

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 30 November 2016 in Committee Room 2, The Council House.

There will be refreshments available outside the room from 1.45pm.

Michele Pavey
Learning & Teaching Manager
23 November 2016

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 29 November 2016. Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Learning and Teaching Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can also be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2016-2017>)

2. MINUTES

To confirm
the Minutes of the meeting held on 19 October 2016 (Enclosed)

3. STATEMENTS BY THE CHAIR

*4. CONFIRMATION OF CHAIR'S ACTION

To confirm
Confidential Chair's action taken since the last meeting of LTC on 19 October 2016

Implementation of Bachelors and Integrated Masters Regulations: Amendments to the regulations for finalists. LTC16D027 (Divider A)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

*A1. TEACHING EXCELLENCE FRAMEWORK

To consider

- 1) confidential core metrics and how these will inform the content of the 15 page statement
- 2) confidential questions from members on format of the dashboard.

LTC16D028 (Divider B)

*A2. REVIEW OF THE OPERATION OF THE MB BS 'FIT TO SIT' POLICY

To consider

the confidential outcome of a review of the Fit to Sit policy operating in MED and the following recommendations: LTC16D029 (Divider C)

- 1) 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.
- 2) LTS should continue to ensure that general emails around ECs only go to years where the rule has yet to be instituted.
- 3) LTS should continue to provide clear advice around 'fit to sit' to those years currently included in the policy and students will need continued support by our senior adviser team, as needed.
- 4) MED should continue to make clear to students and staff that the application of this rule means that students in years where the rule applies who submit ECs – would have those screened by the Director of Taught Programmes. The Director of Taught Programmes would review whether there was a clear reason as to why the student had not declared themselves 'not fit to sit' (i.e. extenuating circumstances for not claiming 'not fit to sit'). Where there was a clear reason, then the ECs would be considered by the EC panel.
- 5) all academic and Hub staff should remind any student covered under the pilot, who is considering submitting ECs, of the 'not fit to sit' policy
- 6) students in years 4-5 should be allowed to continue to declare 'not fit to sit' in 2016/17, and likewise final year students should be allowed to declare 'not fit to sit' in 2017/18, in line with practice last year.
- 7) LTC should continue to monitor the statistics provided within this report over the next three years of its roll out. In particular, we recommend that these same data are collated after a full five years of implementation (i.e. November 2019) and/or before that date if concerns arise in advance.

*A3. ANALYSIS OF THE POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES) 2016

To consider

a confidential overview of the 2016 PTES survey and what action is possible in relation to areas for improvement outlined in the briefing note. LTC16D030 (Divider D)

*A4. GOOD HONOURS STATISTICS

To consider

a confidential report from the Business Intelligence Unit on Good Honours Statistics and data from 2015/16 Final Boards of Examiners. LTC16D031 (Divider E)

A5. FACULTY REPORTS (QAR3) ON UNDERGRADUATE COURSE MONITORING 2015/16

To consider

issues for University wide consideration or dissemination arising from annual module and course review

HUM
SCI
SSF

LTC16D032 (Divider F)

A6. FACULTY REPORTS (QAR3) ON ANNUAL COURSE MONITORING 2014/15

To consider

issues for University wide consideration or dissemination arising from annual module and course review

FMH

LTC16D033 (Divider G)

A7. PEER OBSERVATION

To consider

reports on the operation of Peer Observation in Faculties in 2015/16

FMH
SCI

LTC16D034 (Divider H)

A8. REVISED PROCEDURES FOR THE NEW COURSE PROPOSAL PROCESS

To consider

the following recommendations on proposed revised procedures for the New Course Proposal Process

- 1) the suggested new course proposal process should be approved
- 2) after one year of operation the process should be reviewed
- 3) an online version of the process should be developed (consistent with action 2 of strategy 1 in the UEA plan 2016-2020).

LTC16D035 (Divider I)

A9. NEW AWARDS AND COURSE PROPOSALS

To consider

approval of the following new course proposal:

BSc Science with Education:
BSc Biological Science (with Education)

BSc Chemistry (with Education)
BSc Computing Science (with Education)
BSc Geography (with Education)
BSc Environmental Sciences (with Education)
BSc Mathematics (with Education)
BSc Physics (with Education)

LTC16D036 (Divider J)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 29 November 2016.

Please look under 1. Business of the Agenda for details of how to view these documents.

- B1 REPORT ON ACADEMIC APPEALS, COMPLAINTS, COMPLAINTS TO THE OIA, PLAGIARISM AND COLLUSION, AND SENATE STUDENT DISCIPLINARY CASES IN 2015-16

To consider

a review of academic appeals, complaints, OIA, Senate Student Disciplinary Committee and plagiarism and collusion cases in 2015/16 LTC16D037

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 29 November 2016.

Please look under 1. Business of the Agenda for details of how to view these documents.

- C1. PARTNERSHIPS

To receive

an update from the Partnerships Office. LTC16D038

- C2. LTC PLAN OF WORK 2016/17

To receive

the 2016/17 LTC Plan of Work. LTC16D039

- C3. EXTENUATING CIRCUMSTANCES REQUESTS IN 2015-16

To receive

statistics by Hub on the number of extenuating circumstances and self-certificates received in 2015/16 compared with 2014/15 LTC16D040

C4. UPDATE ON THE NUMBER OF MODULES DELIVERED WITH LOW STUDENT ENROLMENTS

To receive

an update on the number of modules running with low module enrolment including actual enrolments for 2015/16 and provisional enrolments for 2016/17. LTC16D041

C5. UNDERGRADUATE AND TAUGHT POSTGRADUATE EXTERNAL EXAMINER APPOINTMENTS 2016/17

To consider

a report on undergraduate and taught postgraduate External Examiner appointments 2016/17. LTC16D042

C6. ANNUAL MODULE AND COURSE REVIEW – UG COMPLIANCE REPORT 2015/16

To consider

a report on School compliance with 2015/16 Undergraduate Annual Module and Course Review. LTC16D043

C7. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

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

1. SSF 14 September 2016 – LTC16D044
2. HUM 7 October 2016 – LTC16D045
3. SCI 21 September 2016 – LTC16D046
4. FMH 28 September 2016 – LTC16D047

SECTION D: RESERVED AGENDA

Please look under 1. Business of the Agenda for details of how to view these documents.

No items have been received