

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 1.30pm on Wednesday 3 February, 2010, in Committee Room 2, the Council House.

There will be tea, coffee and biscuits outside the room from 1.20pm.

Eva Roberts
Project Officer, Learning, Teaching and Quality Office
27 January 2010

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 1 February 2010. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 9 December 2009. (Enclosed)

3. STATEMENT BY THE CHAIR

To report that

- (1) the Pro-Vice-Chancellor (Academic) has been invited by Universities UK and Guild HE to join a national review group looking at the role of external examiners;
- (2) the Post Graduate Certificate in Clinical Education (part of the MClined offered by the Faculty of Health) has been accredited by the Higher Education Academy as leading to Fellowship of the Academy on successful completion thus permitting successful 2009-10 candidates to achieve Fellowship;
- (3) the HEA has announced that Mr Richard Brawn is the University's HEA contact, vice Mr Eddie Gulc, with immediate effect.

4. CONFIRMATION OF CHAIR'S ACTION

To confirm

- (1) Chair's action in approving a change to the title of a new award (approved by the Committee on 9 December, 2009) from Master of Teaching and Learning (MTL) to Master in Teaching and Learning, at the request of the relevant Professional, Statutory and/or Regulatory Body;
 - (2) in changing the rubric for our 'Transitions' prize to include PGT students as well as UG students.
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SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. PARTNERSHIPS

1. UEA London/INTO UEA London

To consider

- (1) a report from the UEA London Project Team. LTC09D068 (Divider A);
- (2) provisional arrangements for a joint quality framework with City University for INTO courses. LTC09D069 (Divider B)
- (3) a proposed amendment to the Institutional and Course Approval process LTC09D070 (Divider C)

A2. THE FUTURE OF HIGHER EDUCATION

1. HEFCE

To consider

- (i) a consultation on future arrangements for quality assurance in England and Northern Ireland. LTC09D071 (Divider D)

To receive

- (ii) the HEFCE Grant Announcement 2010/11 and possible implications for learning and teaching. LTC09D072 (Divider E)
- (iii) Information note I -2009 -127 from Universities UK on the Secretary of State's letter to HEFCE on HE funding 2010/11. LTC09D073 (Divider F)

A3. PG RESEARCH PROGRAMMES POLICY GROUP

To consider

a report of the meeting on 22 January 2010. LTC09D9074 (Divider G)

A4. ACADEMIC STANDARDS : PLAGIARISM AND COLLUSION

To consider

reports on 2008-09 from School Plagiarism and Collusion Officers.

LTC09D075 (Divider H)

A5. STUDENT PROGRESSION AND EMPLOYABILITY STRATEGY

To consider

reports from

- (1) the Faculty of Science LTC09D076 (Divider I)
- (2) the Faculty of Social Sciences LTC09D077 (Divider J)
- (3) the Faculty of Arts and Humanities (FTV only) LTC09D078(Divider K)

LTC09A004

A6. LTC REVIEWS

To consider
reports on the following reviews of:

- (1) Common Course Structure Degree regulations. LTQ09D079 (Divider L)
- (to follow)
- (2) Disciplinary Procedures. LTQ09D080 (Divider M)
- (3) Professional Misconduct and/or Unsuitability procedures. LTQ09D081
(Divider N)
- (4) Transitions. LTC09D082 (Divider O)

A7. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

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

FOH LTC09D083 (Divider P)
SCI LTC09D084 (Divider Q)
SSF LTC09D085 (Divider R)

To consider
oral reports

A8. TAUGHT PROGRAMMES POLICY GROUP

To consider
(1) a report of the meeting of TPPG on 13 January 2010 on:

- Reporting of Marks and Aggregates to Assessment Boards
- Grade Point Average (GPA)
- Postgraduate Taught Experience Survey (PTES)
- Feedback on Coursework
- Draft Policy on the Use of Proof Readers
- Draft Procedure for Teaching and Assessing near relatives of
members of academic and administrative staff
- Guidance for Viva Voce Examinations

LTC09D086 (Divider S)

To note
(2) a report published June, 2009 by the Higher Education Academy on:

'Increasing the quality of feedback on assignments while altering
student perceptions of good feedback based on their school
experience'. The Executive Summary is attached LTQ09D087
(Divider T)

The full report can be found via the web link below:

http://www.heacademy.ac.uk/assets/York/documents/resources/publications/Jones_Final_Report.pdf

To consider
(3) Course Closure procedure (please note this item was deferred from
the December LTC meeting) LTC09D055 (Divider U)

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 1 February 2010.

B1. ENHANCING THE STUDENT EXPERIENCE : UEA TEACHING FELLOWSHIPS

To consider
a report. LTQ09D088 (Divider V)

B2. PARTNERSHIP OFFICE ACTIVITY

To consider
a report concerning:

- (i) Easton College Institutional Review
- (ii) Report from the meeting of the University Campus Suffolk Joint Academic Committee held on 26 November 2009
- (iii) List of Current Partnership Agreements
- (iv) City College Norwich Norfolk Regulatory Framework
- (v) City College Norwich Mitigating Circumstances and Special Allowances Policy

LTC09D089 (Divider W)

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 1 February 2010.

These items can be found on the Learning and Teaching Committee Webpage at:

<http://www.uea.ac.uk/committees/office/LTQC.htm>

Click on the links within the agenda for the papers.

C1. PARTNERSHIPS

To receive
a report. LTC09D090

C2. CONCESSION AND APPROVALS

- To receive
- (1) a report on concessions approved since the last report to Committee.
LTC09D091
 - (2) an overview of concessions approved between 2003-4 to 2008-09
LTC09D092

C3. QUALITY ASSURANCE AGENCY

To report
that the Agency has published

- (1) a **revised Introduction** to academic credit in higher education in England.

(This may be consulted at:
<http://www.qaa.ac.uk/news/media/pressReleases/101209.asp>)

- (2) a **Mini guide**: a brief student guide to Institutional audit

(This may be consulted at:
http://www.qaa.ac.uk/reviews/institutionalAudit/IA_student_miniguide.pdf)

- (3) **Institutional audit**: a guide for student representatives

(This may be consulted at:
http://www.qaa.ac.uk/reviews/institutionalAudit/IA_studentRepGuide.pdf)

- (4) **Rethinking the values of higher education consumption, partnership, community?**

By Wes Streeting, President, and Graeme Wise, Political Officer,
National Union of Students

(This may be consulted at:
<http://www.qaa.ac.uk/students/studentEngagement/Rethinking.pdf>)

- (5) **Rethinking the values of higher education - the student as collaborator and producer?**

Undergraduate research as a case study

Dr Paul Taylor and Danny Wilding
The Reinvention Centre for Undergraduate Research,
University of Warwick

(This may be consulted at:
<http://www.qaa.ac.uk/students/studentEngagement/Undergraduate.pdf>)

- (6) **Final revised statement for agriculture, horticulture, forestry, food and consumer sciences and draft revised statement for architecture (CL15/09)**

(This may be consulted at:
<http://www.qaa.ac.uk/news/circularLetters/CL1509.asp>)

- (7) **The Listed Bodies Order (CI17/09)**

(To which the University has to reply by the end of January, 2010. It may be consulted at:

<http://www.qaa.ac.uk/news/circularLetters/CL1709.asp>)

LTC09A004

C4. BOLOGNA

To report
that:

- (1) the University has been invited by the UUK's Europe Unit to submit brief case study/studies for consideration for inclusion in the UK HE sector publication celebrating 10 years of the Bologna process in the UK and EHEA. The publication will be launched to coincide with the Bologna Ministerial Conference in Vienna and Budapest on 11-12 March, 2010
- (2) the University has submitted a case study in respect of The European Masters in Applied Ecology, supported by EU ERASMUS funding in which ENV's MSc in Applied Ecology participates.
LTC09D093

SECTION D: RESERVED AGENDA

No items have been received