

SEN15D034

Title: Learning and Teaching Committee
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Issue

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee covering the meetings held on 2 December 2015, 27 January 2016, 16 March 2016 and 11 May 2016

Recommendations

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

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Background

N/A

Discussion

The report is for information only and no discussion is anticipated.

Attachments

Summary report is below.

Report of the Meeting of the Learning and Teaching Committees of Senate on 2 December 2015

The following items were considered by the Learning and Teaching Committee of Senate on **2 December 2015** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2015-2016>

1. ANALYSIS OF THE POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES) 2015
Members considered an overview of the 2015 PTES survey and resolved that Faculty LTQCs should consider the outcomes of the survey paying particular attention to assessment and feedback, dissertations, contact time and availability of staff.
2. GOOD HONOURS STATISTICS
Having considered the 2014/15 Good Honours statistics LTC resolved that the Academic Director of Learning and Teaching Enhancement will work with the Assistant Registrar and other BIU colleagues to gain a clear picture of student performance on the basis of ethnicity, age and gender. The question to be posed as a starting point for this work is 'are we providing equality of opportunity for students to achieve?'
3. REVIEW OF THE OPERATION OF THE 'FIT TO SIT' POLICY
LTC endorsed the Fit to Sit policy for operation for year 1 and 2 students in 2015/16 and will review it further at its meeting in December 2016. The initial problems which had impacted on the operation of the policy in 2014/15 would be addressed.
4. UEA PLAN 2016-20
The Committee considered the UEA Plan as part of the consultation process and made a number of suggested additions.
5. REVIEW OF THE UEA LEARNING AND TEACHING STRATEGY IMPLEMENTATION PLAN
LTC considered an update to the implementation Plan associated with the University's Learning and Teaching Strategy 2014-19. Members were invited to submit any further feedback to the Academic Director of Taught Programmes.
6. PEER OBSERVATION
The Committee considered reports on the operation of Peer Observation in Faculties in 2014/15 for SCI and FMH.
7. REVIEW OF THE NEW ACADEMIC MODEL (BACHELORS AND INTEGRATED MASTERS)
Members discussed a reflective report on the outcomes and outputs following the introduction of the Undergraduate New Academic Model and approved the report's recommendations. It was agreed that further work would 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.
8. FUNCTION OF WEEKS 7 AND 14 OF THE SPRING SEMESTER
 - 8.1 Having considered a paper of the use of Weeks 7 and 14 of the spring semester in the context of the New Academic Model, members resolved that 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. It was also agreed that whilst it might be necessary for some teaching to take place during Enrichment Week Schools should seek to keep this to a minimum
 - 8.2 LTC resolved that 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. It also agreed that there would be a detailed evaluation of the how these weeks are used which goes beyond the

percentage of students participating in enrichment activities. The ADTP undertook to produce a paper for Senate which took account of LTC's resolutions.

9. STUDENT PARTICIPATION IN ONLINE MODULE EVALUATION
Members considered student participation rates in online module evaluation and strategies for enhancing participation rates in future. It was agreed that 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. It was also agreed that 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 agreed to take this suggestion forward to an appropriate forum. In addition, SSLCs would be asked to have module evaluation on their agenda so that students are reminded of the value of feedback
10. RE-MARKING REQUESTS: PROPOSALS FOR A REVISED POLICY
The Committee approved proposed revisions to the policy relating to requests from students for work to be re-marked.
11. UPDATE ON ONLINE READING LISTS PROJECT: READING ONLINE
Members received an update relating to the Online Reading Lists project and endorsed the two recommendations in the report.
12. NEW AWARDS AND COURSE PROPOSALS
LTC approved proposals to introduce the awards of MPhys and BSc Phys.
13. REVIEW OF THE REVISED ATTENDANCE MONITORING PROCESS
Members endorsed the proposals for future developments of the attendance monitoring process.
14. PROCEDURES FOR DEALING WITH ALLEGATIONS OF MISCONDUCT IN RESEARCH
The Committee approved minor amendments to the procedures for dealing with allegations of misconduct in research.
15. REPORT ON ACADEMIC APPEALS, COMPLAINTS, OIA AND SENATE STUDENT DISCIPLINARY COMMITTEE CASES IN 2014/15
Members considered a review of academic appeals, complaints, OIA and Senate Student Disciplinary Committee cases.
16. F1 DOCTOR APPEAL PANEL REGULATIONS
The Committee approved proposed regulations for F1 doctor appeal panels.
17. REPORT ON THE NUMBER OF STAFF WITH HIGHER EDUCATION ACADEMY PROFESSIONAL STANDARDS FRAMEWORK RECOGNITION
A confidential report on the number of staff with recognition by the HEA under the Professional Standards Framework was considered and recommendations for enhancing these numbers were endorsed.

Report of the Meeting of the Learning and Teaching Committees of Senate on 27 January 2016

The following items were considered by the Learning and Teaching Committee of Senate on **27 January 2016** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2015-2016>

1. RESEARCH DATA MANAGEMENT POLICY AND TAUGHT STUDENTS
 - 1.1 Members considered the implications of the Research Data Management Policy for taught students, having been asked by the University's Ethics Committee to consider whether the policy as written could be implemented for taught student research based assignments and, if not, whether the policy needed to be modified to exclude taught students from its remit.

- 1.2 The Committee agreed that Head of Research in the Research and Enterprise Service would be asked to provide clear guidance and a template data management plan for taught students to use to make it clear how to implement the policy for students on taught degree programme. In addition, the Chair of the University Ethics Committee would discuss with the chairs of all Ethics Committees the need to ensure that students on taught programmes are always made aware of the requirement to destroy data where it related to human subjects unless consent has been granted to keep the data, which may be in anonymised form.
2. LEARNING ENHANCEMENT TEAM REPORT 2014/15
Members considered a report from the Learning Enhancement Team for 2014/15
3. COURSEWORK TURNAROUND: A REVIEW OF AUTUMN SEMESTER TURNAROUND TIMES 2015
Given that there was evidence that average marking times had fallen significantly compared with the same time in 2014/15, the Academic Director of Learning and Teaching Enhancement agreed to work on the turnaround time data and feed this back to the LTC student representatives.
4. HIGHER EDUCATION REVIEW (HER) OUTCOME REPORT AND DEVELOPMENT OF AN ACTION PLAN
Members considered the outcome of the Higher Education Review in October 2015 and endorsed proposals to develop a plan to address the recommendations arising from the review.
5. MOVE TO A 4 WEEK EXAMINATION PERIOD IN 2016/17
The Committee was advised that in 2016/17 it would be possible to schedule examinations for the 465 modules with an examination component in a four week period. As a contingency if required, some taught postgraduate examinations might be scheduled outside the main examination series.
6. REVIEW OF SUPPORT FOR STUDENTS BETWEEN ASSESSMENT AND REASSESSMENT
LTC considered reports from Faculty Learning, Teaching and Quality Committees on support provided for students between assessment and reassessment. It was agreed that the issue of when support might be made available to students failing an autumn semester module or whether students might be permitted to undertake reassessment prior to the main reassessment period would be discussed at a meeting with Associate Deans (L&T), the PVC Academic, the ADTP, the ADLTE and Heads and Director of LTS.
7. PEER ASSISTED LEARNING (PAL)
The Committee considered a report on progress to date with PAL and proposals for the future. It was agreed that the PAL project should be supported for a further two years, with oversight of the scheme being undertaken by the Learning Enhancement Team (LET). During this time staff in LET would consider the most cost effective way of running PAL, review how School based initiatives work and report to LTC in January 2018 on how effective the scheme has been, with particular emphasis on costs. The case for and against paying student mentors would also be considered. A set of metrics for evaluating whether the scheme offered value for money would be devised and these metrics would also be applied when reviewing School based schemes.
8. POLICY ON THE USE OF PROOF READERS
LTC endorsed proposed revisions to the policy on the use of proofreaders which would henceforth be termed guidance. Approval was subject to additional work being undertaken outside the meeting to address minor issues raised by members.
9. 2014/15 CSED ANNUAL REPORT
The Committee considered the 2014/15 CSED Annual Report. It was agreed that once the outcomes of the learning needs analysis survey being undertaken by CSED were published, so as to engage Faculties in consideration of staff training and development, Executive Dean's would be asked to discuss the CSED report and the survey's findings at Faculty Executive Committees and to report back to LTC.
10. NEW AWARDS AND NEW COURSE PROPOSALS
A BA Physical Education with a Year Abroad was provisionally approved subject to a number of amendments proposed by the Committee. The proposal was subsequently approved by Chair's action.

11. REPORT ON PLAGIARISM AND COLLUSION CASES AND CONCESSION REQUESTS IN 2014/15
Members received statistical reports on Plagiarism and Collusion Cases in 2014/15 and Concession requests made in 2014/15.
12. PGR ACADEMIC APPEALS, COMPLAINTS, OIA AND SENATE STUDENT DISCIPLINARY CASES IN 2014-15
The Committee received a report on PGR academic appeals, complaints, OIA and Senate Student Disciplinary cases in 2014/15.
13. REPORT FROM THE MEETING OF THE UCS JOINT ACADEMIC COMMITTEE
LTC approved the recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 November 2015.

Report of the Meeting of the Learning and Teaching Committees of Senate on 16 March 2016

The following items were considered by the Learning and Teaching Committee of Senate on **16 March 2016** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

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1. CHANGES TO STUDENT SURVEYS
The Committee considered proposed changes to student surveys The University will move from the internal Student Experience Survey for non final year undergraduate students to the UK Engagement Survey. A working group will be set up to prepare for the changes to the National Student Survey. In particular the group will look at proposed questions and how the feedback loop is closed. The group will report back to a future meeting of LTC.
2. COURSEWORK TURNAROUND TIMES: A SNAPSHOT REPORT
Congratulations were conveyed to a number of Schools, and to LTS for an improvement in overall turnaround times. The Academic Director of Learning Teaching Enhancement stressed that there is still work to do in ensuring that work was turned around in an appropriate timescale with accompanying high quality feedback.
3. HIGHER EDUCATION REVIEW: ACTION PLAN
The Committee approved the proposed action plan for responding to recommendations arising from the Higher Education Review.
4. QUALITY ASSURANCE: COURSE MONITORING AND REVIEW
Members considered the sections on sharing good practice and identifying University wide issues arising from annual course monitoring and review for Schools in SSF. LTC was advised by the Head of LTS (Quality) that within the HER outcome report there were some observations about how the University closes the loop on its internal quality assurance processes. Bringing Faculty overview reports of 5 yearly course review (CR3) and annual course monitoring (QAR3) to LTC is a mechanism by which issues identified as needing university wide consideration, including dissemination of good practice, could be actioned. It was agreed Associate Deans (L&T) will ensure that consideration of CR3 and QAR3 reports are a standing item on Faculty LTQC agendas and include receipt of feedback from LTC.
5. MINOR AMENDMENTS TO REGULATIONS: ACADEMIC APPEALS & COMPLAINTS AND EXTENUATING CIRCUMSTANCES (SELF-CERTIFICATION)
The Committee approved proposals to amend the Extenuating Circumstances regulations relating to self-certification. It also agreed that PGR, PGT and UG FACPs should comprise three Faculty members plus one from outside the Faculty. This composition would be reviewed after a year of operation. In addition the Head of LTS (Quality) will examine what is driving the increase in the number of academic appeals being submitted year on year.
6. MRES WORKING GROUP
Members endorsed the recommendations proposed by the MRes Working Group set up specifically to consider the award of MRes. These include a common structure for MRes programmes for entry from 2017/18 which would be supported by dedicated MRes Award Regulations. MRes is therefore a

research degree and will be returned to HESA according to this categorisation. The recommended administrative option was approved, which means the status quo will continue but with Doctoral Training Programme Administration being undertaken by the PGR service.

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

In the update from the Academic Director of Learning and Teaching Enhancement members noted a series of recommendations. Firstly that LTC will ask for a report on HESA collected statistics about recognition against the HEA framework for its first meeting in 2016/17 to monitor ongoing progress and secondly, ensuring LTC understands developing online strategy in approving new proposals likely to be put before it over the next 6 to 12 months.

8. NEW AWARDS AND NEW COURSE PROPOSALS

8.1 The Committee approved the awards of a Certificate in Evidence Based Low Intensity CBT Practice (Psychological Wellbeing Practitioner Training) and Postgraduate Certificate in Evidence Based Low Intensity CBT Practice (Psychological Wellbeing Practitioner Training). These were both subject to a formal professional accreditation event.

8.2 Proposals for the awards of MSc Accounting and Finance/MSc Banking and Finance and MA Gender Studies were approved by Chair's action after the meeting once concerns raised by the Committee had been addressed.

9. INTO UEA INSTITUTIONAL REVIEW

LTC approved the outcome of the INTO UEA Institutional Review.

10. REPORT OF THE UPDATES TO THE CITY COLLEGE NORWICH NORFOLK REGULATORY FRAMEWORK V8

The Committee approved updates to the City College Norwich Norfolk Regulatory Framework –version 8.

Report of the Meeting of the Learning and Teaching Committees of Senate on 11 May 2016

The following items were considered by the Learning and Teaching Committee of Senate on **11 May 2016** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

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1. EMPLOYABILITY

Members considered a paper on employability within the curriculum presented by the Joint Head of the Careers Service which contained seven recommendations. The Committee agreed that a group would be established to look at the recommendations contained within the report and make proposals for how these can be taken forward. This will be led by the Chair and the Joint Head of the Careers Service. In addition LTC will receive Faculty updates at its January and June meetings as a standard item, on actions being taken to bring employability into the curriculum where this is appropriate.

2. COURSEWORK TURNAROUND TIMES: A SNAPSHOT REPORT

2.1 Members were pleased to note the improvements made over the academic year in coursework turnaround times whilst noting that there was still further work to be done. It was agreed that LTC will continue to monitor coursework turnaround data at every meeting in 2016/17. It was also agreed that LTC would report to Senate that it welcomes the progress being made to meet prescribed turnaround times but there is a recognition in some Schools there is scope for more progress. There will be continued intensive working with those Schools who are still exceeded the turnaround times and dialogue will begin with at least one School which was not on the original list. LDC will be asked to produce a detailed and workable plan to address the problem the School has with meeting turnaround times.

2.2 It was further that congratulations should be conveyed on behalf of the Committee, by the relevant Associate Dean (L&T), to those Schools which are turning coursework round in 15 days or less.

3. REVIEW OF THE PGT REGULATIONS (COMMON MASTERS FRAMEWORK) INCLUDING REVISED INSTRUCTIONS TO EXAMINERS
The Committee considered proposals for a revised taught postgraduate regulations (Common Masters Framework). Changes proposed included replacing the term condoned failure with compensation, its use being kept under review with a view to eventually phasing it out. MRes would no longer be covered by the PGT regulations and instructions to Examiners would be incorporated into the regulations. It was agreed that the proposals needed further consideration outside of the meeting and a revised paper would be brought back to the June LTC.
4. THE FUTURE OF STARRED 1ST CLASS AWARD CLASSIFICATIONS
Members resolved to recommend to Senate that the classification of starred first degrees would not be available to any student registering on a course from 2016/17 onwards.
5. WITHDRAWING THE POLICY ON AWARDING MARKS FOR STUDENT ENGAGEMENT
Taking account of the problems with its implementation as outlined in the proposal document, including problems in defining what constitutes engagement and possible subjectivity in measuring it, members resolved that the policy on awarding marks for student engagement would be withdrawn.
6. PROPOSED MINOR REVISIONS TO GUIDANCE ON GROUP WORK
Minor amendments to the University's Guidance on Group Work to clarify the process relating to the provision of extensions for group work assessments were approved.
7. PROPOSALS RELATING TO 1) UNDERGRADUATE COURSES WITH A PERIOD OF STUDY NOT BASED AT UEA AND 2) INTEGRATED MASTERS COURSES
 - 7.1 The Committee endorsed the proposals outlined below for undergraduate courses with a period of study not based at UEA.
 - 1) the additional threshold for progression for Bachelors courses with a year abroad at the end of Stage One will be removed (with effect from 2016/7 for new students).
 - 2) the threshold of a Stage Average of at least 55% at year two will be retained. This average will be obtained at a first sit and any student referred to reassessment will not be eligible to go on the year abroad;
 - 3) a threshold of 55% will be introduced for progression to a semester abroad as a minimum, noting that where places are limited they would be allocated on academic performance ranking. This average will be obtained at a first sit and any student referred to reassessment will not be eligible to go on the semester abroad;
 - 4) the existing threshold for the Actuarial Science year in Industry will be removed;
 - 5) the requirements for a year abroad continue to exclude language and translation courses;
 - 6) the Head of LTS (Systems) will consult with colleagues in the BIU to obtain statistics on whether Black and Minority Ethnic (BME) students might be materially affected by the change.
 - 8.2 The Committee also agreed that the progression threshold at the end of Stage 1, 2 and 3 for all Integrated Masters courses with the exception of Master of Pharmacy, will be 60%. This will come into effect for students starting their course in 2016/17.
9. RECOMMENDATIONS RELATING TO THE ENHANCEMENT OF THE STUDENT EXPERIENCE ON JOINT DEGREE PROGRAMMES
Members endorsed a number of recommendations aimed at ensuring a more consistent high-quality student experience for undergraduate students on joint honours programmes.
10. QUALITY ASSURANCE: COURSE MONITORING AND REVIEW 2014/15 (QAR3)
Members considered good practice and issues identified for University wide consideration arising from annual course monitoring and review for DEV PGT, HUM UG HIS, PPL, LCD and IIH. In order to ensure that the loop was closed responses from LTC to issues raised would be fed back to the Schools.
11. BROOKSBY MELTON COLLEGE AND EASTON & OTLEY COLLEGE REGULATIONS, POLICIES AND PROCEDURES

The Committee approved a set of proposed regulations, policies and procedures for Brooksby Melton College and Easton and Otley College.

12. HIGHER DOCTORATES

LTC recommended that Senate should endorse the proposals in the report of an administrative review of the University's higher doctorates that the University ceases to offer the Doctor of Laws (LLD), Doctor of Letters (LittD) and Doctor of Science (ScD).

13. REVIEW OF GENERAL REGULATIONS 1-12

The Committee approved a proposed revision to General Regulation 8 (3) Students in external accommodation.

14. REPORT FROM THE MEETING OF THE UCS JOINT ACADEMIC COMMITTEE

A report and recommendations arising from the meeting of the UCS Joint Academic Committee were approved