

# LEARNING AND TEACHING COMMITTEE



## Minutes of the meeting held on 15 March 2017

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Director of University Services (SAS) (Dr A. Blanchflower, the Academic Director of Widening Participation (Mrs H. Gillespie), The Academic Director of Taught Programmes (Dr C. Matthews), the Academic Director of Postgraduate Research Degree Programmes (Dr N. Watmough), The Director of Student Services (Dr J. Sharp) the Head of Staff Development (Ms A. Giles), the Library Director (Mr N. Lewis), Associate Deans (L&T) (Ms R. Chakraborty, Dr B Milner, Mrs E. Sutton), the Teaching Director of AMA (Dr S. Inthorn) for Professor N. Selby, the representative from City College Norwich (Mr J. White), 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 LTS (Quality) (Mrs L. Thompson), the Head of Learning Enhancement Team (Dr J. Schildt), the Joint Head of the Careers Service (Mr J Goodwin), the Partnerships Senior Manager (Mr L Daly), the Academic Director of INTO (Mr J. Moyle), the Assistant Director of Student Advocacy in the UEA Union of Students (Ms L. Chiu).

Secretary: the Head of LTS (Quality) (Mrs L. Thompson).

### 64. MINUTES

Confirmed

the Minutes of the meeting held on 25 January 2017.

### 65. STATEMENTS BY THE CHAIR

None

### 66. CONFIRMATION OF CHAIR'S ACTION

Reported

confirmation of Chair's action. (A copy is filed in the Minute Book, ref. LTC16D071)

- 1) Common Masters Framework: Amendment to the 2016/17 CMF:
  - i. that all part-time students who were due to go to Board in the coming year and who have taken new modules in 16/17 (continuing) are considered under the 'new' 16/17 regulations as well as the 15/16 and have the no-detriment rule applied.
  - ii. That any student who has taken all M level modules, and who goes to Final Board in 16/17, will be considered under the 2015/16 regulations.

## LTC16M004

LTC-M2  
15.03.2017  
Min. 66

- 2) Changes to the MRes Social Science Research Methods for 2018/19
  - i. to increase the credit allocated to the research dissertation element from 80 credits to 100 credits;
  - ii. to introduce six new pathways, in Politics, Economics, Experimental Philosophy, Human Geography, Social Anthropology, and Science, Technology and Sustainability (STS);
  - iii. to refresh the six existing pathways, which are: Business and Management, Education and Lifelong Learning, International Development, Law, Psychology and Social Work and Social Policy;
  - iv. approval is also given for these changes to be introduced for 2017/18 on the strict condition that applicants can still study on the course profile they applied to should they wish, and without detriment.

\*67. STUDENT ENGAGEMENT WITH THE CAREERS SERVICE

This minute is confidential and attached as a separate sheet.

\*68. THIRD EVALUATIVE REPORT FOLLOWING THE IMPLEMENTATION OF THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS (BIM)

This minute is confidential and attached as a separate sheet.

\*69. COMPENSATION WITHIN THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS (BIM)

This minute is confidential and attached as a separate sheet.

70. ANNUAL TAUGHT POSTGRADUATE COURSE AND MODULE REVIEW 2015/16 FACULTY REPORTS (QAR 3)

Considered

issues for University-wide consideration and good practice for wider dissemination arising from Faculty reports on 2015/16 PGT Course and Module review (QAR 3)

- i. HUM – (A copy is filed in the Minute Book, ref. LTC16D075)
- ii. SSF – (A copy is filed in the Minute Book, ref. LTC16D076)
- iii. SCI – (A copy is filed in the Minute Book, ref. LTC16D077)

RESOLVED

- (1) the Learning and Teaching Manager and Secretary to LTC will collate issues arising for the University and collect responses where relevant to report to LTC.
- (2) following feedback from all Faculties about issues with data collection and reporting, the Head of Learning and Teaching (Quality) will consider process improvements as part of the Internal Quality Assurance Review.

71. ANNUAL TAUGHT UNDERGRADUATE COURSE AND MODULE REVIEW 2015/16 FACULTY REPORTS (QAR 3)

Considered

issues for University-wide consideration and good practice for wider dissemination arising from Faculty reports on 2015/16 undergraduate Course and Module review (QAR 3)

- i. SCI-Mathematics and Computing (A copy is filed in the Minute Book, ref. LTC16D078)
- ii. FMH - HSC Pre-Registration and Post-Registration courses (A copy is filed in the Minute Book, ref. LTC16D079)

72. SCHOOL PLANS ADDRESSING OUTCOMES FROM THE 2016 POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES)

Considered

School plans and overviews from Faculty Associate Deans (L&T) to address issues arising from the 2016 PTES Survey

- i. HUM – (A copy is filed in the Minute Book, ref. LTC16D080)
- ii. SSF – (A copy is filed in the Minute Book, ref. LTC16D081)
- iii. FMH – (A copy is filed in the Minute Book, ref. LTC16D082)
- iv. SCI – (A copy is filed in the Minute Book, ref. LTC16D087)

(The Committee noted that small sample sizes were an issue and would welcome suggestions for increasing participation. Support for students whose first language was not English needed to be addressed holistically including through the admissions process and staff training. Dissertation support was raised as a key issue across all Faculties. It was noted that there needed to be further disaggregation of the data to understand issues specific to differing cohorts, although sample sizes may not allow this.

The Postgraduate Education Officer of the Union of UEA Students reported anecdotal comments from students that they did not know when to start their dissertation or their submission deadlines. Students progressing from UG at UEA had a more positive and clear experience of dissertation information.)

RESOLVED

Associate Deans (L&T) to advance the issue of providing clear dissertation information and deadlines for PGT and seek resolution via FLTQCs.

73. READING LISTS- UPDATE ON RECEIPT OF READING LISTS BY THE LIBRARY

Received

a report from the Library Director on compliance with the requirement that all reading lists should be deposited with the Library for 2016/17.

Considered

how to improve compliance with the LTC mandate for reading list provision. (A copy is filed in the Minute Book, ref. LTC16D083)

(The Library Director explained that this early report had been made to highlight the lack of compliance with the requirement to provide reading lists to the Library, in any format, and to allow time for improvement ahead of the June

## LTC16M004

LTC-M4  
15.03.2017  
Min. 73

Committee meeting. Fewer lists had been provided via Talis in 2016/17 compared to 2015/16 when temporary staff had been employed in the implementation phase to enter lists on behalf of academic staff. In 2016/17 there was still a Reading List Administrator to provide technical support to staff in entering and updating their own lists, but not to do the actual work on their behalf because that was not scalable. In terms of the tabled report indicating levels of compliance per School, it was noted that not all Modules had a stand-alone reading list due to the nature of the module and so this had to be factored in to expectations of compliance rates.

The Committee noted that the timely provision of reading lists remains a high priority for the Students' Union, as students were concerned about the additional course costs of having to buy books that were not provisioned for in the Library and the ability to purchase in the cheapest manner. The timely provision of reading lists to the Library would minimise this by making core materials available, and when lists were provided via Talis it made resources even more accessible to students. The Committee considered that a recommendation to require reading lists submission via Talis was likely to be forthcoming when this matter was next discussed. It was also noted that the Learning Analytics project would provide students with information to assess their own engagement with their studies which may increase the pressure on Library resources if they were not carefully managed in line with reading lists).

### RESOLVED

- (1) The Library Director and the Undergraduate Education Officer of the Union of UEA Students to produce a joint paper for a future papers to LTC.
- (2) The Library Director to provide a more detailed case on the recommendation and benefits of providing reading lists electronically using Talis in the next report.

### \*74. COURSEWORK TURNAROUND TIMES: A SNAPSHOT REPORT

This minute is confidential and attached as a separate sheet.

### 75. FACULTY REPORT ON EXTERNAL EXAMINERS' REPORTS 2015/16

#### Considered

issues arising for University-wide consideration and good practice for wider dissemination arising from Faculty reports on 2015/16 External Examiner reports

- i. Undergraduate FMH – (A copy is filed in the Minute Book, ref. LTC16D085)
- ii. HUM –overview from the Associate Dean (L&T) – (A copy is filed in the Minute Book, ref. LTC16D086)

(Detailed discussions raised the issue that there was no provision of an institutional level training site for External Examiners and that External Examiners would like more information on the implications of BIM).

76. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting of approval of:

## SSF

- i. BA Philosophy Politics and Economics with a Year Abroad
- ii. BSc Politics and Economics with a Year Abroad
- iii. BSc Business Economics with a Year Abroad
- iv. BSc Business Finance and Economics with a Year Abroad
- v. BSc Economics with Accountancy with a Year Abroad  
(A copy is filed in the Minute Book, ref. LTC16D088)

## SCI

- i. BSc Actuarial Sciences & BSc Actuarial Sciences with a Year in Industry. (A copy is filed in the Minute Book, ref. LTC16D089)

(In considering the proposed changes to the BSc Actuarial Sciences & BSc Actuarial Sciences with a Year in Industry it was noted that the changes were being made to support accreditation and had been made in consultation with the Head of Learning and Teaching (Quality) and Head of Admissions considering CMA implications.

In considering the ECO course proposals concerns were raised that the Schools partnering with ECO in offering the joint degrees had not been consulted about the programme and the possible implications. In addition the paperwork made little or no reference to the relevant other School and lacked detail about the year abroad being proposed. It was confirmed that the intention was to only offer the year abroad option in the appropriate year for incoming cohorts and not as a transfer option earlier for current students, as placements are being sourced to support this. The Head of Learning and Teaching (Systems) noted that the new course approval form provided clearer guidance on the information required for new joint degrees or the introduction of a year abroad.

The Committee considered that the numbers of proposals coming forward, combined with the level of detail necessary for the Committee to undertake the rigorous scrutiny required, inhibited discussion. A suggestion that scrutiny groups be established from within the Committee membership that would then lead the discussions was welcomed).

## RESOLVED

- (1) That the BSc Actuarial Sciences & BSc Actuarial Sciences with a Year in Industry changes be approved;
- (2) That the SSF courses was not approved at this stage due to the concerns raised in the detailed discussions.
- (3) That the following actions are now taken with regard to the SSF course proposals:
  - a. The Associate Dean (L&T) SSF takes the proposals back to Teaching Directors;
  - b. If in agreement that they wish to pursue the course proposals then the Teaching Directors need to improve the documentation to address the issues raised;

## LTC16M004

LTC-M6  
15.03.2017  
Min. 76

- c. The Academic Director for Taught Programmes should talk to the Teaching Directors to outline key concerns;
  - d. The Associate Dean (L&T) SSF will bring the course proposals back to LTC with a cover paper highlighting the changes.
- (4) That course approvals presented to LTC would be critically read by the relevant Associate Dean (L&T) and another nominated LTC rep on rotation with immediate effect to ensure key issues are highlighted.

### 77. THE HIGHER EDUCATION ACHIEVEMENT RECORD (HEAR):-RE-IMPLEMENTATION WITH AN IN-HOUSE SOLUTION

Considered

the following recommendations from the University's Records Manager and the Systems and Processes Team Manager:

- 1) the University immediately ceases the implementation of the HEAR through GradIntelligence services;
- 2) the University explores enhancing the existing paper-based European Diploma Supplement transcript to include information currently unique to the HEAR for undergraduate students graduating in 2017/8 onwards;
- 3) in due course we consider further developments including an online version accessible to students and alumni and extending the transcript to PGT graduates. In addition, the new transcript could be developed to include a formative version available online throughout the period of study.

(A copy is filed in the Minute Book, ref. LTC16D090).

RESOLVED

### 78. PARTNERSHIPS

Received

a report from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC16D091).

### 79. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC16D092).

### 80. TEACHING EXCELLENCE FRAMEWORK (TEF)

Received

the University's TEF Provider statement. (A copy is filed in the Minute Book, ref. LTC16D093).

81. UNIVERSITY LEARNING AND TEACHING DAY: 18 MAY 2017 (THEME: OUTSIDE IN; THE WORLD IN THE UNIVERSITY- HOW EXTERNAL FACTORS INFLUENCE OUR TEACHING

Received

the programme for the 2017 Learning and Teaching Day. (A copy is filed in the Minute Book, ref. LTC16D094).

82. LTC PLAN OF WORK

Received

an update on the LTC plan of work. (A copy is filed in the Minute Book, ref. LTC16D095).

83. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on course closure for the following courses:

- i. PSY Masters in Child & Family Research T2L522201 and T1L522101
- ii. Computer Graphics (BSC) U1G405304
- iii. Computer Graphics (MCOMP) U1G413402
- iv. Applied Computing Science (BSC) U1G410302
- v. Pre-registration MSc Physiotherapy T1B164201

(A copy is filed in the Minute Book, ref. LTC16D096).

84. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- i. SCI LTQC 14 December 2016 – (A copy is filed in the Minute Book, ref. LTC16D097).
- ii. SSF LTQC 18 January 2017 –(A copy is filed in the Minute Book, ref. LTC16D098).
- iii. HUM LTQC 11 January 2017 – (A copy is filed in the Minute Book, ref. LTC16D099).
- iv. FMH LTQC 11 January 2017 – (A copy is filed in the Minute Book, ref. LTC16D100).

85. THE OPERATION OF STANDARD UNDERGRADUATE MODULE BOARDS IN 2016/7

Received

information on changes to the operation of Module Boards for Undergraduate and Integrated Masters Boards from 2016/17. (A copy is filed in the Minute Book, ref. LTC16D101).