

**LEARNING TEACHING AND QUALITY COMMITTEE**

**Minutes of the meeting held on 5 May 2010**

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Present: Dr Nick Watmough (Chair), Mr Stuart Alder (PG Student rep), Dr Susan Barker (PHA), Dr Nigel Clayden (CHE), Dr Helen James (BIO and TPPG rep), Prof. Robin Haynes (ENV), Dr Martin Loftus (CHE), Dr Ben Milner (CMP), Mr Duncan Smith (Faculty Convenor), Prof David Stevens (MTH), Dr Michael Wormstone (BIO) with Miss Jean Whiting (Secretary)

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**SECTION A: ITEMS FOR DISCUSSION AND ACTION**

A1 MINUTES OF THE PREVIOUS MEETING

Considered  
the minutes of the previous meeting held on 10 February 2010. A6, "should be changed to PHA (subject to this not conflicting with the accreditation of the MPharm degree)

Subject to the above change, 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

Received  
an oral report from AD(LTQ) as follows:

A3.1 SCI Executive

Noted  
There was concern about PGT induction and that this should be reassessed with a view to using some of the good practice from the SCI Grad School and offering more comprehensive SCI-wide induction in addition to the School-specific events.

Agreed  
That a paper would be brought to the next SCI LTQC (NW + JMW)

A3.2 New Courses

Noted  
LTQC was awaiting revised versions of:

- BIO's MSc in Molecular Medicine
- BIO's MSc in Sustainable Agriculture and Food Security

In addition to the above, other courses in the approvals stage were:

- CHE's MSc in Forensic, Archaeometry and Provenancing Studies
- CMP's MSc in Applied Statistics
- MTH's MSc in Mathematics with Education
- PHA's MSc in Pharmacy Technology (for Chinese international students)

All of the above courses should submit documentation (e.g., course proposal proforma including supporting statements from an external assessor, approvals from central services) to the LTQC secretary (Jean Whiting) for inclusion with the June LTQC agenda.

#### A3.3 IT Provision for students

Noted

That AD(LTQ) and Professor Dave Stevens had recently attended presentations from Google and Microsoft covering email/file storage etc. ISD have established an Education Board which would meet three times per year and Associate Deans (or their nominee) will be a member of this Board.

#### A3.4 Estates Division

Noted

That a workshop on learning spaces had been organised by Estates. AD(LTQ) would report back on this session at the next LTQC.

#### A3.5 Centre for Contemporary Agriculture Launch at Easton College

Noted

That there was a lot of opportunity for developing further links between UEA and Easton College, potentially for project work of final year and masters students. The newly opened Jubilee Learning Centre was a good facility. AD(LTQ) would attempt to arrange for DLTs and key Easton College staff to meet and discuss possibilities.

### A4. FEEDBACK FROM LEARNING AND TEACHING COMMITTEE HELD ON 3 FEBRUARY 2010

Received

an oral report from AD(LTQ) as follows:

#### A4.1 Assessment – Summer 2010

Noted

- There are 623 examinations, 8000 candidates and 30,000 sittings between 4 May and 3 June 2010.
- Three venues are in operation: Congregation Hall, Blackdale School and the Arts Building.

DLTs have been asked to reflect upon assessment strategies and to note that the business cost of assessment is significant and the University's capacity to run further exams is limited. Schools should think about what they want to deliver and in future.

#### A4.2 Timetables

Noted

Heads of Schools have been sent a reminder that lectures and seminars should start at five past the hours and finish at five to the hour. Adequate changeover time must be allowed for students and this message has been passed to Heads of Schools for dissemination.

#### A4.3 Student Experience

Noted

(a) The Dean of Students Office conducted a survey in 2009 of students and staff. The survey asked about international students' English language and academic skills development. Result of the survey can be found at:

[https://www.uea.ac.uk/polopoly\\_fs/1.131732!int\\_student\\_survey.pdf](https://www.uea.ac.uk/polopoly_fs/1.131732!int_student_survey.pdf)

(b) DOS conducted another survey in 2009 which asked about satisfaction with the advising system. The results are yet to be published. This survey will take place biannually and the next one is due to take place in 2011. Schools are advised to actively engage in Adviser training as this will be of benefit to both the School and the students in a way that is likely to impact positively on NSS outcomes..

#### A4.4 LTC Reviews

- **Professional Misconduct and/or Unsuitability procedures and Disciplinary Procedures** – These review groups have now merged. The implications of changes to these procedures will affect approximately 25% of the calendar and there will be line management issues for Heads of Schools in relation to staff conduct. The Director of Taught Programmes will give a presentation to Faculty Executives outlining the proposed changes. The changes will be presented to Senate in June, so some debate in faculties prior to this would be useful.
- **CCS review** – the agreed position is that under the new regulations students will be required to pass all modules and there will be no condoned progression. The new regulations are due to be in place by September 2012. Schools will need to be clearer about the learning outcomes for each of their modules in any published material, any talks that are given to students, etc.
- **UEA London** - this facility is excellent. The INTO Foundation programmes have been approved, or are in development. The MBA Strategic Carbon Management is currently running and there are plans to run other programmes including an MA in Creative Entrepreneurship and the BA in International Business Management. UEA London represents an important facility and Schools were asked to bear this in mind in relation to developing future programmes.
- **CSED Annual Report / Staff training** – the levels of uptake on CSED courses remain very low. One of the issues is that often training is provided by other sectors of the University and therefore not recorded in the official statistics provided by CSED in their annual report. Something that is exacerbated by the limited opportunities to capture a range of CPD opportunities in the current appraisal and promotions processes.

A5. PGT EXAMINERS REPORTS AND SCHOOL RESPONSES

Considered

reports from the External Examiners for postgraduate provision in Science Schools for the 2008-2009 assessment period, along with the draft responses from Schools (documents B to O filed in minute book).

In considering External Examiner reports, the Committee noted the following extract from the Code of Practice for the External Examiner system for awards (Taught programmes):

*“5.9 Feedback to external examiners is important. External examiners should therefore receive a formal response from the relevant School of Studies, on what action (if any) has been taken as a result of their comments and if no action has been taken, the reason(s) for this.*

*5.10 A draft of the School's response to the external examiner and any other comments must be presented to the relevant Faculty Learning, Teaching and Quality Committee prior to its being sent to the external examiner. It is the role of the Faculty Learning, Teaching and Quality Committee to confirm that all issues have been appropriately addressed and to monitor reports for common themes that may warrant further consideration or action. It is also the role of the Faculty Learning, Teaching and Quality Committee to highlight examples of good practice and consider mechanisms for its dissemination.*

*5.11 The Faculty Learning, Teaching and Quality Committee will report annually to the Learning and Teaching Committee of Senate, confirming that the process has been completed and identifying themes and issues for wider consideration and discussion. The Faculty Learning, Teaching and Quality Committee will also provide the Learning, Teaching and Quality Office with a copy of the School's response to the external examiners' reports.”*

Resolved

where amendments were required, School FMs would consult with their Chairs of Examiners. The amended responses were to be returned to the LTQC secretary (Jean Whiting) for final approval of AD(LTQ).

A6. ITEMS FOR REPORT

Received

a document of issues to report to SCI LTQC (document REP1- 5.5.10, copy filed in the minute book).

A7. ANY OTHER BUSINESS

Noted

Associate Deans have been asked to obtain information from DLTs regarding penalties for exceeding word counts. A collective response from SCI is required, and DLTs are asked to provide information about their Schools processes to Helen James (as TPPG representative).

SCI were also being asked to provide information regarding coursework extensions and extenuating circumstances. The report, currently being drafted by LTQC secretary and AD(LTQ) would be sent to Anne Vallins on completion for consideration by LTC.

A8. DATE OF NEXT MEETING

Noted

the next meeting of SCI LTQC is scheduled for Wednesday, 2 June 2010, 2.00 – 4.00pm, in the CMP meeting room (2.22).