

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 21 June 2017

- Present:** the Academic Director of Taught Programmes (Dr C. Matthews) (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 Partnerships (Professor I. Dewing), the Academic Director of Postgraduate Research Degree Programmes (Dr N. Watmough), the LTC Head of Staff Development (Ms A. Giles), Associate Deans (L&T) (Professor N. Selby, Mrs E. Sutton and Dr M. Colman for Dr B. Milner), the Postgraduate Education Officer of the UEA Union of UEA Students (Ms M. Colledge)
- With:** the Head of LTS (Quality) (Mrs L. Thompson), the Head of PGR Service (Dr V. Easson), the Deputy Director of Student Services (Ms J. Amos), the Head of Wellbeing (Dr J. Lawrence), the Joint Head of the Careers Service (Mr J. Goodwin), the UEA Union of Students Assistant Director of Student Advocacy (Ms L. Chiu), the incoming Undergraduate Education Office for the Union of UEA Students (Ms M. Leishman), the incoming Welfare, Community and Diversity Officer of the Union of UEA Students (Ms I. Edwards) for Minute 119, the EDU Director of Learning and Teaching (Dr L. Beaumont)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey)
- Apologies:** the Pro-Vice-Chancellor (Professor N. Ward), the Director of Student Services (Dr J. Sharp), the Head of LTS (Systems) (Mrs C. Sauverin), the Academic Director of INTO (Mr J. Moyle), the Library Director (Mr N. Lewis), the Undergraduate Education Office of the Union of UEA Students (Mr T. Antoniou-Phillips), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms J. Swo) and Campaigns and Democracy Officer of the Union of UEA Students (Ms A. Rust), the representative from City College Norwich (Mr J. White), the SSF Associate Dean (L&T) (Ms R. Chakraborty)

107. MINUTES

Confirmed

the Minutes of the meeting held on 10 May 2017 subject to a minor amendment to Minute 90 in the 'Noted' section where it should read 'could not consider recommendation (6) above' rather than 'recommendation (7) above'.

108. STATEMENTS BY THE CHAIR

The Chair reported on the following:

108.1 *Teaching Excellence Framework*

The outcome of the TEF for all participating institutions would be published on 22 June.

108.2 *Future of the Taught Programmes Policy Group*

TPPG will not operate for a further year and its future will be reviewed at the end of the 2017/18 academic year.

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108.3 *Outgoing uea/su officers*

The Chair thanked Mr Theo Antoniou Phillips, Ms Amy Rust and Ms Jo Swo on behalf of the committee for their contribution to the work of LTC. He noted that Ms Madeleine Colledge would remain a member in 2017/18.

109. CONFIRMATION OF CHAIR'S ACTION

Reported
confirmation of Chair's action

Approval of Terms of Reference for the Widening Participation Committee. (A copy is filed in the Minute Book, ref. LTC16D124)

110 UPDATE ON SCHOOL RESPONSES TO RECOMMENDATIONS ARISING FROM SCHOOL TEF PREPAREDNESS DAYS

Considered
an update on School responses to recommendations arising from TEF Preparedness Days (A copy is filed in the Minute Book, LTC16D125)

(In its detailed discussions members:

- i. were advised by the Academic Director for Widening Participation that good practice, common and generic recommendations and issues for University wide consideration have been identified from the meetings held so far;
- ii. heard that School responses to the recommendations made by the TEF Panels would go to LTQC and SSLC meetings for discussion;
- iii. noted concerns from uea/su Postgraduate Education Officer that there had been no student representatives on the Panel, although Panels had met with students).

111. EMPLOYABILITY: ISSUES ARISING FROM TEF PREPAREDNESS DAYS

Noted
a report from the Joint Head of Careers on employability issues arising from the School TEF Preparedness Days. (A copy is filed in the Minute Book, LTC16D126)

112. UNIVERSITY MENTAL HEALTH AND WELLBEING POLICY FOR STUDENTS, STRATEGY AND OPERATIONAL PLAN OF WORK

Considered
the following recommendations:

- (1) to endorse the vision and values expressed in the Policy; the Strategic Plan for delivery of the vision outlined in the Policy and the Operational Plan that sets out specific actions to be undertaken
- (2) in order that the Policy can be fully implemented, to endorse the three key recommendations that the University:
 - i. takes immediate steps to start to improve University-wide support for student mental health and measure outcomes;

- ii. ensures new University governance for student mental health and wellbeing;
- iii. develops further closer links with Norfolk & Suffolk NHS Trust and other statutory providers to support UEA students more effectively

(A copy is filed in the Minute Book, LTC16D127)

RESOLVED

- (1) to approve the recommendations outlined above subject to ensuring that the language used in the documentation reflects the experience of PGR students and the correction of some inconsistency in the use of terminology used when referring to the Health Trust;
- (2) that metrics by which to measure the effectiveness of the policy will be introduced;
- (3) that the Chair will refer the concerns expressed by the uea|su Postgraduate Education Officer relating to possible additional resource requirements being identified once the policy is implemented, to the PVC (Academic)

113. LTC REVIEW OF MARKING CRITERIA

Considered
the following recommendations arising from the LTC review of Marking Criteria:

- (1) that the Senate Marking Scales be retained in their current form;
- (2) that the University's guidance document on the Senate Marking Scales be updated to provide appropriate advice on supporting student understanding of academic judgements.

(A copy is filed in the Minute Book, LTC16D128)

RESOLVED

114. REVIEW OF THE SUBMISSION OF WORK FOR ASSESSMENT POLICY

Considered
the following recommendations arising from a review of the Submission of Work for Assessment Policy:

- (1) *changes to penalties for numerically marked work:* the penalties applied to both word count and late submission to be changed to percentage deduction rather than a straight deduction of marks. The rationale for this is that this would seem fairer to students, as the current policy disproportionately penalises at the lower end – e.g. a 10% penalty would take a 50% mark down to 45% (rather than 40% if deduct 10 marks) and an 80% mark down to 72% (rather than 70% if deduct 10 marks).
- (2) *include statements outlining the consequences of submitting the incorrect file type for electronic submission.* An increasing number of students are submitting incorrect file types which cannot then be opened

(Blackboard) or printed (eVision). Proposed wording added to the policy states that incorrect files will not be marked and a zero mark will be applied. The online guidance and supporting documentation for students will be amended to reinforce the importance of checking both the file type and the quality of the submission;

- (3) *specifying a 30-working day turnaround time for dissertations, projects, portfolios etc.*

In most Schools, there has been a long-standing informal understanding that such work will be returned within 30-working days, although that has not been universally applied.

The working group believe that the target is achievable and therefore recommends that the wording is amended to introduce the 30-working day turnaround for the assessment types listed above.

- (4) *removal of duplication where possible*
the revised policy seeks to signpost students to other relevant policies (e.g. Extenuating Circumstances, Academic Appeals, Plagiarism and Collusion and Re-Marking policies) whilst limiting duplication.

(A copy is filed in the Minute Book, LTC16D129)

(In the Committee's detailed discussions:

- i. there were some very differing views on recommendation (1) that penalties for late work be changed from a marks deduction to a percentage deduction. Some members felt that the proposal ignored principles of fairness and equity and disproportionately disadvantages students at the higher end of the marks scale;
- ii. it was agreed that given the divergence of views on recommendation (1) the committee could not reach a decision and it should be referred back to the Working Group for further consideration).

RESOLVED

- (1) to approved recommendations (2), (3) and (4) above for implementation in 2017/18;
- (2) that recommendation (1) should be referred back to the Working Group for further consideration of the size of the penalty for late submission of work, where appropriate using data to inform its decision;
- (3) that Faculty Learning, Teaching and Quality Committees should be asked to consider a revised recommendation (1) prior to it coming back to LTC.

*115. COURSEWORK TURNAROUND DATA

Considered

a confidential report on coursework turnaround times in 2016/17 and to consider the following:

- (1) whether any additional action is required at this stage;
- (2) whether any issues should be referred to the Project Board to consider;

- (3) to endorse the proposal that the Coursework Turnaround and Enhancement Report in the format presented to LTC should be a standing item for each LTC meeting in 2017/18

(A copy is filed in the Minute Book, LTC16D130)

RESOLVED

- (1) that no further action was required with regard to (1) and (2) above;
- (2) to endorse (3) above.

116. LTC REVIEW OF ACADEMIC APPEALS AND COMPLAINTS

Considered

the following recommendations arising from the LTC review of the Academic Appeals and Complaints policy in (1) to (10) below and give guidance on the PGR changes proposed in (11) and (12):

- (1) address where UEA regulations do not reflect the OIA principles explicitly;
 - a) providing evidence of where learning from appeals and complaints has been applied to enhance the student experience.
 - b) ensuring information and guidance is clear and easy to find/understand;
- (2) review the wording within the regulations to clarify areas identified as unclear or contradictory, paying particular attention to section 4 'The Nature of the Appeal/Complaint';
- (3) amend the regulations to ensure they match corresponding policy documents for Moderation and Double-marked work, Plagiarism and Collusion and instructions to students for submitting extenuating circumstances evidence;
- (4) consider working with the Student Union Advice Centre so that their guidance document for students is the main source of assistance online for students;
- (5) consider how consistency across Extenuating Circumstances Panels and Faculty Appeals and Complaints Panel may be achieved. A working group to review;
- (6) learn from past precedent and resolve cases at ECP level or earlier for given circumstances where possible. For example, where a student's work was submitted prior to the 3pm deadline but did not complete uploading until after 3.01pm, therefore resulting in a 'late submission'. This is outside of the students control and should not require an extension request or appeal to be raised. CIS development work may be required to help display the appropriate information within the current report;

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- (7) ensure that the University training for FACP members is held, where possible, outside of the teaching semester. Training to be run twice, in order for all to attend;
- (8) update terminology as follows:
 - a. Institute of Food Research to Quadram Institute Bioscience;
 - b. consistency of capitalization: e.g. "student" versus "Student", "appeal" versus "Appeal";
 - c. consistency of section references: e.g. in 6.1, 4.1-4.3 instead of 4.i-4.iii;
 - d. consistency of grammar: e.g. "Regulations are" not "Regulations is";
- (9) add references which direct PGR readers to PGR guidance and forms at <https://portal.uea.ac.uk/postgraduate-research/appeals-complaints> as well as LTS guidance and forms;
- (10) future-proof the Regulations against the introduction of new professional doctorates (e.g. by replacing "and for the taught elements of the professional doctorates (ClinPsyD and EdD)" in Section 3;
- (11) extend the length of time for PGR deadlines as follows: a. Section 6.4: replace 5 working days by 10 working days for Stage 1 PGR appeals/complaints: this allows additional time to arrange a PGR FACP since these are arranged on an as-needed basis rather than being given pre-set dates;
- (12) In Section 6.1: replace 20 working days by 30 working days for Stage 1 PGR appeals/complaints: this allows additional time for the scheduling of a PGR FACP since these are arranged on an as-needed basis rather than being given pre-set dates.

(A copy is filed in the Minute Book, LTC16D131I)

RESOLVED

to approve recommendations (1) to (12) above subject to the Head of LTS (Quality) and the Head of PGR Service updating the regulations to incorporate the PGR amendments.

117. PROPOSED AMENDMENTS TO THE REGULATIONS REGARDING NON-ACADEMIC COMPLAINTS

Considered

a proposed revision to the regulations pertaining to Non-Academic Complaints that introduces a panel based approach so as to align more effectively with the successful model of Academic Complaint consideration. (A copy is filed in the Minute Book, LTC16D132)

RESOLVED

to approve the proposed amendments in principle, subject to addressing a number of issues relating to PGR students raised by the Academic Director of Postgraduate Research Degrees. Chair's action will be taken to approve the changes.

118. AMENDMENTS TO THE FITNESS TO STUDY REGULATIONS

Considered

a proposed revision to the regulations pertaining to Fitness to Study that removes the disciplinary aspect of the final stage and thereby incorporates the need for matters of fitness to be dealt with in a manner that does not imply culpability on the part of the student. (A copy is filed in the Minute Book, LTC16D133)

(In its detailed discussions;

- i. the Academic Director of Postgraduate Research Degrees reported that some of the wording within the proposed regulations would need to be amended to incorporate PGR students;
- ii. members agreed that all Academic Directors should be able to chair level 3 Panels in the absence of the Academic Director of Postgraduate Research Degrees and the Academic Director of Taught Programmes).

RESOLVED

to approve the amendments to the Fitness to Study Regulations subject to the amendment of wording to incorporate PGR students as outlined in i above and the changes proposed in ii above Chair's action will be taken to approve the amendments.

119. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting approval of:

- i. Professional Doctorate in Health and Social Care – (A copy is filed in the Minute Book, LTC16D134)
- ii. Doctorate in Educational Psychology – (A copy is filed in the Minute Book, LTC16D135)

Members were advised that at its meeting on 7 June 2017 Senate agreed two new doctoral-level awards and associated exit awards

- a) Professional Doctorate (ProfD) in Health and Social Care
- b) Doctorate in Educational Psychology (EdPsyD)
- iii. MA/MSc Education Leadership and Management – (A copy is filed in the Minute Book, LTC16D136)

119.1 Professional Doctorate in Health and Social Care – (A copy is filed in the Minute Book, LTC16D134)

(In its detailed consideration it was agreed that

- i. for the 2018/19 intake the proposal should be restricted to HSC with some involvement from the University of Suffolk. Its involvement would need to be established and clearly documented;
- ii. further consideration is required on how the University of Suffolk and the School of Pharmacy would contribute to the taught elements of the course and this must be made clear in the documentation;
- iii. separate proposals would be required for the PHA and University of Suffolk streams;

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- iv. the work based elements need to be outlined in the documents;
- v. further consideration is required on whether the comments from Heads of central services are still valid given that the proposal form was completed in 2016).

RESOLVED

subject to addressing the issues in i. to v. above the proposal is approved for HSC only. A further proposal will be required for the PHA and Suffolk streams.

119.2 Doctorate in Educational Psychology – (A copy is filed in the Minute Book, LTC16D135)

Resolved

to approve the course for one cohort initially.

119.3 MA/MSc Education Leadership and Management – (A copy is filed in the Minute Book, LTC16D136)

(In its detailed considerations members:

- i. noted the optimistic student target numbers;
- ii. highlighted the need to ensure that the EDU, PPL and DEV modules within the course could be appropriately timetabled to ensure students have a real choice;
- iii. noted that any CMA implications should be fully worked through;
- iv. noted that there were no comments on the proposal form from ARM or the market research team;
- v. suggested that there should be Accreditation of Prior Learning (APL) arrangements in place, if appropriate, in the event that PGCE graduates, who would come in with Level 7 credits, applied to take the course;
- vi. suggested that the course team considered part-time online provision in future

RESOLVED

that the School should address ii.- vi. above and the responses will be referred back to the LTC New Course Proposals sub group.

120. DO SOMETHING DIFFERENT WEEK

Considered

oral reports from the Associate Deans (L&T) on the feasibility of taught postgraduate students being able to participate in DSDW.

RESOLVED

that taught postgraduate students should be permitted to take part in DSDW but there will still be teaching for PGT students in Week 6 of the spring semester 2018 when DSDW takes place and teaching events must take precedence.

121. PROPOSED AMENDMENTS TO THE 2017/18 BACHELORS, INTEGRATED MASTERS AND CERTIFICATE REGULATIONS BIM)

Considered

proposed amendments to the BIM regulations from 2017/18. The substantive amendments are outlined below:

- (1) 3.3, 11.3, 12.4, 15.3.1, 15.4.3, 16.1.1, 16.1.2 Introduction of Compensation;
- (2) 5.1 Introduction of an expectation of studying 60 credits in each semester, with a maximum of 70 credits in any one semester;
- (3) 9.1 Module Boards will normally be held immediately prior to the Stage or Final Board;
- (4) Reorganisation of Section 12 paragraphs;
- (5) 12.10 and 13. 6 Introduction of reassessment requirements for failure of a Semester Abroad;
- (6) 15.4.1 Extension of Provisional Progression to include Stage 2;
- (7) 15.5 Removal of 'subject to the agreement of the Course Director' for Integrated Masters students who are transferred to a suitable Bachelors course.

(A copy is filed in the Minute Book, LTC16D136a)

RESOLVED

122. LTC REVIEW OF THE AWARD OF GRADUATE DIPLOMA

Considered

the following recommendations arising from of the LTC review of the award of Graduate Diploma

- (1) that the amendments to the standard Graduate Diploma Regulations set out in the document presented to the Committee are approved for new students in 2017/8; the main changes are:
 - i. to remove courses no longer on offer
 - ii. to reference the current Extenuating Circumstances regulations to clarify that Grad Dip students would be considered by an EC Panel in the same way as any other taught student
 - iii. to accommodate compensation where this is available
 - iv. to remove the additional paragraphs about part-time AMA students as this is accommodated elsewhere.
- (2) that ARM Executive is asked to review the provision of standard Graduate Diplomas in the light of the very low enrolments.

(A copy is filed in the Minute Book, LTC16D137)

RESOLVED

123. NEW PARTNERSHIP PROPOSAL- SOUTH ESSEX COLLEGE

Considered

in principle that South Essex College be considered as a new institutional partner, subject to the standard due diligence process and an Institutional Approval event. (A copy is filed in the Minute Book, LTC16D138)

RESOLVED

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124. ANNUAL REPORT FROM INFORMATION SERVICES DIRECTORATE EDUCATION BOARD

Noted

the annual report from the ISD Education Board. (A copy is filed in the Minute Book, LTC16D139)

125. EVALUATION OF THE 2017 LEARNING AND TEACHING DAY

Noted

an evaluation of the 2017 Learning and Teaching Day held on 18 May 2017 including participant evaluations and report observations. (A copy is filed in the Minute Book, LTC16D140)

126. SCI FIVE YEARLY COURSE REVIEW SUMMARY (CR3): UNDERGRADUATE COURSES IN ECOLOGY 2015/16

Noted

issues identified for University consideration arising from the 5 yearly review of undergraduate courses in Ecology. (A copy is filed in the Minute Book, LTC16D141)

127. STUDENT REPRESENTATION CODE OF PRACTICE

Considered

recommendations arising from a review of the Student Representation Code of Practice, noting that Appendix 9,4 relating to Graduate Student Staff Forums has still to be considered and approved by the PGR Executive.

- (1) approve the revised changes to the Student Representation Code of Practice;
- (2) approve an agreement to work to deliver the Action Plan of this document which shows foundations to improve the system and develop aspects such as training and individual feedback which will develop and strengthen Student Representation at UEA;
- (3) provide the resources required to deliver key actions such as online training and the blackboard "find my rep" area;
- (4) provide 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;
- (5) 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 a standing agenda item at all FLTQCs and at LTC;
- (6) 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;

- (7) communication and easy access to information is key to ensure SSLC's and student representation function effectively. The previous Code of Practice 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 staff;
- (8) the Code of Practice document should be available and promoted to *all* members of UEA staff, not just Student Partnership Officers;
- (9) 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.

(A copy is filed in the Minute Book, LTC16D142)

RESOLVED

128. PROPOSED PGR AMENDMENTS TO THE PLAGIARISM AND COLLUSION POLICY

Considered

the proposed PGR amendments to the Plagiarism and Collusion policy as outlined below:

- (1) insert new paragraph 5.3 (the numbering is currently incorrect so there is no existing paragraph 5.3) to state:

5.3 University approved text matching software may not be used for the purposes of screening any parts of the dissertation or research work of postgraduate research students except where this is explicitly approved via a concession request submitted via the Postgraduate Research Service to the Academic Director of Research Degree Programmes, for example in certain cases of alleged misconduct in research.
- (2) replace "Postgraduate Research Office" with "Postgraduate Research Service".
- (3) clarify (Sections 2, 4) that matters of plagiarism and/or collusion relating to the research work of a postgraduate research degree candidate or graduate will be handled under Research Degree Policy Document 5: Procedures for Dealing with Allegations of Misconduct in Research against Student

(A copy is filed in the Minute Book, LTC16D143)

RESOLVED

129. PROPOSED REVISIONS TO THE INSTRUCTIONS TO EXAMINERS FOR RESEARCH DEGREES 2017-18

Considered

- (1) Proposed revised Instructions to Examiners for 2017-18;

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- (2) Associated changes to the Regulations to reflect changes to the recommendations open to examiners:
- i. the reduction of the options for thesis correction on the ClinPsyD from three (6 weeks, 3 months and 6 months) to two (6 weeks and 3 months);
 - ii. Removal of the option to recommend corrections of a presentational nature, within one week from the MD by Research; this is covered by the correction of minor typographical errors permitted by 'pass no corrections';
 - iii. Removal of the option of recommending a second oral examination for the MD by Research and MD by Publication, in line with the Regulations for the other research degrees. If deemed necessary by the examiners this could be sought via a concession.

(A copy is filed in the Minute Book, LTC16D144)

RESOLVED

130. PARTNERSHIPS

Received

a report from the Partnerships Office. (A copy is filed in the Minute Book, LTC16D145)

131. POSTGRADUATE RESEARCH EXECUTIVE

Received

- (1) a report on the latest activities of the Postgraduate Research Executive
- (2) an update on the University's compliance with Chapter B11, Research Degrees, of the QAA Quality Code.

(A copy is filed in the Minute Book, LTC16D146)

*132. UPDATE ON PEER ASSISTED LEARNING

Received

a confidential update on Peer Assisted Learning. (A copy is filed in the Minute Book, LTC16D147)

133. ANNUAL REPORT ON STUDY AND WORK ABROAD 2016/17

Received

a report from the Head of International Programmes and Study Abroad (A copy is filed in the Minute Book, LTC16D148)

134. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL STATEMENT 2016

Received

the 2016 annual statement from the OIA. (A copy is filed in the Minute Book, LTC16D149)

135. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor (low risk) course changes for the following courses:

- i. MA Development Practice
- ii. M Pharm Pharmacy
- iii. M Pharm Pharmacy with Placement
- iv. Pharmacy with a Foundation Year

(A copy is filed in the Minute Book, LTC16D150)

a report on course closures for the following courses:

- i. PGCert Cognitive Behavioural Therapy Skills
- ii. PGCert Person Centred Counselling Skills
- iii. PGCert Focusing-Oriented Psychotherapy
- iv. PGDip in Counselling
- v. MA in Counselling (FT and PT by October 2018)

(A copy is filed in the Minute Book, LTC16D151)

136. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- i. SCI LTQC meetings held on 15 February 2017 and 3 May 2017. (A copy is filed in the Minute Book, LTC16D152)
- ii. FMH LTQC meeting held on 19 April 2017. (A copy is filed in the Minute Book, LTC16D153)

137. REPORT FROM THE STUDENT EXPERIENCE COMMITTEE

Received

a report from the Student Experience Committee. (A copy is filed in the Minute Book, LTC16D154)

138. LTC DATES 2017/18

Received

dates of LTC meetings in 2017/18. All meetings start at 14:00 and take place in Committee Room 2 in the Council House

- 18 October 2017
- 29 November 2017
- 24 January 2018
- 14 March 2018
- 9 May 2018
- 20 June 2018