

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 9 May 2018, in Committee Room 2, the Council House.

There will be refreshments outside the room from 1.50 pm.

Michele Pavey
Learning & Teaching Manager
2 May 2018

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 7 May 2018. Reserved items appear in Section D.

These Items can be found on the Committee's Blackboard site.

- Go to the UEA Portal site (<https://portal.uea.ac.uk/>) and log in
- Click on the Blackboard tab
- Then find the Learning and Teaching Committee Blackboard site listed under My Organisations and look at the Meeting Papers folder for the relevant meeting.

The open items can also be found online at the Committee Office website at (<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2017-2018>)

2. MINUTES

To confirm
the Minutes of the meeting held on 14 March 2018 (**PAGE 1**)

3. STATEMENTS BY THE CHAIR

- Do Something Different

4. CONFIRMATION OF CHAIR'S ACTION

To report
confirmation of Chair's action

- Approval of the University's Policy on Placements, from Minute 34 of the LTC meeting on 29 November 2017
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

Please look under 1. Business of the Agenda for details of how to view these documents.

A1. VALUE FOR MONEY: OfS

To consider

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 should be considered
- (7) the total cost of participation both in programmes and wider student life should be researched and published

LTC17D123 (PAGE 11)

A2. REVISIONS TO THE STUDENT HARASSMENT AND SEXUAL OR PHYSICAL MISCONDUCT POLICY

To consider

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.

LTC17D124 (PAGE 59)

LTC17A005

A3. REVISIONS TO THE UNIVERSITY'S GENERAL REGULATIONS FOR STUDENTS AND STUDENT DISCIPLINARY PROCEDURES

To consider

recommendations arising from a review of the University's General Regulations and Student Disciplinary Procedures. LTC17D125 (**PAGE 105**)

*A4. SCHOOL TEACHING EXCELLENCE PLANS (TEPs)

To note

- 1) that TEPs have been developed by most schools;
- 2) the timetable for initial feedback to be given from teaching and learning leaders;
- 3) the timetable for review and evaluation of the plans;
- 4) that TEPs form an integral part of the review of Internal Quality Assurance (IQA) proposals

To consider

- 1) a confidential summary of the progress of the TEPs so far and feedback given to Schools;
- 2) a proposed approach to the future development of the plans, in relation both to improving the teaching and learning in each School and in relation to the next steps with the national TEF assessment

LTC17D126 (**PAGE 247**)

*A5. ASSESSMENT AND FEEDBACK

To note

the data on coursework turnaround time and e-marking take-up and the work underway on improving the student experience in Assessment and Feedback in a number of case studies

To consider

a confidential update on coursework turnaround times to date and the plan for enhanced evaluation of performance in assessment and feedback. LTC17D127 (**PAGE 249**)

A6. REVIEW OF SUBMISSION OF WORK FOR ASSESSMENT POLICY

To consider

a recommendation not to change the penalties for numerically marked work and so to leave the policy unchanged for 2018/19. LTC17D128 (**PAGE 259**)

**SECTION B:
ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS
ANTICIPATED**

Please look under 1. Business of the Agenda for details of how to view these documents.

B1. SOUTH ESSEX COLLEGE

To consider

regulations, policies and processes to be introduced at South Essex College following the validation of the college as a partner institution. LTC17D129 (**PAGE 261**)

*B2. PHD DOCTORAL THESIS SUBMISSION

To consider

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. LTC17D130 (**PAGE 263**)

B3. OFFICE FOR STUDENTS REGISTRATION

To note

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

To consider

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

LTC17D131 (**PAGE 293**)

B4. REVISIONS TO THE NON-ACADEMIC COMPLAINTS POLICY

To consider

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. LTC17D132 (**PAGE 349**)

B5. INDIVIDUALISED EXAMINATION FEEDBACK PILOTS

To consider

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

LTC17D133 (**PAGE 357**)

B6. POLICY ON PLACEMENTS: ROLE AND RESPONSIBILITIES OF PLACEMENT DIRECTORS

To consider
the role descriptor for School Placement Directors. LTC17D134 (**PAGE 269**)

SECTION C: ITEMS FOR REPORT

Please look under 1. Business of the Agenda for details of how to view these documents.

C1. ACADEMIC PARTNERSHIPS

To receive
an update from the Academic Partnerships Office. LTC17D135 (**PAGE 375**)

C2. POSTGRADUATE RESEARCH EXECUTIVE

To receive
a report on the latest activities of the Postgraduate Research Executive. LTC17D136
(**PAGE 377**)

C3. LTC PLAN OF WORK

To receive
an update on the LTC Plan of Work. LTC17D137 (**PAGE 379**)

C4. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive
Course approvals

HSC
MSc Clinical Research Programmes LTC17D138 (**PAGE 381**)

Course Closures

HSC
Postgraduate Certificate/Postgraduate Diploma in Clinical Education LTC17D139
(**PAGE 385**)

LAW
Employment Law LLM (full-time), Employment Law LLM (part-time), Employment Law
PG-CERT (part-time) LTC17D140 (**PAGE 388**)

C5. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

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

- i. FMH 21 February 2018 – LTC17D141 (**PAGE 393**)
- ii. SCI 14 February 2018 – LTC17D142 (**PAGE 405**)
- iii. SSF 21 February 2018 – LTC17D143 (**PAGE 423**)

LTC17A005

C6. ANNUAL MODULE AND COURSE REVIEW – PGT COMPLIANCE REPORT 2016-17

To receive

an update on postgraduate taught compliance with annual module and course review 2016/17. LTC17D144 (**PAGE 431**)

C7. FIVE YEARLY COURSE REVIEW (CR3) MSc ADVANCED ORGANIC CHEMISTRY

To received

a report of the five yearly course review of the MSc Advanced Organic Chemistry LTC17D145 (**PAGE 433**)

SECTION D: RESERVED AGENDA

Please look under 1. Business of the Agenda for details of how to view these documents.

No items have been received