

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 6 July 2016

- Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), 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 Dean of Students (Dr J. Schildt), Associate Deans (L&T) (Dr C. Matthews, Professor D. Stevens, Mrs E. Sutton and Dr N. Cooper for Ms R. Chakraborty), the representative from City College Norwich (Dr J. White),
- With: the Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Dr J. Sharp), the Head of Postgraduate Research Services (Dr V. Easson), the Senior Manager, Partnerships Office (Mr G. Tash), the Academic Director of INTO (Mr J. Moyle)
- Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey).
- Apologies: the Associate Dean (L&T) (Ms R. Chakraborty), the Academic Director of Postgraduate Research Degree Programmes (Dr N. Watmough), the Undergraduate Education Officer of the UEA Union of UEA Students (Mr T. Antoniou-Phillips), the Postgraduate Education Officer of the UEA Union of UEA Students (Ms M. Colledge), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms J. Swo)

The Chair opened the meeting by informing members that this was the Academic Director of Taught Programmes, Dr Adam Longcroft's last meeting of LTC. He thanked Dr Longcroft for all the work he had undertaken as ADTP and wished him well for the future.

175. MINUTES

The Minutes of the meeting held on 22 June 2016 will be presented to the meeting on 19 October 2016

*176. TEACHING EXCELLENCE FRAMEWORK (TEF)

This minute is confidential and attached as a separate sheet.

177. GRADE POINT AVERAGE (GPA)

Considered

Recommendations for the implementation of a GPA system. (A copy is filed in the Minute Book, ref. LTC15D187):

- (1) The introduction of GPA scores for all undergraduate students from 2016/7;
- (2) The GPA scale below:

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Mark	Grade Point	Classification
>=80	4.50	I
75-79	4.25	I
71-74	4.0	I
67-70	3.75	2 I (high)
64-66	3.50	2 I (med)
61-63	3.25	2 I (low)
57-60	3.0	2 ii (high)
54-56	2.75	2 ii (med)
50-53	2.50	2 ii (low)
48-49	2.25	3
43-47	2.0	3
40-42	1.50	3
38-39	1.0	Fail
35-37	0.75	Fail
30-34	0.5	Fail
<=29	0.0	Fail

- (3) The introduction of a methodology for finalists which mirrors their degree classification weighting;
- (4) The introduction of formative GPA scores for continuing students based on the weighted year average.

RESOLVED

- (1) to approve the recommendations subject to the replacement of formative with indicative in Recommendation (4);
- (2) that the Academic Director of Partnerships will discuss the implications of the University's adoption of a GPA systems with colleagues in partner institutions.

178. TEXT MATCHING SOFTWARE (TMS)

Considered

- (1) the future use of Text Matching Software for investigative purposes. (A copy is filed in the Minute Book, ref. LTC15D188);
- (2) reports provided by Plagiarism Officers on the comparative evaluation of SafeAssign/Turnitin;
- (3) a recommendation from the Academic Director of Taught Programmes (ADTP) that the University should adopt Turnitin as its preferred TMS for investigative purposes from 2016/17 onwards.

RESOLVED

that the recommendation that Turnitin should be the University's preferred TMS for investigative purposes be approved.

179. HIGHER EDUCATION REVIEW ACTION PLAN

Considered

a recommendation that the following actions outlined in the HER Action Plan be endorsed. (A copy is filed in the Minute Book, ref. LTC15D189):

- (1) Take steps to address inconsistencies in its stated positioning of the Medical Bachelor /Bachelor of Surgery (MB BS) degree on the FHEQ (Expectations A2.1, A1 and A3.1);
- (2) Take steps to address the approval and completeness of its programme specifications (Expectations A2.2 and A3.1);
- (3) Ensure effective oversight and monitoring of cumulative changes and deviations to programmes (Expectation B1);
- (4) Ensure that external academic expertise is consistently obtained, documented and considered as part of the course approval process to verify threshold academic standards and to demonstrate that the appropriate external reference points have been considered (Expectations A3.4, A3.1 and B1);
- (5) Review assessment board regulations and their application to ensure greater consistency and equity of treatment of students (Expectations B6 and A2.1);
- (6) Define, articulate and implement arrangements for the approval of cotutelle partners for dual awards, including taking steps to ensure that a cotutelle agreement has been signed before the relevant activity commences (Expectations B10 and B1).

RESOLVED

that the actions outlined above be endorsed.

180. REVIEW OF INTERNAL QUALITY ASSURANCE (IQA) PROCESSES

Considered

an interim report on the review of internal quality assurance processes and broad principles devised the IQA Working Group to enable it to develop an implementation plan, regulations and supporting processes to allow implementation in the 2016-17 academic year (A copy is filed in the Minute Book, ref. LTC15D190)

The broad principles proposed are:

- (1) Module Review and the Annual Review of Assessment and Moderation are discontinued as discrete events but incorporated into a single Course Review event;
- (2) At least 20% of modules to be reviewed in each year as part of the Course Review Event, the selection of modules will be a matter for the Course Director and the system of 'triggers' will be discontinued;
- (3) Each module will therefore have a 'Home-Course' to which it belongs;
- (4) Where appropriate the single Course Review event may be undertaken as a review of a group of cognate courses;
- (5) Student evaluation to take place annually as a Course Evaluation that provides for students to also make comments on specific modules;

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- (6) The timing of IQA events to be fixed to the timing of Exam Boards rather than calendar dates to properly accommodate the needs of 'non-standard' courses;
- (7) Timing of Update activity to operate;
- (8) Student representatives to be trained and to receive some form of remuneration for their involvement in Course Review activity;
- (9) Minor and Major changes to be clearly defined and those definitions to be incorporated in the regulations supporting IQA;
- (10) Courses will be permitted to make Minor changes such that they take effect in the academic year immediately following the Course Review event;
- (11) Where the number of Minor changes since the last Periodic Review (5 yearly review) have caused more than 20% of a course's constituent modules to be changed, any additional minor changes shall require sign off by FLTQC and LTC;
- (12) Major changes will be considered by SSLCs, FLTQC and LTC prior to implementation.

RESOLVED

- (1) to approve the broad principles;
- (2) that the Academic Director of Learning and Teaching Enhancement will be involved in any of the group's activities which are data related.

181. A REVIEW OF THE COMMON MASTERS FRAMEWORK: CONSIDERATION OF A PROPOSAL TO ALLOW LEVEL 6 MODULES IN PGT COURSES

Considered

- (1) a proposal from SCI that students on taught postgraduate courses should be permitted to take level 6 modules. (A copy is filed in the Minute Book, ref. LTC15D191);
- (2) timescales for the phasing out of compensation.

RESOLVED

- (1) that taught postgraduate courses should only comprise Level 7 modules;
- (2) that use of the application of compensation for failed modules should be kept under review. Schools must submit an annual report to LTC on the extent to which compensation has been used and the strategies being put in place to obviate the need to apply compensation;
- (3) that the use of compensation will be reviewed as part of the next review of the Postgraduate Taught Regulations where a decision will be made as to whether it should still be permitted.

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182. REPORT FROM THE ACADEMIC STUDENT INDUCTION AND TRANSITIONS GROUP

Received

a report of the work of the Academic Student Induction and Transitions Group.
(A copy is filed in the Minute Book, ref. LTC15D192)

*183. COURSEWORK TURNAROUND DATA

This minute is confidential and attached as a separate sheet.

*184. CLOSING THE FEEDBACK LOOP ON STUDENT SURVEYS

This minute is confidential and attached as a separate sheet.

185. AMENDMENTS TO THE UNIVERSITY'S POLICY ON SUBMISSION OF WORK FOR ASSESSMENT

Considered

proposed amendments to the University's policy on submission of work for assessment for 2016/17. Amendments are indicated in italics (A copy is filed in the Minute Book, ref. LTC15D195):

- (1) In paragraph 36. The University is committed to returning feedback and provisional marks on summative coursework to students who submitted by the deadline *as soon as possible, ideally within 15 working days and certainly no later than 20 working days after the published deadline for submission:*
- (2) In paragraph 47. Electronic copies of students' work will be kept on the student record system *for the duration of their study on the course plus an additional year* before disposal

RESOLVED

that the proposed amendments be approved.

186. REPORT ON THE REVIEW OF SELF-CERTIFICATION

Considered

proposals to be implemented in 2017/18, arising from a review of the University's self-certification policy. (A copy is filed in the Minute Book, ref. LTC15D196):

- (1) There should be a system by which students can be granted an extension without the need for third party evidence or consideration by an Extenuating Circumstances Panel;
- (2) The length of 'Non-evidenced extensions' shall be 24 hours. That is the submission deadline for the relevant item(s) of assessment shall be extended by 24 hours from the published deadline;
- (3) Any item of assessment that falls due within the extension period shall be covered by the extension;

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- (4) A student may submit a maximum of two such extension requests per academic year;
- (5) Detailed guidance notes should be produced that explain to students the type of relevant circumstances for such extensions (minor illness; urgent caring responsibilities; urgent personal circumstances such as bereavement).

(In its detailed discussions members:

- i. noted the concerns provide in writing by the uea|su;
- ii. discussed alternative timeframes for the length of self- certified extension requests, including 72 hours. This was the option most supported by those present;
- iii. whether the policy of permitting self –certification should be discontinued;
- iv. noted that in the case of FMH, students with short term, infectious illnesses are not permitted to come into contact with other students due to the risk of contamination for 72 hours. Any agreed policy would need to take account of this requirement);
- v. were not minded to approve the proposal as written).

RESOLVED

further consideration is required on any changes to the policy before a decision can be made by the Committee.

187. STUDENTS ON JOINT DEGREES

Considered

a proposed guidance document for students on joint degrees. (A copy is filed in the Minute Book, ref. LTC15D197)

Resolved

to approve the guidance document subject to a minor amendment to paragraph 1 to include module and course review. Also, in paragraph 6 the addition of a sentence outlining how the partner Schools get the information sent to student on joint honours by the home School.

188. LTC REVIEW OF ACCREDITATION OF PRIOR LEARNING (APL)

Considered

a recommendation arising from a review of APL that the current mechanisms for managing the award of APL are satisfactory and do not require any amendment at this time (A copy is filed in the Minute Book, ref. LTC15D198)

RESOLVED

to approve the recommendation.

189. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting approval of:

- 1) BSc Developmental Psychology
- 2) BSc Developmental Psychology with a Year Abroad

(A copy is filed in the Minute Book, ref. LTC15D199)

RESOLVED

that the proposal be approved subject to ensuring that the Bachelors and Integrated Masters (BIM) regulations relating to progression requirements for students on the year abroad course are clearly articulated to students.

*190. PROPOSED NEW INSTITUTIONAL PARTNERSHIP – BOURNEMOUTH AND POOLE COLLEGE

Considered

confidential proposals for a new institutional partnership with Bournemouth and Poole College. (A copy is filed in the Minute Book, ref. LTC15D200)

RESOLVED

to approve in principle that Bournemouth and Poole College be considered as a new institutional partner, subject to the standard due diligence process and an Institutional Approval event.

191. REVISIONS TO THE STUDENT CHARTER

In light of the written submission from uea|su representatives, none of whom could be present, this agenda item was moved to Section A of the agenda.

Considered

minor revisions to the Student Charter) A copy is filed in the Minute Book, ref. LTC15D201):

- (1) clarification that the Charter will be reviewed every five years;
- (2) amendments from the Careers Service relating to employability, support for students provided by the Careers Service and inclusion of references to the UEA Award

(In its detailed discussions members

- i. noted that uea|su representatives did not feel the Charter in its current form was useful to the extent that the Students' Union could not support it and requested that references to joint development with the SU and SU officers photographs be removed. Instead they requested that a joint review of the document be brought forward to 2016-17;
- ii. were advised by the ADTP that the SU has been fully involved in the last review of the Charter and had supported its introduction);
- iii. were advised by the Head of LTS (Quality), that to remove references to joint development with students would be factually inaccurate and so they could not be removed).

RESOLVED

- (1) that the minor amendments to the Charter be approved;

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- (2) that uea|su representatives should produce a clearly articulated case for bringing the review of the Charter forward which would then be considered by LTC.

192. ANNUAL REPORT FROM INFORMATION SERVICES (ISD)

Considered
the annual report from ISD. (A copy is filed in the Minute Book, ref. LTC15D202).

193. REVISED INSTRUCTIONS TO EXAMINERS FOR THE DEGREES OF MASTERS BY RESEARCH, MPHIL, PHD, PHD BY PUBLICATION, EDD AND MED

Considered
proposals for revised instructions to examiners for the above courses. (A copy is filed in the Minute Book, ref. LTC15D203);

- 1) Addition of Instruction 5 stating that the term 'thesis' also includes the body of published work, dossier of practical work etc.;
- 2) Criteria for the awards of research degrees section removed – as these are verbatim in the Regulations. There are also contained in the Examiners' Report Forms;
- 3) Recommendations available to examiners for the degrees concerned moved to Appendix A Incorporation of the PhD by Publication into the Instructions;
- 4) An additional recommendation has been added – resubmission of the critical analysis (with same publications) within 6 months. This reflects practice at other HEIs and is in line with the resubmission period for the Masters by Research;
- 5) Incorporation of the EdD and MEd into the Instructions.

RESOLVED
approval by Senate of the proposals in a-e) above.

194. QAA QUALITY CODE: HIGHER EDUCATION REVIEW: UPDATE FROM CHAPTER CHAMPIONS

Considered
an update from the Chapter Champions for each Chapter in the QAA Quality Code. (A copy is filed in the Minute Book, ref. LTC15D204).

Reported
In response to written comments from uea|su representatives noting that they did not believe that the University is currently compliant with Chapter B5, Student Engagement, the Head of LTS (Quality) advised members that the University was compliant, had received an affirmation following the HER for its student engagement work and had been asked by the QAA to be a case study in terms of the way it engages with students.

RESOLVED
to note the report.

195. APPROVAL OF SCHOLARSHIPS, BURSARIES AND PRIZES

Received

proposals to streamline the approval of scholarships, bursaries and prizes. (A copy is filed in the Minute Book, ref. LTC15D205).

196. EQUALITY OF OPPORTUNITY FOR STUDENTS: ANNUAL REPORT FROM THE HEAD OF EQUALITY AND DIVERSITY

Received

a report from the Head of Equality and Diversity on equality of opportunity for students. (A copy is filed in the Minute Book, ref. LTC15D206).

197. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

- i. Geology with Geography (BSc)
- ii. Geology with Geography with a Year Abroad (BSc)
- iii. Geology with Geography with a Year in Industry (BSc)
- iv. Geology with Geography (MSci)
- v. Chemical Physics with a Year Abroad (MChem).
- vi. Chemistry with a Year Abroad (MChem).

Received

a report on course closure for the following courses:

- i. Biological & Medicinal Chemistry (BSc) – U1F125301/2
- ii. Biological & Medicinal Chemistry (MChem) – U1F152401/2
- iii. Biological & Medicinal Chemistry with a Year in Industry (MChem) – U1F154401/2
- iv. Biological & Medicinal Chemistry with a Year in North America (MChem) – U1F153401/2
- v. Computing Sciences with a Year Abroad (BSc) – U1G404302

(A copy is filed in the Minute Book, ref. LTC15D207).

198. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- i. SSF LTQC 20 April 2016. (A copy is filed in the Minute Book, ref. LTC15D208).
- ii. HUM LTQC 23 March 2016. (A copy is filed in the Minute Book, ref. LTC15D209).
- iii. SCI LTQC 11 November 2015, 6 January 2016 and 17 February 2016. (A copy is filed in the Minute Book, ref. LTC15D210).

199. ANNUAL MODULE AND COURSE REVIEW: 2014/15 COMPLIANCE REPORT

Received

the 2014/15 compliance report for annual module and course review. (A copy is filed in the Minute Book, ref. LTC15D211).

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200. LTC DATES 2016/17

Received

dates of LTC meetings in 2016/17. All meetings start at 14:00 and take place in Committee Room 2 in the Council House

- 19 October 2016
- 30 November 2016
- 25 January 2017
- 15 March 2017
- 10 May 2017
- 21 June 2017