

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 19 October 2016, Committee Room 2, The Council House.

There will be refreshments available outside the room from 1.45pm.

Michele Pavey
Learning & Teaching Manager
12 October 2016

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 17 October 2016. Reserved items appear in Section D. Only items in Section D will be copied & circulated by the Committee Office.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Learning and Teaching Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can also be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2016-2017>)

1. MINUTES

To confirm
the Minutes of the meeting held on 22 June 2016 and 6 July 2016 (Enclosed)

2. STATEMENTS BY THE CHAIR

3. CONFIRMATION OF CHAIR'S ACTION

To confirm
Chairs' action taken since the last meeting of LTC on 6 July 2016. LTC16D001 (Divider A)

1. Changes to the Regulations for the PhD by publication
 2. Updates to the City College Norwich (CNN) – Norfolk regulatory framework
 3. Updates to INTO regulations
 4. Approval of the Mountview Selection, Recruitment and Admissions Policy
 5. Revision to the Notice to Intercalating Research Students
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

***A1. NATIONAL STUDENT SURVEY 2016**

To consider

- 1) a confidential summary of institutional performance in the 2016 National Students Survey (NSS) and notes on the future of the survey;
- 2) what action could be taken in relation to areas for improvement and to ensure a strong performance on the new NSS questions.
LTC16D002 (Divider B)

A2. REPORT ON PEER OBSERVATION 2015/16

To consider

key issues arising from the operation of Peer Observation in Faculties in 2015/16
LTC16D003 (Divider C)

- 1) SSF
- 2) HUM

***A3. COURSEWORK TURNAROUND UPDATE**

To consider

recommendations aimed at continuing to improve performance against internal and external KPIs which relate to student satisfaction with assessment and feedback:

- (1) Schools who's performance against internal and internal external KPIs is substantially below average on assessment and feedback will be required to report to LTC regularly during this academic year, initially with an action plan for improvement then with updates:
- (2) Management Information (MI) on coursework timeliness will include a wider range of assessments this year
- (3) A report from LDC on strategies for addressing coursework turnaround times

LTC16D004 (Divider D)

A4. COURSE AND MODULE UPDATE 2017/18

To consider

proposals relating to course and module update 2017/18 and specifically:

LTC16A001

- (1) the factors influencing course design;
- (2) the summary of actions identified as being necessary during the course and module update process and whether any additional actions should be added to the list;
- (3) the continued validity of the six reasons why it might be acceptable to continue to offer a module that attracts low student enrolment;
- (4) whether a University-wide deadline for the completion of Module Outlines would be helpful and if so what would be useful and workable:

Option 1 – 9th December 2016

Option 2 – 11th August 2017

LTC16D005 (Divider E)

*A5 HEA RECOGNITION

To consider

the following confidential recommendations:

- (1) the AD LTE works The Centre for Staff Education and Development (CSED), Human Resources (HR), Senior Faculty Managers (SFMs) and Associate Deans for Learning and Teaching (ADL&T) to develop appropriate support for staff wishing to submit applications for HEA recognition via the individual recognition route.
- (2) HR and the AD LTE work with SFMs to establish the status with regard to all staff eligible for submission to the HESA return on teaching qualifications;
- (3) CSED provide support for staff wishing to take the individual route to a HEA recognition, and work with SFMs to maintain records of the progress of each member of staff who attends a workshop.

LTC16D006 (Divider F)

A6. TAUGHT PROGRAMMES POLICY GROUP

To consider

the following proposals:

- (1) the Taught Programmes Policy Group does not meet for the academic year 2016-17;
- (2) consultation and discussions on LTC business for 2016-7 would be carried out by:
 - a. Working Groups of LTC, with representatives from Schools, students, LTS and other services as required. Academic members of the Groups to be nominated by the Associate Deans in consultation with their Teaching Directors;
 - b. the Academic Director of Taught Programmes and the Academic Director of Learning and Teaching Enhancement attending FLTQCs on a regular basis, to consult and listen to areas of concern raised by

Teaching Directors and support the Associate Deans in setting out the University's Learning and Teaching strategies.

- (3) a review of the efficacy of this method of working to be carried out before the end of the academic year, with a view to either reinstating TPPG or formalising the new set up.

LTC16D007 (Divider G)

A7. NEW AWARDS AND COURSE PROPOSALS

To consider

approval of the following new course proposals:

A new suite of 'MSci with a Year Abroad' courses within the school of Environmental Sciences to commence in 2017 for current students wishing to transfer programmes and to commence in 2018 for new entrants:

In this proposal, the Year Abroad would count 30% to the degree classification

MSci in Environmental Sciences (with a Year Abroad)
MSci in Environmental Geophysics (with a Year Abroad)
MSci in Meteorology & Oceanography (with a Year Abroad)
MSci in Geology with Geography (with a Year Abroad)

Approval would result in the closure of the following BSc programmes for new entry from 2018-19 / last BSc year abroad period in 2019-20 (entry 2017-18):

BSc in Environmental Sciences with a Year Abroad
BSc in Environmental Geophysics with a Year Abroad
BSc in Meteorology & Oceanography with a Year Abroad
BSc in Environmental Earth Sciences with a Year Abroad

LTC16D008 (Divider H)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 17 October 2016.

Please look under 1. Business of the Agenda for details of how to view these documents.

No reports received.

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 17 October 2016.

LTC16A001

C1. PARTNERSHIPS

To receive

an update from the Partnerships Office LTC16D009

C2. INTERNATIONAL SUMMER SCHOOL 2016

To receive

a report on the 2016 International Summer School LTC16D010

C3. CONFIRMATION OF THE MB BS AS A LEVEL 7 AWARD

To receive

the response from the Norwich Medical School to the recommendations of the Higher Education Review of 2015. LTC16D011

C4. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes for the following courses:

- i. MA Adult Literacy and Learning for Global Change
- ii. Environmental Sciences BSc Environmental Sciences and International Development
- iii. BSc Climate Change
- iv. BSc Climate Change with a Year In Industry
- v. MSci Climate Change
- vi. MClInEd and Clinical Research (non-NIHR) change of School

LTC16D012

To receive

a report on course closure for the following courses:

- i. BSc Environmental Geography and International Development
- ii. BSc Environmental Geography and Climate Change
- iii. BSc Environmental Geography and Climate Change with a Year In Industry
- iv. MSci Environmental Geography and Climate Change

LTC16D013

C5. FACULTY LEARNING AND TEACHING COMMITTEES

To receive

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

1. SSF Learning, Teaching and Quality Committee held on 6 July 2016. LTC16D014
2. HUM Learning, Teaching and Quality Committee held on 13 July 2016 and 7 September 2016. LTC16D015
3. SCI Learning, Teaching and Quality Committee held on 20 April 2016 and 29 June 2016. LTC16D016
4. FMH Learning, Teaching and Quality Committee held on 8 June 2016. LTC16D017

LTC16A001

C6. APPROVAL OF BURSARIES, SCHOLARSHIPS AND PRIZES

To receive

a report of bursaries, scholarships and prizes approved since the last meeting of LTC LTC16D018

C7. 5 YEARLY REVIEW COMPLIANCE REPORT 2015/16

To receive

a report on 5 yearly course reviews undertaken in 2015/16. LTC16D019

C8. SCHEDULE OF 5 YEARLY COURSE REVIEWS IN 2016/17

To receive

a schedule of course reviews to take place in 2016/17 LTC16D020

C9. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL REPORT 2015

To receive

the annual report from the OIA LTC16D021

C10. QAA

To receive

CL13/16 Publication of a new Subject Benchmark for Paramedics. LTC16D022

C11. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive

statements of the University's policies on reserved areas of business and confidentiality. LTC16D023

C12. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2016-17

To receive

the terms of reference of the Committee 2016-147. LTC16D024

C13. LTC MEMBERSHIP 2016-17

To confirm

membership of LTC LTC16D025

C14. LTC SCHEDULE OF REPORTS 2016/17

To receive

LTC schedule of reports LTC16D026

SECTION D: RESERVED AGENDA

No reports received.