

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 9 May 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) (Dr N. Cooper for Ms R. Chakraborty, Professor N. Selby, Professor D. Stevens and Mrs E. Sutton), the representative from City College Norwich (Mr J. White), the Undergraduate Education Officer of the UEA Union of UEA Students (Ms M. Leishman), the Postgraduate Education Officer of the UEA Union of UEA Students (Ms M. Colledge), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms I. Edwards)
- With:** the Head of Postgraduate Research Service (Dr V. Easson), the Head of LTS (Quality) (Mrs L. Thompson), the Chief Executive of the UEA Union of Students (Mr J. Dickinson), for Minute 100 Ms P. Morgan (Lecturer in Law)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey)
- Apologies:** the Associate Dean (L&T) (Ms R. Chakraborty), the Academic Director of INTO (Mr J. Moyle)

95. MINUTES

Confirmed

subject to the amendment of Minute 78, resolution (1) to read 'to support recommendations 1, 2,4 and 5 above' and Minute 78 resolution (2) to read 'that the Chair will ask the Executive Team to consider recommendation 3 in light of the discussions at LTC', the Minutes of the meeting held on 14 March 2018.

96. 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.

97. CONFIRMATION OF CHAIR'S ACTION

Reported

confirmation of Chair's action

approval of the University's Policy on Placements, from Minute 34 of the LTC meeting on 29 November 2017.

98. VALUE FOR MONEY: OfS

Considered

recommendations from uea|su following the findings of the recently published OFS 'Value for Money' report

- (1) the University should be clearer about what is and is not included in course fees (printing, books)
- (2) a new duty should be placed on all decision makers at all levels of the University to consider the impact on students' finances of decisions being made and to coordinate these to assess collective impact
- (3) where the SU and University services rely on a surplus there needs to be coordinated, concerted efforts to hold or reduce the costs
- (4) all module leaders should be required to research the availability and cost of texts on reading lists; report these; and consider amending if high since this is a key access and success issue
- (5) the University and the Students' Union should have a coherent, healthy value catering range
- (6) consider specific action around launderette pricing
- (7) the total cost of participation both in programmes and wider student life should be researched and published.

(A copy is filed in the Minute Book, ref. LTC17D123).

98.1 The Chair advised members that this item had been on the agenda of the April meeting of the Student Experience Committee. However, there had not been time to consider it and so he had agreed that it should come to the May meeting of LTC.

98.2 (In its detailed discussions:

- i. the Academic Director of Widening Participation (ADWP) noted that WP funding was being used for student bursaries and employability related student initiatives;
- ii. the Library Director noted that being clearer about what is and is not included in course fees (printing, books) would help manage students' expectations. For example making it clear that hard copy library resources are shared resources and there will not be one copy for every student.)

RESOLVED:

- 1) the ADWP would meet with SU representatives to consider different ways in which WP funds might be used assist students with the costs of studying and, if appropriate, make recommendations to the Widening Participation Committee on how WP funds might be used;
- 2) with regard to recommendation (4), the Technology Enhanced Learning Committee would discuss the extent to which reading lists via TALIS might be reconfigured to provide a 'flag' when students are expected to purchase books, as well as if they are available online or in the library;
- 3) with regard to recommendation (1) representatives from the Students' Union should provide further information on what course costs they believe are not made clear on the UEA website;

- 4) recommendations (2) and (7) should be discussed at the WP Student Finance Group, giving 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);
- 5) with regard to recommendation (6), 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;
- 6) 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.

99. REVISIONS TO THE STUDENT HARASSMENT AND SEXUAL OR PHYSICAL MISCONDUCT POLICY

Considered

proposed revisions arising from a review of the Student Harassment and Sexual or Physical Misconduct Policy

- (1) Section 1:
Clearly stated values and purpose, including the commitment to work in partnership with the Students' Union on the Never OK campaign
- (2) Section 2:
Largely unchanged save for s.2.4, the recognition that the process of 'changing the culture' is a long term process and the activities of the CTC group including this policy and the accompanying procedures are part of a work in progress
- (3) Section 3:
New: provides clarity as to the policy's legal framework.
- (4) Section 4:
New: provides a clear sets of Aims.
- (5) Section 5:
New. clarity as to the scope of the policy,
- (6) Section 7:
New. Provides clarity and guidance on the difficulties that can arise relating to matters of freedom of expression.
- (7) Section 8:
New: Clear that the Student Support Service has responsibility to ensure the implementation of the policy and procedure; provides recognition that due.

(A copy is filed in the Minute Book, ref. LTC17D124).

RESOLVED

- 1) approval by Senate of the recommendations, subject to some amendments to wording relating to PGR training elements of the policy and wording relating to research training supervisors and postgraduate research directors;
- 2) the Director of Student Services, the Academic Director of Postgraduate Research Degrees and the Head of Postgraduate Research Services will make the necessary amendments to the paper before it is considered by Senate.

LTC-M4
09.05.2018
Min. 100

100. REVISIONS TO THE UNIVERSITY'S GENERAL REGULATIONS FOR STUDENTS AND STUDENT DISCIPLINARY PROCEDURES

Considered

recommendations arising from a review of the University's General Regulations and Student Disciplinary Procedures. (A copy is filed in the Minute Book, ref. LTC17D125).

(In its detailed considerations members:

- i. received an overview of the extensive work and widespread consultation that had been undertaken by Ms Morgan in reviewing the General Regulations;
- ii. heard that further guidance was awaited from UCAS on some General Data Protection Regulations (GDPR) implications;
- iii. were informed that further work on data sharing, definitions used across staff and student processes where students are also members of staff and what the misconduct is in each capacity is required. Definition of levels of disciplinary action also need to be further defined;
- iv. discussed at length the risks and advantages of having student members on General Regulation 10 (non-academic discipline) panels and how any risks could be mitigated;
- v. were advised that legal advice from the University's solicitors was awaited on matters relating to the risks and the mitigation of these risks to student members on GR10 panels;
- vi. agreed that pending legal advice, students should remain as panel members on GR10 panels but that the process of recruitment and training of students would be changed

RESOLVED

- 1) LTC supports the proposal to retain students as panel members on GR10 disciplinary panels pending legal advice;
- 2) the Head of LTS (Quality) and the SU Chief Executive will agree the processes for the recruitment and training of student panel members for GR10 panels;
- 3) approval by Senate of the proposals following the review of the University's General Regulations.

*101. SCHOOL TEACHING EXCELLENCE PLANS (TEPs)

This minute is confidential and attached as a separate sheet.

*102. ASSESSMENT AND FEEDBACK

This minute is confidential and attached as a separate sheet.

103. REVIEW OF SUBMISSION OF WORK FOR ASSESSMENT POLICY

Approved

a recommendation not to change the penalties for numerically marked work and so to leave the policy unchanged for 2018/19. (A copy is filed in the Minute Book, ref. LTC17D128).

104. SOUTH ESSEX COLLEGE

Approved

regulations, policies and processes to be introduced at South Essex College following the validation of the college as a partner institution. (A copy is filed in the Minute Book, ref. LTC17D129).

*105. PHD DOCTORAL THESIS SUBMISSION

This minute is confidential and attached as a separate sheet.

106. OFFICE FOR STUDENTS REGISTRATION

Noted

- (1) the registration process
- (2) the on-going conditions for registration

Approved

- (1) the draft Access and Participation and Student Protection Plans;
- (2) the self -assessment registration documents;
- (3) the draft Refund and Compensation policy
- (4) the proposals for meeting the on-going conditions of registration

(A copy is filed in the Minute Book, ref. LTC17D131)

107. REVISIONS TO THE NON-ACADEMIC COMPLAINTS POLICY

Approved

proposed revisions to the Non-Academic Complaints Policy so that members of the Student Support Service are not on panels where the complaint is about the Student Support Service. (A copy is filed in the Minute Book, ref. LTC17D132)

108. INDIVIDUALISED EXAMINATION FEEDBACK PILOTS

Considered

the following recommendations

- 1) that generic exam feedback continue as per University policy;
- 2) following the outcome of the pilots in 2016/17 that individual exam feedback, by any mode, is not progressed further at this stage

(A copy is filed in the Minute Book, ref. LTC17D133).

At the request of Students Union representatives, this was brought forward for consideration under Section A of the agenda.

LTC17M005

LTC-M6
09.05.2018
Min. 108

(In its considerations

- i. the SU Undergraduate Education Officer expressed concern that there were differing practices across Schools in the way in which feedback requested by individual students on their examination performance was provided;
- ii. members were advised that very few students taking the modules where individualised feedback was provided as part of a pilot).

RESOLVED

- 1) the paper would be considered further at the June meeting of LTC;
- 2) the ADTP would revisit the guidance on support for students at reassessment to ensure that there is a standardised approach to students who request feedback on their examination performance.

109. POLICY ON PLACEMENTS: ROLE AND RESPONSIBILITIES OF PLACEMENT DIRECTORS

Approved

the role descriptor for School Placement Directors. (A copy is filed in the Minute Book, ref. LTC17D134).

110. ACADEMIC PARTNERSHIPS

Received

an update from the Academic Partnerships Office. (A copy is filed in the Minute Book, ref. LTC17D135)

111. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC17D136).

112. LTC PLAN OF WORK

Received

an update on the LTC Plan of Work. (A copy is filed in the Minute Book, ref. LTC17D137)

113. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

Course approvals

HSC

MSc Clinical Research Programmes (A copy is filed in the Minute Book, ref. LTC17D138)

LTC17M005

LTC-M7
09.05.2018
Min. 113

Course Closures

HSC

Postgraduate Certificate/Postgraduate Diploma in Clinical Education (A copy is filed in the Minute Book, ref. LTC17D139)

LAW

Employment Law LLM (full-time), Employment Law LLM (part-time), Employment Law PG-CERT (part-time) (A copy is filed in the Minute Book, ref. LTC17D140)

114. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- i. FMH 21 February 2018 (A copy is filed in the Minute Book, ref. LTC17D141)
- ii. SCI 14 February 2018 – (A copy is filed in the Minute Book, ref. LTC17D142)
- iii. SSF 21 February 2018 – (A copy is filed in the Minute Book, ref. LTC17D143)

115. ANNUAL MODULE AND COURSE REVIEW – PGT COMPLIANCE REPORT 2016-17

Received

an update on postgraduate taught compliance with annual module and course review 2016/17. (A copy is filed in the Minute Book, ref. LTC17D144)

116. FIVE YEARLY COURSE REVIEW (CR3) MSc ADVANCED ORGANIC CHEMISTRY

Received

a report of the five yearly course review of the MSc Advanced Organic Chemistry (A copy is filed in the Minute Book, ref. LTC17D145)