

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 1.30pm on Wednesday 28 October 2009, in Committee Room 2, the Council House.

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

Alison Rhodes
Head of the Learning, Teaching and Quality Office
20 October 2009

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 October 2009. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 27 May 2009 (already circulated) and 7 October 2009 (to follow)

3. STATEMENTS BY THE CHAIR

To report that:

- (1) Dr Annie Grant, Dean of Students', has won a National Teaching Fellowship;
- (2) the Universities' Science, Innovation and Skills Committee has published its report on students and Universities. The report may be consulted at:

<http://www.publications.parliament.uk/pa/cm200809/cmselect/cmdius/170/170i.pdf>

Responses have been published by:

a) the Quality Assurance Agency at:

www.qaa.ac.uk/news/media/IUSSresponse.pdf

b) Universities UK at:

<http://www.universitiesuk.ac.uk/Newsroom/Media-Releases/Pages/UniversitiesUK%E2%80%98disappointed%E2%80%99byInnovation,Universities,ScienceandSkillsCommitteefinalreport.aspx>

- (3) HEFCE has also published the report of its sub-committee for Teaching, Quality and the Student Experience on HEFCE's statutory responsibilities for quality assurance at:

http://www.hefce.ac.uk/pubs/hefce/2009/09_40/

- (4) Union of UEA Students: Student Experience Report

<http://www.ueastudent.com/experience09>

- (5) the 2010 Learning and Teaching Day has been provisionally set on 16 April 2010.

4. CONFIRMATION OF CHAIR'S ACTION

To confirm

- (1) Confirmation of Chairs action. LTC09D010 (Divider A)
- (i) Partnerships
 - (ii) Prizes
 - (iii) Regular Review of Programmes
 - (iv) Events and Timetabling
 - (v) Advising System
- (2) Revised Fitness to Practice procedures in the School of Medicine, Health Policy and Practice. LTC09D011 (Divider B)
- (3) Approval for a revised Code of Practice for the External Examiner System for Awards (Taught Programmes)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. QAA INSTITUTIONAL AUDIT

To receive

the final reports including the published version. LTC09D012 (Divider C)

They can also be viewed by going to the web links below:

<http://qaa.ac.uk/reviews/reports/institutional/eastAnglia09/RG526EastAnglia.pdf>

<http://qaa.ac.uk/reviews/reports/institutional/eastAnglia09/RG526aEastAnglia.pdf>

To consider

an action plan in response to the recommendations. LTC09D013 (Divider D)

A2. STUDENT SURVEYS 2009

To consider

the outcomes of

- (1) the National Student Survey (NSS) 2009. LTC09D014 (Divider E)
- (2) the Postgraduate Taught Experience Survey (PTES), 2009. LTC09D015 (Divider F)
- (3) the Postgraduate Research Experience Survey (PRES), 2009. LTC09D016 (Divider G)

LTC09A002

A3. LTC PRIORITIES 2009-10

To consider
LTC priorities for 2009-10. LTC09D017 (Divider H)

A4. LEARNING ENHANCEMENT

To consider
a report on 2008-09 from the Learning Enhancement Team, Dean of Students' Office. LTC09D018 (Divider I)

A5. MANAGEMENT INFORMATION

To consider

- (1) (i) academic appeals 2008-09. LTC09D019 (Divider J)
- (ii) academic complaints 2008-09. LTC09D020 (Divider K)
- (iii) academic discipline. LTC09D021 (Divider L)
- (iv) professional misconduct and/or unsuitability. LTC09D022 (Divider M)
- (v) appeals – equal opportunities monitoring form feedback. LTC09D023 (Divider N)

(2) Office of the Independent Adjudicator performance statistics 2008. LTC09D024 (Divider O)

A6. LTC REVIEWS

To consider
a report on the following review of:

Common course structure degree regulations. LTC09D025 (Divider P)

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

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

HUM – LTC09D026 (Divider Q)
SCI – LTC09D027 (Divider R)
SSF – LTC09D028 (Divider S)
FOH – LTC09D029 (Divider T)

To consider
oral reports

LTC09A002

A8. DIRECTOR OF TAUGHT PROGRAMMES

To receive

a report on programmes of academic practice events 2009-10. LTC09D030
(Divider U)

To consider

an oral report

A9. TAUGHT PROGRAMMES POLICY GROUP

To consider

a written report on:

(1) on the meeting of the TPPG on 24 June 2009

- Draft Code of Conduct
- Taught Postgraduate Issues
- Marking criteria and feedback
- Postgraduate Diploma and MSc in Midwifery
- On-Line Evaluation of Teaching
- Overview of Stage 2 Academic appeals

LTC09D031 (Divider V)

(2) An oral report on the meeting of TPPG on 21 October 2009

- Policy Group Agenda for 2009/10
- Postgraduate Taught Experience Survey

A10. PG RESEARCH PROGRAMMES POLICY GROUP

To consider

an oral report from the last meeting, 5 October 2009.

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 26 October 2009.

A9. TAUGHT PROGRAMMES POLICY GROUP

Semester Dates LTC09D032 (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 26 October 2009.

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

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/lc/lc0910>

C1. STUDENT EXPERIENCE COMMITTEE

To receive
a report. LTC09D033

C2. PARTNERSHIPS

To receive
a report. LTC09D033

C3. CONCESSIONS AND APPROVALS

To receive
a report. LTC09D034

C4. NEW COURSE PROPOSALS

To receive
a report. LTC09D035

C5. QUALITY ASSURANCE AGENCY

To report that the Agency has published:

- 1) new draft Master's Degree Characteristics Reference Point which may be consulted at;

www.qaa.ac.uk/news/circularLetters/CL1109.asp

The University's response is attached. LTC09D036

- (2) a revised handbook for Institutional Audit : England and Northern Ireland, 2009 which incorporates participation by student auditors and the introduction of a 'hybrid' collaborative provision audit. It may be consulted at:

<http://www.qaa.ac.uk/reviews/institutionalAudit/handbook2009/InstitutionalAuditHandbook2009.pdf>

- (3) three Outcomes from Institutional Audit papers: The framework for higher education qualifications in England, Wales and Northern Ireland; Subject benchmark statements; Programme Specifications which may be consulted at:

www.qaa.ac.uk/news/circularLetters/CL1209.asp

LTC09A002

C6. UNIVERSITIES UK (UUK)

To report

that UUK has published a Seminar report on Universities Europe: Longer term developments in European higher education and the implications for UK higher education which may be consulted at: www.UniversitiesUK.ac.uk

(In addition, there are regular bulletins on European matters published by the Europe Unit)

C7. 'BOLOGNA'

To report

that European Commission has published an ECTS Users' Guide, a copy of which is obtainable on request from the Learning, Teaching and Quality Office.

SECTION D: RESERVED AGENDA

No items have been received