

SEN16D015

Title: Learning and Teaching Committee
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Issue

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee covering the meetings held on 22 June and 6 July 2016

Recommendations

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

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Background

N/A

Discussion

The report is for information only and no discussion is anticipated.

Attachments

Summary report is below.

Report of the Meeting of the Learning and Teaching Committees of Senate on 22 June 2016

The following items were considered by the Learning and Teaching Committee of Senate on **22 June 2016** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2015-2016>

1. TEXT MATCHING SOFTWARE (TMS); BATCH SCREENING PILOT
LTC considered feedback on the operation of the TMS batch screening pilot undertaken in MED. Further consideration will be given to rolling out batch screening by the Academic Director of Learning and Teaching Enhancement in 2016/17.
2. ONLINE READING LISTS
LTC approved a policy on online reading lists which requires all reading lists, regardless of format, to be submitted to the Library, preferably in an online format and ideally using the Talis Aspire software. The Committee resolved that the policy will be reviewed in a year's time in the context of the requirements of the TEF.
3. BACHELORS AND INTEGRATED MASTERS REGULATIONS (BIM) 2016-17
The Committee recommended approval by Senate of a number of proposed amendments to the 2016/17 BIM Regulations.
4. BACHELORS AND INTEGRATED MASTERS REGULATIONS AND REASSESSMENT
LTC approved a number of recommendations with regard to data on the number of reassessments undertaken by students under BIM. These included dissemination of the information to Schools for them to analyse at their annual meetings and commissioning BUI to develop a number of additional reports to ensure staff have more sustainable, robust data in future.
5. REVIEW OF COMMON MASTERS FRAMEWORK (CMF)
The Committee approved proposed amendments to the CMF namely, reassessment at item level in place of synoptic reassessment, recording module marks as integers and rounding up rules (stage marks to one decimal place, simplification of classification of borderline candidates by algorithms, compensation replaces condoned failure and Master of Research (MRes) no longer covered by the regulations
6. POLICY ON CO-TEACHING
Members approved two amendments to the policy on co-teaching. The amendments delete information where it is also contained in the revised regulations to taught postgraduate programmes and clarifies 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.
7. LTC REVIEW OF CONCESSIONS
The Committee approved a number of recommendations arising from the LTC Review of Concessions. These included two amendments to the BIM regulations, replacing the word 'intercalation' with 'interruption to period of study' which reflects the actual meaning of intercalation, retaining existing guidance for the award of posthumous award in its current form and retaining existing guidance on taking assessment overseas in its current form since they are both fit for purpose.
8. LTC REVIEW: PEER OBSERVATION OF TEACHING
LTC approved recommendations arising from a review of the University's Peer Observation of Teaching policy and agreed that code of practice should be changed to policy. The categories of staff who teach will be reviewed, in light of the requirements of the TEF, to ensure that the policy incorporates staff such as Librarians who undertake teaching. The existing policy will remain in place at least for the autumn semester 2016/17 whilst further consideration is given to possible revisions.

9. NEW AWARDS AND NEW COURSE PROPOSALS

LTC approved the following new courses:

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

10. REVIEW OF THE STUDENT REPRESENTATION CODE OF PRACTICE

The Committee approved a number of recommendations following a review of the operation of the Student Representation Code of Practice. These relate to improved training for staff and student representatives, enhancements to the Student Representation Blackboard site, encouraging student representation, increasing the visibility of student course representatives by posting photographs of reps on SSLC noticeboards, and exploring other measures such as providing reps with branded hoodies. The e annual self-evaluation exercise for SSLCs will be embedded and there will be a number of standing items for SSLC agendas. Attendance by student representatives on University Committees will be monitored by the Committee Office and included in the annual report to LTC on Student Representation.

11. COURSEWORK TURNAROUND DATA AND NEXT STEPS

The Committee endorsed recommendations from Senate for 2016/17 that coursework turnaround times will continue to be monitored at each meeting of LTC and Senate, with comments and feedback on progress being made in LDC being provided from the Head of School.

12. REVISIONS TO THE PLAGIARISM AND COLLUSION POLICY AND GUIDELINES

Members approved minor amendments to the University's Plagiarism and Collusions Policy and Guidelines for Students and Staff.

13. REVISIONS TO THE EXTENUATING CIRCUMSTANCES POLICY

The Committee approved minor amendments to the University's Extenuating Circumstances Policy.

14. PEER ASSISTED LEARNING (PAL)

Members approved proposed metrics and a framework for reviewing the operation of PAL.

Report of the Meeting of the Learning and Teaching Committees of Senate on 6 July 2016

The following items were considered by the Learning and Teaching Committee of Senate on **6 July 2016** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2015-2016>

1. GRADE POINT AVERAGE (GPA)
LTC approved the implementation of a GPA system for all undergraduate students from 2016/17 and the introduction of a methodology for finalists which mirrors their degree classification weighting. Formative GPA scores for continuing students based on the weighted year average was also approved.
2. TEXT MATCHING SOFTWARE (TMS)
The Committee approved Turnitin as the University's preferred TMS for investigative purposes.
3. HIGHER EDUCATION REVIEW ACTION PLAN
Members endorsed a number of recommendations contained within the HER Action Plan.
4. REVIEW OF INTERNAL QUALITY ASSURANCE (IQA) PROCESSES
The Committee endorsed broad principles proposed by the IQA Working Group as part of its review of internal quality assurance processes. The group will now develop an implementation plan, regulations and supporting processes to be introduced in the 2017/18 academic year.
5. A REVIEW OF THE COMMON MASTERS FRAMEWORK: CONSIDERATION OF A PROPOSAL TO ALLOW LEVEL 6 MODULES IN PGT COURSES
LTC resolved that taught postgraduate courses should only comprise Level 7 modules. It also agreed the use of the application of compensation for failed modules should be kept under review. Schools will 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.
6. AMENDMENTS TO THE UNIVERSITY'S POLICY ON SUBMISSION OF WORK FOR ASSESSMENT
Amendments to the University's policy on submission of work for assessment for 2016/17 were approved.
7. REPORT ON THE REVIEW OF SELF-CERTIFICATION
Following discussions arising from a review of self-certification it was agreed that further consideration of the policy is required during 2016/17.
8. STUDENTS ON JOINT DEGREES
Members endorsed a guidance document for students on joint degree courses.
9. LTC REVIEW OF ACCREDITATION OF PRIOR LEARNING (APL)
LTC approved the 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.
10. NEW AWARDS AND NEW COURSE PROPOSALS
The Committee approved the BSc Developmental Psychology and the BSc Developmental Psychology with a Year Abroad.
11. PROPOSED NEW INSTITUTIONAL PARTNERSHIP – BOURNEMOUTH AND POOLE COLLEGE
Members approved 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.

12. REVISIONS TO THE STUDENT CHARTER
Minor revisions to the Charter were approved. In response from a request by uea|su representatives that the review of the Charter be brought forward it was agreed that uea|su representatives should produce a clearly articulated case for this which would then be considered by LTC.
13. REVISED INSTRUCTIONS TO EXAMINERS FOR THE DEGREES OF MASTERS BY RESEARCH, MPHIL, PHD, PHD BY PUBLICATION, EDD AND MED
The Committee recommended approval by Senate of a number of revisions to the above instructions
14. QAA QUALITY CODE: HIGHER EDUCATION REVIEW: UPDATE FROM CHAPTER CHAMPIONS
Members noted an update from the Chapter Champions for each Chapter in the QAA Quality Code.
15. TEACHING EXCELLENCE FRAMEWORK (TEF)
The Committee considered a preliminary document on the shape of the TEF.
16. COURSEWORK TURNAROUND DATA
Members considered turnaround data for the autumn and spring semesters and agreed that LTC will keep coursework turnaround times in AMA under review in 2016/17.
17. CLOSING THE FEEDBACK LOOP ON STUDENT SURVEYS
LTC endorsed a series of recommendations for closing the feedback loop to students on surveys and agreed that the Academic Director of Learning and Teaching Enhancement and the SSF Senior Faculty Manager will review the Code of Practice on Student Representation over the summer of 2016 to see whether any updates are required in light of the recommendations. LTC will consider the progress being made on closing the feedback loop in 2016/17.