

LEARNING TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 14 October 2009

Present: Dr Nick Watmough (Chair), Mr Stuart Alder (PG Student rep), Dr Susan Barker (PHA), Dr Richard Bowater (BIO), Prof. Robin Haynes (ENV), Dr Helen James (SCI rep on TPPG), Dr Ben Milner (CMP), Mr David Sheppard (Academic Officer, SU), Prof David Stevens (MTH), Mr Roshan Walkerley (SCI Faculty Convenor), Miss Jean Whiting (Secretary) with Ms Joanne Ashman (Assistant Registrar, LTQO)

Apologies for absence were received from Dr Nigel Clayden (CHE)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 MINUTES OF THE PREVIOUS MEETING

Considered the minutes of the previous meeting held on 9 June 2009. The minutes were confirmed as a correct record.

A2 MATTERS ARISING FROM THE MINUTES

Matters arising from the last meeting, were addressed in the Items to Report document (Rep 1, copy filed in minute book).

A3 STATEMENTS FROM THE CHAIR

A3.1 New Plagiarism and Collusion Policy

This was approved by Learning and Teaching Committee (LTC) in May 2009. A training session dealing with the implementation of this new policy organised by CSED was being offered by LTQO colleagues on 4 November 2009. In addition a more focussed session tailored to the needs of SCI had been arranged for 19 October 2009. Academic and administrative staff with responsibilities for the implementation of P&C policy were encouraged to attend one of these sessions.

Action: JMW to circulate details of the SCI-specific session (JMW)

A3.2 LTC (07.10.09)

This was a special meeting to consider the programmes that were going to be offered through UEA London. This is a joint venture with INTO and all INTO programmes will be offered through UEA-London with the first intake of students starting in January 2010. It was noted that the programme specifications of a number of INTO programmes indicated that completion of that programme of study was the basis for entry to a number of SCI degree programmes. These INTO programmes are due to be reviewed in the near future and Directors of Teaching

are encouraged to look at current programme specifications to ensure they are content with the indicated progression routes.

Action: JMW to circulate the website where programme specifications can be viewed.

A3.3 Teaching and Learning Agenda for 2009-2010

LTC is planning a review of governance of teaching and learning with particular reference to the nomenclature for key committees and the roles and responsibilities within Schools.

A3.4 Academic appeals, PGT and PGR

A briefing session has been organised for February 2010 to explain the consequences of some recent case histories.

A3.5 New course proposals

Noted that approval in principle had been given for the following courses. Copies of documentation filed in minute book.

ENV

BSc Climate Science

BSc Climate Science with a year in Australasia

BSc Climate Science with a year in Industry

BSc Climate Science with a year in North America

PHA

MSc General Pharmacy Practice

Noted that the proposed MMath with a year in Hong Kong had not been approved.

A4 NATIONAL STUDENT SURVEY OUTCOME

Received

An oral report from Joanne Ashman, Assistant Registrar, LTQO on the latest outcomes from the National Student Survey 2009 (NSS) and the Postgraduate Taught Experience Survey 2009 (PTES).

Noted

that NSS and PTES results were displayed on the TPPG blackboard site. Overall satisfaction was generally high and UEA's position had been retained. However, some issues would need to be addressed by Schools and Chairs of SSLC's had been asked to report formally on their NSS and PTES results to LTC, via Faculty LTQCs. SCI LTQC would consider SSLC reports at its next meeting in December.

Action: JMW to circulate School reports to Directors of Teaching, for consideration prior to the December meeting (JMW)

A5 POSTGRADUATE TAUGHT PROGRAMMES

Received

An oral report from Joanne Ashman on the background behind the review of monitoring student progress on Masters dissertations and the arrangements for

supervision. The issue had originated from Graduate Students Association who passed their concerns onto TPPG.

TPPG developed some guidelines for supervisors and a pro forma that can be completed by student and supervisor that indicates the arrangements in place for supervision. The guidelines and pro-forma were discussed by LTC last session but were not adopted.

However it was agreed that individual Faculties could use the pro-forma on a voluntary basis. This possibility was discussed by the AD (LTQ) with a number of PGT course directors and it was decided not to pursue this option. The CDs advised that the wider issuer of how student progress was monitored on a one year programme should be addressed. It was agreed that a working party be set up to consider this issue in, consisting of a Director of Teaching and two postgraduate Course Directors with the PGT Senior Administrator of the Teaching Office as Secretary. This group would report back to LTQC who would consider their findings and make recommendations to the University's DTP as how the next review of the CMF might take account of SCI's needs.

Agreed: Dr Susan Barker to lead the working group and would report back to SCI LTQC at a future meeting. (JMW/CJR)

A6 NEW COURSE PROPOSALS

Noted

that the MSci title for the ENV degrees had been approved by the PVC (Academic) acting in his capacity as Chair of LTC.

Considered

New course proposals including:

BIO

MSci – Microbiology, considered by Dr Barker and Dr Milner

(Document B, copy filed in minute book)

MSci – Plant Sciences, considered by Dr Haynes and Dr Barker

(Document C, copy filed in minute book)

ENV

MSci – Meteorology and Oceanography, considered by Dr Bowater and Dr

Clayden

(Document D, copy filed in minute book)

MSci – Climate Science, considered by Dr Clayden and Dr Milner

(Document E, copy filed in minute book)

MSci – Environmental Earth Sciences, considered by Dr Milner and Dr Stevens

(Document F, copy filed in minute book)

MSci – Environmental Sciences, considered by Dr Stevens and Dr Bowater

(Document G, copy filed in minute book)

MSci – Environmental Geophysics, considered by Dr Stevens and Dr Clayden

(Document H, copy filed in minute book)

Agreed: that the above were approved in principle by SCI LTQC and that comments would be fed back to the relevant course directors for updating the programme specification. Once updated, an up-to-date version to be sent to Faculty Manager (Teaching Office).

A7 Undergraduate Degree Programmes involving a one year placement

Received

An oral report from the Associate Dean on current issues relating to undergraduate degree programmes .

Noted

A concession has been granted by the DTP that allows SCI to operate outside the University's Code of Practice and in particular Section 3 of the CoP until the end of this academic year.

That Year in Industry programmes are important to both SCI admissions and in preparing for the REF.

That the AD(LTQ) must write to the DTP advising him of the progress SCI is making towards compliance with the CoP.

Action:

- JMW to investigate module evaluations for the year in industry and report back to the Chair (JMW)
- AD (LTQ) will draft a report for the DTP's consideration outlining SCI's strategies for it's placement degree programmes.

A8 MEETING WITH DIRECTOR OF TAUGHT PROGRAMMES

Received

an oral report from the Associate Dean outlining details of a meeting with the Director of Taught Programmes on 6 October 2009. Areas of common interest:

A8.1 Introduction of ENV MSci programmes and managing two populations of students (eg BSc and MSci). A meeting was scheduled for 10.11.09 to discuss this issue with ENV colleagues.

A8.2 PGT dissertation and supervision. Director of Taught Programmes was satisfied that SCI were planning a working group to consider issues (see A5 above)

A8.3 Calculated marks:

- UEA policy has changed and all requests for delayed first sits in respect of missed course tests would be considered by the UEA's Exams Office rather than the SCI Teaching Office. Consequently, it would not be possible to use calculated marks for students who have missed course tests.
- It was agreed that SCI's concession to use calculated and adjusted marks would continue for a further year only and that this would only apply to students who fail to submit a practical report or a coursework assignment due to acceptable extenuating circumstances. Directors of Teaching and Learning should plan for the loss of this concession from 2010-11.

Action: JW to inform School FMS and DoTs re the new process and new form.

A8.4 Scaling of marks by examination boards. SCI needs to have a clearer criteria regarding scaling of marks.

A9 ISSUES FROM TPPG

Received
a report from Helen James, TPPG member (document J, copy filed in minute book).

Noted that Helen James would not be able to attend the next meeting of TPPG, but Dr Watmough and Dr Barker confirmed that they may be able to.

SECTION B: ITEMS FOR REPORT

B1. MEMBERSHIP OF SCI LTQC 2009-10

Noted

The membership of LTQC (filed as document K in the minute book)

B2. MATTERS ARISING FROM THE MEETING

Noted

Matters arising from the meeting held on 9th June 2009 (document L (Rep 1), copy filed in the minutes book)

B3. CHE AND OU PARTNERSHIP

Noted

That an innovative arrangement had been approved for a CHE and Open University link that would allow OU students to be admitted directly to a second year of a CHE degree programme at UEA.

B4. DELEGATED POWERS TO APPROVE CONCESSIONS AGAINST THE REGULATIONS AND APPOINT BOARDS OF EXAMINERS (TAUGHT PROGRAMMES)

Received

TPPG's document, outlining the guiding principles for the approval of concessions and recommendations of who the approver is (document M, copy filed in the minute book)

Noted

that the Associate Dean had considered this document, and agreed that the approvers for SCI will be those highlighted (in bold).

B5. DATE OF NEXT MEETING

Noted

The next meeting of SCI LTQC is scheduled for Wednesday, 16 December, 2.00 – 4.00pm, in the CMP meeting room (2.29).