

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 19 October 2016

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr C. Matthews), the Academic Director of Pg Research Degree Programmes (Dr N. Watmough), the Academic Director of Learning and Teaching Enhancement (Mrs H. Gillespie), the Academic Director of Partnerships (Professor I. Dewing), the Library Director (Mr N. Lewis), the Director of Student Services (Dr J. Sharp), Associate Deans (L&T) (Ms R. Chakraborty, Professor D. Stevens and Professor N. Selby), the HSC Director of Learning and Teaching (Dr Z. Butterfint) for Mrs E. Sutton, the Undergraduate Education Officer of the UEA Union of Students (Mr T. Antoniou-Phillips), the Postgraduate Education Officer of the UEA Union of Students (Ms M. Colledge), the Welfare, Community and Diversity Officer of the UEA Union of Students (Ms J. Swo)

With: the Head of LTS (Systems) (Mrs C. Sauverin), the Head of Learning Enhancement Team (Dr J. Schildt), the Chief Executive of the UEA Union of Students (Mr J. Dickinson), the Joint Head of the Careers Service (Mr J. Goodwin)

Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey)

Apologies: the Director of University Services (LTS) (Dr A. Blanchflower), the Director of University Services (REN) (Ms H. Lewis), the Head of PGR Students Office (Dr V. Easson), the Head of Partnerships (Mrs L. Bohn), the Director of Information Services (Mr J. Colam-French), the Head of Staff Development (Ms A. Giles), the Academic Director of INTO (Mr J. Moyle), the FMH Associate Dean (L&T) (Mrs E. Sutton), the Campaigns and Democracy Officer of the Union of UEA Students (Ms A. Rust) and the representative from City College Norwich (Mr J. White)

In attendance: the Market Research Manager (Ms R. Price) for Minute 4 and the ENV Director of Learning and Teaching (Dr P. Dolman) for Minute 10

1. MINUTES

Confirmed

the Minutes of the meeting held on 22 June 2016 and 6 July 2016.

2. STATEMENTS BY THE CHAIR

Reported

1) *University Teaching Fellowships*

Three University Teaching Fellowships with accompanying University Excellence in Teaching Awards were awarded this summer to start in 2016/17. Recipients are:

Dr Fabio Arico (ECO) *recipient of the 2016 Sir Geoffrey and Lady Allen Prize for Excellence in Teaching*

Dr Harriet Jones (BIO)

Dr Katy Appleton (ENV)

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- 2) *Teaching Excellence Framework (TEF)*
The Technical Specification for the TEF has been published. Judgements will be based on core metrics and a 15 page statement and ratings will be Gold, Silver or Bronze. More guidance will be published in next few weeks as will the core metrics.
- 3) *League Tables*
The University has risen from eighteen to fifteenth in The Times and Sunday Times league tables.
- 4) *Independent Members of Council*
Two new independent members of Council, Mr Jeremy Clayton and Mr Stephen Blease will be attending the November meeting of LTC as observers.

3. CONFIRMATION OF CHAIR'S ACTION

Confirmed

Chairs' action taken since the last meeting of LTC on 6 July 2016. (A copy is filed in the Minute Book, ref. LTC16D001)

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)

*4. NATIONAL STUDENT SURVEY 2016

This minute is confidential and is attached as a separate sheet.

5. REPORT ON PEER OBSERVATION 2015/16

Considered

key issues arising from the operation of Peer Observation in Faculties in 2015/16 (A copy is filed in the Minute Book, ref. LTC16D003)

- 1) SSF
- 2) HUM

Reported

- (1) The ADLTE advised the Committee that she is in the process of redesigning the Peer Observation system to ensure its emphasis is on teaching quality and focusses on pedagogy. She highlighted that in the TEF Technical specification the University is required to provide data and evidence on the impact of Peer Observation.

- (2) The Chair informed members that concerns related to teaching accommodation and timetabling raised in the Peer Observation reports would be referred to the relevant University committees and working groups.

RESOLVED

- (1) the ADLTE and the Director of Postgraduate Research Degrees will consider how Peer Observation of research supervision could be included in the process;
- (2) 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.

*6. COURSEWORK TURNAROUND UPDATE

This minute is confidential and attached as a separate sheet.

7. COURSE AND MODULE UPDATE 2017/18

Considered

proposals relating to course and module update 2017/18 and specifically:

- (1) the factors influencing course design;
- (2) the summary of actions identified as being necessary during the course and module update process and whether any additional actions should be added to the list;
- (3) the continued validity of the six reasons why it might be acceptable to continue to offer a module that attracts low student enrolment;
- (4) whether a University-wide deadline for the completion of Module Outlines would be helpful and if so what would be useful and workable:

Option 1 – 9th December 2016

Option 2 – 11th August 2017

(A copy is filed in the Minute Book, ref. LTC16D005)

(In its detailed discussions

- 1) some members expressed concern that there was too much information in the document and believed that it should be streamlined before being circulated more widely).

RESOLVED

- (1) the document presented to LTC will be streamlined, highlighting the key information required for the process, before being sent out to Teaching Directors, Course Directors and Module Organisers;
- (2) the deadline for completion of 2017/18 module outlines will be 31 July 2017.

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*8 HEA RECOGNITION- UEA STAFF WITH TEACHING QUALIFICATIONS

This minute is confidential and attached as a separate sheet.

9. TAUGHT PROGRAMMES POLICY GROUP

Considered

the following proposals:

- (1) the Taught Programmes Policy Group does not meet for the academic year 2016-17;
- (2) consultation and discussions on LTC business for 2016-7 would be carried out by:
 - a. Working Groups of LTC, with representatives from Schools, students, LTS and other services as required. Academic members of the Groups to be nominated by the Associate Deans in consultation with their Teaching Directors;
 - b. the Academic Director of Taught Programmes and the Academic Director of Learning and Teaching Enhancement attending 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.
- (3) a review of the efficacy of this method of working to be carried out before the end of the academic year, with a view to either reinstating TPPG or formalising the new set up.

(A copy is filed in the Minute Book, ref. LTC16D007)

RESOLVED

- (1) to approve the above proposals subject to clarification in (2) a. that all Working Groups will be University Working groups. Where relevant there will be representatives from all four Faculties professional services and students;
- (2) to circulate the draft LTC Plan of Work to members;
- (3) to have the updated Plan of Work as a Section C item on the agenda of every LTC meeting;
- (4) that the Academic Director of Research Degree Programmes will share the experience of how a similar system as that proposed in Minute 9 (2) above has worked for PGR related matter with the ADTP, ADLTE and Head of LTS (Systems) .

10. NEW AWARDS AND COURSE PROPOSALS

Considered

approval of the following new course proposals:

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)

Approval would result in the closure of the following BSc programmes for new entry from 2018-19 / last BSc year abroad period in 2019-20 (entry 2017-18):

BSc in Environmental Sciences with a Year Abroad
BSc in Environmental Geophysics with a Year Abroad
BSc in Meteorology & Oceanography with a Year Abroad
BSc in Environmental Earth Sciences with a Year Abroad

(A copy is filed in the Minute Book, ref. LTC16D008)

(In its detailed discussions members:

- (1) were advised by the ENV Director of Learning and Teaching that the translation of marks for the Year Abroad, which would comprise 30% of the weighting for an Integrated Masters degree, would use an algorithm devised by NARIC which was widely used by Universities;
- (2) heard that all proposed partners could use a GPA with a decimal point scale which would be easy to convert to a single percentage mark that students would receive for the year abroad element. Students would be clear before starting their year abroad how the marks for their year abroad would be converted on return to UEA;
- (3) discussed the large number of partner institutions proposed, with some members expressing concern that there could be as many as 60).

RESOLVED

- (1) that the course proposal must address how students failing the year abroad will be reassessed;
- (2) that in Part 4 of form CP2 all the blank sections must be completed and comments responded to. Reference to DOS must be changed and all web links checked within the proposal document;
- (3) further information must be provided 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 is required on the marks awarded by partner institutions and how they will be converted once the student returns to UEA;
- (4) that the learning outcomes of the Year Abroad must be clear within the learning outcomes for the degree;

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- (5) that it should be made explicit to students that whilst on their year abroad they have access to the learning resources of the partner institution and of UEA;
- (6) once the issues identified in 1)-5) above have been addressed Chair's action will be taken to approval the proposal.

11. PARTNERSHIPS

Received

an update from the Partnerships Office (A copy is filed in the Minute Book, ref. LTC16D009).

12. INTERNATIONAL SUMMER SCHOOL 2016

Received

a report on the 2016 International Summer School (A copy is filed in the Minute Book, ref. LTC16D010).

13. CONFIRMATION OF THE MB BS AS A LEVEL 7 AWARD

Received

the response from the Norwich Medical School to the recommendations of the Higher Education Review of 2015. (A copy is filed in the Minute Book, ref. LTC16D011).

14. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

- i. MA Adult Literacy and Learning for Global Change
 - ii. Environmental Sciences BSc Environmental Sciences and International Development
 - iii. BSc Climate Change
 - iv. BSc Climate Change with a Year In Industry
 - v. MSci Climate Change
 - vi. MClInEd and Clinical Reseach (non-NIHR) change of School
- (A copy is filed in the Minute Book, ref. LTC16D012).

Received

a report on course closure for the following courses:

- i. BSc Environmental Geography and International Development
- ii. BSc Environmental Geography and Climate Change
- iii. BSc Environmental Geography and Climate Change with a Year In Industry
- iv. MSci Environmental Geography and Climate Change

(A copy is filed in the Minute Book, ref. LTC16D013).

15. FACULTY LEARNING AND TEACHING COMMITTEES

Received

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

1. SSF Learning, Teaching and Quality Committee held on 6 July 2016. (A copy is filed in the Minute Book, ref. LTC16D014).
2. HUM Learning, Teaching and Quality Committee held on 13 July 2016 and 7 September 2016. (A copy is filed in the Minute Book, ref. LTC16D015).
3. SCI Learning, Teaching and Quality Committee held on 20 April 2016 and 29 June 2016. (A copy is filed in the Minute Book, ref. LTC16D016).
4. FMH Learning, Teaching and Quality Committee held on 8 June 2016. (A copy is filed in the Minute Book, ref. LTC16D017).

16. APPROVAL OF BURSARIES, SCHOLARSHIPS AND PRIZES

Received

a report of bursaries, scholarships and prizes approved since the last meeting of LTC (A copy is filed in the Minute Book, ref. LTC16D018).

17. 5 YEARLY REVIEW COMPLIANCE REPORT 2015/16

Received

a report on 5 yearly course reviews undertaken in 2015/16. (A copy is filed in the Minute Book, ref. LTC16D019).

18. SCHEDULE OF 5 YEARLY COURSE REVIEWS IN 2016/17

Received

a schedule of course reviews to take place in 2016/17 (A copy is filed in the Minute Book, ref. LTC16D020).

19. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL REPORT 2015

Received

the annual report from the OIA (A copy is filed in the Minute Book, ref. LTC16D021).

20. QAA

Received

CL13/16 Publication of a new Subject Benchmark for Paramedics. (A copy is filed in the Minute Book, ref. LTC16D022).

21. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC16D023).

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22. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2016-17

Received

the terms of reference of the Committee 2016-147. (A copy is filed in the Minute Book, ref. LTC16D024).

23. LTC MEMBERSHIP 2016-17

Confirmed

membership of LTC (A copy is filed in the Minute Book, ref. LTC16D025).

24. LTC SCHEDULE OF REPORTS 2016/17

Received

LTC schedule of reports (A copy is filed in the Minute Book, ref. LTC16D026).