

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 24 January 2018

- Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Director of Student & Academic Services (LTS) (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) (Ms R. Chakraborty, Professor N. Selby, Professor D. Stevens and Mrs E. Sutton), the Undergraduate Education Officer of the Union of UEA Students (Ms M. Leishman), the Postgraduate Education Officer of the Union of UEA Students (Ms M. Colledge), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms I. Edwards).
- With: the Academic Director of INTO (Mr J. Moyle) and the Chief Executive of the Union of UEA Students (Mr J. Dickinson).
- Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey).
- Apologies: the representative from City College Norwich (Mr J. White), Head of PGR Services (Dr V. Easson), the Head of the Academic Partnerships Office (Dr L. Bohn), the Head of LTS (Quality) (Mrs L. Thompson),

48. MINUTES

Confirmed
the Minutes of the meeting held on 29 November 2017.

49. STATEMENTS BY THE CHAIR

The Chair reported orally on the following:

- a) TEF Subject Level pilot
There is a good level of staff engagement with both the models being piloted.
Professor Ward is Chair of the national Social Sciences sub-panel and will also be on the main TEF Panel.
- b) The Do Something Different Festival Launch event is today. Members were encouraged to attend the event at 5pm on 24 January in the SU Blue Bar.
- c) Industrial action
UCU have voted to take industrial action commencing in late February. The University will therefore implement its Business Continuity arrangements.

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

Received
a report of action taken by the Chair of LTC since the last meeting.

LTC17M003

LTC-M2
24.01.2018
Min. 50

- a. Approval of the BA Philosophy, Politics and Economics with a Year Abroad and BSc Politics and Economics with a Year Abroad. (A copy is filed in the Minute Book, ref. LTC17D065).
- b. Since the agenda was published the amendments to the new Policy on Placement Learning requested by LTC at its November 29 meeting have been made and approved by the Chair.

51. LEARNING ENHANCEMENT TEAM (LET) REPORT 2016/17

Considered

a report on the Learning Enhancement Team's activity and usage of its services in the academic year 2016/17. (A copy is filed in the Minute Book, ref. LTC17D066)

Noted

- i. information on the ethnicity of users of LET resources will be recorded in future years;
- ii. if there are no recommendations for the Committee to consider in future years, the report will be a Section C item on the agenda.

RESOLVED

the Director of Student Services will ascertain what support LET is providing to students preparing for examinations and advise the Welfare, Community and Diversity Officer.

52. CSED ANNUAL REPORT 2016/17

Considered

the 2016/17 CSED Annual Report and provide feedback on its contents. (A copy is filed in the Minute Book, ref. LTC17D067)

(In its detailed discussions

- i. members were advised by the Head of CSED that improving attendance at workshops for academic staff and increasing the number of HEA fellowships are the Centre's two priorities;
- ii. members noted that work would be done on converting applicants for fellowships to HEA fellows through a range of support mechanisms;
- iii. the Chair advised that the introduction of Teaching Excellence Plans (TEPs) should help identify all current HEA fellows).

RESOLVED

- 1) that the resources available for staffing seeking to gain HEA fellowships on the 'Becoming a Fellow or Senior Fellow of the HEA' Blackboard site should be communicated more widely. The Head of CSED will write to Head of Schools asking them to inform colleagues of the site and how to access it;
- 2) that more examples should be added to the Blackboard site and the published list of HEA fellows should be updated;
- 3) that the Chair and the Director of Student and Academic Services will address concerns about the training for Office 365 expressed by some members, outside the meeting;
- 4) that the Chair will propose that becoming an HEA Fellow or Senior Fellow is an expectation for academic staff, as part of the review of the Green Book;
- 5) that the mode of delivery of some CSED run courses is reviewed by CSED colleagues and those running the courses with a view to some being delivered online;

- 6) that School Teaching Excellence plans should be scrutinised by the Academic Director of Taught Programmes and a training needs analysis developed;
- 7) that the Chair will investigate whether staff in CTCL could assist with the development of a portfolio of online training;
- 8) that Academic Directors and Association Deans (L&T) will consider how online training can be delivered more strategically.

*53. POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2017

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

*55. COURSEWORK TURNAROUND: A REVIEW OF AUTUMN SEMESTER TURNAROUND TIMES

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

*57. PROGRESS ON DELIVERY OF MAJORITY ONLINE COURSES

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

59. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

approval of the following new course proposals

- 1) **ECO** – (A copy is filed in the Minute Book, ref. LTC17D074)
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
- 2) **PHA**– (A copy is filed in the Minute Book, ref. LTC17D075)
MSc Natural Product Drug Discovery

LTC17M003

LTC-M4
24.01.2018
Min. 59

- 3) **MRes Social Science Research Methods:** Linguistics Pathway (brought forward from Section C of the agenda)
- 4) **Ecology and Conservation (Grad Dip)** (brought forward from Section C of the agenda)

Noted

- 1) **ECO** with a Placement course proposals: although the ECO course team had responded to issues raised by members of the LTC New Course Proposals sub-group there are still issues to be addressed with the proposals including the duration of the placement and its credit rating and the proposal for 0 credit modules, which are not permissible. In addition, there needs to be an acknowledgement in the proposal that there are costs associated with placements;
- 2) **PHA MSc Natural Product Drug Discovery:** the course team had responded to issues raised by members of the LTC New Course Proposals sub-group. However concerns relating to proposals to introduce course tests rather than examinations would need to be addressed and this would be done outside the meeting;
- 3) **MRes Social Science Research Methods:** Linguistics Pathway: all concerns raised by members of the LTC New Course Proposals sub-group had been addressed;
- 4) **Ecology and Conservation (Grad Dip):** In June 2017 LTC considered a paper which reviewed Graduate Diplomas as part of the LTC 5 yearly review of undergraduate regulations. It was agreed that ARM exec would be asked if there was a market for this award since numbers enrolled on graduate diplomas were very low.

RESOLVED

- 1) **ECO** with a Placement course proposals: that the concerns of the LTC new course proposals sub group, as outlined above will be addressed by the Academic Director of Taught Programmes with the School outside the meeting and Chair's action will be taken to approve the proposal;
- 2) **PHA MSc Natural Product Drug Discovery:** Chair's action will be taken to approve the course once the Director of Student and Academic Services, on behalf of the LTC new course proposals sub group is satisfied that the issue has been resolved;
- 3) **MRes Social Science Research Methods:** Linguistics Pathway: approved.
- 4) **Ecology and Conservation (Grad Dip):** to remove this as a course offering.

*60. FACULTY STUDENT ATTENDANCE REPORTS 2016/17

This minute is confidential and attached as a separate sheet.

*61. TEF

This minute is confidential and attached as a separate sheet.

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

This minute is confidential and attached as a separate sheet.

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

Considered

a report on Extenuating Circumstances, including self-certificates reported in 2016/17. (A copy is filed in the Minute Book, ref. LTC17D081)

64. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive (A copy is filed in the Minute Book, ref. LTC17D082)

65. ACADEMIC PARTNERSHIPS

Received

an update from the Academic Partnerships Office. (A copy is filed in the Minute Book, ref. LTC17D083)

66. ANNUAL REPORT ON PLACEMENTS

Received

the 2016/2017 annual report on placement and workplace learning activity across the University (excluding Study Abroad programmes). (A copy is filed in the Minute Book, ref. LTC17D084)

67. PRIZES, SCHOLARSHIPS AND BURSARIES

Received

an update on prizes, scholarships and bursaries approved since the last LTC. (A copy is filed in the Minute Book, ref. LTC17D085)

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

Received

a report on compliance with the 2016/17 undergraduate annual module and course review process. (A copy is filed in the Minute Book, ref. LTC17D086)

69. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

- 1) New course proposals
 - SSF– (A copy is filed in the Minute Book, ref. LTC17D087)
 - i. Social Science Research Methods: Linguistics Pathway. Note this proposal was moved to Section A of the agenda for consideration.

DEV - (A copy is filed in the Minute Book, ref. 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 – (A copy is filed in the Minute Book, ref. LTC17D089)
- ix. BSc Ecology and Conservation with a Year Abroad
- x. BSc Ecology and Conservation
- xi. Ecology and Conservation (Grad Dip). Note: this proposal was moved to Section A of the agenda for consideration.

- CMP – (A copy is filed in the Minute Book, ref. LTC17D089)
- xii. BSc Computing Science with a Foundation Year

- PPL – (A copy is filed in the Minute Book, ref. LTC17D090)
- xiii. Modern Language With Management Studies

- HSC – (A copy is filed in the Minute Book, ref. LTC17D091)
- xiv. Enhanced Professional Practice (BSc Hons) post-reg top up degree

2) Course Closures

- DEV – See (A copy is filed in the Minute Book, ref. 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 – (A copy is filed in the Minute Book, ref. 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 – (A copy is filed in the Minute Book, ref. LTC17D093)
- xxi. Computing Science (Ordinary)
- xxii. Mathematics (Ordinary)
- xxiii. Mathematics with Business

- PHA – See (A copy is filed in the Minute Book, ref. LTC17D093)
- xxiv. Pharmacy (MPharm)
- xxv. Pharmacy (MPharm with Placement)
- xxvi. Pharmacy with Foundation Year - U18B23401

70. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- 1) SSF LTQC 11 October 2017 and 22 November 2017 – (A copy is filed in the Minute Book, ref. LTC17D094)
- 2) SCI LTQC 8 November 2017 – (A copy is filed in the Minute Book, ref. LTC17D095)
- 3) HUM LTQC 8 November 2017 – (A copy is filed in the Minute Book, ref. LTC17D096)
- 4) FMH LTQC 27 September 2017 – (A copy is filed in the Minute Book, ref. LTC17D097)

71. FUTURE SKILLS INITIATIVE WORKING GROUP

Received

a report noting that the group has achieved its objectives and has now been discontinued (A copy is filed in the Minute Book, ref. LTC17D098)