

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 10 May 2017, in Committee Room 2, the Council House.

There will be refreshments outside the room from 1.50 pm.

Michele Pavey
Learning & Teaching Manager
3 May 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 8 May 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 15 March 2017 (Enclosed)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

To report
Confirmation of Chair's action

- 1) Royal Marsden School Foundation Degree Regulations: the existing UEA Partnerships regulations governing foundation degrees at Easton and Otley College and Brooksby Melton College is extended to cover foundation degree provision at the Royal Marsden School;

- 2) Approval of the introduction of a Year Abroad for the following courses in ECO:

BSc Business Economics with a Year Abroad
BSc Business Finance and Economics with a Year Abroad
BSc Economics with Accountancy with a Year Abroad

LTC16D102 (Divider A)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

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

A1. STUDENT REPRESENTATION CODE OF PRACTICE

To consider

recommendations arising from a review of the Student Representation Code of Practice which are:

- (1) to endorse and provide feedback on the updated Code of Practice;
- (2) to note the resource implications identified in the action plan;
- (3) to consider and comment on the points highlighted in the discussion;
- (4) to adopt the further recommendations which are:
 - a) the Student Representation Working Group has not continued as per the recommendations of the previous Code of Practice. It is therefore felt that this working group should be replaced by **Student Representation as an agenda item at all FLTQCs and at LTC at least once each semester** to ensure that the actions in the Action Plan are being taken forward;
 - b) the **Action Plan** should be reviewed during at least one FLTQC and LTC per semester to ensure that it, along with the Code of Practice, becomes more of a working document;
 - c) communication and easy access to information is key to ensure SSLC's and student representation function effectively. The previous CoP referred to a University wide **Student Representation Blackboard** site which, although has been developed, is not being used effectively. The recommendation is therefore to explore alternative ways for this information to be made available – possibly along the lines of the Student Zone in SCI – in consultation with Schools and Faculties and uea|su;
 - d) there are discrepancies in awareness of the Code of Practice itself. This document should be **available and promoted to all members of UEA staff**, not just Student Partnership Officers;
 - e) to develop an **online training module** on Student Representation – compulsory for all SPOs, recommended for administrative staff supporting SSLCs, and available to all staff to complete if they wish;
 - f) **the resource commitment required** to implement the code consistently. This is in terms of staff time and any School-based budgets allocated to supporting student representation activity. Resources required to fulfil the needs of representation at UEA are outlined in the Action Log of the CoP.

LTC16D103 (Divider B)

LTC16A005

A2. DO SOMETHING DIFFERENT WEEK

To consider

a report and recommendations arising from the evaluation of the 2016/17 Do Something Different Week. The recommendations are:

- (1) that the DSDW continues to run for the next two years. This will provide a baseline and year on year comparison to enable valid assessment of its impact and value to the student experience;
- (2) that a planning committee is created, chaired by LTS, with student membership, to help create and plan DSDW going forward;
- (3) that the week is run in the same format as during 2016/17, on a voluntary basis, for all postgraduate and undergraduate students. This will minimise disruption to the teaching timetable, to allow teaching patterns to continue to operate in the usual way and to ensure the inclusion of the week does not have a negative impact on the student experience;
- (4) that consideration is given to how buy-in from Schools to DSDW can be improved;
- (5) that the budget allocation within the resource section of this report is supported;
- (6) that combining events with the Global Opportunities week, as recommended at Internationalisation Executive, is considered.

LTC16D104 (Divider C)

*A3. COMPETITION AND MARKETS AUTHORITY: COURSE AND MODULE UPDATE

To consider

confidential proposed amendments to the timelines for course and module update to ensure CMA compliance. LTC16D105 (Divider D)

A4. EXTENUATING CIRCUMSTANCES: SELF- CERTIFICATION

To consider

proposed changes to the Extenuating Circumstances policy based on the following recommendations:

- (1) the University should continue to offer students extension by Self-certification (for 2017/18 onwards);
- (2) the number of Self-certifications possible if required should be extended from one per academic year to two. One can be used at reassessment if not used previously (for 2018/19 onwards);
- (3) a Self-certification extension will have a duration of 72 hours with work to be submitted before 3pm the next working day (for 2018/19 onwards);
- (4) any item of coursework that has a deadline within the Self-certification period will be covered by the extension (for 2018/19 onwards);
- (5) only coursework can be covered by Self-certification and the definition of coursework should be strengthened to exclude practical work such as lab demos and presentations (for 2017/18 onwards).

LTC16D106 (Divider E)

LTC16A005

*A5 UEA ACCESS AGREEMENT 2018/19 AND PLANNED APPROACHES FOR MEETING COMMITMENTS TO WIDENING PARTICIPATION, STUDENTS' SUCCESS AND PROGRESSION.

To consider
the following recommendations

- (1) all FLTQCs should consider the Access Agreement at the next available meeting, and have this as a standing item for each year from now on). Members of the WP team will be happy to attend to take questions;
- (2) regular data on WP student performance to be provided at Faculty, School and subject level and this should be considered at FLTQCs;
- (3) consider if there are new or existing aspects of student support that could be enhanced for WP student groups using Access agreement funding. These should then be discussed with the WP manager and Academic Director.

LTC16D107 (Divider F)

A6. MANDATORY ADOPTION OF TALIS ASPIRE AS THE DEFAULT READING LIST SERVICE

To consider
the following recommendations proposing the mandatory adoption of TALIS Aspire as the default Reading List service for the University:

- (1) to ensure a consistent institution-wide approach to reading list provision, the fairer provision of library resources across all disciplines, and to accelerate the growth of embedded digital learning at UEA, TALIS reading list software be mandated across all modules where reading lists are relevant;
- (2) to support the mandate, the TALIS system be reconfigured with consistent nomenclature to denote 'Core' and 'Further' reading, with the minimum requirement being to provide the 'Core';
- (3) that academics be asked to comply from the 2017/18 academic year, with an indicative target of 31st July 2017 for new lists, and rollover of existing lists, to enable sufficient time for new items to be ordered.

LTC16D108 (Divider G)

*A7. COURSEWORK TURNAROUND TIMES: A SNAPSHOT REPORT

To consider
a confidential update on coursework turnaround times to date in the spring semester.
LTC16D109 (Divider H)

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.

LTC16A005

*B1. FULL-TIME PHD SUBMISSION DATES

To consider

the confidential proportion of full-time PhD candidates who submit their doctoral thesis (pre-viva) within four years of their initial registration date. LTC16110

B2. UEA JOINT BOARDS OF STUDY WITH PARTNER INSTITUTIONS: UPDATED TERMS OF REFERENCE

To consider

updated Terms of Reference for Joint Boards of Study with UEA Partner Institutions. The Boards have joint membership between UEA and each partner institution. Policies and procedures have developed over time and the Terms of Reference have been updated to reflect current practice. LTC16D111

B3. RECOMMENDATIONS ARISING FROM THE UNIVERSITY OF SUFFOLK JOINT ACADEMIC COMMITTEE

To consider

(1) proposed changes to the Joint Academic Committee (JAC) membership and Terms of Reference with effect from 31 March 2017;

(2) a recommendation that the BA (Hons) Photographic and Digital Media and the DipHE Photographic and Digital Media run at Great Yarmouth College be discontinued from 2017/18

LTC16D112

SECTION C: ITEMS FOR REPORT

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

C1. PARTNERSHIPS

To receive

an update from the Partnerships Office. LTC16D113

C2. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive. LTC16D114

C3. SCHOLARSHIPS, BURSARIES AND PRIZES

To receive

a report on scholarships, prizes and bursaries approved since the last meeting of LTC. LTC16D115

C4. LTC PLAN OF WORK

To receive

an update on the LTC Plan of Work. LTC16D116

LTC16A005

C5. CHANGES TO BIM REGULATIONS 2016/17: COMMUNICATION TO STUDENTS

To receive

the communication plan for informing students of the changes to the BIM regulations with the introduction of limited compensation and GPA, including memos and flowcharts for continuing and final-year undergraduate students

LTC16D117

C6. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

CP1 Course Approval/change forms for the following courses:

1. HSC Advanced Professional Practice programme
2. MA in Modern History
3. BA Society, Culture and Media
4. BA Media Studies
5. BA Film and Television Studies

LTC16D118

C7. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

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

- 1) HUM LTQC meeting held on 22 March 2017 – LTC16D119
- 2) SSF LTQC meeting held on 22 February 2017 – LTC16D120
- 3) FMH LTQC meeting held on 22 February 2017 – LTC16D121

C8. INDIVIDUALISED EXAMINATION FEEDBACK PILOTS

To receive

details of the individualised examination feedback pilots, involving three modules in three Faculties which will take place in Summer 2017 following the main series of examinations. LTC16D122

SECTION D: RESERVED AGENDA

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

No items have been received