

SEN17D023

Title: Report from the Learning and Teaching Committee
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Issue

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee meetings held on 21 June 2017 and 18 October 2017

Recommendations

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

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Background

N/A

Discussion

The report is for information only and no discussion is anticipated.

Attachments

Summary report is below.

Report of the Meeting of the Learning and Teaching Committees of Senate on 21 June 2017

The following items were considered by the Learning and Teaching Committee of Senate on 21 June 2017 and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2016-2017>

1) UPDATE ON SCHOOL RESPONSES TO RECOMMENDATIONS ARISING FROM SCHOOL TEF PREPAREDNESS DAYS

The Committee considered School responses to recommendations arising from TEF Preparedness Days and heard that good practice, common and generic recommendations and issues for University wide consideration have been identified from the meetings held so far. Also, School responses to the recommendations made by the TEF Panels would go to LTQC and SSLC meetings for discussion.

2) EMPLOYABILITY: ISSUES ARISING FROM TEF PREPAREDNESS DAYS

Members received a report from the Joint Head of Careers on employability issues arising from the School TEF Preparedness Days.

3) UNIVERSITY MENTAL HEALTH AND WELLBEING POLICY FOR STUDENTS, STRATEGY AND OPERATIONAL PLAN OF WORK

LTC approved recommendations to take immediate steps to start to improve University-wide support for student mental health and measure outcomes; ensuring new University governance for student mental health and wellbeing and developing further closer links with Norfolk & Suffolk NHS Trust and other statutory providers to support UEA students more effectively

4) LTC REVIEW OF MARKING CRITERIA

The Committee endorsed recommendations that the Senate Marking Scales should be retained in their current form and that the University's guidance document on the Senate Marking Scales should be updated to provide appropriate advice on supporting student understanding of academic judgements.

5) REVIEW OF THE SUBMISSION OF WORK FOR ASSESSMENT POLICY

Members approved three recommendations arising from a review of the Submission of Work for Assessment Policy namely, the inclusion statements outlining the consequences of submitting the incorrect file type for electronic submission, specifying a 30-working day turnaround time for dissertations, projects and portfolios and the removal of duplication where possible.

However, a proposal to change penalties for numerically marked work to a percentage rather than a marks reduction was not approved. The Working group was asked to reconsider this proposal, using data to inform its decision where appropriate.

6) COURSEWORK TURNAROUND DATA

The Committee considered a confidential report on coursework turnaround times in 2016/17 and endorsed 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.

7) LTC REVIEW OF ACADEMIC APPEALS AND COMPLAINTS

LTC endorsed twelve recommendations arising from the LTC review of the Academic Appeals and Complaints committee. It recommended that the Head of PGR Services should amend the policy as appropriate to incorporate research degrees.

8) PROPOSED AMENDMENTS TO THE REGULATIONS REGARDING NON-ACADEMIC COMPLAINTS

Members approved a proposed revision to the regulations pertaining to Non-Academic Complaints that introduced a panel based approach so as to align more effectively with the successful model of Academic Complaint consideration, subject to addressing a number of issues relating to PGR students raised by the Academic Director of Postgraduate Research Degrees.

9) AMENDMENTS TO THE FITNESS TO STUDY REGULATIONS

The Committee approved a proposed revision to the regulations pertaining to Fitness to Study that removed the disciplinary aspect of the final stage and thereby incorporated the need for matters of fitness to be dealt with in a manner that does not imply culpability on the part of the student. This was subject to the amendment of some of the wording within the proposed regulations being amended to incorporate PGR students. Members also 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.

10) NEW AWARDS AND NEW COURSE PROPOSALS

The Committee approved the Professional Doctorate in Health and Social Care with some caveats and the Doctorate in Educational Psychology.

11) DO SOMETHING DIFFERENT WEEK (DSDW)

The Committee agreed 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.

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

Members agreed amendments to the BIM regulations for 2017/18.

13) LTC REVIEW OF THE AWARD OF GRADUATE DIPLOMA

Following the LTC review of the Graduate Diploma a number of amendments were approved to the regulations. The Committee also resolved to request that the ARM Executive review the provision of standard Graduate Diplomas in the light of the very low enrolments.

14) NEW PARTNERSHIP PROPOSAL- SOUTH ESSEX COLLEGE

The Committee approved in principle that South Essex College should be considered as a new institutional partner, subject to the standard due diligence process and an Institutional Approval event.

15) ANNUAL REPORT FROM INFORMATION SERVICES DIRECTORATE EDUCATION BOARD

Members received the annual report from the ISD Education Board.

16) EVALUATION OF THE 2017 LEARNING AND TEACHING DAY

The Committee noted an evaluation of the 2017 Learning and Teaching Day held on 18 May 2017 including participant evaluations and report observations.

17) STUDENT REPRESENTATION CODE OF PRACTICE

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

18) PROPOSED PGR AMENDMENTS TO THE PLAGIARISM AND COLLUSION POLICY

The Committee approved three proposed PGR amendments to the University's Plagiarism and Collusion.

19) PROPOSED REVISIONS TO THE INSTRUCTIONS TO EXAMINERS FOR RESEARCH DEGREES 2017-18

LTC approved proposed changes to the Instructions to Examiners for Research Degrees 2018/19.

Report of the Meeting of the Learning and Teaching Committees of Senate on 18 October 2017

The following items were considered by the Learning and Teaching Committee of Senate on 18 October 2017 and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2017-2018>

1) CONFIRMATION OF CHAIR'S ACTION

Members were advised of Chair's action taken since the last meeting of LTC on 21 June 2017 Chair's action was taken to approve the following:

- i. New Course Proposal: BSc Psychology with a Year in Industry
- ii. Updates to the Common Masters Framework and Bachelors and Integrated Masters Regulations 2017/18
- iii. Amendments to the Regulations for the PhD, Master's by Research, MPhil and MD
- iv. Introduction of the INTO UEA International Year One in International Development with Media
- v. Updates to the Graduate Diploma in Legal Studies
- vi. Easton and Otley College-Policies and Procedures
- vii. Updated Regulations for Partner Institutions
- viii. Regulations for the Degree of Doctorate in Educational Psychology (EdPsyD)
- ix. New Course Proposal: MA/MSc Education Leadership and Management.

2) NATIONAL STUDENT SURVEY 2017

The Committee considered a confidential summary of institutional performance in the 2017 National Students Survey (NSS) and possible actions in relation to areas identified for improvement. It was agreed that there should be an integrated action plan responding to the outcomes of the 2017 NSS that should capture School and cross-disciplinary themes.

3) ASSESSMENT AND FEEDBACK

Members considered actions to improve the quality of assessment and feedback. It was agreed that the Chair, the ADTP and the relevant Associate Dean would meet with the Head of the Schools that are not performing well on assessment and feedback. It was also agreed that good practice from Schools performing well would be shared across the University and particularly with those Schools not performing as well.

4) UPDATE ON SCHOOL RESPONSES TO RECOMMENDATIONS ARISING FROM SCHOOL TEF PREPAREDNESS MEETINGS

The Committee heard that the Director of Widening Participation was collating issues raised by Schools for University level consideration and this, together with good practice identified at School TEF Preparedness meetings, would be considered at the November meeting of LTC.

5) EMPLOYABILITY IN THE CURRICULUM

The Committee endorsed proposals for a guide entitled *Embedding Employability in the Curriculum: A Guide for Schools* subject to a number of amendments.

6) TALIS READING LISTS

LTC considered the take up of TALIS in 2016/17 and the need to continue advocacy work with Faculties and Schools to further increase uptake. It was agreed that the Market Research Officer would consider whether qualitative information can be provided as a tool to assist with measuring the impact that access to TALIS reading lists has on student learning. In addition the Chair would continue to raise the importance of using TALIS where practicable at his regular meetings with Associate Deans (L&T).

7) THE COURSE WITHDRAWAL PROCESS

Members approved seven proposed amendments to the Course Withdrawal process, noting that the process remains fit for purpose and meets the requirements of the QAA Quality Code.

8) THE FUTURE OF THE ONLINE LEARNING WORKING GROUP AND THE INFORMATION SYSTEMS DIRECTORATE EDUCATION BOARD

LTC recommended approval by Senate of the establishment of a new a new Technology Enhanced Learning Committee (TEL) as a sub-committee of the Learning and Teaching Committee subject to some amendments to the terms of reference. The Online Learning Working group would be disbanded and that oversight of this aspect of the University's activities would be taken on by the new TEL. In addition the ISD Education Board would be disbanded and replaced by TEL which would provide reports on a regular basis to ISSC.

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

Members noted the good practice undertaken in HSC with regard to building student resilience in the undergraduate of Occupational Therapy, Physiotherapy and Speech and Language Therapy courses.

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

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

11) NEW AWARDS AND COURSE PROPOSALS

LTC resolved 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.

It also resolved to recommend approval by Senate of revised Regulations for the Doctor of Medicine (MD).

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

Members agreed proposed changes to the JAC Membership and Terms of Reference for the 2017/18 academic year.