

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 1.30pm on Wednesday 26 May 2010, in Committee Room 2, the Council House.

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

Alison Rhodes
Head of the Learning, Teaching and Quality Office
19 May 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 24 May 2010. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 21 April 2010. (Enclosed)

3. STATEMENTS BY THE CHAIR

- (1) to report that Professor Richard Gray has been appointed Director of Postgraduate Research Programmes vice Professor Chris Vincent;
- (2) to report that Dr Ben Milner has been appointed Associate Dean (LTC), Faculty of Science vice Dr Nick Watmough;
- (3) to report that, as at 17 May 2010, the rate of response of UEA students to the Postgraduate Taught Experience Survey was 17.2%;
- (4) to note that the Faculty of Science has notified course closures under the new procedure (See LTC09D154);
- (5) to draw attention to the latest position on the development of the HE Achievement Record (HEAR) (See LTC09D155);
- (6) to note that the Higher Education Funding Council for England has invited applications from institutions to shift the balance of their provision towards strategically important and vulnerable subjects (SIVs) in 2010/11. (The document may be consulted at:

http://www.hefce.ac.uk/pubs/circlets/2010/cl06_10/

LTC09A007

4. CONFIRMATION OF CHAIR'S ACTION

(1) UEA London

To confirm Chair's action with regard to the granting of approval to publicise the new course : BA (Hons) International Business Management

(2) UEA response to the QAA consultation on the evaluation of the academic infrastructure

To confirm Chair's action in approving UEA's response LTC09D134 (Divider A)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. UEA LONDON

To consider

recommendations to Senate regarding institutional approval. LTQ09D135 (Divider B)

A2. ACADEMIC STANDARDS : EXTERNAL EXAMINERS' REPORTS 2008-09 (Ug and Pgt), 2008

To consider

a draft report to Senate. LTQ09D136 (Divider C)

A3. LTC GOVERNANCE

To consider

a report. LTC09D137 (Divider D)

A4. LTC REVIEWS

To consider

a progress report on the following review of:

Proposed Membership and Terms of Reference of the review of Module Monitoring and Course Update and Review. LTC09D138 (Divider E)

A5. LTQ PROJECTS

To consider

a report on

Understanding student withdrawal LTQ09D139 (Divider F)

LTC09A007

A6. ENHANCING THE STUDENT EXPERIENCE: CAREERS

To consider
a report on

- (1) UEA provision in the light of the revised Section 8 of the QAA Code of practice on Careers Career education, information, advice and guidance. LTC09D140 (Divider G)
- (2) future of the European Computer Driving Licence (ECDL). LTC09D141 (Divider H)

To receive
an oral report on:

- (3) progress of CV Builder

A7. ENHANCING THE STUDENT EXPERIENCE: OPERATION OF THE SYSTEM OF EXTENSIONS FOR COURSEWORK DEADLINES

To consider
a report. LTC09D142 (Divider I)

A8. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

To consider
oral reports

A9. PG RESEARCH PROGRAMMES POLICY GROUP

To consider
a report. LTC09D143 (Divider J)

A10. TAUGHT PROGRAMMES POLICY GROUP

To consider
a report on

- 1) retention of students' work
- 2) regulations for submission of students' work (taught postgraduate dissertations)
- 3) return of examination scripts to candidates
- 4) review of coursework marking by registration number
- 5) General Regulation 6

LTC09D144 (Divider K)

A11. NEW COURSE PROPOSAL

To consider
for approval in principle a new course proposal. LTC09D145 (Divider L)

(Please note that the full version of the new course proposal can be found online)

LTC09A007
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 24 May 2010.

B1. REVIEW OF PEER OBSERVATION OF TEACHING

To consider
proposals for a review. LTC09D146 (Divider M)

B2. QAA INSTITUTIONAL AUDIT, 2009: PROGRESS REPORT ON ACTION PLAN

To consider
a progress report. LTC09D147 (Divider N)

B3. QAA INSTITUTIONAL AUDIT, 2009: NOMENCLATURE OF COMMITTEES

To consider
a report. LTC09D148 (Divider O)

B4. UEA CODE OF PRACTICE: STUDENT REPRESENTATION AND STAFF:STUDENT LIAISON

To consider
outstanding responses to the questionnaire on the operation of the above.
LTC09D149 (Divider P) – **to follow**

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 24 May 2010.

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. LTC REVIEWS

To receive
a progress reports on the review of Disciplinary Procedures. LTQ09D150

C2. STUDENT EXPERIENCE COMMITTEE

To receive
a report. LTC09D151

LTC09A007

C3. PARTNERSHIPS

To receive
a report. LTC09D152

C4. PROGRAMME MONITORING AND REVIEW

To receive
a report. LTC09D153

C5. NEW COURSE PROPOSALS AND NOTIFICATION OF COURSE CLOSURE

To receive
a report. LTC09D154

C6. QUALITY ASSURANCE AGENCY

To report
that the Agency has published

(1) a note of the Professional statutory and regulatory bodies' (PSRB) forum: Supporting sustainability

(This may be consulted at:

<http://www.qaa.ac.uk/employers/PSRBMar2010.asp>)

(2) a podcast/note about the QAA's leadership of a working group, made up of colleagues from across the higher education sector in the UK and Europe, to explore the **nature of 'doctorateness'** and to consider if further guidance would be useful to support the existing advice about academic quality and standards for doctoral education (see box on right).

(Further details may be consulted at:

<http://www.qaa.ac.uk/standardsandquality/doctoralqualification/default.asp>

C7. UNIVERSITIES UK

To receive
an update on the Development of the Higher Education Achievement Report
LTC09D155

SECTION D: RESERVED AGENDA

No items have been received