

**LTC16D116**

**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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No.	Category	Priority Rating A+ - D	Activity Title	Set up for consideration - LTC working group/ individual/ n/a	Activity - Description of Task / Project	to End April 2017
1	Policy: UEA Plan	A+	Do Something Different and Study Plus weeks project	Steering Group in place		Evaluation reported to May LTC
2	Policy: UEA Plan	A+	TEF	n/a - considered by ADS	Need to submit for TEF#2 in November 2016 and prepare for TEF#3	Completed
3	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.	Completed
4	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.	Comms plan reported to May LTC
5	Policy: UEA Plan	A	UEA Plan 2016-2020	n/a	Implementation of the UEA Plan - learning and teaching elements - tactical plan required	Completed
6	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.	In progress
7	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.	Heads of School receiving reports and LTS working through a few process issues raised.
8a	Policy: L&T Strategy 8	A+	Placement Management System	N/A. Scoped with Schools that have placements and PSRB requirements at inception of project. JJ liaising with Study Abroad Office.	System to support placements - records, allocation, management and PSRB reporting information. Students view own placements past/present via e:Vision. UEA designated staff access. <b>Important:</b> Access for Placement Providers - e.g., to access lists of students coming to placement. Take forward in 2017/18.	In progress
8b	Policy: L&T Strategy 8	A+	Review of Code of Practice on Placement and Work-based Learning	LTC Working Group - chaired by CM	To review existing CoP and split into i) Policy and ii) Guidelines, taking account of Chapters B3 and B10 of the QAA Quality Code	This will come to LTC in the Autumn 2017
9	Policy: L&T Strategy 1	A	Efficiency and effectiveness of teaching - fewer courses and modules with low numbers.	n/a - liaise 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.	ongoing
10	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	New process approved by LTC in January. Final editing underway, taking into account CMA compliance.
11	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	ongoing
12	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	Unlikely to be completed this academic year.
13	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	ongoing
14	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	ongoing

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15	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.	Module and Course update changes reported to May LTC. Publishing of material to applicants under consideration.
16	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	Not priority at the moment
17	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.	Ongoing
18	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.	Ongoing-working with SSS and ARM
19	Policy LTC review	A+	Peer Observation of Teaching	LTC working group required	Comprehensive review required	In progress
20	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.	Comms plan reported to May LTC
21	Policy LTC review	A	Graduate diploma regulations review	n/a - LTS to write and report to LTC	To bring into line with BIM	In progress
23	Policy LTC review	A	Marking Criteria	LTC working group required	Review marking criteria/Senate scale, and marking rubrics in e-marking	
24	Policy LTC review	A	School and Course handbooks - information policy	working group established and can carry on.		In progress
25	Policy LTC review	A	University Student Handbook for Taught Programmes	LTC Working Group required - feed into Working Group on School and Course Handbooks.	To review the University-level generic information for students on taught programmes.	This year will be normal update, with full review planned for next year.
26	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?	Completed
27	Policy LTC review	A	Submission of coursework/penalties for late submission and word count	LTC working group required		In progress
28	Policy LTC	B	Academic Appeals and complaints	LTC working group		
29	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	In progress
30	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.	In progress
31	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	Policy being considered at May LTC; SITS developments to follow
35	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 priority at the moment