

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on Wednesday 2 December 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 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 Library Director (Mr N. Lewis), Associate Deans (L&T) (Ms R. Chakraborty, Dr C. Matthews, Professor D. Stevens and Mrs E. Sutton), the Head of the Learning Enhancement Team, for the Dean of Students (Dr J. Schildt), 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 student representative nominated by the Students Council (Mr J. Holder)

With: The Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Dr J. Sharp), the Head of PGR Students Office (Dr V. Easson), the Joint Head of the Careers Service (Mr J. Goodwin), the Chief Executive of the UEA Union of Students (Mr J. Dickinson), the University Market Research Manager (Ms R. Price for Minute 35), Assistant Registrar in the Business Intelligence Unit (Dr G. Fincham) for Minute 36, the MBBS Course Director (Professor R. Holland) for Minute 37

Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey).

Apologies: the Director of Information Services (Mr J. Colam-French), the Dean of Students (Dr A. Grant), the Academic Director of INTO (Dr M. Perry)

Although she was unable to attend the meeting, the Chair thanked to Dr Grant for her contribution to the work of LTC in her capacity as Dean of Students and wished her well in her retirement.

32. MINUTES

Confirmed

the Minutes of the meeting held on 21 October 2015.

33. STATEMENTS BY THE CHAIR

33.1 *Comprehensive Spending Review*

This has been published and the Department for Business and Innovation's budgets are to be cut by 17%.

33.2 *Government HE Green Paper*

This is subject to consultation. Discussions on the proposals are taking place across the University. The introduction of a Teaching Excellence Framework is a key proposal.

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33.3 *Higher Education Review outcome*
The University has received a draft report. There be a full discussion of the final report at the next meeting of the Committee.

33.4 *Grade Point Averages (GPA)*
UEA will need to consider how to introduce a GPA system. This will be an item for discussion at the next meeting.

34. CONFIRMATION OF CHAIR'S ACTION

Confirmed
confirmation of Chairs' action

-approval of a 40 credit CPD Module: Independent Prescribing for Pharmacists.

*35. ANALYSIS OF THE POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES) 2015

This minute is confidential and attached as a separate sheet.

*36. GOOD HONOURS STATISTICS

This minute is confidential and attached as a separate sheet.

*37. REVIEW OF THE OPERATION OF THE 'FIT TO SIT' POLICY

This minute is confidential and attached as a separate sheet.

*38. UEA PLAN 2016-20

This minute is confidential and attached as a separate sheet.

*39. REVIEW OF THE UEA LEARNING AND TEACHING STRATEGY IMPLEMENTATION PLAN

This minute is confidential and attached as a separate sheet.

40. PEER OBSERVATION

Considered
reports on the operation of Peer Observation in Faculties in 2014/15

- i) SCI – (A copy is filed in the Minute Book, ref. LTC15D046)
- ii) FMH - (A copy is filed in the Minute Book, ref. LTC15D047)

RESOLVED

Associate Deans (L&T) should remind colleagues that individuals should not be named in School Summary Reports (PO2) or Faculty Summary Reports (PO3).

41. REVIEW OF THE NEW ACADEMIC MODEL (BACHELORS AND INTEGRATED MASTERS)

Considered

a reflective report on the outcomes and outputs following the introduction of the undergraduate New Academic Model. (A copy is filed in the Minute Book, ref. LTC15D048)

RESOLVED

- (1) to approved the recommendations outlined in the report.
- (2) the Head of LTS (Systems) will obtain further information on the number of course tests by School and in which semester they occur.
- (3) further work will be undertaken to identify the characteristics of those assessments with high failure rates given that, in the main, most students pass assessment at the first attempt. Data on reassessment for the last 3 years will be used for this.

42. FUNCTION OF WEEKS 7 AND 14 OF THE SPRING SEMESTER

Considered

the use of Weeks 7 and 14 of the spring semester in the context of the New Academic Model. (A copy is filed in the Minute Book, ref. LTC15D049).

Tabled: Careers Service response to restructured academic year: proposal of week 7 'enrichment week'.

RESOLVED

- (1) within the 14 week spring semester there should be a mid-semester Enrichment Week and an end of semester (Week 14) Study-Plus week, with each week having a range of relevant and appropriate activities informed by suggestions contained in the paper;
- (2) whilst it might be necessary for some teaching to take place during Enrichment Week Schools should seek to keep this to a minimum;
- (3) an 'Enrichment/Study Plus' Coordination group should be established with representatives from academic staff, professional services staff, students and staff from UUEAS and with an interface with the Academic Student Induction and Transitions Group;
- (4) there will be a detailed evaluation of the how these weeks are used which goes beyond the percentage of students participating in enrichment activities;
- (5) the Academic Director of Taught Programmes will develop the paper for Senate taking into account the Committee's discussions.

43. STUDENT PARTICIPATION IN ONLINE MODULE EVALUATION

Considered

student participation rates in online module evaluation and strategies for enhancing participation rates in future. (A copy is filed in the Minute Book, ref. LTC15D050)

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RESOLVED

- (1) the Head of LTS (Systems) will work with the Head of the SAS team in ITCS to scope a project to consider how better use could be made of existing technology to increase student participation rates in Module Evaluation;
- (2) consideration could be given to requesting that Promotions Committees consider student response rates on module evaluation as well as module evaluation mean marks. The Chair would take this suggestion forward to an appropriate forum;
- (3) SSLCs will be asked to have module evaluation on their agenda so that students are reminded of the value of feedback.

*44. COURSEWORK TURNAROUND: A SNAPSHOT REPORT ON TURNAROUND TIMES

Considered

a confidential update on coursework turnaround times in the autumn semester. (A copy is filed in the Minute Book, ref. LTC15D051)

45. RE-MARKING REQUESTS: PROPOSALS FOR A REVISED POLICY

Considered

proposed revisions to the policy relating to requests from students for work to be re-marked. (A copy is filed in the Minute Book, ref. LTC15D052)

RESOLVED

- (1) given the importance of students working in partnership with academic staff, Section 1.4 should be amended so that students are not accompanied to a meeting with their marker to discuss how a mark was awarded, but in exceptional circumstances, they could meet with an alternative member of staff such as the School's Senior Adviser;
- (2) the Academic Director of Taught Programmes will amend the draft policy taking into account points raised by LTC members and the need for some minor amendments to the process. He will then discuss the proposed changes with the UUEAS Undergraduate Education Officer. The revised policy will then be considered by Chair's action;
- (3) the policy should be rolled out in 2016/17 with clear information to students on the process for requesting a remark.

46. 2014/2015 CSED ANNUAL REPORT

Consideration of this item was deferred until the next meeting of the Committee

47. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report from TPPG. (A copy is filed in the Minute Book, ref. LTC15D054)

48. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING AND TEACHING ENHANCEMENT

Considered

an update from the Academic Director of Learning Enhancement. (A copy is filed in the Minute Book, ref. LTC15D055)

49. UPDATE ON ONLINE READING LISTS PROJECT: READING ONLINE

Considered

an update and recommendations relating to the Online Reading Lists project. (A copy is filed in the Minute Book, ref. LTC15D056)

RESOLVED

- (1) to endorse recommendation 1 in the paper which states that 'the provision of all reading lists to the Library should be mandatory to help ensure provision of core texts and a consistent student experience across schools and disciplines.' Within this it was agreed that academic staff should only have to provide this information once and the Library should be given a full reading list, preferably via the module outline template;
- (2) where appropriate, the module outline template could refer students to the Talis reading list. The Library Director and the Director of the Learning and Teaching Service will give further consideration to how this might work in practice;
- (3) to endorse recommendation 2 in the paper subject to the addition of the words 'where appropriate' so that the use of the Talis reading online software should be 'the tool of choice *where appropriate* for schools to provide reading lists...'

50. NEW AWARDS AND COURSE PROPOSALS

Considered

approval of the following new course proposal:

MPhys/BSc Physics. (A copy is filed in the Minute Book, ref. LTC15D057)

RESOLVED

the proposal is approved subject to one caveat and one suggestion. The caveat relates to concerns by some member of the Committee as follows:

- (1) in the recruitment strategy on page 18, Section 5.1 -3) reference to mental ability should be taken out (if what was meant was mental health this is slightly different), point 4) in Section 5.3 should be taken out since it is taken as read that all applications are considered on merit and nothing else, 6) in 5.3 reads as sexist to female physicists, although this is clearly not the intention. Also that the marketing materials which refer to targeting females should also be looked at again since it seems to indicate that females are not a mainstream audience.

- (2) The suggestion is that moving to having either maths or physics as an entry requirement would potentially open up the degree to more females.

Secretary's Note: The response from the Course Director designate was that all all Physics departments in the top 20 universities ask for both A levels. UEA proposes to do the same.

51. REVIEW OF THE REVISED ATTENDANCE MONITORING PROCESS

Considered

a review of the revised attendance monitoring process and proposals for future developments. (A copy is filed in the Minute Book, ref. LTC15D058)

52. PROCEDURES FOR DEALING WITH ALLEGATIONS OF MISCONDUCT IN RESEARCH

Considered

minor amendments to the procedures for dealing with allegations of misconduct in research. (A copy is filed in the Minute Book, ref. LTC15D059)

53. REPORT ON ACADEMIC APPEALS, COMPLAINTS, OIA AND SENATE STUDENT DISCIPLINARY COMMITTEE CASES IN 2014/15

Considered

a review of academic appeals, complaints, OIA and Senate Student Disciplinary Committee cases. (A copy is filed in the Minute Book, ref. LTC15D060)

54. F1 DOCTOR APPEAL PANEL REGULATIONS

Considered

proposed regulations for F1 doctor appeal panels. (A copy is filed in the Minute Book, ref. LTC15D061)

*54. REPORT ON THE NUMBER OF STAFF WITH HIGHER EDUCATION ACADEMY PROFESSIONAL STANDARDS FRAMEWORK RECOGNITION

Considered

a confidential report on the number of staff with recognition by the HEA under the Professional Standards Framework and recommendations for enhancing these numbers. (A copy is filed in the Minute Book, ref. LTC15D062).

56. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC15D063).

57. REPORT OF THE WORKING GROUP ON STUDENT SELF CERTIFICATION

Received

a report on the working group set up to consider the current system of student self- certification. (A copy is filed in the Minute Book, ref. LTC15D064).

58. OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA)

Received

2014 OIA Annual letters.

<http://oiahe.org.uk/news-and-publications/annual-letters/annual-letters-2014.aspx>

59. QAA

Received

- i. CL/15/15 Characteristics Statement: Qualifications involving more than one degree awarding body. (A copy is filed in the Minute Book, ref. LTC15D065).
- ii. CL 16/15 Publication of two revised subject benchmark statements: Biosciences and Biomedical Sciences. (A copy is filed in the Minute Book, ref. LTC15D066)

60. FACULTY RESPONSES TO EXTERNAL EXAMINER REPORTS

Received

SSF School responses to undergraduate and postgraduate External Examiner Reports:

- i. 2012/13 – (A copy is filed in the Minute Book, ref. LTC15D067).
- ii. 2013/14 – (A copy is filed in the Minute Book, ref. LTC15D068).

61. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following course:

- i. Pre-registration MSc Physiotherapy and Occupational Therapy. (A copy is filed in the Minute Book, ref. LTC15069).
- ii. BSc Biochemistry, BSc Biochemistry with a Year in Industry, MSci Biochemistry, MSci Biochemistry with a Year Abroad. (A copy is filed in the Minute Book, ref. LTC15D070).

62. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- i. FMH LTQC 30 September 2015. (A copy is filed in the Minute Book, ref. LTC15D071).
- ii. SCI LTQC 29 April 2015, 1 July 2015, 23 September 2015. (A copy is filed in the Minute Book, ref. LTC15D072).

63. SCHOLARSHIPS, BURSARIES AND PRIZES

Considered

a report of scholarships, bursaries and prizes approved since the last meeting of the LTC. (A copy is filed in the Minute Book, ref. LTC15D073).