

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 29 November 2017

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Director of Student & Academic Services (LTS) (Dr A. Blanchflower), 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), for the Head of Staff Development (Dr P. Long), the Library Director (Mr N. Lewis), Associate Deans (L&T) (Ms R. Chakraborty, Dr B. Milner, Professor N. Selby and Mrs E. Sutton), the representative from City College Norwich (Mr J. White), the Undergraduate Education Officer of uea|su (Ms M. Leishman), the Postgraduate Education Officer of uea|su (Ms M. Colledge), the Welfare and the Community and Diversity Officer of uea|su (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) and the uea|su Head of Campaigns and Policy (Mr J. Clare)
For Minute 35 ii and iii the MBA Programme Director (Mr J. Campbell), the University's Degree Apprenticeships Manager (Mrs S. Davies) and the Head of LTS (Systems) (Mrs C. Sauverin)

Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey)

Apologies: the Head of Staff Development (Ms A. Giles), the Director of Student Services (Dr J. Sharp)

28. MINUTES

Confirmed

the Minutes of the meeting held on 19 October 2017 subject to the substitution of the word 'could' for 'shall' in Minute 9, Resolution (6), The Course Withdrawal Process, so it read "that a list of new and closed courses shall be presented to the LTC on an annual basis".

29. STATEMENTS BY THE CHAIR

The Chair reported orally on the following:

- 1) TEF Subject Level Pilot:
UEA is one of 12 HEIs participating in both the Model A (subject submissions by exception) and the Model B (submission from groups of disciplines). This will give the University the opportunity to work with subject-level metrics.
- 2) INTO UEA academic inspection by the Independent Schools Inspectorate
The Chair asked the Academic Director of INTO to convey LTC's congratulations to INTO UEA colleagues for the excellent outcome of its recent academic inspection by the Independent Schools Inspectorate.

LTC-M2
29.11.2017
Min. 30

30. CONFIRMATION OF CHAIR'S ACTION

Confirmed

Chair's action taken since the last meeting of LTC on 18 October 2017. (A copy is filed in the Minute Book, ref. LTC17D037)

*31. SCHOOL TEF PREPAREDNESS MEETINGS

This minute is confidential and attached as a separate sheet.

*32. CONSULTATION ON THE OFFICE FOR STUDENTS (OFS) REGULATORY FRAMEWORK AND ON THE REVIEW OF THE UK QUALITY CODE FOR HIGHER EDUCATION: RESPONSE FROM UEA

This minute is confidential and attached as a separate sheet.

*33. DEGREE CLASSIFICATION, GRADE IMPROVEMENT AND "GRADE INFLATION"

This minute is confidential and attached as a separate sheet.

34. POLICY AND GUIDANCE ON PLACEMENT LEARNING

Considered

a proposed policy and guidance on Placement Learning, replacing the existing Code of Practice on Placement Learning. (A copy is filed in the Minute Book, ref. LTC17D042)

RESOLVED

(1) to approval the policy in principle subject to the following:

- i. minor changes relating to PGR students;
- ii. the Academic Director of Taught Programmes (ADTP) will meet with the uea|su Postgraduate Education Officer about including some of the issues arising from the uea|su review of HSC Placements within the policy;
- iii. clarification that the policy does not apply to degree apprenticeships when the apprentices are in employment will be added;
- iv. the Joint Head of the Careers Service will meet with the ADTP and the LTS Placement Lead, to consider the merits of developing a set of work based learning guidance document including PSRBs, Study Abroad and modules;

(2) Chair's action will be taken to approve the policy once i, ii and iii above have been actioned.

35. NEW AWARDS AND COURSE PROPOSALS

Considered

approval of the following new course proposals:

- i. MSci in Pharmacology and Drug Discovery – (A copy is filed in the Minute Book, ref. LTC17D043)

RESOLVED

to approve the above course proposal

- ii. *Degree Apprenticeships in Nursing – (A copy is filed in the Minute Book, ref. LTC17D044) - this is a confidential report.

This minute is confidential and attached as a separate sheet.

- iii. *Senior Leader Masters Degree Apprenticeship – (A copy is filed in the Minute Book, ref. LTC17D045) - this is a confidential report.

This minute is confidential and attached as a separate sheet.

- iv. BA Philosophy, Politics and Economics with a Year Abroad & BA Politics and Economics with a Year Abroad – (A copy is filed in the Minute Book, ref. LTC17D046)

RESOLVED

to approve the above course proposal

- v. Masters of Surgery: Change of abbreviation from MS to MCh – (A copy is filed in the Minute Book, ref. LTC17D047) – this is a confidential report.

RESOLVED

to approve the abbreviation of the award of Masters of Surgery from MS to MCh.

*36. TEACHING EXCELLENCE PLANS

This minute is confidential and attached as a separate sheet.

37. ACADEMIC PARTNERSHIPS

At the request of two members of the Committee this item was moved from Section C to Section A of the agenda.

Considered

an update from the Academic Partnerships Office. (A copy is filed in the Minute Book, ref. LTC17D053)

RESOLVED

in response to concerns raised by the uea|su representatives around issues arising from the Higher Education Review of Easton and Otley College the Academic Director of Partnerships will facilitate a meeting between representatives of uea|su and the Easton and Otley College Students' Union and the relevant directors of E&O college.

LTC-M4
29.11.2017
Min. 38

38. AMENDMENTS TO THE NEW COURSE PROPOSAL PROCESS

Approved

amendments to the New Course Proposal process following the 2016/17 pilot.
(A copy is filed in the Minute Book, ref. LTC17D049)

39. REPORT ON ACADEMIC APPEALS, COMPLAINTS, COMPLAINTS TO THE OIA,
AND SENATE STUDENT DISCIPLINARY CASES IN 2016-17

Received

a review of academic appeals, complaints, OIA, Senate Student Disciplinary Committee and plagiarism and collusion cases in 2016/17 (A copy is filed in the Minute Book, ref. LTC17D050)

40. 5 YEARLY UNDERGRADUATE COURSE REVIEW SUMMARIES (CR3) 2016/17

Received

Issues raised for University wide consideration from:

- i. the SCI 5 yearly undergraduate Course Review Summary for 2016/17 – (A copy is filed in the Minute Book, ref. LTC17D051)
- ii. the SSF 5 yearly Course Review Summary for 2016/17 – (A copy is filed in the Minute Book, ref. LTC17D052)

41. POSTGRADUATE RESEARCH

Received

an update from the PGR Executive. (A copy is filed in the Minute Book, ref. LTC17D054)

42. UPDATE ON THE LTC PLAN OF WORK 2017-18

Received

the 2016/17 LTC Plan of Work. (A copy is filed in the Minute Book, ref. LTC17D055).

43. UUK REPORT ON DEGREE ALGORITHMS

Received

the Universities UK report on Degree Algorithms. (A copy is filed in the Minute Book, ref. LTC17D056)

44. EXTERNAL EXAMINERS' REPORTS 2016/17 UG COMPLIANCE REPORT

Received

an update on the number of Undergraduate External Examiner reports received for the 2016-7 academic year. (A copy is filed in the Minute Book, ref. LTC17D057)

45. ANNUAL MODULE AND COURSE REVIEW – UG COMPLIANCE REPORT 2016/17

Received

a report on School compliance with 2016/17 Undergraduate Annual Module and Course Review. (A copy is filed in the Minute Book, ref. LTC17D058)

46. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

1. SSF 13 September 2017 – (A copy is filed in the Minute Book, ref. LTC17D059)
2. HUM 4 October 2017– (A copy is filed in the Minute Book, ref. LTC17D060)
3. SCI 20 September 2017 – (A copy is filed in the Minute Book, ref. LTC17D061)

47. NEW COURSE APPROVALS AND COURSE CLOSURES

Received

an update on the following low risk course approvals approved by FLTQCs

1. SCI BSc Pharmacology with Drug Discovery – (A copy is filed in the Minute Book, ref. LTC17D062)
2. FMH Amendments to the BSc Occupational Therapy – (A copy is filed in the Minute Book, ref. LTC17D063)
3. FMH Amendments to the BSc Physiotherapy – (A copy is filed in the Minute Book, ref. LTC17D064)