

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 24 January 2018, in Committee Room 2, the Council House.

There will be refreshments outside the room from 1.50 pm.

Michele Pavey
Learning & Teaching Manager
17 January 2018

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 22 January 2018. Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Learning and Teaching Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can also be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2017-2018>)

2. MINUTES

To confirm
the Minutes of the meeting held on 29 November 2017 (Enclosed)

3. STATEMENTS BY THE CHAIR

4. REPORT OF CHAIR'S ACTION TAKEN SINCE THE LAST MEETING

To receive
a report of action taken by the Chair of LTC since the last meeting

- Approval of the BA Philosophy, Politics and Economics with Year Abroad and BSc Politics and Economics with Year Abroad. LTC17D065 (Divider A)
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

A1. LEARNING ENHANCEMENT TEAM REPORT 2016/17

To consider

a report on the Learning Enhancement Team's activity and usage of its services in the academic year 2016/17. LTC17D066 (Divider B)

A2. CSED ANNUAL REPORT 2016/17

To consider

the 2016/17 CSED Annual Report and provide feedback on its contents. LTC17D067 (Divider C)

*A3. POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2017

To consider

a confidential analysis on the findings of the 2017 PTES survey. LTC17D068 (Divider D)

*A4. THE 2017/18 UNDERGRADUATE INTAKE – A WIDENING PARTICIPATION PERSPECTIVE

To consider

the recommendations outlined below:

- 1) note overall numbers and trends;
- 2) Schools which have not met with the WP manager and the WP Academic Director to do so in the 2017/18 academic year in order to discuss how each School can be supported in addressing any attainment gaps and other WP issues;
- 3) all schools to monitor progress in gap closing and other issues through School Teaching Practice Development Plans

LTC17D069 (Divider E)

*A5. COURSEWORK TURNAROUND: A REVIEW OF AUTUMN SEMESTER TURNAROUND TIMES 2

To consider

the following recommendations in a confidential update on coursework turnaround times for the autumn semester 2017

- 1) note the report on coursework turnaround times;
- 2) consider whether any additional action is required at this stage;
- 3) consider the extent to which the increase in the number of assessments moving to the all- electronic route is sufficient.

LTC17D070 (Divider F)

*A6. PROGRESS ON UPTAKE OF ONLINE ASSESSMENT AND FEEDBACK – AND UPDATE ON THE INCREASED UPTAKE OF EMARKING.

To consider

the recommendations outlined below:

- (1) implement a programme to mandate full adoption of Blackboard online marking for all electronically submitted assignments, in line with the UEA Senate Guidance on assessment and feedback and the NUS Assessment and Feedback Benchmarking Tool. This should be achieved during academic year 2019/20.
- (2) adopt practices to further enhance the quality of feedback through online tools;
- (3) for 2018/19 a detailed emarking implementation plan will be agreed between LTS and CTEL, overseen by the Technology Enhanced Learning Committee. This should cover administrative, technical and pedagogical issues of implementing full adoption of the tools for electronic submission
- (4) note the implications for the change from Crocodoc to Box and provide advice as needed to the Learning Technology Team

LTC17D071 (Divider G)

*A7. PROGRESS ON DELIVERY OF MAJORITY ONLINE COURSES

To consider

the following recommendations:

- 1) continue to support the creation of a full range of online courses through the development of a new business plan to align with the UEA plan. The course approval process should be reviewed to ensure courses are fit for purpose;
- 2) develop appropriate teaching and learning administrative processes which enable new types of short term learners to use university online courses – an implementation plan needs to be agreed between CTEL, LTS, ARM and the schools concerned and monitored by Technology Enhanced Learning Committee.

LTC17D072 (Divider H)

*A8. PROGRESS ON DELIVERY OF APPROPRIATELY BLENDED TEACHING AND LEARNING

To consider

the following recommendations:

- 1) all face to face teaching modules, both undergraduate and postgraduate, will be supported by an online site either for that module alone (stand alone) or designed for the whole course or collection of modules (umbrella);
- 2) to continue to improve management information on these modules and information to students, the location/name of the online site for each module, either stand alone or umbrella, will be recorded on the module outline;
- 3) where current management information shows a school with less than 90% of students enrolled on frequently accessed Blackboard course, the relevant

Associate Dean will discuss and resolve this with the School Teaching Director and Learning Technology team;

- 4) School Teaching Committees should devise a list of mandatory content for the Blackboard sites in their schools;
- 5) a blended learning policy will be developed in the academic year 18/19

LTC17D073 (Divider I)

A9. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

approval of the following new course proposals

ECO – LTC17D074 (Divider J)

BA Philosophy, Politics and Economics with Placement Year

BSc Business Economics with Placement Year

BSc Business Finance and Economics with Placement Year

BSc Economics and Finance with Placement Year

BSc Economics with Accountancy and with Placement Year

BSc Economics with Placement Year

BSc Politics and Economics with Placement Year

PHA– LTC17D075 (Divider K)

MSc Natural Product Drug Discovery

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Please look under 1. Business of the Agenda for details of how to view these documents.

B1. FACULTY STUDENT ATTENDANCE REPORTS 2016/17

To consider

Faculty Student Attendance Reports for

HUM – LTC17D076 (Divider L)

SSF – LTC17D077 (Divider M)

SCI – LTC17D078 (Divider N)

*B2. TEF

To consider

Confidential School responses to the panel recommendations from the PSY TEF Preparedness meeting and a revised report from CMP. LTC17D079 (Divider O)

LTC17A003

*B3. REPORT AND STATISTICS ON PLAGIARISM AND COLLUSION CASES 2016/17

To consider

a confidential report on plagiarism and collusion cases in 2016/17. LTC17D080 (Divider P)

B4. REPORT AND STATISTICS ON EXTENUATING CIRCUMSTANCES REPORTED IN 2016/17

To consider

a report on Extenuating Circumstances, including self-certificates reported in 2016/17. LTC17D081 (Divider Q)

SECTION C: ITEMS FOR REPORT

Please look under 1. Business of the Agenda for details of how to view these documents.

C1. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive LTC17D082

C2. ACADEMIC PARTNERSHIPS

To receive

an update from the Academic Partnerships Office. LTC17D083

C3. ANNUAL REPORT ON PLACEMENTS

To receive

the 2016/2017 annual report on placement and workplace learning activity across the University (excluding Study Abroad programmes). LTC17D084

C4. PRIZES, SCHOLARSHIPS AND BURSARIES

To receive

an update on prizes, scholarships and bursaries approved since the last LTC. LTC17D085

C5. ANNUAL MODULE AND COURSE REVIEW – UNDERGRADUATE COMPLIANCE REPORT 2016/17

To receive

a report on compliance with the 2016/17 undergraduate annual module and course review process. LTC17D086

C6. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

- 1) New course proposals
 - SSF– LTC17D087
 - i. MRes Social Science Research Methods:
Linguistics Pathway

DEV - LTC17D088

- ii. BA Geography and International Development with Overseas Placement
- iii. BA International Development with Overseas Placement
- iv. BSc International Development and the Environment with Overseas Placement
- v. BA International Development with Anthropology with Overseas Placement
- vi. BA International Development with Economics with Overseas Placement
- vii. BA International Development with Politics with Overseas Placement
- viii. BA Media and International Development

BIO – LTC17D089

- ix. BSc Ecology and Conservation with a Year Abroad
- x. BSc Ecology and Conservation
- xi. Ecology and Conservation (Grad Dip)

CMP – LTC17D089

- xii. BSc Computing Science with a Foundation Year

PPL – LTC17D090

- xiii. Modern Language With Management Studies

HSC – LTC17D091

- xiv. Enhanced Professional Practice (BSc Hons) post-reg top up degree

2) Course Closures

DEV – See LTC17D088

- i. BA Geography and International Development with Overseas Experience
- ii. BSc International Development and the Environment with Overseas Experience
- iii. BA International Development with Overseas Experience
- iv. BA International Development with Anthropology with Overseas Experience
- v. BA International Development with Economics with Overseas Experience
- vi. BA International Development with Politics with Overseas Experience
- vii. BA Media and International Development with Overseas Experience

FMH – LTC17D092

- viii. Health Sciences (MSc in MED and PDIP in MED)
- ix. Clinical Research (PDip in MED)
- x. Health Sciences: Population Health (MSc and PDIP in MED)
- xi. Health Sciences: Health Economics and Policy (MSc and PDIP in MED)
- xii. Health Sciences: Psychosocial Aspects of Health (MSc and PDIP in MED)
- xiii. Health Sciences: Continuing Professional Development (MSc in MED)
- xiv. Health Sciences: Research Methods (MSc and PDIP in MED)
- xv. Health Sciences: Healthcare Law and Ethics (MSc)
- xvi. Health Sciences (MSc)
- xvii. Visiting Studies in Medicine Health Policy and Practice (Taught Postgraduate)
- xviii. Cognitive Analytic Therapy (Postgraduate Diploma)
- xix. Postgraduate Study (Visitor)
- xx. Health Economic (MSc, PGDip and PGCert in MED)

CMP/MTH – LTC17D093

- xxi. Computing Science (Ordinary)
- xxii. Mathematics (Ordinary)
- xxiii. Mathematics with Business

- PHA – See LTC17D093
- xxiv. Pharmacy (MPharm)
 - xxv. Pharmacy (MPharm with Placement)
 - xxvi. Pharmacy with Foundation Year - U18B23401

C7. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

- 1) SSF LTQC 11 October 2017 and 22 November 2017 – LTC17D094
- 2) SCI LTQC 8 November 2017 – LTC17D095
- 3) HUM LTQC 8 November 2017 – LTC17D096
- 4) FMH LTQC 27 September 2017 – LTC17D097

C8. FUTURE SKILLS INITIATIVE WORKING GROUP

To receive

a report noting that the group has achieved its objectives and has now been discontinued LTC17D098

SECTION D: RESERVED AGENDA

No items have been received