

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 13 March 2019, in Committee Room 2, the Council House.

Refreshments will be available outside the room from 1.50 pm.

Michele Pavey
Learning & Teaching Manager
6 March 2019

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 11 March 2019. 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 23 January 2019 (**PAGE 1**)

3. STATEMENTS BY THE CHAIR

Update on 2017/18 undergraduate module and course review compliance

4. REPORT OF CHAIR'S ACTION TAKEN SINCE THE LAST MEETING

To note
Chair's action taken since the meeting of LTC on 23 January 2019 to approve the following courses which were initially considered at that meeting:

CMP
MSc Cyber Security

DEV
BA International Development (with a Foundation Year)
BA Geography and International Development (with a Foundation Year)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

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

*A1. REVIEW OF THE IMPLEMENTATION OF THE LEARNING AND TEACHING STRATEGY

To note

- (1) the objectives of the Learning and Teaching Strategy 2014-2019;
- (2) the learning and teaching related objectives of the UEA Plan 2016-2020

To consider

- (1) the confidential progress made in implementing the Learning and Teaching Strategy 2014-2019 LTC18D092 (**PAGE 11**);
- (2) the confidential elements that should constitute a Learning and Teaching Strategy for 2020-2024

A2. UEA PLAN 2020-25

To receive

an oral update from the Chair

A3. INCLUSIVE EDUCATION POLICY

To consider

the following recommendations:

1. approve the proposed Inclusive Pedagogy Policy, subject to the approval later in the year of the implementation and evaluation plan for the whole Inclusive Education Policy;
2. approve the Inclusive Environment Policy, subject to the approval later in the year of the implementation and evaluation plan for the whole Inclusive Education Policy;
3. note that the Inclusive Education Policy will be subject to earlier than usual review, two years after full implementation in academic year 2023/24

LTC18D094 (**PAGE 27**)

LTC18A004

*A4. IMPACT OF THE NEW ACADEMIC MODEL ON UNIVERSITY PERFORMANCE: FIFTH EVALUATIVE REPORT FOLLOWING THE IMPLEMENTATION OF THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS

To consider

- (1) the confidential content of the report LTC18D095 (**PAGE 33**)
- (2) whether any further action is required as a result of the findings;
- (3) whether the original principles of NAM are still relevant and if so, whether the University should undertake further work to encourage more active take-up of the principles in course and module design and delivery

A5. COURSE TEST NOMENCLATURE AND SUPPORT

To consider

the following recommendations:

- (1) to approve the following principles:
 - a. all Course Tests sat under exam-hall conditions to be re-labelled as 'examinations', from 2019-0.
 - b. all other Course Tests to continue to be labelled as 'coursework', but using new codes, which more accurately describes the type of test.
 - c. formative course tests run under formal exam conditions to cease; other methods of delivery would be encouraged, such as the use of Blackboard tools.
 - d. all assessments which require formal invigilation to be coded EX*, for clarity to students and ease of identification to ensure correct operational support;
- (2) to approve a transition period over the next two years, to allow time for Schools to review their assessments at course level:
 - a. To reduce the number of examinations overall, and in particular those previously labelled as Course Tests that fall outside of the 4-week exam period.
 - b. Consider re-establishing a minimum weighting for all individual examinations, including those previously labelled as Course Tests;
- (3) the type and number of assessments will continue to be reported to LTC, and Schools' review of their course-level assessment is expected to be part of the Internal Quality Review process;
- (4) to approve the commencement of further work, led by the Academic Directors of Learning and Teaching, on timings of exams, course-level assessment strategies, the use of synoptic assessment, authentic assessment and inclusive assessment, with a view to reducing the amount of summative assessment in courses and managing down the number of formal examinations run across the University.

LTC18D096 (**PAGE 53**)

LTC18A004

*A6. ELECTRONIC MARKING UPDATE AND EVISION SUBMISSION POINT

To consider

the following recommendations in the confidential report:

1. to keep the e-vision submission point open for 2019-20 academic year with a view to closing it in 2020-21. This will allow time to investigate third party tools for allowing the diversification of assessment, marking and the associated workflows alongside the business case for bringing in other plug-in tools;
2. that individual schools should at the very least maintain their current levels of e marking;
3. that the Academic Director of Learning and Teaching Enhancement (ADLTE) should work with CTEL and individual Directors of Learning and Teaching (DoTs) to design a training programme for staff (which should include associate tutors);
4. that the ADLTE should work with DoTs and Heads of School to consider ways in which associate tutors can access computer equipment and office space if they are required to emark;
5. that the ADLTE should work on a 'reasonable adjustments' process so that some staff can still have access to printed work;
6. that the ADLTE works with the SU to determine the student ease of use of Blackboard submission.

LTC18D097 (**PAGE 61**)

A7. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

the granting of approval of:

PPL
BA Broadcast and Multimedia Journalism

LTC18D098 (**PAGE 65**)

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. MA BY RESEARCH- ADDITION OF THE SCHOOL OF HISTORY

To consider

a recommendation from the PGR Executive that LTC approve the addition of MA by Research in History, by approving the following changes to Regulations with effect from 2019-20:

- (1) amendment to the MA by Research Award Regulations with effect from 2019-20: To 1.2, add, in Master of Arts by Research section: "(4) School of History"

LTC18A004

- (2) amendment to General Regulations: Admissions Requirements for PGR Degree Programmes: In Section 5, include MA by Research for the School of History, with qualification requirement “2:1 in a Bachelor’s degree in a relevant field of study”.

LTC18D099 (**PAGE 171**)

B2. UNIVERSITY’S APPROVED LIST OF CALCULATORS

To consider

the addition of two more calculators (Casio fx-350MS, Casio fx-570MS) to the approved calculator list. The approved list will be in operation with effect from the start of the 2019/20 academic year. LTC18D100 (**PAGE 173**)

SECTION C: ITEMS FOR REPORT

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

C1. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive.
LTC18D101 (**PAGE 179**)

C2. ANNUAL REPORT ON PLACEMENTS 2017/18

To receive

the 2017/2018 annual report on placement activity across the University.
LTC18D102 (**PAGE 181**)

C3. UNIVERSITY LEARNING AND TEACHING DAY: MAY 2019 (THEME REFRAMING LEARNING SPACES)

To receive

the programme for the 2019 Learning and Teaching Day. LTC18D103 (**PAGE 273**)

C4. LTC PLAN OF WORK

To receive

an update on the LTC plan of work. LTC18D104 (**PAGE 277**)

C5. SCHOLARSHIPS, BURSARIES AND PRIZES

To receive

a report on scholarships, bursaries and prizes approved since the last meeting of LTC. LTC18D105 (**PAGE 281**)

LTC18A004

C6. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on new course proposals for the following courses:

1. *New Courses*

LDC

BA Drama and Creative Writing. LTC18D106 (**PAGE 287**)

NBS

February intake variant of the existing Executive Master of Business Administration. LTC18D107 (**PAGE 303**)

PPL

BA Politics and Digital Culture. LTC18D108 (**PAGE 311**)

PSY

MSc Social Psychology changed to MSc Social and Applied Psychology. LTC18D109 (**PAGE 339**)

2. *Course Closures*

CHE

Graduate Diploma in Chemical Sciences T1F101101.

CMP

BSc Business Statistics U1G390304.
LTC18D110 (**PAGE 347**)

EDU

-MA Adult Literacy and Learning for Global Change (T1X350103)

-BA Physical Education (U1XC16303) - *replaced by new BSc Physical Education*

- BA Physical Education (with a Year Abroad) (U1XC1A401) –
replaced by new BSc Physical Education (with a Year Abroad)

LTC18D111 (**PAGE 357**)

HSC

-BSc Adult Nursing Degree Apprenticeship U1B740401DA

-Foundation Health Studies (Nursing Associate Apprenticeship)
U1B991202DA

-MSc Health Sciences (F/T) T1B961101

-MSc Health Sciences (P/T) T2B961301

-Postgraduate Diploma in Health Sciences T1B961101PD

-Credit only – RSC Postgraduate T2B902101

LTC18D112 (**PAGE 369**)

C7. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

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

(1) SCI LTQC 13 December 2018 LTC18D113 (**PAGE 377**)

(2) SSF LTQC 9 January 2019 LTC18D114 (**PAGE 385**)

(3) HUM LTQC 16 January 2019 LTC18D115 (**PAGE 393**)

(4) FMH LTQC 9 January 2019 LTC18D116 (**PAGE 401**)

LTC18A004

C8. UEA UNDERGRADUATE BURSARY GENERAL TERMS AND CONDITIONS 2019 ENTRY

To receive

the general terms and conditions for UEA undergraduate bursaries from 2019/20. LTC18D117 (**PAGE 407**)

C9. DATE OF NEXT MEETING

To report

that the date of the next meeting of the Learning and Teaching Committee is:

Wednesday 8 May 2019 – 2pm

The final meeting of 2018/19 will be Wednesday 19 June 2019 – 2pm

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.