

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 22 June 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 LTC Director 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 and Mrs E. Sutton), the representative from City College Norwich (Mr J. White), the Postgraduate Education Officer of the UEA Union of UEA Students, outgoing (Mr L. Mccafferty), Undergraduate Education Officer of the UEA Union of UEA Students (incoming) (Mr. T Antoniou Phillips), Postgraduate Education Officer of the UEA Union of UEA Students (incoming) (Ms. M Colledge), 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), for Minutes 145 and 146 the University's Marketing Research Manager (Ms R. Price) and the University's Marketing Research Officer (Ms R. Hannant), for Minute 146 the SSF Senior Faculty Manager (Ms E. Dewsnap)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey).
- Apologies:** the Academic Director of Pg Research Degree Programmes (Dr N. Watmough), the Academic Director of Partnerships (Professor I. Dewing), the Undergraduate Education Officer of the UEA Union of UEA Students (Mr C. Rand), the Head of Postgraduate Research Service (Dr V. Easson)

142. MINUTES

Confirmed

subject to the correction of a typographical error in Minute 128 resolution (1) iv) where the word 'form' should read 'forum', the Minutes of the meeting held on 11 May 2016 were confirmed.

143. STATEMENTS BY THE CHAIR

There were no statements from the Chair.

144. CONFIRMATION OF CHAIR'S ACTION

Noted

no Chair's action had been taken since the meeting on 11 May.

*145. 2016 STUDENT EXPERIENCE SURVEY

This minute is confidential and attached as a separate sheet.

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*146. REVIEW OF THE STUDENT REPRESENTATION CODE OF PRACTICE

This minute is confidential and attached as a separate sheet.

*147. AN UPDATE ON THE TEACHING EXCELLENCE FRAMEWORK (TEF)

This minute is confidential and attached as a separate sheet.

*148. COURSEWORK TURNAROUND DATA AND NEXT STEPS

This minute is confidential and attached as a separate sheet.

149. TEXT MATCHING SOFTWARE (TMS); BATCH SCREENING PILOT

Considered

- (1) feedback on the operation of the TMS batch screening pilot undertaken in MED (A copy is filed in the Minute Book, ref. LTC15D162),
- (2) recommendations for rolling out batch screening:
 - a) Schools should consider targeting a small number of key modules for batch screening;
 - b) LTC should delay consideration of which Text Matching Software to use until its meeting on 6 July when a summative report on the outcome of a comparative analysis of Safe Assign and Turnitin would be considered;
 - c) who considers Originality reports requires clarification. The Academic Director of Taught Programmes (ADTP) recommends that LTC should consider a model widely used in other HEIs which each marker accesses the Originality reports for the scripts allocated to them for marking. Each marker subsequently flags for the Plagiarism Officer any which raise concerns regarding plagiarism and collusion.

Reported

members were advised by the ADTP that the University was not yet in a position to act on the recommendations. They will be taken forward for further consideration by the Academic Director of Learning and Teaching Enhancement (ADLTE) in 2016/17.

150. ONLINE READING LISTS

Considered

a proposed policy on online reading lists which requires all reading lists, regardless of format, to be submitted to the Library. Additionally it is preferable for reading lists to be provided in an online format and ideally using the Talis Aspire software. (A copy is filed in the Minute Book, ref. LTC15D163)

RESOLVED

- (1) that the policy be approved;

- (2) that information on take up by academic staff of the Talis Aspire Software will be provided to the last meeting of LTC in 2016/17;
- (3) that the policy will be reviewed in a year's time in the context of the requirements of the TEF.

151. BACHELORS AND INTEGRATED MASTERS REGULATIONS (BIM) 2016-17

Considered

proposed amendments to the 2016/17 BIM Regulations. (A copy is filed in the Minute Book, ref. LTC15D164)

- a) Change the title of the regulations to Regulations for Bachelors, Integrated Masters Awards and Certificates to reflect that the Certificate in Common Law now operates under BIM;
- b) Following the LTC review of Concessions Regulation 5.5 to be amended to allow students to have up to 3 weeks rather than 2 in the autumn semester to change their modules.
- c) Insert an additional regulation (5.6) to enable students to vary their course profile by a maximum of 30 credits (options only) during their period of study, subject to approval from the Course Director;
- d) An addition to Regulation 12.8.2 to clarify the position of a student who has both a delayed assessment and a reassessment.

Recommended

approval by Senate of the proposals in a) to d) above with the addition that in Regulation 3, reference to electives should change to optional modules rather than option modules.

152. BACHELORS AND INTEGRATED MASTERS REGULATIONS AND REASSESSMENT

Considered

- (1) a further analysis of the outcome of reassessment in 2014/15 for BIM students. (A copy is filed in the Minute Book, ref. LTC15D165).
- (2) recommendations related to the data on reassessment:
 - a) The information should be disseminated to Schools through the publishing of reports on the UEA reports server;
 - b) The BIU, with the Head of LTS (Systems) should be commissioned to develop these reports further with direct access to SITS data via the Warehouse, to ensure a more sustainable, robust set of reports in the future;
 - c) Further reports to analyse students' outcomes based on their demographics to be commissioned to help inform Schools' assessment strategies;
 - d) Repeat the analyses covered in the reports in future BIM reports to LTC.

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RESOLVED

- (1) to approve the recommendations;
- (2) that Schools should be asked to review and analyse the data at their annual meetings. They should also be invited to consider the extent of variations in reassessments which seem to be greater than a difference in entry tariff.

153. REVIEW OF COMMON MASTERS FRAMEWORK

Considered

recommendations for proposed amendments to the Common Masters Framework regulations from 2016/17. (A copy is filed in the Minute Book, ref. LTC15D166)

- a) reassessment at item level in place of synoptic reassessment;
- b) recording module marks as integers and rounding up rules (stage marks to one decimal place);
- c) simplification of classification of borderline candidates by algorithms;
- d) compensation replaces condoned failure
- e) Master of Research (MRes) no longer covered by the regulations

Reported

at the LTC meeting on 11 May LTC considered a number of the proposals set out by the PGT regulations working group. However agreement was not reached on the proposal in the paper that taught postgraduate courses only comprised Level 7 modules.

Recommended

- (1) approval by Senate of the changes proposed in a)-e) above;
- (2) that there be further discussion of the proposals relating to the inclusion of level 6 modules on postgraduate taught courses.

154. EVALUATION OF THE 2016 LEARNING AND TEACHING DAY

Considered

- 1) an evaluation of the 2016 Learning and Teaching Day held on 5 May 2016. (A copy is filed in the Minute Book, ref. LTC15D167);
- 2) recommendations arising from the evaluation:
 - a) to ensure that a full spread of constituents are involved in the organisation of contents and themes, including the ADTP, the Learning Highlights Team, the ADLTE, Course Director of the MA-HEP and the HE Research Group;
 - b) ensure that the theme is strongly focussed;
 - c) the Steering Group will carefully scrutinise submissions and liaise with presenter to ensure that quality is assured.

RESOLVED

consideration will be given to holding the 2016/17 during Enrichment Week (27 February- 3 March 2017) rather than the proposed date of 4 May 2017. The Director of Learning and Teaching Services, the Head of LTS (Quality), the ADLTE and the Head of CSED will discuss this further outside the meeting.

155. UNIVERSITY TEACHING FELLOWSHIPS

Considered

an update on the University Teaching Fellowship Scheme (A copy is filed in the Minute Book, ref. LTC15D168)

156. POLICY ON CO-TEACHING

Considered

proposed amendments to the policy on co-teaching. (A copy is filed in the Minute Book, ref. LTC15D169). The amendments intend:

- a) to delete information where it is also contained in the revised regulations to taught postgraduate programmes;
- b) to clarify that an Integrated Masters student and an MSc student studying a Master's level module is not co-teaching since they are studying at the same level and have the same assessment at the level of the module.

RESOLVED

subject to moving paragraph 8 to the beginning of the policy document and amending paragraph 4 to clarify that module outlines will make clear, where students are being co-taught how level-specific teaching and/or learning occurs, the amendments to the policy were approved.

157. LTC REVIEW OF CONCESSIONS

Considered

recommendations arising from a review of concessions. (A copy is filed in the Minute Book, ref. LTC15D170)

- a) To amend Regulation 5.5 of the Bachelors and Integration Masters Regulations and Regulation 6.2 of the Common Masters Framework so that a student seeking a late module enrolment or change to enrolment can do that up to week 3 of the autumn semester without requiring a concession, rather than in week 2 as is currently the case;
- b) To amend regulation 5.6 of BIM to add the following:
With the approval of the Course Director, confirming the learning outcomes of the course will still be met, a student may vary their course by maximum of 30 credits during their period of study. Such variation shall not apply to compulsory modules and must comply with regulation 3.4;
- c) To replace the word 'intercalation' which is not readily understood by students and is a UEA specific term, with 'interruption to period of study' which reflects the actual meaning of intercalation. This will involve updating of UEA policy and guidance documentation;

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- d) To replace the existing document 'Delegated Powers to Approve Concessions against the Regulations & Appoint Boards of Examiners (Taught Programmes)' with a streamlined process document 'Concessions Approval Guidance';
- e) To create a short concessions handbook to guide staff involved in seeking student, course, module or examination concessions for taught programmes;
- f) To retain existing guidance for the award of posthumous award in its current form since it is fit for purpose;
- g) To retain existing guidance on taking assessment overseas in its current form since it is fit for purpose.

RESOLVED

to approve the recommendations.

158. LTC REVIEW: PEER OBSERVATION OF TEACHING

Considered

recommendations arising from a review of the University's Peer Observation of Teaching policy (A copy is filed in the Minute Book, ref. LTC15D171)

- a) the code of practice is fit for purpose with the following changes:
 - i. the code of practice is changed to a policy
 - ii. reporting should be via the Teaching Director who will report on the percentage of staff observed in that academic year and a rolling 2 year total to FLTQC and Faculty Executive. Senior Faculty Managers will then report on an annual basis to the Head of LTS (Quality) who will report compliance with the policy to LTC.
 - iii. LTC will give consideration to whether moving away from the dissemination requirement of the previous code of practice presents any risk to the quality of teaching.

RESOLVED

- (1) that code of practice should be changed to policy;
- (2) the ADLTE will discuss with the representative from City College Norwich the Peer Observation scheme in operation at CNN;
- (3) the categories of staff who teach should be reviewed, in light of the requirements of the TEF, to ensure that it incorporates staff such as Librarians who undertake teaching;
- (4) the existing policy will remain in place at least for the autumn semester 2016/17 whilst further consideration is given to possible revisions.

159. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting approval of:

BA International Development with a Year Abroad
BA Geography and International Development with a Year Abroad
BA International Development with Economics with a Year Abroad

BA International Development with Social Anthropology and Politics with a Year Abroad
BA International Development with Anthropology with a Year Abroad
BA International Development with Politics with a Year Abroad
BSc International Development and the Environment with a Year Abroad
BA Media and International Development with a Year Abroad

(A copy is filed in the Minute Book, ref. LTC15D172)

RESOLVED

that the proposed awards be approved.

160. REVISIONS TO THE PLAGIARISM AND COLLUSION POLICY AND GUIDELINES

Approved

minor amendments to the University's Plagiarism and Collusions Policy and Guidelines for Students and Staff. (A copy is filed in the Minute Book, ref. LTC15173).

161. REVISIONS TO THE EXTENUATING CIRCUMSTANCES POLICY

Approved

minor amendments to the University's Extenuating Circumstances Policy. (A copy is filed in the Minute Book, ref. LTC15D174).

162. PEER ASSISTED LEARNING (PAL)

Approved

proposed metrics and a framework for reviewing the operation of PAL. (A copy is filed in the Minute Book, ref. LTC15D175).

163. UNIVERSITY COLLEGE SUFFOLK- JOINT ACADEMIC COMMITTEE

Considered

a report from the UCS Joint Academic Committee. (A copy is filed in the Minute Book, ref. LTC15D176).

164. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC15D177).

165. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive (A copy is filed in the Minute Book, ref. LTC15D178).

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166. REPORT FROM THE STUDENT EXPERIENCE COMMITTEE

Received

a report on the last two meetings of the Student Experience Committee. (A copy is filed in the Minute Book, ref. LTC15D179).

167. 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. LTC15D180).

168. FUTURE SKILLS INITIATIVE WORKING GROUP

Received

an update on the work of the Future Skills Initiative Working Group. (A copy is filed in the Minute Book, ref. LTC15D181).

169. NEW COURSE PROPOSALS AND COURSE CLOSURES

No new course proposals or course closures were received.

170. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

minutes of the meeting of the FMH Faculty Learning, Teaching and Quality Committee held on 27 April 2016. (A copy is filed in the Minute Book, ref. LTC15D182).

171. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL REPORT 2015

Received

the 2015 OIA report. (A copy is filed in the Minute Book, ref. LTC15D183).

172. REVIEW SCHEDULE: REGULATIONS, HANDBOOKS, POLICIES AND PROCEDURES, GUIDANCE AND STUDENT CHARTER

Received

a schedule for the review of regulations, handbooks, policies, procedures, guidance and Student Charter. (A copy is filed in the Minute Book, ref. LTC15D184).

173. STUDY ABROAD 2015-16

Received

an update report. (A copy is filed in the Minute Book, ref. LTC15D185.)

174. 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