

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 30 November 2016

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Director of University Services (SAS) (Dr A. Blanchflower), the Academic Director of Learning Enhancement (Mrs H. Gillespie), the Academic Director of Partnerships (Professor I. Dewing), the Head of Staff Development (Ms A. Giles), the Director of Student Services (Dr J. Sharp), Associate Deans (L&T) (Ms R. Chakraborty, Professor D. Stevens, Professor N. Selby and Mrs E. Sutton), the representative from City College Norwich (Mr J. White), the Undergraduate Education Officer of uea|su (Mr T. Antoniou-Phillips), the Postgraduate Education Officer of uea|su (Ms M. Colledge),

With: the Head of LTS (Systems) (Mrs C. Sauverin), the Head of Learning Enhancement Team (Dr J. Schildt), the Academic Director of INTO (Mr J. Moyle), the Chief Executive of uea|su (Mr J. Dickinson), the uea|su Assistant Director of Student Advocacy (Ms L. Chiu)

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

Apologies: The Academic Director of Taught Programmes (Dr C. Matthews), the Academic Director of Postgraduate Research Degree Programmes (Dr N. Watmough), the Director of Information Services (Mr J. Colam-French), the Director of Finance, Planning and Governance (Mr I. Callaghan), the Library Director (Mr N. Lewis), the Head of Partnerships (Dr L. Bohn), the Head of PGR Service (Dr V. Easson)

Mr Stephen Blease and Mr J Clayton, independent members of the University's Council were in attendance at this meeting.

25. MINUTES

Confirmed

the Minutes of the meeting held on 19 October 2016.

26. STATEMENTS BY THE CHAIR

The Chair reported on the following:

- (1) A request had been received to move Agenda items C5, Undergraduate and Taught Postgraduate External Examiner Appointments 2016/17 and C6 Annual Module and Course Review- UG Compliance Report 2015/16 to Section A of the agenda. These items would be considered with agenda items A5 and A6 Undergraduate Annual Course Review 2015/16 and 2014/15.
- (2) There has been a significant uptake of e marking in 2016/17 so that approximately 25% of all coursework would be marked and returned electronically. The impact of e marking on student satisfaction will be monitored.

*27. CONFIRMATION OF CHAIR'S ACTION

This minute is confidential and attached as a separate sheet.

LTC-M2
30.11.2016
Min. *29

*28. TEACHING EXCELLENCE FRAMEWORK

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

*31. GOOD HONOURS STATISTICS

This minute is confidential and attached as a separate sheet.

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

Considered

issues for University wide consideration or dissemination arising from annual module and course review (A copy is filed in the Minute Book, ref. LTC16D032)

HUM
SCI
SSF

RESOLVED

that 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. (A copy is filed in the Minute Book, ref. LTC16D033)

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

Considered

issues for University wide consideration or dissemination arising from annual module and course review in FMH 2014/15.

RESOLVED

that responses to all issues identified for University wide consideration for wider dissemination will be produced and sent to Schools. They will also be reported back to LTC.

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

Considered

a report on School compliance with 2015/16 Undergraduate Annual Module and Course Review. (A copy is filed in the Minute Book, ref. LTC16D043)

(The Director of Student and Academic Services advised members that the new HEFCE operating model for quality assessment includes a requirement for University Council to submit annual assurances about the reliability of degree standards and so would be considering our compliance with our internal quality assurance processes on an annual basis. The 2015/16 Annual Module and Course Review compliance report demonstrates a degree of non-compliance with the process that needs to be addressed.

Members heard that the Head of LTS (Quality) will be working on new Internal Quality Assurance systems to be introduced in 2017/18. The intention is to streamline module and course review into a single event type process with timings based around Boards of Examiners and not fixed times in the academic year).

RESOLVED

that compliance with our internal processes was a requirement and that the Secretary will send the Associate Deans (L&T) an up to date record of non-compliance for them to follow up with colleagues in their Faculty and report to the next meeting.

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

Considered

a report on undergraduate and taught postgraduate External Examiner appointments 2016/17. (A copy is filed in the Minute Book, ref. LTC16D004).

(The Committee noted that delays in appointment were causing delays in being able to send out samples of students' work)

RESOLVED

the Secretary will send the Associate Deans (L&T) an up to date record of External Examiner appointments still outstanding for them to follow up with colleagues in their Faculty.

34. PEER OBSERVATION

Considered

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

FMH

SCI

(A copy is filed in the Minute Book, ref. LTC16D034)

(In its detailed discussions, members heard from the ADLTE that she was attending all FLTQCs to discuss revisions to the current Peer Observation scheme. All those present agreed that that the process needs to demonstrate impact and effectiveness. She will be working with a small group and would bring proposals for a revised scheme to a meeting of LTC in the spring 2017 with a view to running a pilot in 2017/18).

RESOLVED

to accept the reports.

LTC-M4
30.11.2016
Min.

35. REVISED PROCEDURES FOR THE NEW COURSE PROPOSAL PROCESS

Considered

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

- (1) the suggested new course proposal process should be approved in principle
- (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)

(A copy is filed in the Minute Book, ref. LTC16D035)

(In its detailed discussions of the proposals:

- (1) some members expressed concern about the definitions of what constituted high and low risk proposals and the term high risk. In particular there was concern that agility in the development of course proposals might be compromised in the definition of what constitutes high risk;
- (2) concerns were expressed about the ability to act quickly to develop commissioned courses under the proposals being put forward;
- (3) concerns about the threshold of course content change that would necessitate a new course proposal form being completed, noting the recommendations from the Higher education review report in this regard).

RESOLVED

- (1) that the terminology in the process be changed to refer to standard risk and low risk new course proposals
- (2) that the wording of the form and the process be amended to take into account the special characteristics of commissioned courses
- (3) to re-consider the process required when course content changes and the thresholds at which the low and standard risk process is required and whether all elements of either or both process would be required in each case
- (4) that the Associate Dean (L&T) for SCI, Professor Stevens, will meet with the SSF Executive to discuss the Faculty's concerns about the proposals;
- (5) to consider proposed revisions to the details of the new process at the next LTC meeting.

36. NEW AWARDS AND COURSE PROPOSALS

Considered

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)

(A copy is filed in the Minute Book, ref. LTC16D036)

(The Associate Dean (L&T) introduced the new course proposals which are being developed, in part as the result of a steer from the government to increase the number of teachers in STEM subjects.

In its detailed consideration of the proposals the ADLTE expressed some concerns about the level of support being proposed for students in their school placement and the lack of involvement from EDU staff in advising students on their module choices. In addition she was concerned about the proposed assessment load of the two compulsory EDU modules and the absence of detail on the proposed content of these modules).

RESOLVED

- (1) that the ADLTE, the Associate Dean (L&T) for SCI, the Course Director designate, Professor Kay Yeoman and a representative from EDU will meet to discuss and resolve the concerns raised by the ADLTE;
- (2) that Chair's action will be taken to approve the proposals once a consensus is reached by the group;
- (3) that the courses can be listed in the 2018/19 prospectus as 'subject to approval'.

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

Considered

a review of academic appeals, complaints, OIA, Senate Student Disciplinary Committee and plagiarism and collusion cases in 2015/16 . (A copy is filed in the Minute Book, ref. LTC16D037).

38. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC16D038).

39. LTC PLAN OF WORK 2016/17

Received

the 2016/17 LTC Plan of Work. (A copy is filed in the Minute Book, ref. LTC16D039).

LTC16M002

LTC-M6
30.11.2016
Min. 40

40. EXTENUATING CIRCUMSTANCES REQUESTS IN 2015-16

Received

statistics by Hub on the number of extenuating circumstances and self-certificates received in 2015/16 compared with 2014/15. (A copy is filed in the Minute Book, ref. LTC16D040).

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

Received

an update on the number of modules running with low module enrolment including actual enrolments for 2015/16 and provisional enrolments for 2016/17. (A copy is filed in the Minute Book, ref. LTC16D041).

42. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- 1) SSF 14 September 2016 (A copy is filed in the Minute Book, ref.LTC16D044)
- 2) HUM 7 October 2016 (A copy is filed in the Minute Book, ref.LTC16D045)
- 3) SCI 21 September 2016 A copy is filed in the Minute Book, ref. LTC16D046)
- 4) FMH 28 September 2016 (A copy is filed in the Minute Book, ref.LTC16D047)