

# LEARNING AND TEACHING COMMITTEE



## Minutes of the meeting held on 7 October 2009

**Present:** The Pro-Vice-Chancellor (Professor T.B. Ward) (in the Chair), the Director of Postgraduate Research Degree Programmes (Professor C. Vincent), the Director of Taught Programmes (Professor G. Moore), the Director of Partnerships (Ms E. Towner), LTC Director of Staff Development (Mr P. Levy), the Academic Registrar (Mr R. Evans), the Dean of Students (Dr A. Grant), Associate Deans (LTQ) (Dr S. Connolly, Mr I. Farr, Dr N. Spalding and Dr N. Watmough) and the Academic Officer of the Union of UEA Students (Mr D. Sheppard)\*, except for business marked\*.

**With:** The Head of the Learning, Teaching and Quality Office (Ms A.E. Rhodes), the Equality and Diversity Manager (Ms H. Murdoch), (Mrs S. Walker), the Head of Partnerships Office (Secretary), the Assistant Registrars (Dr J. Ashman, C. Gray) and the Senior Administrators (Miss H. Coman and L. Ward).

**In Attendance:** Dean of UEA London (Dr R. Harvey), Project Manager, UEA London (L. Morton), Director of Faculty Administration, Social Sciences (Dr A. Blanchflower), Director of Information Services (Mr J. Colam-French), The Library Director (Mr N. Lewis), Centre Director INTO (Ms D. Price), Director of Academic Programmes, INTO UEA (Dr R. Samuels), Director of English Language Programmes, INTO UEA (Mr P. Hullock) and the General Manager of the Union of UEA Students (Mr A. Pott).

**Apologies:** Director of Faculty Administration (Science, Mr M. McGarvie) and Mr G. Sorrell (City College Norwich Rep),

### 1. UEA LONDON

Received opening remarks by

- (1) The Chair

The Chair outlined the process for the approval of UEA London and explained that the Committee was being asked to recommend to Senate approval of:

- (1) UEA London including INTO UEA London institutional arrangements, and permission to deliver programmes from 18 January 2010 with ratification in April 2010,

(2) programmes as laid before the Committee.

(2) Dean, UEA London

The Dean of UEA London set the context for the development and confirmed that processes to recruit students and staff were underway. The developers would finish on 18 November and the building would be handed over to the INTO UEA London Joint Venture in mid- December. A March 2010 start date for the MBA Strategic Carbon Management was anticipated whilst INTO programmes would commence in January 2010.

Considered

- (1) a report from the Institutional Approval Panel. (A copy is filed in the Minute Book, ref. LTC09D001)
- (2) a tabled report from the Institutional Approval Panel regarding its meeting with INTO UEA students on 5 October, 2009. (A copy is filed in the Minute Book, ref LTC09D009)
- (3) a project update from the UEA London Project Team. (A copy is filed in the Minute Book, ref.LTC09D002)
- (4) an update from the Information Services Directorate. (A copy is filed in the Minute Book, ref.LTC09D003);
- (5) other (oral) updates on the progress of the project.
- (6) course proposals - INTO UEA London:
  - i) International Foundation Certificate in Business, Economics, Humanities and Law. (A copy is filed in the Minute Book, ref.LTC09D004);
  - ii) International Foundation Certificate in Computing Sciences, Mathematics and Actuarial Sciences. (A copy is filed in the Minute Book, ref.LTC09D005);
  - iii) International Diploma in Business and Economics. (A copy is filed in the Minute Book, ref.LTC09D006);
  - iv) Graduate Diploma in Business and Economics. (A copy is filed in the Minute Book, ref.LTC09D007).
- (7) course proposals - UEA London:

MBA in Strategic Carbon Management - London. (A copy is filed in the Minute Book, ref. LTC09D008).

## Recommended

- (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.

## RESOLVED

- (1) To approve the following INTO UEA London course proposals, 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
- and
- (2) To approve the following UEA London course proposal (which would be reviewed in accordance with the UEA Code of Practice for Assuring and Enhancing Teaching Quality) subject to confirmation by the Faculty Associate Dean (LTQ) Social Sciences regarding contingency arrangements for UEA Academic staff delivering the course
    - MBA in Strategic Carbon Management - London

(In their detailed consideration, members:

- (i) were informed that the purpose of UEA London was to provide pre-university entrance and first year undergraduate equivalent programmes for international students whose preference was to study in a metropolis and to offer niche Masters

programmes that would appeal to an identifiable audience, which worked in a large population centre;

- (ii) noted that the priority of the Head of Student Services (UEA London) would be to ensure that students received a level of support that was equivalent to that provided in Norwich,, though it was accepted that this would not be identical.. Initially, back-up services would be provided by City University and UEA Norwich, which might involve some DoS staff from Norwich occasionally travelling to London to provide support if numbers warranted. It was acknowledged that the impact on the Advice Centre of the Union of UEA Students would need monitoring. Administrative support for courses would be provided by Joint Venture employees to the greatest practicable extent;
- (iii) were informed of the intention that the delivery of UEA degree programmes would be by UEA academic staff, including those holding ATR contracts;
- (iv) considered the report from the meeting held on Monday, 5 October 2009 with former INTO UEA students who had progressed to UEA programmes. The Chair noted that the meeting had been extremely worthwhile and that the students reported a positive experience at INTO UEA that had prepared them well for progression to the University;
- (v) were updated on the IT infrastructure that would be in place at UEA London, being aware that the infrastructure would have to support INTO UEA London, UEA degree programmes delivered in London and INTO City provision. It was confirmed that UEA students would be given a UEA email address and would be able to access their desktop via any computer, with City's desktops for its students being as closely aligned as possible. There would be a small server room housing the network and telephony and managed by UEA for City's services.

One outstanding issue was the Virtual Learning Environment for INTO UEA London with current options being a share file store, email lists or MOODLE provided by the University of London Computing Centre. However, Masters students and staff would continue to use Blackboard as at Norwich. The other main issue was that there were a number of client server applications excluded from the network and it was yet to be finalised whether these aspects of administration would be undertaken in Norwich or whether these could be undertaken at UEA London via a small number of connections.

It was noted that the allocation of resources to the UEA London project meant that a number of IT teaching and

learning projects had been postponed until February 2010. However, these were not projects that had already commenced;

- (vi) noted that library provision for UEA London would replicate as far as possible the provision in Norwich, via use of the Learning Resource Centre and, initially at least, access to City University Library. The strategy for library provision was based on the needs of the programmes being delivered from January 2010, but in the longer term, with the addition of postgraduate and undergraduate programmes alternatives, the strategy would need to address greater depth and spread of provision. Options being considered were an extension to the Learning Resource Centre, borrowing rights from other institutions' libraries or using another library as a service provider for a small UEA library. Additional e-resource was also currently being planned for all UEA courses.

The library provision would be reviewed and assessed when new programmes were proposed or current programmes were modified;

- (vii) noted that academics appointed to teach in London would complete a two week induction in Norwich and would also observe teaching at Norwich before taking up post in London. They would have the same access to CSED training courses as current staff. Administrative and other support staff would also have induction training and would spend some time at UEA if necessary, It was important for staff to have UEA training and understand and share its ethos in order to deliver an equivalent experience and ensure maintenance of the link between London and Norwich. Dean London explained that the Joint Venture Company (JV) would be able to fund UEA teaching posts (i.e. Academic Teaching and Scholarship Staff and Associate Tutors), but staff appointed on Academic Teaching and Research contracts would require an arrangement between the JV and UEA;
- (viii) noted the timescales for UEA London, including the dates for commencement of the International Certificate and Diploma programmes, Graduate Diplomas, Masters programmes and the intention to deliver undergraduate programmes from September 2011;
- (ix) noted that City University was currently undertaking a validation process of intended INTO City awards, which consisted of programmes developed as INTO UEA programmes and initially to be taught by INTO UEA London staff. City was also considering the appropriate mapping with UEA's regulatory framework to identify any issues for resolution, such as arrangements for Board of Examiners;

- (x) supported the course proposals for INTO UEA London, which mirrored those at INTO UEA Norwich. It was noted that examinations at Norwich and London would run concurrently and share the same Board of Examiners. It was also noted that INTO UEA programmes were reviewed annually and that UEA's existing Joint Board of Study received annual reports from UEA Academic Links. This review mechanism would continue through the Joint Board of Study, which at least initially was now intended to relate both to INTO UEA and INTO UEA London. Any modifications to programmes would apply to both Centres, although in time there might be the need to consider some individual tailoring arising from considerations such as the student demographic, students requirements and ownership of the programmes by the respective teaching teams;
- (xi) LTC also noted that the approval process for existing and new UEA programmes at UEA London would continue to require Faculty scrutiny and (pending the intended Institutional Approval ratification event in April 2010) sign off by LTC;
- (xii) supported the MBA Strategic Carbon Management – London, subject to some additional detail from the School such as contingency plans for staff absence.(This was subsequently signed off by the Associate Dean SSF).
- (xiii) agreed that subject to the approval of the Vice-Chancellor under Chair of Senate's action that the caveat "subject to final approval" could be removed for the courses approved above.