

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 16 March 2016

- Present: the Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of Research Degree Programmes (Dr N. Watmough), the Academic Director of Learning Enhancement (Mrs H. Gillespie), the LTC Director of Staff Development (Ms A. Giles), the Director of University Services (LTS) (Dr A., Blanchflower), for the Dean of Students (Dr J. Schildt), Associate Deans (L&T) (Ms R. Chakraborty, Dr C. Matthews, Professor D. Stevens and Mrs E. Sutton), the representative from University College Suffolk (Professor P. Cavenagh), , the Undergraduate Education Officer of the UEA Union of UEA Students (Mr C. Rand)
- With: the Head of LTS (Quality) (Dr J. Sharp), the Head of PGR Services (Dr V. Easson), the Academic Director of INTO (Mr J. Moyle), the University Market Research Manager (Ms R. Price) for Minute 95.
- Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey).
- Apologies: the Academic Director of Partnerships (Professor I. Dewing), the representative from City College Norwich (Mr J. White), the Library Director (Mr N. Lewis), the Head of LTS (Systems) (Mrs C. Sauverin), the Head of Partnerships Office (Mrs S. Walker).

92. MINUTES

Confirmed

the Minutes of the meeting held on 27 January 2016.

93. STATEMENTS BY THE CHAIR

Reported

the new Academic Director of Taught Programmes taking over from Dr Longcroft is Dr C. Matthews.

94. CONFIRMATION OF CHAIR'S ACTION

Confirmed

confirmation of Chair's action. (A copy is filed in the Minute Book, ref. LTC15D101)

(Since the last meeting of the Committee the Chair had taken action to approve the BA(Hons) Physical Education with a Year Abroad and BEng Engineering with a Year in Industry – Energy.)

95. CHANGES TO STUDENT SURVEYS

To consider

proposed changes to student surveys. (A copy is filed in the Minute Book, ref. LTC15D102)

Members considered the recommendations contained in the paper.

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RESOLVED

- (1) the University will move from the internal Student Experience Survey for non final year undergraduate students to the UK Engagement Survey;
- (2) discussions will take place between colleagues from the Business Intelligence Unit and the UUEAS on the possibility of combining the UEA led student survey on University services and the UUEAS survey that runs in autumn semester.
- (3) 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.

*96. COURSEWORK TURNAROUND TIMES: A SNAPSHOT REPORT

This minute is confidential and attached as a separate sheet.

97. HIGHER EDUCATION REVIEW: ACTION PLAN

Considered

actions being taken to address the recommendations arising from the HER. (A copy is filed in the Minute Book, ref. LTC15D104)

(The Head of Learning and Teaching (Quality) advised members that the University will keep student engagement under review even though it received an affirmation for the way it engages with students in the review. He also noted that the QAA conference brochure will feature information about the UEA approach to student engagement.)

RESOLVED

the action plan responding to recommendations arising from the Higher Education Review is approved.

98. UNIVERSITY LEARNING AND TEACHING DAY: 5 MAY 2016 (THEMES: RESEARCH LED TEACHING, STUDENTS AS CO-CREATORS OF LEARNING, ENTERPRISE AND INCLUSIVITY)

Considered

the programme for the 2016 Learning and Teaching Day. (A copy is filed in the Minute Book, ref. LTC15D105)

(In its detailed discussions

- i. members agreed that publicity about the event should be sent to colleagues at CCN, UCS and INTO;
- ii. the UUEAS Undergraduate Education Officer will encourage students to attend;
- iii. the Committee agreed that academic colleagues from other HE institutions are welcome to attend).

99. QUALITY ASSURANCE: COURSE MONITORING AND REVIEW

Considered

sharing good practice and identifying University wide issues arising from annual course monitoring and review and 5 yearly course review

1. SSF 2014/15 5 Yearly Course Review overview report
2. SSF 2014/15 PGT Annual Course Monitoring: School Summary Reports (QAR3) for ECO, EDU, LAW, NBS, PSY & SWK

(A copy is filed in the Minute Book, ref. LTC15D106)

Noted

The Head of LTS (Quality) advised members 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. In the reports submitted for the Committee's attention good practice being undertaken in Social Work and NBS was acknowledged as was the fact that timetabling and rooming were raised as issues in need of University wide attention in several reports. The Chair confirmed that there were several groups looking at issues relating to timetabling.

RESOLVED

- (1) the Head of LTS (Quality) will produce a proposal on how matters requiring University consideration and good practice identified in CR3 and QAR3 reports can best be presented to LTC. This will include draft responses for LTC members to consider;
- (2) as far as practicable, all CR3 and QAR3 reports should come to the same meeting of LTC, recognising that courses in FMH sometimes works to different dates;
- (3) 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.

100. MINOR AMENDMENTS TO REGULATIONS: ACADEMIC APPEALS & COMPLAINTS AND EXTENUATING CIRCUMSTANCES (SELF-CERTIFICATION)

Considered

minor amendments to the Academic Appeals and Complaints Regulations and the Extenuating Circumstances Regulations relating to Self- Certification. (A copy is filed in the Minute Book, ref. LTC15D107)

- 100.1 Members considered proposals to amend the Extenuating Circumstances Regulations relating to self-certification so that any piece of work due in the period covered by a self-certified extension will have the deferred submission deadline applied. With regard to Academic Appeals and Complaints regulations it was proposed to amend paragraph 6.2 of the regulations so that Faculty Appeals and Complaints Panels (FACP) shall comprise two members of academic staff from the Faculty plus the Chair and an experienced Secretary. This would reduce membership by two people including a member of another Faculty.
- 100.2 Members were advised by the Head of LTS that the Office of the Independent Adjudicator (OIA) deemed UEA's approach to academic appeals and complaints to be very good practice.

(In its detailed consideration members:

- (i) agreed how useful it was to have a member from another Faculty on the Panel;
- (ii) noted the success of the current model in decreasing the number of cases referred to the OIA).

RESOLVED

- (1) to approve the proposal to amend the Extenuating Circumstances regulations relating to self-certification;

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- (2) to agree that PGR, PGT and UG FACP's should comprise three Faculty members plus one from outside the Faculty. This composition will be reviewed after a year of operation;
- (3) the Head of LTS (Quality) will examine what is driving the increase in the number of academic appeals being submitted year on year.

101. MRES WORKING GROUP

Considered

recommendations from the MRes Working Group. (A copy is filed in the Minute Book, ref. LTC15D108)

RESOLVED

the recommendations proposed by the MRes Working Group be endorsed. 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.

102. 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. LTC15D109)

RESOLVED

- (1) the ADLTE will obtain a list of all qualifications which count towards HEA Recognition;
- (2) the recommendations made by the ADLTE in her report should be noted; these being firstly that LTC will ask for a report on the 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.

103. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

1. the granting of approval of:

- (1) Certificate in Evidence Based Low Intensity CBT Practice (Psychological Wellbeing Practitioner Training). (A copy is filed in the Minute Book, ref. LTC15D110)
- (2) Postgraduate Certificate in Evidence Based Low Intensity CBT Practice (Psychological Wellbeing Practitioner Training). (A copy is filed in the Minute Book, ref. LTC15D111)

RESOLVED

the Certificate and Postgraduate Certificate are approved. Both will be subject to a formal professional (BPS) accreditation event.

- (3) MSc Accounting and Finance/MSc Banking and Finance. (A copy is filed in the Minute Book, ref. LTC15D112)

Noted

In response to some concerns expressed by the Head of Admissions in the New Course Proposal form, the Associate Dean (L&T) for SSF advised the Committee that entry requirements for all NBS taught masters programmes would be addressed with the Head of Admissions in due course.

RESOLVED

the proposals are approved subjected to evidence of external consultation. The possibility of these courses gaining accreditation from the ESRC as research training might be investigated in the future.

Secretary's Note: This evidence was provided immediately after the meeting and Chair's action was taken to approve the proposals on 17 March 2016.

- (4) MA Gender Studies. (A copy is filed in the Minute Book, ref. LTC15D113)

Considered

In considering the proposal for an MA Gender Studies, an interdisciplinary Humanities award, the Director of Postgraduate Research Degrees advised LTC that, as currently structured, with a 90 credit dissertation it sat between an MA and an MRES. It was further noted by the Academic Director of Taught Programmes that under the proposed new regulations for taught postgraduate degrees the 10 credit module being proposed would not be permitted.

RESOLVED

- (1) the course team will be asked to reconsider the weighting of the dissertation and the proposed 10 credit module Gender in the Classroom;
- (2) feedback on the proposal (Section BC7.7) must be obtained from ARM;
- (3) given its interdisciplinary nature the Faculty must ensure that the students, who will be taking modules across Schools, have a positive experience;
- (4) subject to (1) and (2) be addressed, Chair' action will be taken to approve the proposal.

Secretary's Note: revisions were made as suggested in resolution (1) above and feedback was obtained from the Head of Admissions. Chair's action was taken to approve the proposal on 22 March 2016.

104. INTO UEA INSTITUTIONAL REVIEW

Approved

the outcome of the INTO UEA Institutional Review. (A copy is filed in the Minute Book, ref. LTC15D114).

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

Approved

updates to the City College Norwich Norfolk Regulatory Framework –version 8. (A copy is filed in the Minute Book, ref. LTC15D115).

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106. PROOF READING POLICY

At the request of a member of the Committee this item was moved from Section A to Section B.

Considered

proposed amendments to the University's Proof Reading Policy. (A copy is filed in the Minute Book, ref. LTC15D116).

RESOLVED

in the section of the guidance relating to 'What proof readers may or may not do' in the section 'A proof reader may' the sixth bullet point relating to where there are obvious and apparent logical inconsistencies within an equation be removed. It was noted that this had been retained in the document in error following earlier consideration of the guidance.

107. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC15D117).

108. PARTNERSHIPS

To receive

a report from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC15D118)

109. SCHOLARSHIPS, PRIZES AND BURSARIES

Received

a report on scholarships, bursaries and prizes approved since the last meeting of LTC. (A copy is filed in the Minute Book, ref. LTC15D119).

110. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes to the following courses:

1. MSc Operational and Logistics Management
2. MSc Management
3. PSY Masters Credit Only modules
4. MSc Developmental Psychology
5. Intercultural Communication and Media
6. Public Policy and Public Management
7. Modern and Contemporary Writing

(A copy is filed in the Minute Book, ref. LTC15D120).

a report on course closure for the following courses:

1. BSc Biochemistry (p/t) U2C700602
2. MA American Studies and Film Studies (f/t & p/t) T1TW76101/T2TW76201
3. MA American Literature (f/t & p/t) T1T720101/T2T720201
4. MA American History (f/t & p/t) T1V230101/ T2V230102
5. MA Film Studies MA (f/t & p/t) T1W620101/ T2W620201
6. MA Film Studies with Film Archive option (f/t & p/t) T1W621101/ T2W621101
7. MA Culture and Modernity (f/t & p/t) T1Q9L9101/T2Q9L9201

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8. MA Life Writing (f/t & p/t) T1Q325101/T2Q35201
9. MA Studies in Fiction (f/t & p/t) T1Q324101/T2Q324201
10. MA Theatre Direction: Text and Production (f/t & p/t) T1W430101/T2W430201
11. MA Medieval Writing and Culture (f/t & p/t) T1Q322101/T2Q322201
12. MA International Public Policy, Regulations and Competition (f/t & p/t)
T1LL44103/T2LL44203
13. MA Public Policy and the Environment (f/t & p/t) T1LF47101/T2LF47201
14. MA Communication and Language Studies (f/t & p/t) T1RQLO101/T2RQLO201
15. MA Language and Intercultural Communication (f/t & p/t)
T1QL13103/T2QL13103

(A copy is filed in the Minute Book, ref. LTC15D121).

111. QUALITY ASSURANCE AGENCY

Received

CL 02/16 revised subject benchmarks for Accounting, Computing, Finance and Social Policy. (A copy is filed in the Minute Book, ref. LTC15D122).

112. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

1. SSF LTQC 11 November 2015 and 13 January 2016. (A copy is filed in the Minute Book, ref. LTC15D123).
2. HUM LTQC 25 November 2015. (A copy is filed in the Minute Book, ref. LTC15D124).

113. REPORT ON REASSESSMENTS UNDERTAKEN 2014-5

Received

a report on reassessments undertaken in 2014/15. (A copy is filed in the Minute Book, ref. LTC15D125).

114. BCS ACCREDITATION REPORT

Received

a BCS accreditation report for courses in CMP. (A copy is filed in the Minute Book, ref. LTC15D126).

115. ANNUAL REPORT ON PLACEMENTS

Received

the 2014/15 annual report on placement and workplace learning activity for EDU. (A copy is filed in the Minute Book, ref. LTC15D127).