

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 18 October 2017

- Present:** Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Director of Student & Academic Services (Dr A. Blanchflower), the Academic Director of Widening Participation (Mrs H. Gillespie), the Academic Director of Partnerships (Professor I. Dewing), 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) (Dr R. Grant deputising for Ms R. Chakraborty, Dr B. Milner, Professor N. Selby and Mrs E. Sutton), the Undergraduate Education Officer of the UEA Union of UEA Students (Ms M. Leishman), the Postgraduate Education Officer of the UEA Union of UEA Students (Ms M. Colledge), the Welfare and the Community and Diversity Officer of the Union of UEA Students (Ms I. Edwards)
- With:** the Head of Postgraduate Research Service (Dr V. Easson), the Head of LTS (Quality) (Mrs L. Thompson), the Academic Director of INTO (Mr J. Moyle), the Chief Executive of the UEA Union of Students (Mr J. Dickinson), for Minutes 4 and 5 the University's Market Research Managers (Ms C. Botwood), for Minute 7, the Joint Head of Careers (Mr J. Goodwin and for Minute 8 the Library Head of Resources (Mr E. Chamberlain)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey).
- Apologies:** the representative from City College Norwich (Mr J. White) and the Associate Dean (L&T for SSF) Ms R. Chakraborty

1. MINUTES

Confirmed

the Minutes of the meeting held on 21 June 2017.

2. STATEMENTS BY THE CHAIR

The Chair introduced the new members of the Committee and all attendees introduced themselves. The Chair explained the difference between full members of the Committee, who have voting and speaking rights, and those people in attendance, who contribute to the discussion when their views are sought.

3. CONFIRMATION OF CHAIR'S ACTION

Reported

Since the last meeting of LTC on 21 June 2017 Chair's action was taken to approve the following:

- 1) New Course Proposal: BSc Psychology with a Year in Industry
- 2) Updates to the 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

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- 4) Introduction of the INTO UEA International Year One in International Development with Media
- 5) Updates to the 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

(A copy is filed in the Minute Book, ref. LTC17D001)

*4. NATIONAL STUDENT SURVEY 2017

This minute is confidential and attached as a separate sheet.

*5. ASSESSMENT AND FEEDBACK

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

7. EMPLOYABILITY IN THE CURRICULUM

Considered

- (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

(A copy is filed in the Minute Book, ref. LTC17D005)

(In its detailed discussions members

- (1) were advised that the proposed guide on Embedding Employability in the curriculum had been endorsed by the Employability Executive;

- (2) were advised that the guide was intended to enhance contextual knowledge, with Schools deciding how to strengthen employability in the curriculum;
- (3) agreed that the document posed useful questions;
- (4) agreed that careers open to any subject discipline could be made more explicit in the document;
- (5) agreed that there was a need for consistency across documentation for example, graduate attributes within the guide was different to the information within module outlines relating to graduate attributes.

RESOLVED

to endorse the guide for dissemination to Schools subject to the inclusion of feedback arising from the Committee's consideration.

8. TALIS READING LISTS**Considered**

the take up of TALIS in 2016/17 and the need to continue advocacy work with Faculties and Schools to further increase uptake. (A copy is filed in the Minute Book, ref. LTC17D006)

RESOLVED

- 1) that LTC will receive information on the take up of TALIS twice a year at its October and May meetings;
- 2) that the Market Research Officer will 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;
- 3) that the Chair will continue to raise the importance of using TALIS where practicable at his regular meetings with Associate Deans (L&T).

9. THE COURSE WITHDRAWAL PROCESS**Considered**

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.

(A copy is filed in the Minute Book, ref. LTC17D007)

RESOLVED

to approve the recommendations.

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

Considered

- (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

(A copy is filed in the Minute Book, ref. LTC17D008)

RECOMMEND

approval to Senate subject to the inclusion of a representative from CSED and a representative from the PGR Faculty Training Coordinators in the TEL committee membership.

RESOLVED

that the review of the revised arrangements would be undertaken by the Director of Widening Participation and the Director of Student and Academic Services in spring 2019.

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

Considered

matters identified for University level consideration in 5 yearly course reviews. (A copy is filed in the Minute Book, ref. LTC17D009)

(In its detailed consideration members:

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

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

Considered

matters identified for University level consideration arising from undergraduate annual course monitoring (QAR3) in 2016/17. (A copy is filed in the Minute Book, ref. LTC17D010)

(In its detailed consideration members:

noted that some of the issues identified for University level consideration were in fact within the School's control)

RESOLVED

- (1) to note matters identified for University wide consideration and the fora to which issues will be referred;
- (2) that that LTC Secretary will advise Schools where an issue raised for University wide consideration whether the matter is within their control.

13. NEW AWARDS AND COURSE PROPOSALS

Considered

- (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. (A copy is filed in the Minute Book, ref. LTC17D012)

RECOMMEND

approval by Senate

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- (2) Revised Regulations for the Doctor of Medicine (MD). (A copy is filed in the Minute Book, ref. LTC17D011)

RECOMMEND
approval by Senate

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

Considered

proposed changes to the JAC Membership and Terms of Reference for the 2017/18 academic year. (A copy is filed in the Minute Book, ref. LTC17D014)

RESOLVED

15. ACADEMIC PARTNERSHIPS

Received

an update from Academic Partnerships. (A copy is filed in the Minute Book, ref. LTC17D015).

16. INTERNATIONAL SUMMER SCHOOL 2017

Received

a report on the 2017 International Summer School. (A copy is filed in the Minute Book, ref. LTC17D016).

17. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

ECO

MSc Global Media Economics. (A copy is filed in the Minute Book, ref. LTC17D017).

MED

Physicians Associate Postgraduate Diploma. (A copy is filed in the Minute Book, ref. LTC17D018).

Received

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

(A copy is filed in the Minute Book, ref. 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)
 (A copy is filed in the Minute Book, ref. LTC17D020).

MED

Master of Surgery and Postgraduate Diploma in Coloproctology
 (A copy is filed in the Minute Book, ref. 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)
 (A copy is filed in the Minute Book, ref. LTC17D022).

18. UPDATE ON THE LTC PLAN OF WORK

Received

an update on the LTC Plan of Work. (A copy is filed in the Minute Book, ref. LTC17D023).

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19. FACULTY LEARNING AND TEACHING COMMITTEES

Received

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

1. SSF Learning, Teaching and Quality Committee held on 14 June 2017 (A copy is filed in the Minute Book, ref. LTC17D024).
2. HUM Learning, Teaching and Quality Committee held on 17 May, 12 July and 6 September 2017. (A copy is filed in the Minute Book, ref. LTC17D025).
3. SCI Learning, Teaching and Quality Committee held on 17 June 2017. (A copy is filed in the Minute Book, ref. LTC17D026).
4. FMH Learning, Teaching and Quality Committee held on 7 June and 12 July 2017 (A copy is filed in the Minute Book, ref. LTC17D027).

20. APPROVAL OF BURSARIES, SCHOLARSHIPS AND PRIZES

Received

a report of bursaries, scholarships and prizes approved since the last meeting of LTC (A copy is filed in the Minute Book, ref. LTC17D028).

21. 5 YEARLY COURSE REVIEW COMPLIANCE REPORT 2016/7

Received

a report on 5 yearly course reviews undertaken in 2016/7 . (A copy is filed in the Minute Book, ref. LTC17D029)

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

Received

a schedule of course reviews to take place in 2017/18 (A copy is filed in the Minute Book, ref. LTC17D030).

23. QAA GUIDANCE: CONTRACT CHEATING IN HIGHER EDUCATION

Received

QAA guidance on how to address contract cheating, the use of third party services and essay mills. (A copy is filed in the Minute Book, ref. LTC17D031).

24. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC17D032).

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

Received

the terms of reference of the Committee 2017-18. (A copy is filed in the Minute Book, ref. LTC17D033).

26. LTC MEMBERSHIP 2017-18

Confirmed

membership of LTC. (A copy is filed in the Minute Book, ref. LTC17D034).

27. LTC SCHEDULE OF REPORTS 2017/18

Received

LTC schedule of reports. (A copy is filed in the Minute Book, ref. LTC17D035).