

LTC16D064

Title: LTC Plan of Work 2016-7, progress to date
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Issue

To receive an updated plan of work for LTC, along with other key LTS projects, for 2016-7.

Recommendation

This paper is for report only, to update LTC on the progress of the working groups supporting the Learning and Teaching activity this academic year.

Resource Implications

None.

Risk Implications

Low

Equality and Diversity

n/a

Timing of decisions

This is for report only. The Committee will receive an update at each meeting during the year, as part of the decision to put TPPG in abeyance for the year.

Further Information

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Category	Priority Rating A+ - D	Activity Title	Set up for consideration LTC working group/ individual/ n/a	Activity - Description of Task / Project	Comments August/Sept 2016	Comments End December 2016 (to report to Jan LTC)
Policy: UEA Plan	A+	Do Something Different and Study Plus weeks project	Steering Group in place	Do Something Different Week takes place w/c 27 February	on track	Over 400 bookings to date, across 130 individual events
Policy: UEA Plan	A+	TEF	n/a - considered by ADs	Need to submit for TEF#2 in November 2016 and prepare for TEF#3	on track	On track to submit TEF narrative by 26 January
Policy: UEA Plan	A	Introduction of HEAR	n/a	Planning office now proposing an in-house HEAR, not via GradIntel. LTS input will be required.	with FPG office	De-prioritised; no further development this year.
Policy: UEA Plan	A	Introduction of GPA	n/a	Planning office will develop, as per LTC approval. CS liaison. Will need to consider communication plan with current students.		On track
Policy: L&T Strategy 1	A+	New internal QA processes	Working group already set up	To firm up on the recommendations of the working group and develop policies and procedures and templates for launch in 2017/18. Process to incorporate: 5 yearly course review, module and course review and module evaluation by students.		New LTS Head (quality) has started, this will be progressed speedily.
Policy: L&T Strategy 3	A+	Ensure compliance with Tier 4 sponsorship status through monitoring of contact points, and enhancements on reporting/compliance with attendance monitoring processes	LTS working group in place, BIU and SU need to be involved too.	Need to review policy and practice following Tier 4 audit outcome, scope technical enhancements to SITS.	1. reporting requirements awaiting BIU and ITCS input; when available, will be launched to academic colleagues. 2. Request for SSS rep to join the group.	Complete escalation procedures for staff non compliance (e.g. failure to take registers and/or failure to meet with students re absence)
Policy: L&T Strategy 8	A+	Management of Placements and Review of Code of Practice.	LTS working group already in place; needs to expand to include SU and academic colleagues	System to support placements - records, allocation, management and PSRB reporting information. PLUS: Identify/clarify responsibilities and reporting lines across LTS; increase consistency of service across Schools and Faculties; share and implement best practice re processes where course/PSRB allows.	Added in review of Code of Practice - all linked.	Deliver milestones.8a. Coding and data entry completed for HSC, testing completed. With SAS team for some amends. 8b.Membership, terms of reference, 1st meeting of Working Group.
Policy: L&T Strategy 1	A	Efficiency and effectiveness of teaching - fewer courses and modules with low numbers.	n/a - liaison with Schools, via ADs where appropriate	LTS role - two fold. To review and improve, where appropriate, course design in light of BIM and business drivers. The vehicle for change should be the 2017/18 course update process. All staff with a role need briefing as to the approach to be taken. Second role is to produce the MI for LTC and Senate.	LTS to produce report on small modules for LTC and Senate in the Autumn 2016 to see how successful 2015/16 exercise has been.	Reported to Autumn LTC and Senate
Policy: L&T Strategy 1	A	New course approval	LTC working group in place, chaired by D Stevens.	To pilot proposed new scheme, links to Course Update and display of information to applicants	Significant progress being made. Being rolled out as a pilot - LTC in October/December	Final version with Jan LTC for approval
Policy: L&T Strategy 1	A	Online learning project	LTC working group in place, chaired by HG	To continue to develop online learning, along with other non-standard non-award bearing courses		Continues
Policy: L&T Strategy 1	A	Preparing for the University's move into on-line learning (for those students who are not campus based)	n/a - LTS consideration in liaison with other Services	All regulations and procedures require attention and adapting for a community of students who are studying at a distance. This will include those in the Calendar and also LTS originated ones. To also consider p/t CPD students		Continues
Policy: L&T Strategy 10	A	Electronic collation of exam papers (draft and circulation to externals)	n/a - LTS consideration in liaison with other Services	Working in collaboration with C Sauverin and Ben Petley to roll out use of One Drive or alternative technical solution		Continues
Policy: L&T Strategy 10	A	Standardise support for course tests - define different types of assessment, in OSCEs and invigilation support	n/a - LTS consideration in liaison with other Services	To review processes, agree division of tasks between AQO, Hubs and LS and produce guidance		Continues

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Policy: L&T Strategy 10	A	CMA compliance in relation to module information	n/a - LTS consideration in liaison with other Services particularly ARM	Provision of course information to applicants and students - CMA compliance in course and module outlines.	Will need close working with ARM and FPG. Link to module outline online development	Continues
Policy: L&T Strategy 10	A	Display of PGT marks on eVision	LTC working group required	Review of impact on a) students, b) academic staff, c) LTS staff		
Policy: L&T Strategy 4	A	Timetabling	LTC working group set up to look at slotting, with D Stevens as chair.	To continue with current approach in enhancing current system. Also reviewing slotting and re-establishing the purpose as an anti-clash tool so LTS can administratively manage un-roomed events more efficiently.		Continues
Policy: L&T Strategy 9	B	Ways that we interact and communicate with students	LTS WG required with input from students and Comms.	To consider the student journey and all communications from a tone of voice perspective - revise and enhance communications accordingly.	link up with SSS, who are speaking to Anne-Marie Triggs about this already.	Scope.
Policy LTC review	A+	Peer Observation of Teaching	LTC working group required	Comprehensive review required	in hand for 2016/7	
Policy LTC review	A+	BIM regulations review including Module boards.	n/a - information will go to Schools and FLTQCs for consideration	Need to consider impact on Good Honours and reassessment. Also, look at future of module boards/confirmation of marks.		Consulting on compensation.
Policy LTC review	A	Graduate diploma regulations review	n/a - LTS to write and report to LTC	To bring into line with BIM		
Policy LTC review	A	Marking Criteria	LTC working group required	Review marking criteria/Senate scale, and marking rubrics in e-marking		
Policy LTC review	A	School and Course handbooks - information policy	working group established and can carry on.			
Policy LTC review	A	University Student Handbook for Taught Programmes	LTC working group required	to review the University-level generic information for students on taught programmes.	Include SSS rep on this.	
Policy LTC review	A	Adviser system -training and recording of meetings, update and relaunch		need to relaunch training module - plus review of Adviser Meeting Functionality in eVision - how can it be improved?	Training module under construction; the Adviser meeting functionality/ reporting to be picked up by CC linking to Tier 4 reporting.	In hand to re-launch in January.
Policy LTC review	A	Submission of coursework/penalties for late submission and word count	LTC working group required		doesn't need to start until January?	
Policy LTC review	B	Academic Appeals and complaints	LTC working group required		start with new Head of LTS in January.	
Process review/ improvement	A+	Study Abroad processes review	HUM working with LTS and other services.	To map processes undertaken by both LTS and Study abroad with regard to visiting/Erasmus students coming to UEA and UEA students undertaking study abroad. Following this mapping to determine how processes can be streamlined and whether the task should be undertaken by LTS or Study Abroad	SFM HUM is undertaking a review of Study Abroad across the University in 2016/17. There is also a review of issues related HUM module choices available to visiting students.	
Process review/ improvement	A+	Module outline development to online/eVision version	LTS working group, reviewing with ADs as required	web or eVision-based Module Outlines, fed from/to SITS, single point of truth, available to all internal staff/students, not on BB site. Ease of updating.		
Process review/ improvement	A+	Self Certification - review of policy plus the SITS developments to support EC s in general.	LTC working group in place	1. Review the Self-certification policy. 2. Specify and progress the SITS development to support extensions and self-certification	Director of Student Services to finish off the policy.	
Process review/ improvement	B	Online Assessment (Exams)	working group of interested Schools will be required in due course	review online assessment at other HEIs and recommend solution? Work with Helena.	not top priority	