LEARNING AND TEACHING COMMITTEE

UEA

University of East Anglia

Minutes of the meeting held on 27 January 2016

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 Head of Staff Development (Ms A. Giles), the Director of University Services (LTS) (Dr A. Blanchflower), the Library Director (Mr N. Lewis), for the Acting Dean of Students (Dr J. Schildt), Associate Deans (L&T) (Dr C. Matthews, Professor D. Stevens and Mrs E. Sutton), the representative from City College Norwich (Mr J. White), the Undergraduate Education Officer of the Union of UEA Students (Mr C. Rand), the Postgraduate Education Officer of the 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 LTS (Quality) (Dr J. Sharp), the Academic Director of INTO (Mr J. Moyle), the Chief Executive of the UEA Union of Students (Mr J. Dickinson).
Secretary:	the Learning and Teaching Manager (LTS) (Ms M. Pavey).
Apologies:	the SSF Associate Dean (L&T) (Ms R. Chakraborty), the representative from UCS (Professor P. Cavenagh), the Head of PGR Research Services (Dr V. Easson).
In attendance:	the Chair of the University Research Ethics Committee (Professor N. Norris) for Minute 6.

64. <u>MINUTES</u>

Confirmed
   the Minutes of the meeting held on 2 December 2015, subject to the correction of an error in Minute 38 where 'professions' should read 'professional.'

65. <u>STATEMENTS BY THE CHAIR</u>

There were no statements by the Chair

66. <u>CONFIRMATION OF CHAIR'S ACTION</u>

No Chair's action had been taken since the last meeting.

67. <u>RESEARCH DATA MANAGEMENT POLICY AND TAUGHT STUDENTS</u>

Considered
   implications of the Research Data Management Policy for taught students. (A copy is filed in the Minute Book, ref. LTC15D074)

(Concern had been raised by the University's Ethics Committee with regard to the Research Data Management Policy and the implications for research undertaken by undergraduate and taught postgraduate students. LTC was asked 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.

(In its detailed discussions members

i. agreed that taught students' research was most often data collection rather than research and the output was not usually intended for publication;
ii. agreed that the guidance supporting the policy should clarify that it was acceptable to state in a data management plan that the data would be destroyed after the relevant assignment had been completed and marked and that a template data management plan should be produced for taught students so that students on taught programmes would learn about the data management requirements of undertaking research;
iii. agreed that it must be made clear to all taught students collecting data on human subjects that, once they had completed the relevant assignment and had their marked work returned to them, the data should be destroyed so as not to breach data protection legislation, unless consent has been granted to keep the data (which may be in anonymised form).

RESOLVED

(1) the 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 in light of the Committee's discussions to make it clear how to implement the policy for students on taught degree programmes

(2) Professor Norris 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).

68. LEARNING ENHANCEMENT TEAM REPORT 2014/15

Considered

a report from the Learning Enhancement Team for 2014/15. (A copy is filed in the Minute Book, ref. LTC15D075)

Reported

in presenting the 2014/15 Learning Enhancement Team (LET) report the Head of LET emphasised LET's role in supporting the delivery of high quality teaching and enhancing the learning experience for students. He noted that the team are working to develop more online learning resources and are working with academic staff in Schools on a variety of initiatives. In particular work is being undertaken on the different ways in which support can be provided for nursing students who are very frequent users of 1 to 1 services given the resource intensive nature of the current support. Members acknowledged the excellent services provided by LET staff and noted that this had been recognised in the Higher Education Review outcome report.

*69.   COURSEWORK TURNAROUND: A REVIEW OF AUTUMN SEMESTER TURNAROUND
       TIMES 2015

       This minute is confidential and attached as a separate sheet.

70.   HIGHER EDUCATION REVIEW (HER) OUTCOME REPORT AND DEVELOPMENT OF AN
       ACTION PLAN

       Considered
               the outcome of the Higher Education Review in October 2015 and proposals to develop
               a plan to address the recommendations arising from the review. (A copy is filed in the
               Minute Book, ref. LTC15D077)

       Reported
               70.1   The Head of LTS (Quality) informed the Committee that UEA had passed in all
                      judgement areas following the QAA HER. The outcome report is now publicly
                      available and will be published on UEA website with the Action Plan which will
                      address the recommendations contained in the report. A Working Group will
                      produce the action plan for consideration and approval at the next LTC.

               70.2   Members agreed that on behalf of the Committee thanks should be recorded to
                      members of HER preparation group and in particular to the Head of LTS (Quality)
                      for all their work in helping to ensure such a favourable outcome;

       RESOLVED
               once the outcome report and Action Plan were published on the UEA website this
               should be communicated to the wider university community

71.   MOVE TO A 4 WEEK EXAMINATION PERIOD IN 2016/17

       Considered
               an oral update on the move to a 4 week examination period in 2016/17.

       Reported
               the Head of LTS (Systems) informed members that in 2016/17 there would be 465
               modules with an examination component, down from 494 in 2015/16 and 588 in
               2014/15. It would be possible to schedule up to 470 examinations in the 19 day summer
               examination period in 2016/17. As a contingency, if required, some taught
               postgraduate examinations might be scheduled outside the main examination series.

72.   REVIEW OF SUPPORT FOR STUDENTS BETWEEN ASSESSMENT AND REASSESSMENT

       Considered
               reports from Faculty Learning, Teaching and Quality Committees on support provided
               for students between assessment and reassessment. (A copy is filed in the Minute
               Book, ref. LTC15D078)

       Noted
               in considering the Faculty reports on support provided to students between assessment
               and reassessment in 204/15 the following issues were identified:

               i.   Given the relatively low take up, HUM will undertake more work on advising students
                      of the support available;

ii.   Consideration could be given to how support is provided to students who are aware early in the spring semester that they will be required to undertake reassessment in any autumn semester modules they failed;

iii.   In FMH more work will be done in providing support to students out on placement and to post-qualifying and postgraduate cohorts. This could include the development of virtual resources;

iv.   LTS will ensure that both Module Organisers and Advisers are informed of students who are required to undertake reassessment.

RESOLVED

(1)   given there is still some variability of practice in the support provided to students Associate Dean's (L&T) will reiterate the requirements of the Guidance for Academic Advisers on Support for Students Undertaking Reassessment(s) to academic colleagues in their Faculty;

(2)   on the premise that there should be an equivalent experience for all students, where Schools believe there should be variation in practice to the guidance this should be clearly outlined to students;

(3)   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.

73.   PEER ASSISTED LEARNING (PAL)

Considered

a report on progress to date and proposals for the future. (A copy is filed in the Minute Book, ref. LTC15D079)

Reported

the Head of LTS (Systems) informed members that the 3 year University PAL project was due to finish at the end of the 2015/16 academic year. The project had been evaluated on a regular basis but had not expanded as anticipated and only 5 Schools had expressed an interest in participating in the scheme if it was run in 2015/16.

(In its detailed discussions members

i.   heard from the Head of LET that if LET took over the running of the scheme a full review would be undertaken and alternative ways of delivering PAL considered;

ii.   acknowledged that the scheme was very well appreciated by paid student mentors;

iii.   were advised of School based PAL initiatives currently being operated;

iv.   considered the cost and benefits of retaining the scheme for a further year).

RESOLVED

(1)   the PAL project should be supported for a further two years, with oversight of the scheme being undertaken by the Learning Enhancement Team (Option a in the report). 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;

(2)   A set of metrics for evaluating whether the scheme offered value for money should be devised and these metrics should also be applied when reviewing School based schemes. A group comprising the Head of LET, the former PAL champion, the ADTP and the Head of LTS (Systems) should develop a set of metrics and a framework for reviewing the operation of PAL. These metrics and framework would be reported to a future meeting of LTC in 2015/16.

74.   POLICY ON THE USE OF PROOF READERS

Considered

proposed revisions to the policy on the use of proof readers. (A copy is filed in the Minute Book, ref. LTC15D080)

RESOLVED

(1)   the ADTP will work with the Academic Director of Research Degrees to ensure that the document, which it is proposed should henceforth be   termed guidance, is appropriate for PGR students and the regulatory frameworks within which they operate;

(2)   the HUM Associate Dean (L&T) will work with the ADTP to ensure that references to English and other languages is consistent throughout the guidance and references to grammatical and typographical error are also consistent;

(3)   the document will be divided into guidance for students and guidance for staff;

(4)   reference to proof readers being permitted to indicate where there are obvious and apparent logical inconsistencies within an equation will be removed, since a student's understanding of an equation is normally being assessed in most cases;

(5)   once the changes outlined in (1)-(4) above are made the document will be sent the UUEAS Postgraduate Education Officer for comment. Chair's action will then be taken to approve the guidance document.

75.   2014/15 CSED ANNUAL REPORT

Considered

the 2014/15 CSED Annual Report. (A copy is filed in the Minute Book, ref. LTC15D081)

Considered

75.1   Members had detailed discussions on a number of issues arising from the report from the Head of CSED. These included the commitment to CPD outlined in the Corporate Plan. Given that CPD has a positive impact on teaching and research effectiveness should it be made clearer what the expectations are in terms of staff undertaking CPD? This was particularly important in the context that it is likely that participation in CPD will become a requirement for HEA fellowships.

75.2   The Head of CSED informed members that the outcomes of a learning needs analysis survey of staff undertaken by CSED is currently being analysed. Once this has been completed focus groups and meetings with key individuals will take place.

RESOLVED
- (1)   the Committee's discussions on CPD should be fed into the University's review of the Green Book;

- (2)   once the outcomes of the learning needs analysis survey are published in order to engage Faculties in consideration of staff training and development, Executive Dean's will be asked to discuss the CSED report and the survey's findings at Faculty Executive Committees and to report back to LTC;

- (3)   the Director of Research Degree Programmes will take the report to the University's Research Executive to consider the Head of CSED's suggested points for discussion in the paper and the ADTP will arrange for TPPG to do likewise;

- (4)   the Head of CSED can provide more detailed information on the actual numbers of staff engaging in CSED run training and staff development activities at School level on request from the Head of School.

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

Considered
> an update from the Academic Director of Learning and Teaching Enhancement. (A copy is filed in the Minute Book, ref. LTC15D082)

Reported
- 76.1   In addition to information contained in her written report on HEA accreditation and e-marking the ADLTE informed the Committee that the HEA has put the National Teaching Fellowship scheme on hold until further notice. Therefore it would not be possible to submit any of the University's Teaching Fellows forward to this scheme yet. She suggested that until there is further information from the HEA it might be prudent to postpone the appointment of any more University Teaching Fellows.

- 76.2   As an addendum to the information on e-marking provided in her written report the ADLTE noted a caveat to the statement that those who want to do online marking from 2016/17 can. The caveat being 'subject to the expected developments being successful'.

RESOLVED
> given the commitment within HUM and FMH to increase the number of staff with fellowships from HEA the Associate Deans (L&T) from these Faculties will discuss with the ADLTE how this could be progressed.

77.   NEW AWARDS AND NEW COURSE PROPOSALS

Considered
> BA Physical Education with a Year Abroad. (A copy is filed in the Minute Book, ref. LTC15D083)

> (A number of concerns were raised by committee members about this proposal.)

RESOLVED
- (1)   further information is required about the number of students who might take the degree with a Year Abroad and the proposed start date;

- (2)   appendix A referred to in the course proposal document must be provided;

> (3) EDU must ensure arrangements are in place with the institutions hosting Year Abroad students to ensure that the students have ready access to, and are fully engaged with, the learning/library resources available, physically and electronically, to continue to support their studies and ensure continuity of experience during the additional year;

> (4) Chairs action will be taken to approve the proposal once (1)-(3) above have been addressed.

78. <u>REPORT ON PLAGIARISM AND COLLUSION CASES AND CONCESSION REQUESTS IN 2014/15</u>

Received

statistical reports on:

1. Plagiarism and Collusion Cases in 2014/15   (A copy is filed in the Minute Book, ref. LTC15D084).
2. Concession requests made in 2014/15   (A copy is filed in the Minute Book, ref. LTC15D085).

79. <u>PGR ACADEMIC APPEALS, COMPLAINTS, OIA AND SENATE STUDENT DISCIPLINARY CASES IN 2014-15</u>

Received

a report on PGR academic appeals, complaints, OIA and Senate Student Disciplinary cases in 2014/15. (A copy is filed in the Minute Book, ref. LTC15D086)

80. <u>REPORT FROM THE MEETING OF THE UCS JOINT ACADEMIC COMMITTEE</u>

Approved

the recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 November 2015. (A copy is filed in the Minute Book, ref. LTC15D087).

81. <u>POSTGRADUATE RESEARCH EXECUTIVE</u>

Received

a report on the latest activities of the Postgraduate Research Executive (A copy is filed in the Minute Book, ref. LTC15D088

82. <u>PARTNERSHIPS</u>

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC15D089).

83.   SCHOLARSHIPS, BURSARIES AND PRIZES

Received
a report of scholarships, bursaries and prizes approved since the last meeting of LTC.
(A copy is filed in the Minute Book, ref. LTC15D090).

84.   NEW COURSE PROPOSALS AND COURSE CLOSURES

Received
a report on course closure for the following courses:

   i.   MA Linguistics and Translation (FT & PT)
   ii.   American History with Modern History (3 Year) U1V238302/3
   iii. American History with Politics (3 Year) U1V2L2301/2
   iv.   American Literature with Creative Writing (3 Year) U1T7WV301
   v.   American Studies (3 Year) U1T700301
   vi.   American History with Politics (Pre 2013- 4 Year) U1V2L2401/2
   vii. BA American History with English History U1V238401B
   viii. History of Art (Erasmus- AUT & SPR semester & Year Abroad)
         U1V350301EA/EB/EY
   ix.   History of Art with Languages
         U1V3R8401/2/U1VT39401/2F/U1VT39401/2H/U1VT39402/3
   x.   History and History of Art U1VV1H301/2
   xi.   History of Art and Literature U1VQ32302/3

(A copy is filed in the Minute Book, ref. LTC15D091).

85.   FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received
minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

   i.   HUM LTQC 7 October 2015. (A copy is filed in the Minute Book, ref. LTC15D092).
   ii.   SSF LTQC 14/10/15. (A copy is filed in the Minute Book, ref. LTC15D09)

86.   STUDENT EXPERIENCE COMMITTEE

Received
a report from the Student Experience Committee meetings held on 8 October 2015 and 19 November 2015 (A copy is filed in the Minute Book, ref. LTC15D094).

87.   FACULTY REPORTS ON ANNUAL COURSE MONITORING (QAR3) 2013/14

Considered
the following Faculty reports on Annual Course Monitoring for 2013/14

SSF Taught Postgraduate Programmes
i.   International Development
ii.   Economics
iii.   Education
iv.   Law
v.   NBS
vi.   Psychology
vii.   Social Work

(A copy is filed in the Minute Book, ref. LTC15D095).

88.   <u>FACULTY REPORTS ON ANNUAL COURSE MONITORING (QAR3) 2014/15</u>

Considered
the following Faculty reports on Annual Course Monitoring for 2014/15

SCI Undergraduate
i.   Biological Sciences
ii.   Chemistry
iii.   Environmental Sciences
iv.   Mathematics
v.   Natural Sciences
vi.   Pharmacy

(A copy is filed in the Minute Book, ref. LTC15D096).
SSF Undergraduate
viii.   International Development
ix.   Economics
x.   Education
xi.   Law
xii.   NBS
xiii.   Psychology
xiv.   Social Work

(A copy is filed in the Minute Book, ref. LTC15D097).

89.   <u>FACULTY REPORTS ON FIVE YEARLY COURSE REVIEWS (CR3) 2013/14</u>

Considered
the following 5 yearly course review reports from 2013/14:

i.   MSc Environmental Sciences
ii.   MSc Environmental Assessment and Management
iii.   MSc Climate Change
iv.   MSc Atmospheric Science
v.   BSc Biomedicine
vi.   BSc Environmental Sciences
vii.   BSc Environmental Sciences with a year in Industry
viii.   BSc Environmental Sciences with a year in Australasia
ix.   BSc Environmental Sciences with a year in North America
x.   BSc Environmental Sciences with a year in Europe
xi.   MSc Environmental Sciences
xii.   BSc Mathematics

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xiii. MMTH Mathematics with a year in Australia
xiv. BSc Mathematics (Ordinary)
xv. MMTH Mathematics with a year in North America

(A copy is filed in the Minute Book, ref. LTC15D098).

90. <u>SUMMARY OF EXTERNAL EXAMINER APPOINTMENTS 2015-16: UPDATE</u>

Received

an updated summary of External Examiner Appointments for 2015-16. (A copy is filed in the Minute Book, ref. LTC15D099).

91. <u>ANNUAL REPORT ON PLACEMENTS</u>

Received

the 2014/2015 annual report on placement and workplace learning activity across the University (excluding Study Abroad programmes). (A copy is filed in the Minute Book, ref. LTC15D100).