

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 17 October 2018, Committee Room 2, The Council House.

There will be refreshments available outside the room from 1.45pm.

Michele Pavey
Learning & Teaching Manager
10 October 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 8 October 2018. Reserved items appear in Section D. Only items in Section D will be copied & circulated by the Committee Office.

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>

2. MINUTES

To confirm
the Minutes of the meeting held on 20 June 2018 (**PAGE 1**)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

LTC18D030 (**PAGE 15**)

- 1) New Course Proposals:
 - MComp in Computing Science with Study Abroad
 - MSci Social Psychology MSci Cognitive Psychology and MSci Developmental Psychology

- FdSc Foundation Degree in Health Studies (Nursing Associate Apprenticeship)
 - PG Dip/ PG Cert Aesthetic Breast Surgery (Specialist Professional Development)
 - MSc/ PG Dip/ PG Cert Principles of Regional Anaesthesia (Specialist Professional Development)
 - MCh / PGDip/ PG Cert Coloproctology (Specialist Professional Development)
- 2) Change in membership for the Student Experience Committee:
- the Head of the Postgraduate Research Service will replace the Academic Director of Postgraduate Research Degree Programmes with immediate effect
- 3) Amendment to UEA Partner Award regulations (applicable to Easton and Otley College, Brooksby Melton College, Mountview Academy and South Essex College)
- 4) Amendments to INTO UEA Award Regulations
- 5) Approved to proceed to validation:
- INTO UEA Intensive International Year One in Business Management and Economics
 - INTO UEA Intensive International Year One in Business Management and Economics with Placement

SECTION A: ITEMS FOR DISCUSSION AND ACTION

*A1. TEF SUBJECT: PROCESS PROPOSAL

To consider

confidential recommendations relating to TEF Subject Pilots as outlined in the report submitted for consideration by the Head of Planning. LTC18D001 (**PAGE 17**)

*A2. GRADE IMPROVEMENT AND DEGREE CLASSIFICATION ARRANGEMENTS

To consider

a confidential report from the Deputy Vice Chancellor outlining the context relating to consideration of grade improvements nationally, with recommendations for changes to degree classification at UEA LTC18D002 (**PAGE 21**)

*A3. NATIONAL STUDENT SURVEY 2018

To consider

a confidential summary of institutional performance in the 2018 National Students Survey (NSS) and possible actions in relation to areas identified for improvement. LTC18D003 (**PAGE 29**)

A4. OFFICE FOR STUDENTS REGISTRATION

To report

- (1) that the University has registered with the Office for Students as an approved (fee cap) provider of higher education;
- (2) that the draft plan was considered and recommended for implementation by the Student Experience Committee on 2.10.18.

To consider

a plan for the annual review and consideration of the various learning, teaching and student experience related requirements of our registration. LTC18D004 (**PAGE 43**)

*A5. INTERNAL QUALITY ASSURANCE

To report

- (1) that at the March meeting of the Learning and Teaching Committee the Committee resolved to:
 - a) introduce a new Quality Review and enhancement Framework (QREF), 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;
 - b) require further work be undertaken on the structure and associated processes;
- (2) that the proposed structure and processes presented in the paper for this item have been developed to address these points.

To consider

approving the confidential key features and the overall proposed structure, as set out in Section 3 and Appendix A of the paper for this agenda item, such that the detailed development and guidance can be produced. LTC18D005 (**PAGE 51**)

A6. NEW AWARDS AND COURSE PROPOSALS

To consider

PSY
MSc Organisational Behaviour LTC18D006 (**PAGE 69**)

**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. PARTNERSHIPS GOVERNANCE AND OVERSIGHT PRINCIPLES

To consider

approval of key principles in relation to oversight of UEA's academic partnerships including approval processes and naming conventions for key documents. LTC18D007 (**PAGE 187**)

B2. RECOMMENDATIONS FROM THE JOINT ACADEMIC COMMITTEE FOR THE UNIVERSITY OF SUFFOLK

To consider

changes to committee membership and terms of reference of the Joint Academic Committee with effect from 2018/19. LTC18D008 (**PAGE 205**)

B3. PEER OBSERVATION 2017/18

To consider

outcomes from the SSF Faculty Summary Report on Peer Observation 2017/18. LTC18D009 (**PAGE 213**)

B4. FACULTY UNDERGRADUATE ANNUAL COURSE MONITORING SCHOOL SUMMARY REPORTS (QAR3) 2017/18: MATTERS FOR UNIVERSITY LEVEL CONSIDERATION

To consider

matters identified for University level consideration arising from undergraduate annual course monitoring (QAR3) in 2017/18. LTC18D010 (**PAGE 217**)

HUM

Interdisciplinary Institute of the Humanities, History, Politics, Philosophy, Language and Communication Studies

B5. FACULTY POSTGRADUATE ANNUAL COURSE MONITORING SCHOOL SUMMARY REPORTS (QAR3) 2016/17: MATTERS FOR UNIVERSITY LEVEL CONSIDERATION

To consider

matters identified for University level consideration arising from postgraduate course monitoring (QAR3) in 2016/17

SSF

International Development, Economics, Law, Norwich Business School, Psychology, Social Work and Education. LTC18D011 (**PAGE 219**)

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 Academic Partnerships. LTC18D012 (**PAGE 223**)

C2. INTERNATIONAL SUMMER SCHOOL 2018

To receive

a report on the 2018 International Summer Schools. LTC18D013 (**PAGE 225**)

C3. ANNUAL REPORT ON STUDY AND WORK ABROAD 2017/18

To receive

an update on study and work abroad placements managed by UEA International Programmes and Study Abroad. LTC18D014 (**PAGE 235**)

C4. EMPLOYABILITY

To receive

an update on employability including items covered at the recent Employability Executive. LTC18D015 (**PAGE 253**)

C5. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes for the following courses:

SSF- DEV

- 1) Visiting Studies in International Year One in International Development with Media (a joint UEA/INTO programme) LTC18D016 (**PAGE 257**)

SCI-MTH (ENG) and BIO

- 2) BEng Engineering with a Foundation Year
- 3) BSc Biochemistry with a Foundation Year

LTC18D017 (**PAGE 263**)

To receive

a report on course closure for the following courses:

MED

- 1) MED International Summer School
- 2) Cognitive Behavioural Therapy course (workshops and masterclasses)

LTC18D018 (**PAGE 323**)

C6. UPDATE ON THE LTC PLAN OF WORK

To receive

an update of the LTC Plan of Work. LTC18D019 (**PAGE 331**)

C7. FACULTY LEARNING AND TEACHING COMMITTEES

To receive

minutes of the meeting of the Faculty Learning, Teaching and Quality Committees

1. SSF Learning, Teaching and Quality Committee held on 27 June 2018 LTC18D020 (**PAGE 335**)
2. HUM Learning, Teaching and Quality Committee held on 16 May 2018 and 25 July 2018 LTC18D021 (**PAGE 350**)
3. SCI Learning, Teaching and Quality Committee held on 6 June 2018 LTC18D022 (**PAGE 355**)
4. FMH Learning, Teaching and Quality Committee held on 30 May 2018 LTC18D023 (**PAGE 371**)

C8. APPROVAL OF BURSARIES, SCHOLARSHIPS AND PRIZES

To receive

a report of bursaries, scholarships and prizes approved since the last meeting of LTC LTC18D024 (**PAGE 381**)

C9. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive

statements of the University's policies on reserved areas of business and confidentiality. LTC18D025 (**PAGE 387**)

LTC18A001

C10. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2018-19

To receive
the terms of reference of the Committee 2018-19. LTC18D026 (**PAGE 389**)

C11. LTC MEMBERSHIP 2018-19

To confirm
membership of LTC. LTC18D027 (**PAGE 391**)

C12. LTC SCHEDULE OF REPORTS 2018/19

To receive
LTC schedule of reports. LTC18D028 (**PAGE 393**)

C13. LTC SCHEDULE OF REVIEWS

To receive
the LTC schedule of policy reviews. LTC18D029 (**PAGE 399**)

C14. DATE OF NEXT MEETING

To report
the date of the next meeting of the Learning and Teaching Committee is:
Wednesday 28th November 2018 – 2pm

SECTION D: RESERVED AGENDA

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

No reports have been received.