

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 1.30pm on Wednesday 21 April 2010, 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
14 April 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 Monday 19 April 2010. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 18 March 2010. (Enclosed)

3. STATEMENTS BY THE CHAIR

- (1) Learning and Teaching Day 2010
- (2) To report that a gift of £10,000 has been received for supporting UEA Teaching Fellowships
- (3) Outcomes of the elections for sabbatical officers of the Union of UEA Students
- (4) Department of Business, Innovation and Skills report on postgraduate education
- (5) On 1 April 2010 the Minister for Higher Education announced the establishment of a working group, co-chaired by UUK and the NUS, to help improve information available to students, particularly with reference to student charters and agreements.

(Further details may be found at

<http://www.qaa.ac.uk/news/media/pressReleases/010410.asp>)

4. CONFIRMATION OF CHAIR'S ACTION

- To confirm
- (1) changes in prize regulations
 - (2) Guidelines on proof-reading (Please see doc LTC09D106)
 - (3) Establishment of the Partnerships Strategy Group LTC09D115 (Divider A)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 EQUAL OPPORTUNITIES AND ASSESSMENT

To report

- (1) A single Equality Bill passed through Parliament on 6 April and will receive Royal Assent in the next few days to become the Equality Act 2010. The Equality and Diversity Manager is preparing guidance on the implications of the Act for UEA.
- (2) In 2009/10 the UEA Reassessment Period coincides with Ramadan. The University Assessments Manager, other members of the Learning, Teaching and Quality Office and the Equality and Diversity Manager have been discussing the issues this raises and reviewing the mechanisms in place for making reasonable adjustments where a student's religious beliefs may have an impact on their engagement with study or ability to undertake assessment.

To consider

a discussion paper setting out issues and options in respect of religious observance and University assessment periods LTC09D116 (Divider B)

A2. LTC REVIEWS

To consider

reports on the following reviews of:

- (1) Common Course Structure Degree regulations. LTC09D117 (Divider C)
- (2) Disciplinary Procedures, combined with Professional Misconduct and/or Unsuitability procedures. LTC09D118 (Divider D)

A3. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

To receive

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

HUM LTC09D119 (Divider E)
SCI LTC09D120 (Divider F)
SSF LTC09D121 (Divider G)

To consider

- (1) an oral report on Programme Reviews in the Faculty of Science 2008/9
- (2) oral reports

LTC09A006

A4. UEA LONDON / UEA INTO LONDON

To consider

- (1) a oral report from the meeting of the Institutional Approval Panel on 19 April.
- (2) For approval in principle, a new course proposal from the Norwich Business School for a BSc in International Business Management LTC09D122 (Divider H)
- (3) For approval in principle, a new course proposal from the Faculty of Arts and Humanities for the delivery of the MA in Creative Entrepreneurship at the London study centre LTC09D123 (Divider I)

A5. QAA: EVALUATION OF THE ACADEMIC INFRASTRUCTURE

To consider

the University's response to the QAA's consultative discussion paper regarding an evaluation of the Academic Infrastructure. (vide Minute 68 of the LTC on 18 March,2010) The deadline for submissions is 7 May 2010.LTC09D124 (Divider J)

A6. TAUGHT PROGRAMMES POLICY GROUP

To consider

- (1) a report on the meeting of 24 March 2010 LTC09D125 (Divider K), including

Regulations for the Submission of Work for Assessment
Penalties for exceeding word limits
Penalties for unauthorised late submission
Plagiarism and Collusion Reports
Revisions to the Guidance note on Co-teaching

- (2) a report on the meeting of 17 February 2010, including a recommendation for the adoption of Guidance on the Assessment of Group Work (item deferred from the meeting of 18 March, please refer to the document in your March pack or online at

<https://intranet.uea.ac.uk/committeoffice/ueacombds/lc/lc0910/180310/dividerlltc09d105>

A7. PARTNERSHIPS

To consider

a new course proposal from City College Norwich for a FdA Journalism. LTC09D126 (Divider L)

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 19 April, 2010.

B1 PARTNERSHIPS

To receive

a report on University Campus Suffolk LTC09D127 (Divider M)

B2 CENTRE FOR STAFF AND EDUCATIONAL DEVELOPMENT

To receive

an annual report on CSED activities relating to Learning and Teaching matters. LTC09D128 (Divider N)

Please note that the report and Appendices 1 and 2 will be printed, the remaining appendices will be available online at .

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/lc/lc0910/210410/dividernlrc09d128>

B3 CODE OF PRACTICE: STUDENT REPRESENTATION

To receive

a report on the operation of Staff:Student Liaison Committees 2009/10 LTC09D129 (Divider O)

B4 LTC REVIEWS

To receive

a report on the LTC Review of Assessment LTC09D130 (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 Monday 19 April, 2010.

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

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

Click on the links within the agenda for the papers.

C1. PARTNERSHIPS

To receive

a report. LTC09D131

LTC09A006

C2. CONCESSIONS AND APPROVALS

To receive
a report. LTC09D132

C3. NEW COURSE PROPOSALS

To receive
a report. LTC09D133

C4. HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND

To report
that the HEFCE review of the teaching funding method is now consulting on
key principles and features. The deadline for responses is 12 July, 2010.

(The document may be consulted at:
http://www.hefce.ac.uk/pubs/hefce/2010/10_10/)

C5 DEPARTMENT FOR BUSINESS, INNOVATION AND SKILLS

To report
That the Department for Business, Innovation and Skills have published a
report entitled *One Step Beyond: Making the most of postgraduate
education*.

(the document may be consulted at
<http://www.bis.gov.uk/one-step-beyond>)

SECTION D: RESERVED AGENDA

No items have been received