

LTC17D114

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.

Further Information

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No.	Category	Priority Rating A+ - D	Activity Title	Activity Description	to End February 18 (Mar LTC)
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.	Report to March LTC with recommendations
2	Policy: L&T Strategy 1	A+	New internal QA processes	IQA group, in progress. Will create timeline, will include course and module update, programme specs, course review, accreditation, CMA etc	Report to March LTC
3	Policy: L&T Strategy 3	A+	Tier 4 and attendance monitoring	Testing, training and implementation of the following in time for roll out in 2018-19: (1) Tableau report for attendance monitoring (all students), with removal of current eVision reports for staff - but will retain eVision reports for students on their own attendance as they don't have access to Tableau, (2) roll out of Tableau report on "Expected Contact Points" for Tier 4 students (3) Tableau report for International students who have selected modules without actual teaching events attached - plus process on how to use this info, (4) Tableau report on register completion by academic staff.	Draft Tableau reports are available for (1) and (2) - currently undergoing consultations within LTS to check that they will be fit for purpose. The current plot for (2) has indicated that some refinements are needed, and the definition of expected contact points could change. Waiting for FPG to construct Tableau reports for (3) and (4). The Working Group has explored the range of attendance data held by some Schools (e.g. CMP) in lab classes, as a reason for not completing e-registers - but the quality of what is held is not sufficient to meet auditing needs, so alternative evidence of attendance data is likely to create problems.
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 eVision. UEA designated staff access. Access for Placement Providers desired in Phase 2 - e.g., to access lists of students coming to placement.	Phase 1: Original development work, did not go live. Phase 2: Tribal/SAS team developments; meeting on 23/2/18 est. 7 days of Tribal's time for eVision interface, plus follow-up SAS team development time to fully integrate, to enable system to go live. Has to be live for September 2018 for HSC and MED ClinPsyD (PGR) students and UEA staff. Critical for HSC (initially was due to go live in Sept 16). Once Phase 2 live can then start looking at rolling out to other Schools e.g. SWK. Phase 3: This should investigate external Placement Providers having access; e.g., developments to enable them to update their own details and view lists of students coming to them on placement.
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	Policy approved by Chair's action in January 2018, following action points arising from LTC in November 2017. Role description for Placement Director and the Guidance will be rolled out to Faculties and Schools. Required for Schools to create Placement Handbooks (where needed) for 2018/19. Task & Finish Group for implementation, also to clarify ownership of responsibilities where required.
6	L&T Strat 1 & periodic LTC review	A	New course approval	To finish off, in the light of CMA changes	Final amendments approved by LTC November 2017
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	University Handbook updated to include DA students. All other regs will be considered as and when they are updated for 2018/9 - in hand for the review of disciplinary regs.
8	Policy: L&T Strategy 4	A	Timetabling	Ongoing. Looking at slotting for Sept 2017. Teams are realigning things to the top level slot. Will analyse results afterwards.	ongoing
9	Policy LTC review	A+	Peer Observation of Teaching		
10	Policy LTC review	A	School and Course handbooks - information policy		
11	Policy LTC review	A	University Student Handbook for Taught Programmes	Noted that Carol Bull has volunteered to be lead coordinator. Future plans for this project would be an interactive handbook, reduced duplication, less text etc. For this year, the task would be "business as usual" with a view to a more enhanced handbook for 2017-18.	ongoing
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.	ongoing
13	Process review/improvement	A+	Module outline development to online/eVision version	should be finished in September	Phase 1 went live to capture info to publish to applicants. Phase 2 information captured and should be published through eVision for students choosing modules, from March 12.
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	Initial developments delayed, went live in January.
15	Process review/improvement	A	Discipline and operation of SSDC and SSDAC	ongoing	Initial discussions have taken place. Rewrite with Polly Morgan.
16	ISSC policy	A	Student Records retention and offsite storage review	Review policy in line with new European directive. Could we move to e-records only? (need a policy on SITS records, too - BP in SAS leading on this) If so, could we go through Box-it files and scan/shred?	In progress
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	In progress
18	Policy LTC review	A+	Student Charter	Review current student charter	This has been postponed to 2018/9
19	Policy LTC review	A+	Plagiarism and Collusion		in progress
20	Policy LTC review	A+	Extenuating circumstances		In progress
21	Policy LTC review	A+	Double marking and moderation		In progress
22		A	E-marking of coursework	To continue the development and roll-out from LTS perspective	In progress
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.	In progress
24		A+	Degree apprenticeships	LTS will administer the operation of these, now we have our first two cohorts	Working through the requirements - all in progress
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	No progress - perhaps should look at Phone App, to capture information more easily.
26		B	Dissertations and projects	Submission, return and provision of feedback.	Data on current processes collected, aim is to provide a consistent process that works for all - student, academic staff and local support staff input will be sought. Draft proposal to be produced by July 2018, with possible pilot to run in 2018/19 and introduce more widely in 2019/20.