

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 1.30pm on Wednesday 9 December 2009, in Committee Room 2, the Council House.

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

Joanne Ashman  
Assistant Registrar, Learning, Teaching and Quality Office  
2 December 2009

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## 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 7 December 2009. Reserved items appear in Section D.

### 2. MINUTES

To confirm  
the Minutes of the meeting held on 28 October 2009. (Enclosed)

### 3. STATEMENTS BY THE CHAIR

- (1) Report from Senate
- (2) Central Student Handbook (via the Portal)
- (3) Policy Half Day
- (4) UEA Student Experience 2009 report

### 4. CONFIRMATION OF CHAIR'S ACTION

- (1) Semester dates 2012/13 LTC09D037 (Divider A)
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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

### A1. DEPARTMENT OF BUSINESS, INNOVATION AND SKILLS REPORT: HIGHER AMBITIONS: THE FUTURE OF UNIVERSITIES IN A KNOWLEDGE ECONOMY

To consider

- (1) the executive summary of the above report LTC09038 (Divider B)

Members may wish to consult the full report at:

<http://www.bis.gov.uk/wp-content/uploads/publications/Higher-Ambitions.pdf>

and also the Report of the HEFCE sub-committee for Teaching, Quality and the Student Experience.

[http://www.hefce.ac.uk/pubs/hefce/2009/09\\_40/](http://www.hefce.ac.uk/pubs/hefce/2009/09_40/)

- (2) a paper from the Head of the Learning, Teaching and Quality Office setting out the implications of the report for the Committee LTC09D039 (Divider C)

- (3) HEFCE proposals "Future arrangements for quality assurance in England and Northern Ireland". Responses to which are invited by 5 March, 2010. The response may be consulted at:

[http://www.hefce.ac.uk/pubs/hefce/2009/09\\_47/09\\_47.pdf](http://www.hefce.ac.uk/pubs/hefce/2009/09_47/09_47.pdf)

### A2. STUDENT PROGRESSION AND EMPLOYABILITY STRATEGY

To consider

- (1) reports from
  - (i) the Faculty of Arts and Humanities. LTC09D040 (Divider D)
  - (ii) the Faculty of Health. LTC09D041 (Divider E)

*(The report from the Faculties of Science and Social Sciences will be available to the February meeting of the Committee.)*

- (2) an oral report from the Director of the Careers Centre
- (3) a final version of the Faculty Employability Guide. LTC09D068 (Divider Z). This document may also be consulted at

<http://www.uea.ac.uk/employability>

### A3. LTC PROJECTS

To consider

- a report on assessment. LTC09D042 (Divider F)

## LTC09A003

### A4. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

- (1) a request from the School of Education and Lifelong Learning for approval of a new award title of Master of Teaching and Learning (MTL) LTC09D044 (Divider G)
- (2) approval in principle for a new course proposal from the School of Medicine Health Policy and Practice for a Master of Surgery in Oncoplastic Breast Surgery (MS), including approval of the new award title of Master of Surgery LTC09D045 (Divider H)
- (3) a report on the trial of the revised course approvals procedure in the Faculty of Social Sciences. LTC09D046 (Divider I)

### A5. DIRECTOR OF TAUGHT PROGRAMMES

To consider

a report and proposals in respect of the Review of the Common Course Structure LTC09D047 (Divider J)

### A6. LTC REVIEWS

To consider

oral reports on the following reviews of:

- (1) Examinations and Course Tests.
- (2) Professional Misconduct and/or Unsuitability procedures.
- (3) Disciplinary Procedures.

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

To receive

- (1) minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

FOH LTC09D048 (Divider K)  
HUM LTC09D049 (Divider L)  
SCI LTC09D050 (Divider M)  
SSF LTC09D051 (Divider N)

- (2) Reports on Programme Reviews undertaken in 2008/9 from FOH LTC09D052 and SSF LTC09D053 (Divider O and P)
- (3) A report from the Faculty of Health on Module Monitoring and Course Update for 2007/8. LTC09D054 (Divider Q)

To consider

oral reports from the Associate Deans

## LTC09A003

### A8. TAUGHT PROGRAMMES POLICY GROUP

To consider

- (1) an oral report on the meeting of TPPG on 25 November 2009
  - Amendments to the Academic Appeals Procedure
  - Sticker system to assist with feedback on coursework
  - Course closure procedure
  - Guidelines on Group Work
  - Guidelines on Scaling of Marks
  - Semester Dates
- (2) proposals for a Course Closure Procedure LTC09D055 (Divider R)
- (3) proposals for amendments to the Academic Appeals Procedure LTC09D056 (Divider S)
- (4) the recommendation that a sticker system aimed at ensuring targeting feedback on written assignments be introduced for students with Specific Learning Difficulties.
- (5) a progress report on the development of guidelines on the scaling of marks LTC09D057 (Divider T)

### A9. PG RESEARCH PROGRAMMES POLICY GROUP

To consider

- (1) a report on the Roberts funding allocation to Faculties/CSED for 2009-10 LTC09D058 (Divider U)
- (2) a summary of issues arising from external examiners' reports for research degrees 2008-09 LTC09D059 (Divider V)
- (3) a report from the meeting of the Policy Group on 6 November 2009 LTC09D060 (Divider W)
- (4) whether research students should be given the option of depositing either an electronic or a hard copy of their thesis in the Library LTC09D061 (Divider X)

### A10. PARTNERSHIPS

To consider

- a confidential report on recent developments in respect of UEA London. LTC09D062 (Divider Y)

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## 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 7 December 2009.

***No items have been received***

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## 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 7 December 2009.

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. LTC09D063

C2. CONCESSIONS AND APPROVALS

To receive  
a report. LTC09D064

C3. APPOINTMENT OF EXTERNAL EXAMINERS (TAUGHT PROVISION) 2009/10

To receive  
a report on the appointment of external examiners for 2009/10. LTC09D065

C4. NEW COURSE APPROVALS

To receive  
a report. LTC09D066

C5. MODULE AND COURSE MONITORING, UPDATE AND REVIEW

To receive  
a report. LTC09D067

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## SECTION D: RESERVED AGENDA

*No items have been received*