

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 25 January 2017

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Director of University Services (SAS) (Dr A. Blanchflower), the Academic Director of Partnerships (Professor I. Dewing), the Academic Director of Taught Programmes (Dr C. Matthews), the Academic Director of Postgraduate Research Degree Programmes (Dr N. Watmough), the LTC Head of Staff Development (Ms A. Giles), the Library Director (Mr N. Lewis), Associate Deans (L&T) (Ms R. Chakraborty, Dr B. Milner, Professor N. Selby and Mrs E. Sutton), the Undergraduate Education Officer of the Union of UEA Students (Mr T. Antoniou-Phillips), the Postgraduate Education Officer of the Union of UEA Students (Ms M. Colledge), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms J. Swo)

With: the Head of LTS (Systems) (Mrs C. Sauverin), The Head of Postgraduate Research Services (Dr V. Easson), the Head of the Learning Enhancement Team (Dr J. Schildt), the Academic Director of INTO (Mr J. Moyle), the Head of Partnerships (Dr L. Bohn), the Assistant Director of Student Advocacy in the UEA Union of Students (Ms L. Chiu), for Minute 45 the PAL Learning Enhancement Tutor (Dr P. Dalby), for Minute 50 the HUM Senior Faculty Manager (Mr J. Tully), for Minute 53 the Head of School, MTH (Professor D. Stevens)

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

Apologies: the Academic Director of Learning and Teaching Enhancement (Mrs H. Gillespie), the Director of Student Services (Dr J. Sharp) and the Head of LTS (Quality) (Ms L. Thompson), the representative from City College Norwich (Mr J. White)

43. MINUTES

Confirmed
the Minutes of the meeting held on 30 November 2016.

44. STATEMENTS BY THE CHAIR

Teaching Excellence Framework (TEF)

The University's 15 page TEF Provider statement will be submitted on 26 January and will be an agenda item at the LTC meeting on 15 March 2017.

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

Considered

- (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.

(A copy is filed in the Minute Book, ref. LTC16D048)

(In its detailed discussions members agreed that the questions posed in the paper were best considered by a small group rather than the whole of LTC).

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RESOLVED

- (1) the Academic Director of Learning and Teaching Enhancement (ADLTE), the Academic Director of Taught Programmes (ADTP) and the Market Research Manager will meet with the PAL Learning Enhancement Tutor to consider the questions raised in the paper relating to the implementation of the evaluation framework for the PAL scheme.
- (2) an evaluation of the scheme will be considered at the LTC meeting in October 2017.

46. LEARNING ENHANCEMENT TEAM REPORT 2015/16

Received

a report on the Learning Enhancement Team's activity and usage of its services in the academic year 2015/16. (A copy is filed in the Minute Book, ref LTC16D049)

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

Considered

an update from Associate Deans (L&T) on non-compliance with undergraduate annual module and course review in 2015/16 arising from the November meeting of LTC (A copy is filed in the Minute Book, ref LTC16D050)

(Associate Deans (L&T) for FMH, HUM and SCI reported on the non-compliance reports for annual module and course review submitted to the Committee. Both the Chair and the Director of Student and Academic Services emphasised that compliance with the University's quality assurance processes is compulsory for all Schools. Compliance is reported annually to UEA Council as part of the HEFCE Annual Accountability Return on Quality Assurance).

RESOLVED

- (1) the HUM Associate Dean (L&T) will discuss with the SSF Associate Dean (L&T) the mechanisms in place in SSF which have resulted in 100% compliance with the annual module and course review process with a view to adopting this best practice in HUM;
- (2) the HUM Associate Dean (L&T) and the HUM Executive Dean should work to ensure 100% compliance with the process from HUM Schools.

48. 5 YEARLY COURSE REVIEW (CR3) 2015/16

Considered

issues for consideration by LTC arising from the 5 yearly course reviews undertaken in FMH in 2015/16. (A copy is filed in the Minute Book, ref LTC16D051)

(The FMH Associate Dean (L&T) advised LTC that the reports highlighted the success of online and at a distance course delivery. It was noted that a number of the risks identified in the report relating to this type of course delivery have been addressed in the process for approving online courses. However, there are still risks, including the adaptation of processes requiring face-to-face interaction for online course provision. This is being addressed by the Online Learning Group).

RESOLVED

to accept the report, noting that recommendations for the University are being acted upon.

49. EXTERNAL EXAMINERS' REPORTS 2015/16

Considered

issues for consideration by LTC arising from School and Faculty scrutiny of FMH External Examiner reports 2015/16. (A copy is filed in the Minute Book, ref LTC16D052)

(The Committee noted

- i. overall commentary within FMH reports was extremely positive and colleagues are to be commended for the high regard expressed by our External Examiners. Use of creative and authentic methodologies; rigorous internal marking and moderation practices was cited in a number of instances;
- ii. the need for enhancements in the support provided to external examiners and in particular via Blackboard at the level of the School but also at University level
- iii. two issues that have been attended to by the School in relation to marking practices.

RESOLVED

to request enhancements in the support provided to External Examiners via Blackboard at the level of the School and the University.

50. HUM TRANSITIONS

Received

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. (A copy is filed in the Minute Book, ref LTC16D053)

(The HUM Senior Faculty Manager (SFM) gave members an overview of the HUM Transitions initiative. He noted that student generated activities and peer initiatives were key to the project and would be further developed in future years. Working collaboratively with uea|su had also contributed to the success of the initiative. The Committee noted the invitation from the HUM SFM, the HUM Associate Dean (L&T) or the ADTP to be contacted by members if they wish to discuss the initiatives further).

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

This minute is confidential and attached as a separate sheet.

52. CSED ANNUAL REPORT 2015/16

Considered

the 2015/16 CSED Annual Report. Feedback was requested from members, particularly with regard to CSED's development plans and future priorities as outlined

in paragraphs 11 and 12 of the report. (A copy is filed in the Minute Book, ref LTC16D055)

(In its detailed considerations members:

- i. discussed how upskilling academic staff in pedagogic practice could be achieved effectively given the current low participation rates in some of the academic practice courses run by CSED;
- ii. considered the potential role of Peer Observation in promoting and developing pedagogic practice).

RESOLVED

- (1) the Chair, the ADTP and ADLTE will give further consideration to the engagement of academic staff in the academic practice courses offered by CSED and, in the context of teaching practice development within Schools, consider how upskilling in pedagogy can best be delivered;
- (2) that University and National Teaching fellows should be included as one of the stakeholder groups with whom CSED will engage in the development of contents and themes of future Learning and Teaching Days.

53. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

approval of the following new course proposals

- (1) MA in Second Language Education (A copy is filed in the Minute Book, ref LTC16D056)
- (2) BSc Environmental Science (jointly delivered with Ocean University China) – Approval in Principle (A copy is filed in the Minute Book, ref LTC16D057)

(In considering the proposed BSc Environmental Science jointly delivered with Ocean University, China some members of the Committee expressed concern that the documentation does not indicate how the student voice will be heard in Ocean University and wished to see this detailed in the full proposal. The Committee noted that when the outstanding issues relating to systems, policy and procedures have been finalised between UEA and Ocean University the full proposal will be submitted to LTC for approval).

RESOLVED

- (1) that the MA in Second Language Education be approved;
- (2) to approve in principle the BSc Environmental Science (jointly delivered with Ocean University China)

54. REVISED PROCEDURES FOR THE NEW COURSE PROPOSAL PROCESS

Considered

revised procedures for the New Course Proposals Process. The process was approved in principle by LTC at its meeting on 30 November 2016 subject to some revisions which

are presented for members' consideration. (A copy is filed in the Minute Book, ref LTC16D058)

RESOLVED

that the revised procedures be approved subject to the role holders who should be consulted on new course proposals being added to the CP2 form.

55. MRES DEGREE AND AWARD REGULATIONS

Considered

approval of regulations for MRes degrees to be introduced from 2017/18. (A copy is filed in the Minute Book, ref LTC16D059)

(Members were advised by the Director of Student and Academic Services that since there were no substantial differences between the proposed regulations for the MRes degrees and taught Masters degrees, the MRes regulations should continue to be incorporated within the Common Masters Framework (CMF) regulations until such time as differences evolved.

RESOLVED

- (1) that the MRes regulations will remain within the CMF for the time being;
- (2) that the Director of SAS, the Academic Director of Postgraduate Degrees and the Head of the Postgraduate Research Services will meet to ensure that the proposed changes to MRes degree course profiles are introduced in a manner that complies with the requirements of the Competition and Markets Authority;
- (3) that a sub-group will consider proposed MRes pathways in SSF in the context of funding application deadlines.

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

Resolved

a series of recommendations from the University of Suffolk Joint Academic Committee. (A copy is filed in the Minute Book, ref LTC16D060)

57. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive (A copy is filed in the Minute Book, ref LTC16D061)

58. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref LTC16D062)

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59. ANNUAL REPORT ON PLACEMENTS

Received

the 2015/2016 annual report on placement and workplace learning activity across the University (excluding Study Abroad programmes). (A copy is filed in the Minute Book, ref LTC16D063)

60. LTC PLAN OF WORK 2016/17

Received

the 2016/17 LTC Plan of Work. (A copy is filed in the Minute Book, ref LTC16D064)

61. HEFCE ANNUAL ACCOUNTABILITY RETURN QUALITY ASSURANCE ASSURANCES

Received

a confidential report to UEA Council on HEFCE Annual Accountability Return Quality Assurance. (A copy is filed in the Minute Book, ref LTC16D065)

62. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

- (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 Foundation

(A copy is filed in the Minute Book, ref LTC16D066)

- (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 Statistics

(A copy is filed in the Minute Book, ref LTC16D067)

63. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

1. FMH 9 November 2016 – (A copy is filed in the Minute Book, ref LTC16D068)
2. SCI 9 November 2016 – (A copy is filed in the Minute Book, ref LTC16D069)
3. HUM 9 November 2016 – (A copy is filed in the Minute Book, ref LTC16D070)