

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 28 November 2018 in Committee Room 2, The Council House.

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

Michele Pavey
Learning & Teaching Manager
21 November 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 26 November 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>

2. MINUTES

To confirm
the Minutes of the meeting held on 18 October 2018. **(PAGE 1)**

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

Institutional Approval for new academic partnerships with West Suffolk College and Colchester Institute. LTC18D031 **(PAGE 11)**

SECTION A: ITEMS FOR DISCUSSION AND ACTION

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

*A1. POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2018

To consider

a confidential analysis on the findings of the 2018 PTES survey. LTC18D032 (**PAGE 13**)

*A2. FACULTY NSS RESPONSES

To consider

Faculty action plans in response to the 2018 National Student Survey findings. LTC18D033 (**PAGE 41**)

*A3i. INCLUSIVE EDUCATION POLICY: PART 1 CURRICULUM

To consider

the following recommendations:

- 1) approve the attached Inclusive Curriculum Policy and:
- 2) note that the policy is the first element of an overall inclusion policy.

LTC18D034 (**PAGE 73**)

*A3ii INCLUSIVE EDUCATION POLICY: PART 2 ASSESSMENT & FEEDBACK

To consider

the following recommendations:

- 1) approve the Inclusive Assessment Policy, subject to the approval later in the year of the implementation and evaluation plan for the whole Inclusive Education Policy;
- 2) abolish the existing 'yellow sticker policy' from the beginning of academic year 2021/22 subject to a fully-evidenced evaluation of this policy's implementation, that demonstrates no student will be disadvantaged by the removal of yellow stickers. This should include consultation with the students' union, relevant student groups, and academic staff and be reported to LTC;
- 3) note that the Inclusive Assessment Policy is the second element of an overall Inclusive Education Policy;
- 4) note that the Inclusive Education Policy will be subject to earlier than usual review, two years after full implementation in academic year 2023/24

LTC18D035 (**PAGE 79**)

*A4. LECTURE CAPTURE POLICY

To consider

- 1) approval of the lecture capture policy; and
- 2) a recommendation that the project move towards the procurement stage which will require a tendering process

LTC18D036 (**PAGE 91**)

A5. READING LISTS: PROGRESS TOWARDS FULL ADOPTION UPDATE

To consider
the following recommendations:

- (1) note the activity report for the year;
- (2) note the success of targeted academic 1-1 training and a new WP dimension;
- (3) note improved rate of adoption growth and disseminate information relevant to schools and faculties and;
- (4) support a request to switch from a semester based pattern of reporting to LTC to an annual pattern of reporting

LTC18D037 (**PAGE 101**)

A6. DO SOMETHING DIFFERENT

To consider
the following recommendations:

- (1) that Academic staff should consider contributing to the Do Something Different programme by running an event themselves or in collaboration with their students;
- (2) that Academic staff should consider any mechanisms they might be able to put in place to encourage students to participate in Do Something Different activities throughout the year and specifically in the Festival week.

LTC18D038 (**PAGE 105**)

A7. CENTRE FOR EDUCATION AND STAFF DEVELOPMENT ANNUAL REPORT 2017/18

To consider
the 2017/18 CSED Annual Report and in particular:

- (1) how to increase engagement with Academic Practice events (including Learning, Teaching and Supervision short courses and the annual Learning and Teaching Day) especially the following areas/issues:
 - a. Content
 - b. Timing
 - c. Delivery method
 - d. Academic staff workload pressures/ availability
 - e. Faculty/school support for attendance;
- (2) how to further promote, encourage and support applications from academic staff for all levels of HEA Fellowship;
- (3) the development and design of the Academic Professional apprenticeship to supersede the current PGCert HEP for new probationary academic staff

LTC18D039 (**PAGE 107**)

A8. ANNUAL MODULE AND COURSE REVIEW – UNDERGRADUATE COMPLIANCE REPORT 2017/18

To consider

a report on School compliance with 2017/18 Undergraduate Annual Module and Course Review Report 2017/18 and actions to be taken to ensure 100% compliance. LTC18D040 (**PAGE 147**)

A9. NEW AWARDS AND COURSE PROPOSALS

To consider

approval of the following new course proposals:

PSY

1) BSc Computational Psychology. LTC18D041 (**PAGE 149**)

PPL

2) Masters Double Degree in International Relations with Ritsumeikan University Japan). LTC18D042 (**PAGE 183**)

Interdisciplinary Institute for the Humanities (IIH)

3) MA Interdisciplinary Japanese Studies LTC18D043 (**PAGE 207**)

AMA

4) MA Comic Studies. LTC18D044 (**PAGE 277**)

5) *NBS*

- i. BSc Business Analytics and Management
BSc Business Analytics and Management with a Year in Industry
BSc Business Analytics and Management with a Year Abroad
- ii. BA Business and Human Resource Management, BA Business and Human Resource Management with a Year in Industry and BA Business and Human Resource Management with a Year Abroad
- iii. BSc International Business Management change to a BA International Business Management and add BA International Business Management with a Year Abroad and BA International Business Management with Year in Industry
- iv. BSc Marketing and Management /BSc Marketing and Management with a Year Abroad change to BA Marketing and Management/BA Marketing and Management with a Year Abroad and add BA Marketing and Management with a Year in Industry
- v. Add a Year in Industry route to the BSc Accounting and Management, the BSc Accounting and Finance and the BSc Business Finance and Management

LTC18D045 (**PAGE 315**)

6) *MTH*

MMth Actuarial and Data Science LTC18D046 (**PAGE 581**)

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. REGULATIONS FOR THE FOUNDATION DEGREE AWARD IN HEALTH STUDIES (HIGHER APPRENTICESHIP NURSING ASSOCIATES)

To consider

approval of regulations for the Foundation Degree award in Health Studies (Higher Apprenticeship Nursing Associates). LTC18D047 (**PAGE 633**)

B2. REVISIONS TO THE UNIVERSITY'S DISCIPLINARY AND INVESTIGATIVE PROCEDURES

To consider

the following amendments to the SSDAC procedures as detailed in the attached new version of the Disciplinary and Investigative Procedures, summarised below:

- i. updated front page index, and inserted a Key Contact Information box;
- ii. added Part headers and page numbers;
- iii. inserted missing 'not' in SSDAC 26.2;
- iv. inserted new 26.3 in the SSDAC section, using wording from SSDC section re videoconferencing if abroad;
- v. removed the paragraph (27.14) that permits the SSDAC Panel to make an alternative finding of fact and immediately proceed to hear the substantive allegations;
- vi. replaced 27.14 with a new paragraph 27.17, permitting the SSDAC Panel to arrange for the case to be heard afresh by a panel of SSDC, rather than the SSDAC Panel hearing it;
- vii. as a result, deleted old SSDAC 28, which was findings of dishonesty, because the SSDAC will no longer be hearing the 'substantive allegations' – any further hearing would be referred back to the SSDC.
- viii. reordered the rest of the SSDAC procedure more logically;
- ix. updated the job title of Student Services Coordinator to Student Life Manager throughout the document.

LTC18D048 (**PAGE 649**)

***B3. REPORT AND REVIEW OF STATISTICS ON STAGE 1/2 ACADEMIC APPEALS AND COMPLAINTS AND OIA CASES (ACADEMIC YEAR 2017/18)**

To receive

a review of academic appeals, complaints, OIA, Senate Student Disciplinary Committee cases in 2017/18 LTC18D049 (**PAGE 727**)

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. LTC18D050 (**PAGE 735**)

C2. UPDATE ON THE LTC PLAN OF WORK 2018-19

To receive

the 2018/19 LTC Plan of Work. LTC18D051 (**PAGE 737**)

C3. EXTERNAL EXAMINERS REPORTS: 2017/18 UNDERGRADUATE COMPLIANCE REPORT

To receive

an update on the number of undergraduate External Examiner reports received for 2017/18. LTC18D052 (**PAGE 741**)

C4. UNDERGRADUATE AND POSTGRADUATE EXTERNAL EXAMINER APPOINTMENTS 2018/19

To receive

an update on External Examiner appointments for 2018/9 with particular reference to recommendations received and appointment letters sent LTC18D053 (**PAGE 743**)

C5. FIVE YEARLY COURSE REVIEW: 2017/18 COMPLIANCE REPORT

To receive

a report on five yearly course reviews undertaken in 2017/18. LTC18D054 (**PAGE 745**)

C6. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

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

- i. SSF 12 September 2018 LTC18D055 (**PAGE 749**)
- ii. SCI 19 September 2018 LTC18D056 (**PAGE 759**)
- iii. FMH 26 September 2018 LTC18D057 (**PAGE 767**)
- iv. HUM 3 October 2018 LTC18D058 (**PAGE 773**)

C7. NEW COURSE APPROVALS AND COURSE CLOSURES

To receive

an update on the following low risk course approvals approved by FLTQCs

MTH

BEng Engineering with a Foundation Year

BIO

BSc Biochemistry with a Foundation Year

CMP

MSc Data Science

LTC18D059 (**PAGE 781**)

HSC

Pre-Registration Nursing (new curriculum)

LTC18D060 (**PAGE 855**)

LDC

BA American Literature with Creative Writing

LTC18D061 (**PAGE 887**)

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