

**LTC16D007**

**Title:** The Taught Programmes Policy Group and support for the Academic Directors  
**Authors:** Caroline Sauverin, Head of LTS  
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**Agenda:** LTC16A001  
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### **Issue**

The Taught Programmes Policy Group has been in existence for over 10 years as a policy development group advisory to the Academic Director of Taught Programmes in respect of undergraduate and postgraduate taught programmes and students. The terms of reference were revised in 2008 and 2013 (attached).

Since the formation of TPPG, the governance and support for Learning and Teaching has changed considerably, including:

- 2011 saw the formation of an integrated Learning and Teaching Service for the University, which supports both the administration of taught programmes and the work of the Learning and Teaching Committee.
- Since 2011 the Pro-Vice Chancellor, Academic, has held monthly meetings with the Academic Director of Taught Programmes, along with the Faculty Associate Deans for Learning and Teaching and Director and Heads of the Learning and Teaching Service (LTS). This has been a forum for discussing operational issues at a senior level as the new LTS Service bedded in, but has also become a sounding board to discuss initiatives and policies previously considered by TPPG.
- 2014 saw the appointment of the Academic Director of Learning and Teaching Enhancement, who works with the ADTP to deliver the L&T strategy for the University.

Although TPPG has proved a useful forum in the past to discuss taught programme matters, the Academic Directors wish to consider and consult on L&T matters in a different way, using the established Faculty Learning and Teaching Committees, LTC working groups and AD/LTS meetings referred to above.

### **Recommendations**

1. The Taught Programmes Policy Group does not meet for the academic year 2016-7.
2. Consultation and discussions on LTC business for 2016-7 to 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. (A draft Plan of Work is attached).
  - b. Clive Matthews and Helena Gillespie 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.

**Resource Implications**

None

**Risk Implications**

Low. The intention is to increase the opportunity for consultation and feedback with Schools. The expectations of academic staff reps on TPPG who are neither ADs nor Teaching Directors will need to be managed.

**Equality and Diversity**

This proposal is not thought to have any effect on equality and diversity.

**Timing of decisions**

If approved, this will be with immediate effect; the meeting scheduled for 6 October was cancelled.

**Further Information**

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## Appendices

### 1. TPPG Terms of Reference – revised May 2008

#### UNIVERSITY OF EAST ANGLIA LEARNING AND TEACHING COMMITTEE TAUGHT PROGRAMMES POLICY GROUP

### 1. MEMBERSHIP

#### **Ex-officio**

The Director of Taught Programmes (Chair);  
The Academic Officer of the Union of UEA Students;  
The President of the Graduate Students' Association;  
The Assistant Registrar, Learning, Teaching and Quality Office with responsibility for undergraduate matters;  
The Assistant Registrar, Learning, Teaching and Quality Office with responsibility for postgraduate taught matters;

#### **Other members**

One academic member nominated by each Faculty with particular responsibility for undergraduate matters;  
One academic member nominated by each Faculty with particular responsibility for taught postgraduate matters;  
One Faculty Manager nominated by the Senior Faculty Managers to take particular responsibility for undergraduate matters across all Faculties;  
One Faculty Manager nominated by the Senior Faculty Managers to take particular responsibility for taught postgraduate matters across all Faculties;

**Co-opted** The Group will have the right to co-opt appropriate persons, for example, the Head of the Learning, Teaching and Quality Office, the Examinations Officer, the Assistant Registrars and Senior Administrators (Learning, Teaching and Quality Office and the Planning Office), the Chair of the Taught Programmes Management Group, the Equality and Diversity Manager, a representative of the Dean of Students' Office, the International Officer of the Union of UEA Students and the Welfare Officer of the Union of UEA Students as and when relevant.

**Secretary** The Senior Administrator, Learning, Teaching and Quality Office.

### 2. TERMS OF REFERENCE

1. To be established as a policy development group advisory to the Director of Taught Programmes in respect of undergraduate and postgraduate taught programmes and students;
2. Acting in its capacity in (1) above,
  - (a) to consider matters relating to undergraduate and postgraduate taught studies referred to it by the Learning and Teaching Committee or its Chair;
  - (b) to consider proposals for policy developments raised by Faculty Learning, Teaching and Quality Committees and, where appropriate and after due consideration, to take recommendations forward to the Learning and

Teaching Committee. Should an initial proposal imply a significant change to or development of policy, the Group is empowered to undertake exploratory work but should seek guidance from the Learning and Teaching Committee on whether the proposal should become an adopted project under the Learning and Teaching Strategy programme before detailed work is commissioned by the Group;

3. To build consensus regarding the development and implementation of policy and to share experience and good practice;
4. To consider matters arising from and relating to undergraduate and taught postgraduate studies with a view to enhancing the learning environment and the student experience;
5. To consider operational, regulatory and other matters arising from the continued development of the regulatory frameworks applying to undergraduate and taught postgraduate provision;
6. To keep under review matters of principle, policy and/or practice emerging from academic appeals and academic complaints by undergraduate and taught postgraduate students and to advise the Learning and Teaching Committee thereon;
7. To make recommendations to and/or take action on behalf of the Learning and Teaching Committee as appropriate;
8. To liaise with the Postgraduate Research Programmes Policy Group on matters of common interest;
9. To report on a regular basis to the Learning and Teaching Committee.

#### **FREQUENCY OF MEETINGS**

At least six meeting per academic session and at other times as relevant and required.

**Revised May 2008.**

## 2. TPPG Terms of Reference – revised May 2008

### UNIVERSITY OF EAST ANGLIA LEARNING AND TEACHING COMMITTEE TAUGHT PROGRAMMES POLICY GROUP

#### 1. MEMBERSHIP

**Ex-officio** The Academic Director of Taught Programmes  
(Chair)

The Academic Officer of the Union of UEA Students  
The President of the Graduate Students'  
Association

The Head of Learning and Teaching Services  
(West)

**Other members** Faculty Associate Deans for Learning and Teaching  
One academic member nominated by each Faculty  
One undergraduate student nominated by the Union  
of UEA Students' Council  
One taught postgraduate student nominated by the  
Union of UEA Students' Council.

**Co-opted** The Group will have the right to co-opt appropriate  
persons, for example, the Director of Learning and  
Teaching Services, the LTS Manager PGT,  
Assessment and Quality Review, the Assistant  
Registrars and Senior Administrators (PPE and  
Planning Office), the Chair of the Taught  
Programmes Management Group, a representative  
of the Partnerships Office, the Equality and  
Diversity Manager, a representative of the Dean of  
Students' Office, the International Officer of the  
Union of UEA Students, the Community and  
Student Rights Officer of the Union of UEA Students  
and a representative from Student Support Services  
as and when relevant.

**Secretary** Coordinator, LTS.

#### 2. TERMS OF REFERENCE

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and postgraduate taught programmes and students;

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(a) to consider matters relating to undergraduate and postgraduate  
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**Revised October 2013**