

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 18 October 2017, Committee Room 2, The Council House.

There will be refreshments available outside the room from 1.45pm.

Michele Pavey
Learning & Teaching Manager
11 October 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 16 October 2017. Reserved items appear in Section D. Only items in Section D will be copied & circulated by the Committee Office.

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-2017-2018>)

2. MINUTES

To confirm
the Minutes of the meeting held on 21 June 2017 (Enclosed)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

- 1) New Course Proposal: BSc Psychology with a Year in Industry
- 2) Common Masters Framework and Bachelors and Integrated Masters Regulations 2017/18
- 3) Amendments to the Regulations for the PhD, Master's by Research, MPhil and MD
- 4) INTO UEA International Year One in International Development with Media
- 5) Graduate Diploma in Legal Studies

- 6) Easton and Otley College-Policies and Procedures
- 7) Updated Regulations for Partner Institutions
- 8) Regulations for the Degree of Doctorate in Educational Psychology (EdPsyD)
- 9) New Course Proposal: MA/MSc Education Leadership and Management

LTC17D001 (Divider A)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

*A1. NATIONAL STUDENT SURVEY 2017

To consider

a confidential summary of institutional performance in the 2017 National Students Survey (NSS) and possible actions in relation to areas identified for improvement.
LTC17D002 (Divider B)

*A2. ASSESSMENT AND FEEDBACK

To consider

confidential proposed actions to improve the quality of assessment and feedback
LTC17D003 (Divider C)

*A3. UPDATE ON SCHOOL RESPONSES TO RECOMMENDATIONS ARISING FROM SCHOOL TEF PREPAREDNESS MEETINGS

To consider

the confidential summary of the outcomes and school responses received so far and note the timetable for next steps in the TEF process. LTC17D004 (Divider D)

A4. EMPLOYABILITY IN THE CURRICULUM

To consider

- (1) whether the proposed guide is a useful addition to assist Directors of Learning and Teaching, Module Organisers and Course Organisers in developing their School's offering in respect of employability;
- (2) how the sharing of good practice can be disseminated within and between Schools;
- (3) how any new methods of teaching and assessment arising from embedding employability in the curriculum could link with School plans to develop teaching practice amongst staff;
- (4) comments from academic colleagues received so far on the draft guide *Embedding Employability in the Curriculum: A Guide for Schools*;
- (5) endorsing the guide for all Schools subject to further drafting

LTC17D005 (Divider E)

A5. TALIS READING LISTS

To consider

the the take up of TALIS in 2016/17 and the need to continue advocacy work with Faculties and Schools to further increase uptake. LTC17D006 (Divider F)

A6. THE COURSE WITHDRAWAL PROCESS

To consider

the following recommendations relating to the University's course withdrawal process

- (1) that the process remains fit for purpose and meets the requirements of the QAA Quality Code;
- (2) that 2.8 (i), third bullet point of the process, be revised to read:
'The course recruited less than 10 students on the last occasion that it admitted new students';
- (3) that 2.7 be revised to read
'Schools / Faculties should also take into account the point in the admissions cycle when the decision to close a course or courses takes effect and seek advice from the Associate Dean for Admissions, Head of Admissions and the Head of Learning and Teaching Services (Quality). The University's commitment to running a course comes at the point of making an offer to an applicant for the course, or onto another course which guarantees progression to the course in question. If a decision to close is made at a time when there are applicants in the system care must be taken to act reasonably and inform them of the closure and their options at a point in time when they can make other decisions e.g. whilst UCAS remains open to change choices. The University is required to remain compliant with guidance from the Competition and Markets Authority and each closure needs to be considered on a case by case basis';
- (4) that an additional question be asked on the form to prompt Schools to consider the role the course plays in providing a source of students who may assist in the provision of University services via placement as a part of their course, or by virtue of the skills and knowledge acquired on the course may be frequently employed on a part-time basis by other parts of the University;
- (5) that the wording of the process requires updating to accommodate various new job titles for specific role holders named in the process (Director of Student Services, Faculty Pro-Vice Chancellors);
- (6) that a list of new and closed courses could be presented to LTC on an annual basis;
- (7) that further changes to the process may be forthcoming with developments and enhancements to the "New course approval" process.

LTC17D007 (Divider G)

A7. THE FUTURE OF THE ONLINE LEARNING WORKING GROUP AND THE INFORMATION SYSTEMS DIRECTORATE EDUCATION BOARD

To consider

- (1) the establishment of a new a new Technology Enhanced Learning Committee (TEL) as a sub-committee of the Learning and Teaching Committee (LTC);
- (2) that the Online Learning Working group is disbanded and that oversight of this aspect of the University's activities is taken on by the new TEL;
- (3) that ISD Education Board is disbanded and replaced by TEL which will provide reports on a regular basis to ISSC;
- (4) that these arrangements be put in place for two academic years 2017/18 and 2018/19 with a review taking place in 2018/19

LTC17D008 (Divider H)

A8. FACULTY CR3 REPORTS ON 5 YEARLY COURSE REVIEWS 2016/17: MATTERS FOR UNIVERSITY LEVEL CONSIDERATION

To consider

matters identified for University level consideration in 5 yearly course reviews.
LTC17D009 (Divider I)

A9. FACULTY UNDERGRADUATE ANNUAL COURSE MONITORING SCHOOL SUMMARY REPORTS (QAR3) 2016/17: MATTERS FOR UNIVERSITY LEVEL CONSIDERATION

To consider

matters identified for University level consideration arising from undergraduate annual course monitoring (QAR3) in 2016/17. LTC17D010 (Divider J)

A10. NEW AWARDS AND COURSE PROPOSALS

To consider

- (1) South Essex College Institutional Approval

to recommend to Senate that South Essex College be approved as a partner institution of the university for 4 years, as per the outcome of the Institutional Approval Event held on 20 July 2017, noting that all conditions and recommendations arising from the event have been met. LTC17D012 (Divider K)

- (2) Revised Regulations for the Doctor of Medicine (MD). LTC17D011 (Divider L)

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.

B1. REPORT FROM THE MEETING OF THE UNIVERSITY OF SUFFOLK JOINT ACADEMIC COMMITTEE (JAC)

To consider

proposed changes to the JAC Membership and Terms of Reference for the 2017/18 academic year. LTC17D014 (Divider M)

SECTION C: ITEMS FOR REPORT

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

C1. ACADEMIC PARTNERSHIPS

To receive

an update from Academic Partnerships. LTC17D015

C2. INTERNATIONAL SUMMER SCHOOL 2017

To receive

a report on the 2017 International Summer School. LTC17016

C3. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes for the following courses:

ECO

MSc Global Media Economics. LTC17D017

MED

Physicians Associate Postgraduate Diploma. LTC17D018

To receive

a report on course closure for the following courses:

DEV

MA Development Economics

MA Development Studies

MA Globalisation and International Development

EDU

PGCert Person Centred Counselling Skills

PGCert CBT Skills

PGCert Focusing Oriented Psychotherapy

MA in Counselling/ PGDip Counselling

PGCE

PGCE (ART) Secondary Years- School Direct

PGCE (BIO) Secondary Years/PGCE (BIO) Secondary Years- Schools Direct

PGCE (CHE) Secondary Years/PGCE (CHE) Secondary Years- Schools Direct

PGCE (ENGLISH) Secondary Years/PGCE (ENGLISH) Secondary Years- Schools Direct

PGCE (GEOG) Secondary Years/PGCE (GEOG) Secondary Years- Schools Direct

PGCE (HIS) Secondary Years/PGCE (HIS) Secondary Years- Schools Direct

PGCE (MATHS) Secondary Years/PGCE (MATHS) Secondary Years- Schools Direct

PGCE (MOD LANG) Secondary Years/PGCE (MOD LANG) Secondary Years- Schools Direct
PGCE (PHYSICS AND MATHEMATICS) Secondary Years/ PGCE (PHYSICS) Secondary Years - Schools Direct
PGCE (PHYSICS) Secondary Years
PGCE (RE) Secondary Years/PGCE (RE) Secondary Years- Schools Direct
PGCE (PHYS ED) Secondary Years/ PGCE (PHYS ED) Secondary Years- Schools Direct
PGCE Primary Years
PGCE Primary Specialising in German
PGCE Primary Specialising in French
PGCE Primary Specialising in Spanish

LTC17D019

HSC

Nursing Practice Applied Leadership (post reg BSc),
Nursing Practice: Dementia (post reg BSc),
Nurse Practitioner (post reg BSc),
Midwifery Practice (post reg BSc)
LTC17D020

MED

Master of Surgery and Postgraduate Diploma in Coloproctology
LTC17D021

SCI

Chemistry (Ordinary Degree)
Science with a Foundation Year (Ordinary Degree)
Actuarial Sciences (BSc) / Actuarial Sciences with a Year in Industry (BSc)
Computing Science (PDIP)
Information Systems (PGDIP)
Energy Engineering With Environmental Management Pt 2yrs (MSc)
Energy Engineering With Environmental Management Pt 3yrs (MSc)
Energy Engineering With Environmental Management Pt 4yrs (MSc)
LTC17D022

C4. UPDATE ON THE LTC PLAN OF WORK

To receive

an update on the LTC Plan of Work. LTC17D023

C5. FACULTY LEARNING AND TEACHING COMMITTEES

To receive

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

1. SSF Learning, Teaching and Quality Committee held on 14 June 2017
LTC17D024
2. HUM Learning, Teaching and Quality Committee held on 17 May, 12 July and 6 September 2017 . LTC17D025
3. SCI Learning, Teaching and Quality Committee held on 17 June 2017.
LTC17D026
4. FMH Learning, Teaching and Quality Committee held on 7 June and 12 July 2017
LTC17D027

LTC17A001

C6. APPROVAL OF BURSARIES, SCHOLARSHIPS AND PRIZES

To receive

a report of bursaries, scholarships and prizes approved since the last meeting of LTC LTC17D028

C7. 5 YEARLY COURSE REVIEW COMPLIANCE REPORT 2016/7

To receive

a report on 5 yearly course reviews undertaken in 2016/7 . LTC17D029

C8. SCHEDULE OF 5 YEARLY COURSE REVIEWS IN 2017/18

To receive

a schedule of course reviews to take place in 2017/18 LTC17D030

C9. QAA GUIDANCE: CONTRACT CHEATING IN HIGHER EDUCATION

To receive

QAA guidance on how to address contract cheating, the use of third party services and essay mills. LTC17D031

C10. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive

statements of the University's policies on reserved areas of business and confidentiality. LTC17D032

C11. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2017-18

To receive

the terms of reference of the Committee 2017-18. LTC17D033

C12. LTC MEMBERSHIP 2017-18

To confirm

membership of LTC. LTC17D034

C13. LTC SCHEDULE OF REPORTS 2017/18

To receive

LTC schedule of reports. LTC17D035

SECTION D: RESERVED AGENDA

No reports received.