

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 14 March 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 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 Library Director (Mr N. Lewis), Associate Deans (L&T) (Dr F. Arico for 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)
- With:** the Head of Postgraduate Research Service (Dr V. Easson), the Head of LTS (Quality) (Mrs L. Thompson), the Academic Director of INTO (Mr J. Moyle), the Academic Partnerships Manager (Mr S. Knock), the Chief Executive of the UEA Union of Students (Mr J. Dickinson), the Head of Planning (Dr G. Fincham) for Minute 75, the Head of Library Resources (Mr E. Chamberlain (for Minute 77), the Activities and Opportunities Officer of the UEA Union of Students (Ms C. Koosyial) for Minute 78
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey)
- Apologies:** the Academic Director of Partnerships (Professor I. Dewing), the Head of Staff Development (Ms A. Giles), Associate Dean (L&T) (Ms R. Chakraborty, the representative from City College Norwich (Mr J. White), the Welfare, Community and Diversity Officer of the Union of UEA Students (Ms I. Edwards)

72. MINUTES

Confirmed

the Minutes of the meeting held on 24 January 2018 subject to an amendment to Resolution 4) of Minute 59 to read 'that the name of this course should not be changed, pending the review of graduate diploma provision'.

73. STATEMENTS BY THE CHAIR

The Chair reported orally on the following:

73.1 *Office for Students*

The regulatory framework to register the University as an HE provider has been published. Registration must be completed by 30 April 2018.

73.2 *Teaching Excellence Plans (TEPs)*

TEPs will be a substantive item at the May 2018 meeting of LTC. School TEPs received by the deadline have been scrutinised.

RESOLVED

- (1) the Chair will follow up the SSF plans with the SSF Associate Dean (L&T);

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- (2) at its request, the Interdisciplinary Institute for the Humanities will produce a TEP, noting that some of the data may not be applicable.

73.3 *Industrial Action*

All students will receive an email update on the current situation. This will include confirmation that examinations and graduation will take place as planned. Detailed plans will be developed over the Easter vacation on actions that will be put in place to assist students with their study should industrial action continue.

*74. BUSINESS CONTINUITY

This minute is confidential and attached as a separate sheet.

*75. A REVIEW OF THE EXPERIENCE OF THE TEF SUBJECT LEVEL PILOTS

This minute is confidential and attached as a separate sheet.

76. OUTCOMES AND RECOMMENDATIONS FROM THE REVIEW OF INTERNAL QUALITY ASSURANCE PROCESSES

Considered

the following recommendations following the review of the University's Internal Quality Assurance processes.

Principal recommendations

- (1) To introduce 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;

2017/8 rest of cycle recommendations

- (2) To continue with the current IQA processes including QAR1, 2 and 3 and Quinquennial reviews for the rest of the academic year 2017/18. (Whilst immediately ceasing some activity was considered this has been balanced against the time and effort already committed to these processes in this academic year);
- (3) To pay and train student reviewers currently involved with Quinquennial reviews with immediate effect. (The exact details will be determined between Head of LTS (Quality), Human Resources and UEA Students Union.);

2018/9 cycle onwards recommendations

- (4) Overall: To cease current IQA processes including QAR1, 2 and 3 and Quinquennial reviews for the academic year 2018/19;
- (5) Overall: To implement the new QRF in a phased approach from September 2018 bringing in elements which can be developed in time immediately and other developments as we move through the cycle;
- (6) Student layer: To cease running end of module evaluation;

- (7) Student layer: To introduce compulsory mid-module evaluation for every module, every year. The Module Organiser can decide the exact timing and methodology. The output from this evaluation should be fed into the review process and fed back to students but not formalised;
- (8) Student layer: To introduce a combined course and module evaluation to gauge student feedback including institutional feedback. This would be via an online survey each semester to reduce survey fatigue and maximise response rates and quality;
- (9) Student layer: To formalise the inclusion in reviews of course and module learning from Complaints and Appeals;
- (10) Student layer: To formalise the inclusion in reviews of course and module feedback from SSLCs;
- (11) Student layer: To evaluate and develop reporting which feeds into course and module review to improve the accessibility, accuracy, validity and relevance to meet the needs of the proposed new reviews;
- (12) Course layer: To introduce a Module Feedback activity, which allows a Module Organiser (MO) to evaluate and comment on their module responding to information collected through the student layer. The MO can assign short, mid and long term changes required to their module with mid and long term to be discussed at the QRF panel;
- (13) Course layer: To introduce a Course Feedback activity, which allows a Course Director (CD) to evaluate and comment on their course responding to information collected through the student layer. The CD can assign short, mid and long term changes required to their module with mid and long term to be discussed at the QRF annual panel;
- (14) Course layer: To introduce an annual QRF panel activity to discuss the mid and long term changes proposed to courses and modules. The outcomes will inform course and module update. The annual panel would ideally consider a group of cognate courses rather than just an individual course;
- (15) Course layer: To design and develop a reporting mechanism which displays the Module and Course Feedback Activity outcomes for use at the QRF annual panel;
- (16) Course layer: To include student reviewers in the QRF annual panels. To pay and train student reviewers who take part in the proposed new QRF annual panel events;
- (17) Course layer: To allow courses which require an external PSRB/accreditation review to be exempt from internal quality assurance processes which duplicate the work of the external review. This will require a formal mapping mechanism as these external reviews vary. PSRB/accreditation will need to be officially recorded to satisfy statutory obligations;
- (18) Course layer: To implement dynamic start dates for core QRF activities where Schools can determine activity dates based on appropriateness within their academic cycle;

(19) School layer: Introduce a QRF sign off activity where Teaching Directors (TD) will assess completion rates of new quality processes by School each year. This will be a tick box exercise informed by a Tableau report and will inform the compliance report prepared annually for Council;

(20) Overall: To set up separate task and finish groups to develop the detailed processes underlining these principles. Each group may have different representation to bring in relevant expertise as required e.g. Market Research team to assist with survey design, Planning to assist with report development etc.

Additional recommendation

(21) The proposed Quality Review Framework primarily focuses on department level quality review. As part of the requirements of the Office for Students it is recommended that we revisit 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. Laura Thompson and Andrea Blanchflower, Director of Student and Academic Services will lead on this work.

(A copy is filed in the Minute Book, ref. LTC17D101)

RESOLVED

to approve recommendations 1-21 above. However further work is required as indicated below:

- i. in recommendation 2) spanning modules need to be taken into account in the roll out of the new arrangements and clarification is required on when these revised arrangements will commence;
- ii. with regard to recommendations 6) and 7) it must be made clear that mid-module evaluation replaces end of module evaluation. End of module evaluation will no longer be permitted;
- iii. further consideration to how mid-module evaluation will be reported will be undertaken outside the meeting, noting that LTC requires a mechanism for reporting which is not burdensome for academic staff;
- iv. with regard to recommendation 9), formalising the inclusion in reviews of course and module learning from Complaints and Appeals, issues around data protection, ensuring that individual students cannot be identified requires further consideration;
- v. with regard to recommendation 10), formalising the inclusion in reviews of course and module feedback from SSLCs, the Head of LTS (Quality) and the uea|su Undergraduate Education Officer will discuss the role of student School Convenor in this process;
- vi. relating to recommendation 18), implementing dynamic start dates for core QRF activities where Schools can determine activity dates based on appropriateness within their academic cycle, this aspect of the procedures needs to be strengthened to recognise processes such as course and module update;
- vii. with regard to recommendation 21), the word 'department' will be changed to 'School'. Also, further consideration will be given to ensuring that quality assurance aspects of joint degree courses are fully taken into account. Finally, student representatives will work with the Head of LTS (Quality) and

- the Director of Student and Academic Services on institutional level quality assurance mechanisms;
- viii. ASK UEA should be removed from the structure diagrams as it is no longer part of the process;
 - ix. a simplified, high level of the process diagram will be produced as part of the guidance that will be circulated to staff.

77. LIBRARY: READING LISTS

Considered

the following recommendations relating to the adoption of TALIS for providing reading lists of essential course texts

- (1) to note current levels of compliance as on 23/1/18;
- (2) to help disseminate via LTQCs and other relevant faculty mechanisms the key deadlines for 2018/19 academic year and remind faculty about ongoing benefits;
- (3) to confirm the validity of the 2018 action plan, especially the trial of a more targeted approach to 1-1 training focusing on specific academics who have yet to start using Talis.

(In its detailed discussions:

- i. members were advised by the Head of Library Resources that the production and update of reading lists in TALIS is integral to learning and teaching activity and is not an administrative task. This was reiterated by the Chair;
- ii. members heard that from 2018/19 module data used for reading list purposes will come from SITS. From July 2018 there will be an automated rollover of TALIS reading lists. Also, additional staff resources will be available for 1 to 1 working with staff on module reading lists).

RESOLVED

- (1) to approve recommendations 1-3;
- (2) that the Head of Library Resources will give further consideration to how reading lists for modules which run biennially will be addressed.

(A copy is filed in the Minute Book, ref. LTC17D102)

78. DO SOMETHING DIFFERENT FESTIVAL

Considered

the following recommendations relating to Do Something Different

Principal Recommendations

- (1) continue running the Do Something Different project throughout the year with events led by UEA Student Union;
- (2) continue running the Do Something Different Festival week for at least a further 4 years to allow sufficient time to benefit from having an established event.

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Operational Recommendations

- (3) fix the timing of the Do Something Different Festival Week to be Spring Semester Week 6 as this consistently works when considering the movement of the Easter break and the flow of the teaching in this semester;
- (4) consider whether limited teaching and/or other compulsory/necessary activity such as module choice fairs could happen during the Festival Week to help keep students on campus and support engagement with the programme on offer;
- (5) continue running the project as a partnership between the University and UEA Student Union;
- (6) continue to provide project funding to UEA Student Union (£30K per annum);
- (7) consider moving the University management of the project to an events team who can more appropriately resource this type of project (with appropriate additional funding).

(A copy is filed in the Minute Book, ref. LTC17D103)

(In its detailed considerations

- i. the Library Director noted that there had been a very large decline in student usage of the Library during the DSD festival and many students had opted to leave campus that week;
- ii. members discussed but dismissed the possibility of holding the festival after the main examination period;
- iii. some members expressed concern that holding the festival in Week 6 of the spring semester disrupted the flow of teaching particularly given that the timing of Easter meant there was a broken back semester;
- iv. members discussed the fact that there should not be Reading Weeks in the spring semester in addition to the DSD festival;
- v. members were informed that there were few institutions apart from Edinburgh to benchmark the success of the festival against. UEA had already exceeded Edinburgh in terms of student participation levels;
- vi. members considered what activities could also take place in the same week as the festival, including careers and graduate fairs, transition activities, Adviser meetings and taster sessions to inform option module choices for the following year.

RESOLVED

- (1) to approve recommendations 1-5 above;
- (2) to note that LTC is not empowered to approve recommendation 6 since it does not have a remit to consider resources;
- (3) that the Chair will ask the Executive Team to consider recommendation 7 which relates to moving management of the project to an events team.

79. NEW AWARDS AND NEW COURSE PROPOSALS

Considered
the granting of approval of:

- 79.1 **CMP**
MComp with Study Abroad. (A copy is filed in the Minute Book, ref. LTC17D104)

(In its detailed discussions:

- i. it was noted that members of the LTC new course proposals subgroup had scrutinised the proposal and submitted a number of comments to the School. A response had yet to be received;
- ii. some members expressed concern that there was insufficient information relating to regulations, assessment and reassessment of the proposal. This was in addition to the issues raised by the subgroup).

RESOLVED

that the CMP course team must address the concerns raised by the subgroup and LTC. Once these have been addressed Chair's action will be taken to approve the proposal.

- 79.2 **ECO**
MSci Economics & Finance. (A copy is filed in the Minute Book, ref. LTC17D105)

RESOLVED

that the course team will address the issues raised by the LTC new course proposals subgroup and once the subgroup is satisfied that all issues have been addressed Chair's action will be taken to approve the proposal.

80. PROPOSED REVISIONS TO RESEARCH DEGREE POLICY DOCUMENT 14

Considered

changes proposed by the Human Resources Division to bring RDPD14 into line with UEA employment policies. (A copy is filed in the Minute Book, ref. LTC17D106)

RESOLVED

81. FACULTY REPORTS ON EXTERNAL EXAMINERS' REPORTS 2015/16 and 2016/17

Considered

issues arising for University wide consideration and good practice for wider dissemination arising from Faculty reports on 2015/16 and 2016/17 External Examiner reports

(1) FMH Taught Postgraduate Report (2015/16)

(2) SCI UG & PGT (2016/17)

(A copy is filed in the Minute Book, ref. LTC17D107)

RESOLVED

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

Considered

a recommendation from the UCS JAC that a number of courses be discontinued from 2017/18. (A copy is filed in the Minute Book, ref. LTC17D108)

RESOLVED

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83. ACADEMIC PARTNERSHIPS

Received

a report from the Academic Partnerships Office. (A copy is filed in the Minute Book, ref. LTC17D109)

84. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC17D110)

85. UNIVERSITY LEARNING AND TEACHING DAY: MAY 2018 (THEME: SHOW AND TELL- SHARING INNOVATIVE TEACHING PRACTICE)

Received

the programme for the 2018 Learning and Teaching Day. (A copy is filed in the Minute Book, ref. LTC17D111)

86. EXTERNAL EXAMINER REPORTS 2016/17: TAUGHT POSTGRADUATE COMPLIANCE REPORT

Received

a compliance report for 2016/17 External Examiner reports for taught postgraduate courses. (A copy is filed in the Minute Book, ref. LTC17D112)

87. ANNUAL MODULE AND COURSE REVIEW – UNDERGRADUATE COMPLIANCE REPORT 2016-17

Received

a report on compliance with the 2016/17 annual module and course review process for undergraduate courses. (A copy is filed in the Minute Book, ref. LTC17D113)

88. LTC PLAN OF WORK

Received

an update on the LTC plan of work. (A copy is filed in the Minute Book, ref. LTC17D114)

89. SCHOLARSHIPS, BURSARIES AND PRIZES

Received

a report on scholarships, bursaries and prizes approved since the last meeting of LTC. (A copy is filed in the Minute Book, ref. LTC17D115)

90. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on new course proposals for the following courses:

EDU

PGCE Primary (Key Stage 1/Lower Key Stage 2 with Primary Languages – French

PGCE Primary (Key Stage 1/Lower Key Stage 2 with Primary Languages – German

PGCE Primary (Key Stage 1/Lower Key Stage 2 with Primary Languages – Spanish

(A copy is filed in the Minute Book, ref. LTC17D116)

91. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- (1) SCI LTQC DATE 13 December 2017 – (A copy is filed in the Minute Book, ref. LTC17D117)
- (2) SSF LTQC DATE 10 January 2018 – (A copy is filed in the Minute Book, ref. LTC17D118)
- (3) HUM LTQC 10 January 2018 – (A copy is filed in the Minute Book, ref. LTC17D119)
- (4) FMH LTQC DATE 10 January 2018 – (A copy is filed in the Minute Book, ref. LTC17D120)

92. LTC REVIEW SCHEDULE: REGULATIONS, HANDBOOKS, POLICIES AND PROCEDURES, GUIDANCE AND STUDENT CHARTER

Received

the 2017/18 LTC Review Schedule: regulations, handbooks, policies and procedures, guidance and Student Charter. (A copy is filed in the Minute Book, ref. LTC17D121)

*93. SCHOOL GOVERNANCE STRATEGY

This minute is confidential and attached as a separate sheet.