

SEN17D044

Title: Report from the Learning and Teaching Committee
Author: Michele Pavey
Date:
Circulation: Senate June 2018
Agenda: SEN17A003
Version: Final
Status: Open

Issue

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee meetings held on 14 March 2018 and 9 May 2018

Recommendations

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

Michele Pavey (M.Pavey@uea.ac.uk)

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 14 March 2018

The following items were considered by the Learning and Teaching Committee of Senate on 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) OUTCOMES AND RECOMMENDATIONS FROM THE REVIEW OF INTERNAL QUALITY ASSURANCE PROCESSES

LTC approved a series of recommendations relating to the introduction of a new internal quality assurance process. A new Quality Review Framework (QRF), which removes all duplication of effort, has a more focused pedagogic and holistic approach, highlights the importance of the Course, meets compliance requirements and highlights the importance of student involvement will be developed for introduction from 2018/19.

The new QRF focuses on the course and on student engagement with the process and primarily focuses on department level quality review. As part of the requirements of the Office for Students it is recommended that the University revisits institutional level quality assurance considering staff student ratios, staff qualifications, facilities, library and other learning resources, Student Support Service, transparency information, Student Protection Plan, CMA compliance, terms and conditions, appeals and complaints processes, student transfer arrangements, attendance, data futures, timeliness in reporting and admissions systems. The Head of LTS (Quality) and the Director of Student and Academic Services will lead on this work.

2) LIBRARY: READING LISTS

Committee members noted current levels of compliance as on 23/1/18 relating to the adoption of TALIS for providing reading lists of essential course texts. LTC agreed an action plan which included the trial of a more targeted approach to 1 to 1 training for academic staff on the use of Talis and agreed that LTQCs and other relevant faculty mechanisms should be used to highlight the key deadlines for 2018/19 academic year and remind faculty about ongoing benefits.

3) DO SOMETHING DIFFERENT FESTIVAL

LTC agreed in principle that the University should continue to run the Do Something Different project throughout the year with events led by UEA Student Union. It also agreed to recommend to the Executive Team that the Do Something Different Festival week for at least a further 4 years to allow sufficient time to benefit from having an established event.

4) PROPOSED REVISIONS TO RESEARCH DEGREE POLICY DOCUMENT 14

LTC approved changes proposed by the Human Resources Division to bring RDPD14 into line with UEA employment policies.

5) REPORT FROM THE MEETING OF THE UNIVERSITY OF SUFFOLK JOINT ACADEMIC COMMITTEE (UCS JAC)

The Committee approved a recommendation from the UCS JAC that a number of courses be discontinued from 2017/18.

6) A REVIEW OF THE EXPERIENCE OF THE TEF SUBJECT LEVEL PILOTS

LTC agreed that UEA should conduct a lesson-learning exercise to capture the insights derived from participation in the TEF Subject Pilot. It also agree that the University would offer to participate in the second stage of the Pilot, likely to be launched in Autumn 2018, if offered the opportunity.

7) SCHOOL GOVERNANCE STRATEGY

LTC received confidential paper considered by the University's Widening Participation Committee work undertaken by the Academic Director WP and Head of Outreach to build closer links with local and regional schools though helping schools find members for their local governing bodies from UEA staff.

Report of the Meeting of the Learning and Teaching Committees of Senate on 9 May 2018

The following items were considered by the Learning and Teaching Committee of Senate on 9 May 2018 **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) STATEMENTS BY THE CHAIR

Do Something Different (DSD)

The Chair report that the Executive Team had considered the DSD paper that had come to the March meeting of LTC and agreed that DSD will continue for another 4 years. ET had also resolved that there would not be reading weeks in the spring semester.

2) CONFIRMATION OF CHAIR'S ACTION

The Committee was advised that the Chair had taken action to approve minor amendments to the University's Policy on Placements, from Minute 34 of the LTC meeting on 29 November 2017.

3) VALUE FOR MONEY: OfS

The Committee received a presentation from Student Union representatives following the publication of findings from the recently published OfS 'Value for Money' report. It then considered a series of recommendations from uea|su. The following actions were agreed arising from the recommendations:

- i. the Library Director would present a recommendation to the Technology Enhanced Learning Committee that reading lists via TALIS should make clearer, where students are expected to purchase books and where they are available online or in the library;
- ii. representatives from the Students' Union should provide further information on what course costs they believe are not made clear on the UEA website;
- iii. the WP Student Finance Group will consider some of the issues raised by the Students Union and will give consideration to the different groupings of students and how the costs of studying impact on each group (for example, mature students, students living at home);
- iv. the Director of Student Services will ask the Head of Procurement if it is possible to undertake a tender exercise to ensure that the University is getting value for money from its laundrette service provider;
- v. the Director of Admissions, Marketing and Recruitment will be asked to consider how information on course costs published on the UEA website can be standardised.

4) REVISIONS TO THE STUDENT HARASSMENT AND SEXUAL OR PHYSICAL MISCONDUCT POLICY

The Committee resolved approval by Senate of a number of revisions to the policy following a review, subject to some amendments to wording relating to PGR training.

5) REVISIONS TO THE UNIVERSITY'S GENERAL REGULATIONS FOR STUDENTS AND STUDENT DISCIPLINARY PROCEDURES

LTC considered revisions to the general regulations for students and student disciplinary procedures following extensive work by Ms Polly Morgan, lecturer in Law. It recommended approval by Senate of the proposals.

6) REVIEW OF SUBMISSION OF WORK FOR ASSESSMENT POLICY

The Committee approved a recommendation not to change the penalties for numerically marked work and so to leave the policy unchanged for 2018/19.

7) SOUTH ESSEX COLLEGE

Members approved regulations, policies and processes to be introduced at South Essex College following the validation of the college as a partner institution.

8) OFFICE FOR STUDENTS REGISTRATION

LTC approved the draft Access and Participation and Student Protection Plans, the self -assessment registration documents, the draft Refund and Compensation policy and the proposals for meeting the on-going conditions of registration.

9) REVISIONS TO THE NON-ACADEMIC COMPLAINTS POLICY

Proposed revisions to the Non-Academic Complaints Policy were approved so that members of the Student Support Service are not on panels where the complaint is about the Student Support Service.

10) POLICY ON PLACEMENTS: ROLE AND RESPONSIBILITIES OF PLACEMENT DIRECTORS

The role descriptor for School Placement Directors was approved.

11) SCHOOL TEACHING EXCELLENCE PLANS (TEPs)

The Committee approved a proposed approach to the future development of TEPs, in relation both to improving the teaching and learning in each School and in relation to the next steps with the national TEF assessment.

12) ASSESSMENT AND FEEDBACK

Members agreed that the evaluation of performance with regard to return of marked work to students needed to go beyond timeliness and address student concerns about assessment feedback. The LTS Manager, Mrs R. Paley and new Academic Director of Learning and Teaching Enhancement will take this forward.

13) PHD DOCTORAL THESIS SUBMISSION

A confidential report on the proportion of full-time PhD candidates who submit their doctoral thesis (pre-viva) within four years of their initial registration date and School Plans was noted by members.