

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 1.30pm on **Thursday 18 March 2010**, in the Committee Room 2, the Council House.

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

Mel Steele
Assistant Registrar, Learning, Teaching and Quality Office
11 March 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 Tuesday 16 March 2010. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 3 February 2010. (Enclosed)

3. STATEMENTS BY THE CHAIR

The Postgraduate Taught Experience Survey (PTES) will be running this year at UEA from 12 April 2010 to 31 May 2010.

4. CONFIRMATION OF CHAIR'S ACTION

To confirm
Chair's action in approving the following new prize regulations:

AMS: Joe Greenwell Scholarship

LTC09A005

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. PARTNERSHIPS

To consider

(1) a report on City College Norwich new Course Proposals .
LTC09D094 (Divider A)

(2) UEA London/INTO UEA London

a report from the UEA London Project Team. LTC09D095 (Divider B)
– ***please note this item will now be an oral report – therefore no document will be circulated.***

A2. ENHANCING THE STUDENT EXPERIENCE (1) : INTERNATIONAL STUDENTS

To consider

an oral report from the Dean of Students.

A3. ENHANCING THE STUDENT EXPERIENCE (2): THE ADVISING SYSTEM

To consider

an oral report from the Dean of Students.

A4. ENHANCING THE STUDENT EXPERIENCE (3) : LEARNING AND TEACHING DAY

To consider

arrangements for the Learning and Teaching Day on Friday 16 April 2010.
LTQ09D096 (Divider C)

A5. SCHOOL OF NURSING AND MIDWIFERY : FITNESS TO PRACTISE

To consider

a report on the first year of operation of the above. LTQ09D097 (Divider D)

A6. RESIDENCE WITHIN 50KM RULE

To consider

whether the current requirement for full time students to be resident within a 50 kilometre radius of the University should be removed.

A7. ACADEMIC STANDARDS : REVIEW OF EXTERNAL EXAMINERS' REPORTS

To consider

a draft report to Senate on External Examiners' reports 2005-6, 2006-7 and 2007-8 (taught programmes) and 2008-09 (postgraduate research programmes). LTQ09D098 (Divider E)

LTC09A005

A8. QUALITY ASSURANCE AND ENHANCEMENT : NEW COURSE APPROVALS AND PROCESS

To consider

- (1) approval in principle for two new course proposals from the School of Biological Sciences for a MSc in Sustainable Agriculture and Food Security and a BSc in Molecular Medicine. LTC09D099 (Divider F)
- (2) a report on an audit of new courses approved by the Associate Deans and Faculty Learning, Teaching and Quality Committees. LTQ09D100 (Divider G)

A9. LTC REVIEWS

To consider

oral reports on the following reviews of:

- (1) Common Course Structure Degree regulations.
- (2) Professional Misconduct and/or Unsuitability procedures.
- (3) Disciplinary Procedures.

A10. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

To receive

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

HUM LTC09D101 (Divider H)
SCI LTQ09D102 (Divider I)
SSF LTC09D103 (Divider J)
FOH LTC09D104 (Divider K)

To receive

an oral update on Programme Reviews in SCI 2008/9

To consider

oral reports

A11. TAUGHT PROGRAMMES POLICY GROUP

To consider

a report on:

Student Surveys
Assessment of Group work
Delayed Assessment / Provisional Progression
Scaling of Marks

LTQ09D105 (Divider L)

To consider

- (1) Guidelines on Proof Reading. LTC09D106 (Divider M)
- (2) Revisions to the Instructions to Examiners for the Common Course Structure and to the Instructions to Examiners for Integrated masters programmes regarding the scaling of marks. LTQ09D107 (Divider N)

LTC09A005

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 Tuesday 16 March 2010.

B1. PARTNERSHIPS

To consider
a report on City College Norwich's academic appeals procedure LTC09D108
(Divider O)

B2. HEFCE CONSULTATION

To consider
the University's response to the HEFCE consultation on 'Future arrangements for quality assurance in England and Northern Ireland.'
LTQ09D109 (Divider P)

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 Tuesday 16 March 2010.

These items can be found on the Learning and Teaching Committee 2009/2010 Webpage at:

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

C1. STUDENT EXPERIENCE COMMITTEE

To receive
a report of the meeting held on 17 February 2010 LTC09D110

C2. PARTNERSHIPS

To receive
a report. LTC09D111

C3. CONCESSIONS AND APPROVALS

To receive
a report. LTC09D112

C4. NEW COURSE PROPOSALS

To receive
a report. LTC09D113

LTC09A005

C5. QUALITY ASSURANCE AGENCY

To report

that the Agency has published

- (1) revisions to the following sections of its Code of Practice:
 - (i) Section 3: Disabled students

(This may be consulted at:

<http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/section3/Section3Disabilities2010.pdf>)

- (ii) Section 8 of Code of practice, Section 8: Career education, information, advice and guidance.

(This may be consulted at:

<http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/section8/Section8careereducation2010.pdf>)

- (2) three discussion papers regarding the QAA Evaluation of the Academic Infrastructure

(These may be consulted at: <http://www.qaa.ac.uk/academicinfrastructure/evaluation10/>)

SECTION D: RESERVED AGENDA

No items have been received