

LTC09D070

Title: UEA London / INTO UEA London Institutional and Course Approval Process
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This paper seeks approval from LTC for a modification to the process of ratifying the approval for INTO UEA courses to be delivered in London, in the light of planning discussions.

1. Background

At its special meeting on 7 October 2009, the Learning and Teaching Committee (LTC) considered a proposed process for the approval of UEA London and those courses being delivered there. LTC considered the following items:

- (1) Approval of UEA London (including INTO UEA London) institutional arrangements commencing 18 January 2010, pending ratification in April 2010 and subject to the following:
 - (i) that LTC be kept informed by reports to all scheduled meetings prior to ratification of Institutional Approval on:
 - building progress
 - appointment of the Academic Support Manager
 - administrative support for students on UEA masters programmes
 - learning support resources including the provision of set texts for masters students
 - student support services
 - use of SITS
 - (ii) that a staff development policy for INTO staff should be produced and monitored by the Joint Board of Study.

LTC recommended the following to Senate which was subsequently approved:

- i) UEA London (including INTO UEA London) institutional arrangements commencing 18 January 2010, pending ratification in April 2010;
- ii) Existing INTO UEA courses shown below for delivery in London, pending revalidation (alongside INTO UEA Norwich courses) in April – June 2010 (date to be confirmed);
 - International Foundation Certificate in Business, Economics, Humanities and Law
 - International Foundation Certificate in Computing Sciences, Mathematics and Actuarial Sciences
 - International Diploma in Business and Economics
 - Graduate Diploma in Business and Economics
- iii) UEA London course proposals shown below (which will be subject to review in accordance with the UEA Code of Practice for Assuring and Enhancing Teaching Quality)

- MBA in Strategic Carbon Management.

2. Approval of INTO UEA Courses for London Delivery

Following the LTC meeting of 7 October 2009 detailed planning discussions have taken place between the Director of Partnerships, the Learning, Teaching and Quality Office, the Partnerships Office, INTO UEA and the UEA London Project Office. Colleagues have reflected on the most effective way of conducting the ratification of current approval processes and revalidation of courses for delivery in Norwich and London.

In discussions it was noted that:

- a) at its meeting on 3 November 2009 the INTO UEA Joint Board of Study (through the Major Modification process) had approved revised versions of the:
 - Graduate Diploma in Business and Economics (London only)
 - International Diploma in Business and Economics (London and Norwich)
- b) at its meetings of 24 April and 8 July 2009 the INTO UEA Joint Board of Study (again through the Major Modification process) had approved revised versions of all International Foundation Certificate programmes (including those that will run in London);
- c) all revisions had been supported by the relevant External Examiner(s) and signed off for progression purposes by the relevant UEA Schools of Study;
- d) it had very recently emerged that INTO UEA intend to propose significant changes in 2011 to the Foundation programme (potentially merging the Science, Maths and Computing elements into a single pathway);
- e) prior to the introduction of UEA London, the INTO UEA courses had been scheduled for revalidation in spring/summer 2011;

The conclusion of these discussions was that, in the light of the above considerations, it would be more appropriate for the INTO UEA course revalidations to take place as originally scheduled in 2011. In addition, this model would:

- allow the incorporation of any further planned course revisions;
- provide an opportunity to properly compare and contrast London and Norwich delivery;
- give time for annual module monitoring and course review to take place at both sites;
- benefit from External Examiners' comments and student feedback from both sites.

Notwithstanding the above, the need to confirm that the London operation of INTO UEA is able to deliver the existing courses effectively remains. It is therefore proposed that the second phase to Institutional Approval on 27th April will be followed on the same day by an event to consider the London delivery of the existing courses, to include staff responsible for managing and delivering the courses in London.

An indicative timetable and a list of Panel members are shown at Appendix A.

3. Approval of UEA Undergraduate Courses for London Delivery

Recent discussions have also considered the timeframe and process for the approval of potential year 2 and 3 undergraduate courses to be run in London from September 2011.

Early consideration and approval of this provision is necessary, to enable advance planning to take place and so that the INTO UEA London International Diploma for September 2010 start can be marketed in the context of the courses with which it will articulate.

It is proposed that the event in London on 27 April 2010 incorporates consideration of any undergraduate course provision planned for delivery in London. Prior to that event, an initial meeting in Norwich would be arranged for the Institutional Approval Panel to familiarise itself and identify issues with, any proposals for undergraduate provision that have been put forward. The UEA London Project team will continue working on these developments with colleagues in the relevant Faculties, involving LTQCs and LTC in the process.

Laurence Daly
Partnerships Office
January 2010

Process for Ratification of:
a) Institutional Approval of UEA London
b) Approval of INTO UEA Courses for London Delivery

- INDICATIVE TIMETABLE -

UEA London Institutional Approval	
09.30	Welcome and introduction by the Chair and Panel discussion: Identification of themes for Institutional Approval
10.15	Tour of facilities
11.00	Structured meeting with students re resources, etc. (may need to seek UEA Masters students' views by survey as availability may be an issue)
11.45	Meeting with staff responsible for the management and operation of UEA London
12.30	Lunch and Panel meeting: Summary of outcomes from Institutional Approval
Approval of INTO UEA Courses for London Delivery	
13.30	Introduction by the Chair and Panel discussion: Identification of themes for Course Approval
14.00	Meeting with INTO UEA London academic staff to explore: <ul style="list-style-type: none"> ○ support and communications for staff ○ induction ○ mentoring ○ monitoring ○ delivery to small groups ○ levels of delivery ○ embedding of English language teaching within the courses ○ subject-specific facilities ○ approaches to teaching and learning
15.30	Panel meeting: Discussion of outcomes of Institutional and Course Approval
16.30	Feedback and close

Background information required for Panel

- CVs of staff
- Schedules of staff delivering each module with breakdown between full and part-time
- course material to be available on web
- Information provided for initial institutional approval (on web)

Full UEA London Institutional Approval Panel

Chair:

Professor Tom Ward (PVC (Academic))

Members:

Ms Erica Towner (Director of Partnerships)

Professor Geoff Moore (Director of Taught Programmes)

Professor Neil Ward (Chair of INTO UEA JBOS)

Mr Rob Evans (Academic Registrar)

Mrs Sally Walker (Manager of the Partnerships Office)

Dr Sara Connolly (Associate Dean SSF)

Dr Andrea Blanchflower (DFA SSF)

Mr Laurence Daly (Partnerships Office)

Mr Tom Sutton (Welfare Officer, UUEAS)

Dr Florin Bisset (Foundation Year Manager, University of Bath (External Academic))

Ms Liam Morton (UEA London Project Manager (Internal Panel Member))

Secretary:

Hannah Coman (Partnerships Office)

Advisers (not attending):

Mr Nick Lewis (Library Director)

Dr Annie Grant (Dean of Students)

Mr Jonathan Colam-French (Director of ISD)