

LTC17D023

Title: LTC Plan of Work 2017-8
Author: Caroline Sauverin, Head of LTS (Systems)
Date: 02-10-17
Circulation: LTC – 18 October 2017
Agenda: LTC17A001
Version: Final
Status: Open

Issue

To receive the plan of work for LTC, along with other key LTS projects, for 2017-8.

Recommendation

This paper is for report only, to update LTC on the progress of the working groups supporting the Learning and Teaching activity throughout 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

Caroline Sauverin, c.sauverin@uea.ac.uk, Telephone ext 7371

No.	Category	Priority Rating A+ - D	Activity Title	Activity Description	Set up for consideration - LTC working group/ individual/ n/a	Comments October 2017
1	Policy: UEA Plan	A+	Do Something Different and Study Plus weeks' project	Do Something Different Week takes place Week 6 Sem 2. Will be working with the SU.	Steering Group in place	1. meetings with HoS organised. 2. Meetings with SU in hand. 3. Need to recruit a new Gd 7, in hand (LN), from mid October to mid March.
2	Policy: L&T Strategy 1	A+	New internal QA processes	IOA group, in progress. Will create timeline, will include course and module update, programme specs, course review, accreditation, CMA etc	Working group already set up	Process fix event planned for Sept/Oct, BIU facilitating.
3	Policy: L&T Strategy 3	A+	Tier 4 and attendance monitoring	Testing, training and implementation of the following in 2017-18: (1) Tableau report on "Expected Contact Points" for Tier 4 students, (2) Tableau report for International students who have selected modules without actual teaching events attached - plus process on how to use this info, (3) Tableau reports for Attendance Monitoring (All students) - explore how much data could be restricted to enable this to become a reality for 2018-9, (4) Agreement on process with SVC, to ensure no gaps while LTS/SVC are accessing data appropriately within likely GDPR expectations		1 x Process Fix completed, to track journey for Tier 4 students. Will need to review what attendance monitoring is done for Tier 4 students on (a) placements and (b) study abroad
4	Policy: L&T Strategy 8	A+	Placement Management System	System to support placements - records, allocation, management and PSRB reporting information. Students view own placements past/present via e:Vision. UEA designated staff access. Access for Placement Providers desired in Phase 2 - e.g., to access lists of students coming to placement. Take forward in 2017/18.		Phase 1 for HSC students was due to 'go live' September 2016 - this remains in progress. Some fixes required before this can go live. No date for when this will possibly be live.
5	Policy: L&T Strategy 8	A+	Review of Code of Practice on Placement and Work-based Learning	To finish off the review and launch before December 2017	LTC Working Group - chaired by CM	Policy has been drafted; Guidance document to accompany Policy in progress. Will now link in SU report on placements and also the H&S audit of placement recommendations, before going to LTC at the earliest opportunity
6	Policy: L&T Strategy 1 and also periodic LTC review	A	New course approval	To finish off, in the light of CMA changes	LTC working group in place, chaired by D Stevens.	Working on final edits of 3 forms - standard, low risk and course update, with accompanying guidance. Although approved in principle, will come back to LTC as final draft for sign off.
7	Policy: L&T Strategy 1	A	Preparing for the University's move into on-line learning (for those students who are not campus based)	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 and Degree Apprenticeship students	n/a - LTS consideration in liaison with other Services	
8	Policy: L&T Strategy 4	A	Timetabling		LTC working group set up to look at slotting, with D Stevens as chair.	Ongoing. Looking at slotting for module update for 2018/9
9	Policy LTC review	A+	Peer Observation of Teaching		LTC working group required	coming to October meeting of LTC
10	Policy LTC review	A	School and Course handbooks - information policy		working group established and can carry on.	
11	Policy LTC review	A	University Student Handbook for Taught Programmes		LTC Working Group required - feed into Working Group on School and Course Handbooks.	To be reviewed during 2017/8, with appropriate student consultation/ input.
12	Policy LTC review	A	Submission of coursework/penalties for late submission and word count	Specifically consider whether penalties should be marks or a % reduction.	LTC working group required	
13	Process review/ improvement	A+	Module outline development to online/e:Vision version		LTS working group, reviewing with ADs as required	Phase 2, presentation of the Module Outlines online, to begin after the initial phase has gone live on 4 October
14	Process review/ improvement	A+	Self Certification - review of policy plus the SITS developments to support EC s in general.	Initial developments to support current process due to go live Sept 17, followed by more developments to support new policy Sep 18	LTC working group in place	go live of initial phase due 9/10/17
15	Process review/ improvement	A	Discipline and operation of SSDC and SSDAC	ongoing		In progress
16	ISSC policy	A	Student Records retention and offsite storage review	Review policy in line with new European directive.		
17	ISSC policy	A+	Security of emails project	to consider how to reduce email traffic, and effectively secure data when email is the only option. Also to ensure GDPR-readiness		Have re-named generic inboxes in time for new academic year.
18	Policy LTC review	A+	Student Charter	Review current student charter	with Working Group including students/ SU	
19	Policy LTC review	A+	Plagiarism and Collusion			
20	Policy LTC review	A+	Extenuating circumstances			
21	Policy LTC review	A+	Double marking and moderation			
22		A	E-marking of coursework	To continue the development and roll-out from LTS perspective		to be picked up through ISD Education Board
23		A	Joint degrees	To issue guidance on what is a 'cross School degree' and what should be put in place to support the students on them.		
24		A+	Degree apprenticeships	To represent LTS on DA WG		
25	space management group	B	Swipe cards on all teaching rooms	to 1) monitor room usage and identify free rooms and 2) in time, if required, use for attendance monitoring		
26		B	Dissertations and projects	Submission, return and provision of feedback.		