

**LTC17D137**

**Title:** LTC Plan of Work 2017-8  
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**Issue**

To receive an update of the plan of work for LTC, along with other key LTS projects, for 2017-8.

**Recommendation**

This paper is for report only, to update LTC on the progress of the working groups supporting the Learning and Teaching activity throughout this academic year.

**Resource Implications**

None

**Risk Implications**

Low

**Equality and Diversity**

n/a

**Timing of decisions**

This is for report only. The Committee will receive an update at each meeting during the year, as part of the decision to put TPPG in abeyance.

**Further Information**

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Category	Priority Rating A+ - D	Activity Title	Activity Description	to mid-April 18 (May LTC)
Policy: UEA Plan	A+	Do Something Different and Study Plus weeks project	Do Something Different Week takes place Week 6 Sem 2. Will be working with the SU.	LTC approved a further 4 years. Will be Sem 2 week 6 next year
Policy: L&T Strategy 1	A+	New internal QA processes	IQA group, in progress. Will create timeline, will include course and module update, programme specs, course review, accreditation, CMA etc	Approved by March LTC; now working through the implementation
Policy: L&T Strategy 3	A+	Tier 4 and attendance monitoring	Testing, training and implementation of the following in time for roll out in 2018-19: (1) Tableau report for attendance monitoring (all students), with removal of current eVision reports for staff - but will retain eVision reports for students on their own attendance as they don't have access to Tableau, (2) roll out of Tableau report on "Expected Contact Points" for Tier 4 students (3) Tableau report for International students who have selected modules without actual teaching events attached - plus process on how to use this info, (4) Tableau report on register completion by academic staff.	Tableau reports are available for (1) and (2) - these have been made live to LTS and SVC colleagues respectively. FPG has constructed (4) and the WG will consider the best way of arranging access. (3) should be led by SVC colleagues.
Policy: L&T Strategy 8	A+	Placement Management System	System to support placements - records, allocation, management and PSRB reporting information. Students view own placements past/present via e:Vision. UEA designated staff access. Access for Placement Providers desired in Phase 2 - e.g., to access lists of students coming to placement.	<b>Phase 1:</b> Original development work, did not go live. <b>Phase 2:</b> Triba/SAS team developments; meeting on 23/2/18 est. 7 days of Triba's time for e:Vision interface, plus follow-up SAS team development time to fully integrate, to enable system to go live. Has to be live for September 2018 for HSC and MED ClinPsyD (PGR) students and UEA staff. Critical for HSC (initially was due to go live in Sept 16). Once Phase 2 live can then start looking at rolling out to other Schools e.g. SWK. <b>Phase 3:</b> This should investigate external Placement Providers having access; e.g., developments to enable them to update their own details and view lists of students coming to them on placement. 26/4/18: No progress to report.
Policy: L&T Strategy 8	A+	Review of Code of Practice on Placement and Work-based Learning	To finish off the review and launch before December 2017	Policy approved by Chair's action in January 2018, following action points arising from LTC in November 2017; to Senate in June 2018. Role description for Placement Director (to LTC) and the Guidance will be rolled out to Faculties and Schools. Required for Schools to create Placement Handbooks (where needed) for 2018/19. Task & Finish Group for implementation, also to clarify ownership of responsibilities where required. First meeting of Group scheduled for 22 May, with subsequent meetings in June and July.
L&T Strat 1 & periodic LTC review	A	New course approval	To finish off, in the light of CMA changes	Completed
Policy: L&T Strategy 1	A	Preparing for the University's move into on-line learning (for those students who are not campus based)	All regulations and procedures require attention and adapting for a community of students who are studying at a distance. This will include those in the Calendar and also LTS originated ones. To also consider p/t CPD students and Degree Apprenticeship students	University Handbook updated to include DA students. All other regs will be considered as and when they are updated for 2018/9 - in hand for the review of disciplinary regs.
Policy: L&T Strategy 4	A	Timetabling	Ongoing. Looking at slotting for Sept 2017. Teams are realigning things to the top level slot. Will analyse results afterwards.	Ongoing - Currently reviewing geography slotting see potential of revised matrix. New slots allocated to geography. Next steps to see impact of current teaching slots and how much teaching may require realignment to stay within new allocated slot. If successful then additional step is to apply to all modules and update a new MAV UDF in SITS
Policy LTC review	A+	Peer Observation of Teaching		
Policy LTC review	A	School and Course handbooks - information policy		
Policy LTC review	A	University Student Handbook for Taught Programmes	Noted that Carole Bull has volunteered to be lead coordinator. Future plans for this project would be an interactive handbook, reduced duplication, less text etc. For this year, the task would be "business as usual" with a view to a more enhanced handbook for 2017-18.	University Handbook updated to include DA students. All other regs will be considered as and when they are updated for 2018/9 - in hand for the review of disciplinary regs.
Policy LTC review	A	Submission of coursework/penalties for late submission and word count	Specifically consider whether penalties should be marks or a % reduction.	Recommendation going to May LTC
Process review/improvement	A+	Module outline development to online/eVision version	should be finished in September	Phase 2 completed; Phase 3, to add in additional detail for students taking the modules, to go live next (aiming for June, but final date to be confirmed).
Process review/improvement	A+	Self Certification - review of policy plus the SITS developments to support EC s in general.	Initial developments to support current process due to go live Sept 17, followed by more developments to support new policy Sep 18	Initial developments delayed, went live in January.
Process review/improvement	A	Discipline and operation of SSDC and SSDAC	ongoing	Proposed new procedures drafted and going to SEC April 2018, LTC May 2018, Senate June 2018
		General Regulations for students		Proposed new procedures drafted and going to SEC April 2018, LTC May 2018, Senate June 2018
ISSC policy	A	Student Records retention and offsite storage review	Review policy in line with new European directive. Could we move to e-records only? (need a policy on SITS records, too - BP in SAS leading on this) If so, could we go through Box-It files and scan/shred?	In progress - will move to paperless records on a process-by-process basis, starting with concessions.
ISSC policy	A+	Security of emails project	to consider how to reduce email traffic, and effectively secure data when email is the only option. Also to ensure GDPR-readiness	In progress
Policy LTC review	A+	Student Charter	Review current student charter	This has been postponed to 2018/9
Policy LTC review	A+	Plagiarism and Collusion		Outcome of LTC review group will go to LTC in June 2018
Policy LTC review	A+	Extenuating circumstances		Outcome of LTC review group will go to LTC in June 2018
Policy LTC review	A+	Double marking and moderation		Outcome of LTC review group will go to LTC in June 2018
	A	E-marking of coursework	To continue the development and roll-out from LTS perspective	In progress
	A	Joint degrees	To issue guidance on what is a 'cross School degree' and what should be put in place to support the students on them.	In progress
	A+	Degree apprenticeships	LTS will administer the operation of these, now we have our first two cohorts	Working through the requirements - in progress
space management group	B	Swipe cards on all teaching rooms	to 1) monitor room usage and identify free rooms and 2) in time, if required, use for attendance monitoring	No progress
	B	Dissertations and projects	Submission, return and provision of feedback.	Data on current processes collected, aim is to provide a consistent process that works for all - student, academic staff and local support staff input will be sought. Scope of original project extended to take forward concerns of SU report on PGT Dissertations - will include supervision; a University Working Group to be set up in 2018/19 to take this forward.