

LTC17D055

Title: LTC Plan of Work 2017-8
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Issue

To receive an update of 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

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No.	Category	Priority Rating A+ - D	Activity Title	Activity Description	Set up for consideration - LTC working group/ individual/ n/a	Comments November 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	New Project Coordinator recruited and developments are continuing
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	Rapid Process Improvement event planned for December; 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		On track
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 still delayed. Placements specification/ outstanding issues workshop on 20/11/17 - this to review what is still required to go 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	Draft Policy with Guidance appended to November 2017 LTC. Guidance is work in progress.
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.	3 forms - standard, low risk and course update, with accompanying guidance going to November LTC for signoff.
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
9	Policy LTC review	A+	Peer Observation of Teaching		LTC working group required	
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 1 live. Working on next phase - publication of data.
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	IT developments to support current process has been delayed - current go-live scheduled for Jan.
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		
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 by the new Technology-enhanced Learning sub committee
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.		Ongoing
24		A+	Degree apprenticeships	To represent LTS on DA WG		First proposals on the LTC main agenda
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.		Scoping phase; SRW has met with Maddie Colledge (PGT Education Officer), and both Maddie and Mary Leishman (UG Education Officer) are going to attend the next meeting of the Group.