SEN17D029

Title:	**Report from the Learning and Teaching Committee**
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Issue

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee meetings held on 18 October 2017 and 24 January 2018

Recommendations

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

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Background

N/A

Discussion

The report is for information only and no discussion is anticipated.

Attachments

Summary report is below.

Report of the Meeting of the Learning and Teaching Committees of Senate on 21 June 2017

The following items were considered by the Learning and Teaching Committee of Senate on **21 June 2017** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:
https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2017-2018

1)   CHAIR'S ACTION SINCE THE LAST MEETING OF LTC

Members were advised that the Chair had approved minor amendments to the University's policy on Submission of Work for Assessment. This was to accommodate MED's requirement to explicitly state that coursework kept on Blackboard will be disposed of in a timely way. The School requires this to ensure that Patient Identifiable Data that may be submitted to the UEA systems as either a video or audio recording is properly controlled and deleted.

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

Members were invited to submit comments on the review of the UK Quality Code and the OfS consultation.

3)   DEGREE CLASSIFICATION, GRADE IMPROVEMENT AND "GRADE INFLATION"

Members that the chair would discuss the pattern of changes in the award of first class honours degrees with Associate Deans (L&T) and a paper on this will come to a future meeting of LTC.

4)   POLICY AND GUIDANCE ON PLACEMENT LEARNING

The committee agreed a policy and guidance on Placement Learning, replacing the existing Code of Practice on Placement Learning subject to minor amendments.

5)   NEW AWARDS AND COURSE PROPOSALS

The committee approved proposals to introduce an MSci in Pharmacology and Drug Discovery, a degree apprenticeship in Nursing and a Senior Leader Masters degree apprenticeship. A review of the first year of operation of the degree apprenticeships will be considered by LTC at its meeting in October 2018.

A change to the abbreviation of the Masters of Surgery from MS to MCh was also approved.

6)   TEACHING EXCELLENCE PLANS

The committee agreed a proposal for interim changes to QA processes as a result of the TEF pilot. There will be a temporary suspension of School reviews of assessment and feedback and associated planning and School action planning in response to the NSS as these will be subsumed into the TEF pilot. Proposals for the evaluation of a plan to prepare for subject level TEF were also approved. The national TEF subject pilot will report its findings over the summer and the outcomes of this process will inform the next steps with school preparations for the TEF.

7)   ACADEMIC PARTNERSHIPS

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

8)   AMENDMENTS TO THE NEW COURSE PROPOSAL PROCESS

       Amendments to the New Course Proposal process were agreed following the 2016/17 pilot.

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

       The Committee received a review of academic appeals, complaints, OIA, Senate Student
       Disciplinary Committee and plagiarism and collusion cases in 2016/17.

Report of the Meeting of the Learning and Teaching Committees of Senate on 24 January 2018

The following items were considered by the Learning and Teaching Committee of Senate on **24 January
2018** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:
https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-
committee/learning-and-teaching-committee-2017-2018

1)   REPORT OF CHAIR'S ACTION TAKEN SINCE THE LAST MEETING

       Members noted that since the last meeting the Chair had taken action to approve the BA Philosophy,
       Politics and Economics with a Year Abroad and a BSc Politics and Economics with a Year Abroad.
       Also approved were amendments to the new policy on Placement Learning requested by LTC at its
       meeting on 29 November 2018.

2)   LEARNING ENHANCEMENT TEAM REPORT 2016/17

       The committee considered a report on the Learning Enhancement Team's activity and usage of its
       services in 2016/17. At the request of some members it was agreed that the Director of Student
       Services would ascertain what support LET is providing to students preparing for examinations and
       advise the uea|su Welfare, Community and Diversity Officer.

3)   CSED ANNUAL REPORT 2016/17

       Members considered the 2016/17 CSED Annual Report. They 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. It was agreed 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.

       LTC also agreed that the Chair would propose that becoming an HEA Fellow or Senior Fellow is an
       expectation for academic staff, as part of the review of the Green Book. In addition, it was agreed
       that the mode of delivery of some CSED run courses should be reviewed by CSED colleagues and
       those running the courses with a view to some being delivered online. Also, School Teaching
       Excellence plans should be scrutinised by the Academic Director of Taught Programmes and a
       training needs analysis developed. The Chair agreed investigate whether staff in CTEL could assist
       with the development of a portfolio of online training and Academic Directors and Association Deans
       (L&T) agreed to consider how online training could be delivered more strategically.

4)   POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2017

       It was agreed that issues arising from survey's outcomes will be considered further at the monthly
       meeting with Chair and uea|su representatives.

5) THE 2017/18 UNDERGRADUATE INTAKE – A WIDENING PARTICIPATION (WP) PERSPECTIVE

Members agreed that Schools that have not met with the WP Manager and the WP Academic Director should 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. The ommittee also agreed that all schools should monitor progress in gap closing and other issues through School Teaching Practice Development Plans. Once meetings with all Schools have taken place a summary of key outcomes and actions will be produced by the WP team for consideration by LTC.

6) PROGRESS ON UPTAKE OF ONLINE ASSESSMENT AND FEEDBACK – AND UPDATE ON THE INCREASED UPTAKE OF EMARKING.

Members agreed, in principle, the development of a programme to implement 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. During 2018/19 a detailed emarking implementation plan will be agreed between LTS and CTEL, overseen by the Technology Enhanced Learning Committee.

7) PROGRESS ON DELIVERY OF MAJORITY ONLINE COURSE

The committee agreed to 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. It also agreed that appropriate teaching and learning administrative processes should be developed which enable new types of short- term learners to use university online courses. An implementation plan would be agreed between CTEL, LTS, ARM and the schools concerned and monitored by Technology Enhanced Learning Committee.

The Academic Director of Widening Participation agreed to liaise with the incoming Academic Director of Learning and Teaching Enhancement to arrange a workshop for the University's Research Executive on MOOCs as a form of impact.

8) PROGRESS ON DELIVERY OF APPROPRIATELY BLENDED TEACHING AND LEARNING

Members agreed the following recommendations:
   a. 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);
   b. 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;
   c. where current management information shows a school with less that 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;
   d. School Teaching Committees should devise a list of mandatory content for the Blackboard sites in their schools;
   e. a blended learning policy will be developed in 2018/19.

9) NEW AWARDS AND NEW COURSE PROPOSALS

Members approved the MRes Social Science Research Methods: Linguistics Pathway. It also agreed that the Ecology and Conservation (Grad Dip) should be removed as a course offering. LTC had considered a paper which reviewed Graduate Diplomas as part of the LTC 5 yearly review of undergraduate regulations in June 2017. 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.

10) <u>REPORT AND STATISTICS ON EXTENUATING CIRCUMSTANCES REPORTED IN 2016/17</u>

LTC noted a report on Extenuating Circumstances, including self-certificates reported in 2016/17.

11) <u>FUTURE SKILLS INITIATIVE WORKING GROUP</u>

The Committee received a report noting that the Future Skills Initiative Working Group had achieved its objectives and had been discontinued.

12) <u>REPORT AND STATISTICS ON PLAGIARISM AND COLLUSION CASES 2016/17</u>

Members approved a confidential report on plagiarism and collusion cases in 2016/17.

13) <u>FACULTY STUDENT ATTENDANCE REPORTS 2016/17</u>

Members considered Faculty Student Attendance Reports for HUM, SCI and SSF. The Director of Student and Academic Services agreed to address members' concerns about the quality of management information provided to Heads of Schools and the problems some staff had experienced with using the report template. This would include exploring IT solutions to monitor and address student absence for teaching events.