

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 25 January 2017, in Committee Room 2, the Council House.

*There will be refreshments outside the room from 1.50 pm.*

Michele Pavey  
Learning & Teaching Manager  
18 January 2017

---

## 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 23 January 2017. 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 30 November 2016 (Enclosed)

### 3. STATEMENTS BY THE CHAIR

---

## SECTION A: ITEMS FOR DISCUSSION AND ACTION

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

A1. UPDATE ON THE DEVELOPMENT OF AN EVALUATION FRAMEWORK FOR UEA'S PEER ASSISTED LEARNING (PAL) SCHEME

To consider

- (1) the proposed evaluation framework (criteria and methods);
- (2) the author's approach to the evaluation of PAL;
- (3) the key questions at the end of the report.

LTC16D048 (Divider A)

A2. LEARNING ENHANCEMENT TEAM REPORT 2015/16

To consider

a report on the Learning Enhancement Team's activity and usage of its services in the academic year 2015/16. LTC16D049 (Divider B)

A3. ANNUAL MODULE AND COURSE REVIEW – UPDATE ON UG COMPLIANCE 2015/16

To consider

an update from Associate Deans on non-compliance with undergraduate annual module and course review IN 2015/16 arising from the November meeting of LTC. LTC16D050 (Divider C)

A4. 5 YEARLY COURSE REVIEW (CR3) 2015/16

To consider

issues for consideration by LTC arising from the 5 yearly course reviews undertaken in FMH in 2015/16. LTC16D051 (Divider D)

A5. EXTERNAL EXAMINERS' REPORTS 2015/16

To consider

issues for consideration by LTC arising from School and Faculty scrutiny of FMH External Examiner reports 2015/16. LTC16D052 (Divider E)

A6. HUM TRANSITIONS

To consider

an evaluation of the 2016/17 HUM Transitions initiatives and how they might join up with similar work in schools outside of HUM, the professional services or the UEA Union of Students. LTC16D053 (Divider F)

\*A7. COURSEWORK TURNAROUND: A REVIEW OF AUTUMN SEMESTER TURNAROUND TIMES 2

To consider

a confidential update on coursework turnaround times for the Autumn semester 2016 LTC16D054 (Divider G)

A8. CSED ANNUAL REPORT 2015/16

To consider

the 2015/16 CSED Annual Report and provide feedback, particularly with regard to CSED's development plans and future priorities as outlined in paragraphs 11 and 12 of the report. LTC16D055 (Divider H)

A9. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

approval of the following new course proposals

- (1) MA in Second Language Education LTC16D056 (Divider I)
- (2) BSc Environmental Science (jointly delivered with Ocean University China) – Approval in Principle LTC16D057 (Divider J)

A10. REVISED PROCEDURES FOR THE NEW COURSE PROPOSAL PROCESS

To consider

revised procedures for the New Course Proposals Process. The process was approved in principle by LTC at its meeting on 30 November 2017 subject to some revisions which are presented for members' consideration. LTC16D058 (Divider K)

---

**SECTION B:**

**ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED**

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

B1. MRES DEGREE AND AWARD REGULATIONS

To consider

approval of regulations for MRes degrees to be introduced from 2017/18. LTC16D059

B2. RECOMMENDATIONS ARISING FROM THE UNIVERSITY OF SUFFOLK JOINT ACADEMIC COMMITTEE

To consider

a series of recommendations from the University of Suffolk Joint Academic Committee. LTC16D060

---

**SECTION C: ITEMS FOR REPORT**

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

C1. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive LTC16D061

## LTC16A003

### C2. PARTNERSHIPS

To receive  
an update from the Partnerships Office. LTC16D062

### C3. ANNUAL REPORT ON PLACEMENTS

To receive  
the 2015/2016 annual report on placement and workplace learning activity across the University (excluding Study Abroad programmes). LTC16D063

### C4. LTC PLAN OF WORK 2016/17

To receive  
the 2016/17 LTC Plan of Work. LTC16D064

### \*C5. HEFCE ANNUAL ACCOUNTABILITY RETURN QUALITY ASSURANCE ASSURANCES

To consider  
a confidential report to UEA Council on HEFCE Annual Accountability Return Quality Assurance. LTC16D065

### C6. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

- (1) a report on new (risk category 1: low risk) course proposals for the following courses within the Schools of the Science Faculty:
  - i. BSc Geophysics
  - ii. BSc Geophysics with a Year In Industry
  - iii. MSci Geophysics
  - iv. BSc Physics with a FoundationLTC16D066
- (2) a report on the closure of the following courses in the Faculty of Science:
  - i. BSc Environmental Sciences: Environmental Geophysics
  - ii. MSci Environmental Geophysics
  - iii. BSc Environmental Geophysics With A Year Abroad
  - iv. BSc Environmental Geophysics With A Year In Industry
  - v. MSc Computing Sciences: Knowledge Discovery and Datamining (Industry Based)
  - vi. MSc Computational
  - vii. MRes Computing Science
  - viii. MSc Bioinformatics
  - ix. MSc Games Development
  - x. MSc StatisticsLTC16D067

### C7. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive  
minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

1. FMH 9 November 2016 – LTC16D068
2. SCI 9 November 2016 – LTC16D069
3. HUM 9 November 2016 – LTC16D070

---

## **SECTION D: RESERVED AGENDA**

*No items have been received*