

SEN16D023

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 meetings held on 19 October and 30 November 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 19 October 2016

The following items were considered by the Learning and Teaching Committee of Senate on **19 October 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-2016-2017>

1. CONFIRMATION OF CHAIR'S ACTION

Members were advised of Chairs' action taken on behalf of LTC since its last meeting on 6 July 2016. For each of the 6 issues below the Chair of LTC on behalf of the Committee recommended to Senate that the proposals were approved:

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
6. Course Proposal: MS Principles of Oncoplastic Breast Surgery (Online Delivery)

2. REPORT ON PEER OBSERVATION 2015/16

LTC considered key issues arising from the operation of Peer Observation in 2015/16 in SSF and HUM. Members heard that the Peer Observation system is being redesigned to ensure its emphasis is on teaching quality and focusses on pedagogy. The Committee resolved that the Academic Director of Learning and Teaching Enhancement (ADLTE) and the Director of Postgraduate Research Degrees will consider how Peer Observation of research supervision could be included in the process. Also the ADLTE will attend Faculty LTQCs to discuss proposed revisions to the current Peer Observation process and consider how it could impact on staff professional development.

3. COURSEWORK TURNAROUND UPDATE

- 3.1 The Committee endorsed recommendations aimed at continuing to improve performance against internal and external KPIs which relate to student satisfaction with assessment and feedback. Thus, Schools whose performance against internal and 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 update. Also, management Information on coursework timeliness will include a wider range of assessments this year
- 3.2 The ADLTE will scrutinise data on turnaround times, NSS scores and students' verbatim comments on assessment and feedback in the NSS to ascertain whether it would be useful for other Schools to report on turnaround times and then feedback to LTC. She will liaise further with the Chair, the ADTP and the Director of Student and Academic Services on this matter;

4. COURSE AND MODULE UPDATE 2017/18

The Committee considered proposals relating to course and module update 2017/18 and specifically the factors influencing course design, the summary of actions identified as being necessary during the course and module update list, the continued validity of the six reasons why it might be acceptable to continue to offer a module that attracts low student enrolment. Members resolved that module outlines for 2017/18 should be submitted by 31 July 2017.

5. HEA RECOGNITION- UEA STAFF WITH TEACHING QUALIFICATIONS

The Committee approved three recommendations relating to HEA recognition. Namely that the ADLTE works with 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; HR and the AD LTE work with Senior Faculty Managers to establish the status with regard to all staff eligible for submission to the HESA return on teaching qualifications and CSED provides 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.

6. TAUGHT PROGRAMMES POLICY GROUP

- 6.1 LTC agreed that the Taught Programmes Policy Group will not meet for the academic year 2016-17. Instead consultation and discussions on LTC business for 2016-7 will be carried out by working groups of LTC, with representatives from Schools, students, LTS and other services as required. Academic members of the groups will be nominated by the Associate Deans in consultation with their Teaching Directors. In addition, the Academic Director of Taught Programmes (ADTP) and the ADLTE will attend 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.
- 6.2 A review of the efficacy of this method of working will be carried out before the end of the academic year, with a view to either reinstating TPPG or formalising the new set up.

7. NEW AWARDS AND COURSE PROPOSALS

LTC considered 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)

- 6.2 The proposals were referred back to the course team for further work to be carried out. The main concerns of the Committee related to addressing in the course proposal how students failing the year abroad will be reassessed and providing further information for each partner institution on how relationships between them and UEA will be managed in order to ensure that there is a good understanding of the curriculum and assessment requirements of each of the institutions. In addition further clarification was required on the marks awarded by partner institutions and how they will be converted once the student returns to UEA
- 6.3 Chair's action was subsequently taken to approve the proposals once the concerns of LTC had been addressed.

Report of the Meeting of the Learning and Teaching Committees of Senate on 30 November 2016

The following items were considered by the Learning and Teaching Committee of Senate on **30 November 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-2016-2017>

1. REVIEW OF THE OPERATION OF THE MB BS 'FIT TO SIT' POLICY

Members reviewed the operation of the MB BS 'Fit to Sit' policy and resolved that it was operating effectively. It was agreed that the 'fit to sit' rule should continue to be implemented in a rolling fashion, such that it applies this academic year to years 1-3, next academic year (2017/18) to years 1-4, and in 2018/19 to all years of the MB BS course. It will be reviewed by LTC once it has been rolled out to all years.

2. ANALYSIS OF THE POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES) 2016

The Committee considered an overview of the 2016 PTES survey and agreed that each School should produce a plan with actions outlining how it will address issues raised in PTES. These will be considered at the LTC meeting on 15 March 2017.

3. GOOD HONOURS STATISTICS

Reflecting on Good Honours Statistics and data from 2015/16 Final Boards of Examiners members were advised that the University continues to improve on the proportion of students obtaining good honours. This year information on the attainment of students according Widening Participation criteria had been provided. The University is appointing an Academic Director of Widening Participation to focus on strategies around WP).

4. FACULTY REPORTS (QAR3) ON UNDERGRADUATE COURSE MONITORING 2015/16

LTC considered issues identified for University wide consideration or dissemination arising from the 2015/16 undergraduate annual module and course review from HUM, SCI and SSF. Responses to all issues identified for University wide consideration or wider dissemination will be produced and sent to Schools. They will also be reported back to LTC.

5. ANNUAL MODULE AND COURSE REVIEW – UG COMPLIANCE REPORT 2015/16

Having considered a report on Schools' compliance with 2015/16 Undergraduate Annual Module and Course Review, members were reminded that compliance with the University's internal processes is a requirement. It was agreed that the Associate Deans (L&T) would follow up non-compliance with colleagues in their Faculty and report to the next meeting.

6. UNDERGRADUATE AND TAUGHT POSTGRADUATE EXTERNAL EXAMINER APPOINTMENTS 2016/17

The Committee considered a report on undergraduate and taught postgraduate External Examiner appointments for 2016/17. Members were advised that a delay in appointing External Examiners was causing delays in sending out samples of work for moderation. It was agreed that Associate Deans (L&T) should follow up all outstanding External Examiner appointments in their Faculty.

7. NEW AWARDS AND COURSE PROPOSALS

The Committee consider proposals for a suite of science with education course proposals. However, following concerns expressed by members it was agreed that further work was needed before they could be fully approved. Chair's action would be taken to approve them once a sub-group of LTC was satisfied that the concerns had been addressed.

8. REPORT ON ACADEMIC APPEALS, COMPLAINTS, COMPLAINTS TO THE OIA, PLAGIARISM AND COLLUSION, AND SENATE STUDENT DISCIPLINARY CASES IN 2015-16

Members considered a review of academic appeals, complaints, OIA, Senate Student Disciplinary Committee and plagiarism and collusion cases in 2015/16.

9. BACHELORS AND INTEGRATED MASTERS REGULATION

Members hear that Chair's action had been taken to amend some elements of the BIM regulations following consultation with Chairs of Boards of Examiners and Faculty LTQCs.