. NATIONAL STUDENT SURVEY 2015

This minute is confidential and attached as a separate sheet.

### \*5. GOOD HONOURS STATISTICS

This minute is confidential and attached as a separate sheet.

6. REPORT ON PEER OBSERVATION 2014/15

Considered

the operation of Peer Observation in Faculties in 2014/15. (A copy is filed in the Minute Book, ref. LTC15D004)

(In the Committee's detailed consideration

- i. the Academic Director of Taught Programmes (ADTP) drew members' attention to a workshop on good practice in Peer Observation being run by SSF. It was agreed that once the success of this workshop had been evaluated other Faculties might consider running something similar;
- ii. it was noted that Peer Observation is on the LTC schedule to be reviewed in 2015/16).

RESOLVED

- (1) Associate Deans (L&T) should meet with their Faculty's Senior Faculty Manager to discuss what systems need to be in place to support the Peer Observation process;
- (2) the Faculty Summary (PO3) reports for FMH and SCI would be considered at the next meeting of LTC after they had been considered by the relevant FLTQC;
- (3) the Director of Learning and Teaching Services would address the technical issues arising from reports with regard to concern about facilities in some teaching rooms.

\*7. COURSEWORK TURNAROUND UPDATE

This minute is confidential and attached as a separate sheet.

8. COURSE AND MODULE UPDATE 2016/17

Considered

a report on course and module update for 2016/17 (A copy is filed in the Minute Book, ref. LTC15D005)

RESOLVED

to approve the summary of actions identified as being necessary during the course and module update process, with an addition to 9g 'reduce the number of exams' to include the fact that there should be no examinations for autumn semester modules unless there were compelling pedagogical reasons.

LTC-M4  
21.10.2015  
Min. 9

9. REDUCING THE NUMBER OF MODULES WITH LOW ENROLMENTS

Considered

a review of the progress being made in reducing the number of modules with low student enrolments. (A copy is filed in the Minute Book, ref. LTC15D006)

Noted

In HUM there were specific issues that needed to be addressed with regard to undergraduate modules and the Chair and the HUM Associate Dean (L&T) were working on those. Issues around the large number of HUM taught postgraduate modules with low numbers was closely related to the number of courses with low numbers. There was a project in place in the Faculty to address this.

RESOLVED

to retain the policy of requiring Faculty approval based on the six categories outlined in the paper.

10. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report from TPPG (A copy is filed in the Minute Book, ref. LTC15D007)

Tabled

the TPPG Plan of Work for 2015/16.

RESOLVED

the TPPG working group being set up to consider re-marking requests should include a student representative.

11. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING AND TEACHING ENHANCEMENT (ADLTE)

Considered

an update from the Academic Director of Learning and Teaching Enhancement. (A copy is filed in the Minute Book, ref. LTC15D008)

Reported

The ADLTE noted that the introduction of Talis had raised student expectations which now needed to be managed. Staff producing reading lists should be advised to ensure that they either used sources available on Talis or make it very clear where a source is not available via Talis.

RESOLVED

the ADLTE would obtain figures on the extent to which Talis was being used as an online resource within the University.

12. PROVISION FOR THE DEGREE OF MASTER OF RESEARCH (MRes)

Considered

provision for the degree of Master of Research. (A copy is filed in the Minute Book, ref. LTC15D009)

RESOLVED

- (1) a working group jointly chaired by the ADTP and the Academic Director of Research Degree Programmes should be established and should focus initially on the purpose and structures of an MRES degree;
- (2) the UUEAS Postgraduate Education Officer should be a member of the working group.

13. NEW AWARDS AND COURSE PROPOSALS

Considered

approval of the following new course proposals:

- i) INTO Psychology Diploma - approval in principle subject to a full validation (A copy is filed in the Minute Book, ref. LTC15D010)

RESOLVED

- (1) the Academic Director of Partnerships would discuss with the Head of Psychology whether the diploma should be run on a three year rather than two year trial basis so that the degree outcomes of students' completing a degree having done the diploma could be evaluated;
  - (2) the proposal be approved in principle to proceed to validation;
  - (3) the programme can be advertised with the caveat that it is 'subject to validation'.
- ii) Practice Certificate in Independent Prescribing for Pharmacists. (A copy is filed in the Minute Book, ref. LTC15D011)

RESOLVED

- (1) the proposal should be referred back to the PHA Faculty Executive to ensure that the Business Case is fully costed with appropriate resources allocated to develop online learning provision and with definite agreement from stakeholders that funding for course participants would be available;
  - (2) the ADLTE would talk to the course initiators about the resources required to set up online provision for the course;
  - (3) once the proposal had been revised to take account of the Committee's concerns the Chair would consult with the Director of Learning and Teaching Services, the ADTP and the ADLTE before taking Chair's action to approve the course.
- iii) City College Norwich BSc (Hons) Professional Aviation Engineering Practice- approval in principle to proceed to validation (A copy is filed in the Minute Book, ref. LTC15D012)

RESOLVED

the proposal was approved in principle to proceed to validation subject to there being further consideration of whether a GCSE in English should be a mandatory entry requirement.

14. INSTITUTIONAL APPROVAL OF A NEW PARTNERSHIP WITH BROOKSBY MELTON COLLEGE

Considered

granting institutional approval for a new partnership with Brooksby Melton College. (A copy is filed in the Minute Book, ref. LTC15D014)

This item was moved from Section B to Section A at the request of a member of the Committee.

(The UUEAS undergraduate Education Officer requested clarification on how compliance with Chapter B5 of the QAA Quality Code could be evidenced. The Academic Director of Partnerships advised members that extensive work on student engagement was undertaken with all partners. However, he agreed that the involvement of UUEAS representatives would be useful for all new partnerships when considering student engagement.)

RESOLVED

institutional approval for a new partnership with Brooksby Melton College be approved.

15. PLAGIARISM AND COLLUSION: SAFE ASSIGN TEXT MATCHING SOFTWARE

Considered

a report on the move to Safe Assign as the University's text matching software. (A copy is filed in the Minute Book, ref. LTC15D016)

This item was moved from Section B to Section A at the request of a member of the Committee.

(The ADTP informed members that this item had been moved to Section A in response to concerns expressed by an experienced Plagiarism Officer about the transition from Turnitin to SafeAssign as the University's text matching software. There was a full discussion. He assured members that other Universities in the UK used SafeAssign and published research comparing the text matching capabilities of both Turnitin and SafeAssign found very little difference between the two systems.)

RESOLVED

- (1) that arrangements for using SafeAssign as the University's TMS should continue;
- (2) that the report on replacing the University's Text Matching Software be received.

16. NEW COURSE PROPOSALS AND COURSE CLOSURES

This item was moved from Section C to Section A at the request of a member of the Committee.

(The UUEAS Undergraduate Education Officer requested an explanation on how widening participation was addressed when it was proposed to close a course. The Head of LTS (Systems) explained that in certain circumstances an Equality Impact Assessment was required and so course teams were required to address issues related to WP.

In the case of the course closures below the majority of the closures were because no students had been recruited for a number of years or because of poor recruitment.)

## RESOLVED

the issue raised by UUEAS Undergraduate Education Officer could be discussed further at the monthly meeting with the Chair and the UUEAS Education Officers.

## Received

a report on new online course provision

MOOC in Screenwriting. (A copy is filed in the Minute Book, ref. LTC15D022)

a report on minor course changes for the following courses:

- i. MRes in Social Sciences. (A copy is filed in the Minute Book, ref. LTC15D023)
- ii. MSc Behavioural and Experimental Economics. (A copy is filed in the Minute Book, ref. LTC15D024)

## Received

a report on course closure for the following courses:

SSF – (A copy is filed in the Minute Book, ref. LTC15D025)

- i. International Development with Economics U1L2L1303
- ii. International Development with Deferred Choice (BSc/BA) U1L920303
- iii. BA International Development with Languages U1L9T9303
- iv. BA Development Studies U1L921302/U2L921602
- v. BA International Development with Overseas Experience U1L922302
- vi. BSc International Development with Environment and Society U1L2F7303
- vii. BSc International Development with Environment and Society and Overseas Experience U1L2FR303

HUM – (A copy is filed in the Minute Book, ref. LTC15D026)

- viii. BA Film and American Studies U1TW76402/ U1TW76302/ U1TW76301 (PRE-2013)/U1TW76401 (PRE- 2013)
- ix. BA Film Studies and Art History U1WV63302/ U1WV6301 (PRE-2013)
- x. Visiting Studies in LITMA (undergraduate) U1W400V01
- xi. BA English Literature (P/T) U2Q300701
- xii. BA Translation, Media with Japanese and French U1Q9P3401/2
- xiii. BA Translation, Media with Japanese and Spanish U1Q9PH401/2
- xiv. BA Translation and Interpreting with Double Honours Language (Japanese and French and Japanese and Spanish) U1Q9R8402/5 & U1Q9R8403/6
- xv. BA French Honours Language with International Development Studies U1R1L9401/2

- xvi. BA Spanish Honours Language with International Development  
U1R47401/2 & U1R4L7401/2HA
- xvii. BA Language with International Development Studies U1R9L9401/2
- xviii. Ba French Language with Management Studies U1R9N2401/2 &  
U1R9N2401/2FA
- xix. BA French or German or Spanish with Management Studies (3 year)  
U1RN92301/2
- xx. BA Translation, Media and French (3 Year) U1RP1H301/2
- xxi. BA Translation, Media and Spanish U1RP43401/2 & U1RP43401/2H
- xxii. BA Spanish and Film and Television Studies U1RP4J401/2
- xxiii. BA Translation, Media with French and Spanish  
U1RP93401/2/U1RP93401/2
- xxiv. BA Translation, Media with French and Spanish U1RP93401/2HF
- xxv. BA Language and Film and Television U1RP9H401/2
- xxvi. BA Modern Languages: Double Honours  
(Japanese/Spanish( U1T901404/7X

17. REGULATIONS, POLICIES AND PROCEDURES FOR MOUNTVIEW ACADEMY OF THEATRE ARTS

Approved

the adoption of the UEA Policy for Accreditation of Prior Learning from 2015-16. (A copy is filed in the Minute Book, ref. LTC15D013)

18. ROLLOUT OF THE HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR)

Approved

an update on the current position and details the planned rollout process for Higher Education Achievement Reports. (A copy is filed in the Minute Book, ref. LTC15D015)

19. PARTNERSHIPS

Received

an update from the Partnerships Office (A copy is filed in the Minute Book, ref. LTC15D017)

20. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive (A copy is filed in the Minute Book, ref. LTC15D018)

21. APPROVAL OF BURSARIES, SCHOLARSHIPS AND PRIZES

Received

a report of bursaries, scholarships and prizes approved since the last meeting of LTC (A copy is filed in the Minute Book, ref. LTC15D019)



22. INTERNATIONAL SUMMER SCHOOL 2015

Received

a report on the 2015 International Summer School (A copy is filed in the Minute Book, ref. LTC15D020)

23. EXTERNAL EXAMINER REPORTS 2013/14

Received

Faculty reports on 2013/14 External Examiner reports. (A copy is filed in the Minute Book, ref. LTC15D021)

- i. SSF
- ii. HUM

24. FACULTY LEARNING AND TEACHING COMMITTEES

Received

minutes of the meeting of the Faculty Learning, Teaching and Quality Committees

1. SSF Learning, Teaching and Quality Committee held on 10 June and 8 July 2015 (A copy is filed in the Minute Book, ref. LTC15D027)
2. HUM Learning, Teaching and Quality Committee held on 20 May and 9 September 2015 (A copy is filed in the Minute Book, ref. LTC15D028)

25. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC15D029)

26. QAA

Received

- i) a consultation document on revised Benchmark statements for Biomedical Sciences, Biosciences and Computing (CL 09/15) (A copy is filed in the Minute Book, ref. LTC15D030)
- ii) a published Subject Benchmark Statement for Masters degrees in Business and Management( 08/15). (A copy is filed in the Minute Book, ref. LTC15D031)
- iii) published benchmark statements for Law, Economics, Osteopathy, Dance, Drama and Performance (CL11/15). (A copy is filed in the Minute Book, ref. LTC15D032)
- iv) published revised benchmark statements for Languages, Cultures and Societies, Linguistics and Optometry. (A copy is filed in the Minute Book, ref. LTC15D033)
- v) a consultation document on Subject Benchmark Statements for Creative Writing and Social Policy (CL14/15). (A copy is filed in the Minute Book, ref. LTC15D034)

**LTC15M001**

LTC-M10  
21.10.2015  
Min. 27

27. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL REPORT 2014

Received

the annual report from the OIA (A copy is filed in the Minute Book, ref. LTC15D035)

28. REVISIONS TO THE OIA SCHEME RULES: JULY 2015

Received

notification of revisions to the OIA Scheme Rules. (A copy is filed in the Minute Book, ref. LTC15D036)

29. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2015-16

Received

the terms of reference of the Committee 2015-16. (A copy is filed in the Minute Book, ref. LTC15D037)

30. LTC MEMBERSHIP 2015-16

Confirmed

membership of LTC (A copy is filed in the Minute Book, ref. LTC15D038)

31. LTC SCHEDULE OF REPORTS 2015/16

Received

LTC schedule of reports (A copy is filed in the Minute Book, ref. LTC15D039).