

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from **2pm** on Wednesday 30 June 2010, in the Council Chamber, the Council House.

*There will be tea, coffee and biscuits outside the room from 1.40pm.*

Mel Steele  
Assistant Registrar, Learning, Teaching and Quality Office  
23 June 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 28 June 2010. Reserved items appear in Section D.

### 2. MINUTES

To confirm  
the Minutes of the meeting held on 26 May 2010. (to be circulated)

### 3. STATEMENTS BY THE CHAIR

1. Report of the meeting of the Senate on 16 June 2010
2. ATS posts 2010-11.
3. League Table positions
4. Time budgets on module descriptors

### 4. CONFIRMATION OF CHAIR'S ACTION

- To confirm
- (1) the granting of approval in principle to the new course proposal for a Foundation Degree in Social Pedagogy and Integrated Children's Services (Document LTC09D145 of the meeting on 26 May, 2010, refers)
  - (2) revised Disciplinary Regulations and Procedures and revised General Regulations for Students (Document LTC09D118 of the meeting on 21 April refers). See also agendum 3 (Statements by the Chair).

Please go to the following web link for the document  
<https://intranet.uea.ac.uk/committeefice/ueacombds/sen/sen0910/160610/dividerfsen09d026>

- (3) New Prize Regulations LTC09D134 (Divider A)

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

A1. UEA LONDON

To consider  
a report. LTC09D135 (Divider B)

A2. ENHANCING THE STUDENT EXPERIENCE: CAREERS

To consider

- (1) an oral report on the future of the European Computer Driving Licence (ECDL).
- (2) the Higher Education Funding Council for England's Circular letter 12/2010 on: Employability Statements. LTC09D136 (Divider C)

A3. ENHANCING THE STUDENT EXPERIENCE: STUDENTS WITH DISABILITIES

To consider  
a report. LTC09D137 (Divider D)

A4. ENHANCING ACADEMIC STANDARDS AND THE STUDENT EXPERIENCE: THE DATA WAREHOUSE PROJECT

To consider  
a presentation on the above.

A5. LTC PROJECTS

To consider  
the final report of the 'Transitions into/within HE' project. LTC09D138 (Divider E)

A6. LTC REVIEWS

To consider  
oral progress reports on the following reviews:

- (1) Common Course Structure Degree regulations.
- (2) Examinations and Course Tests.
- (3) Module, Monitoring and Course Update Review
- (4) Professional Misconduct and/or Unsuitability procedures.
- (5) Disciplinary Procedures.

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

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

HUM LTC09D139 (Divider F)  
SCI LTC09D140 (Divider G)

## LTC09A008

To consider

- (1) Module Monitoring and Course Update reports from Faculties:  
LTC09D141 (Divider H)
- (2) themes identified through module monitoring. separate item
- (3) MClined and MA HEP programmes for new academic staff.
- (4) oral reports

### A8. PG RESEARCH PROGRAMMES POLICY GROUP

To consider

- (1) an oral report on:
  - (i) Roberts funding and PGR training programmes 2010-11
  - (ii) Amendments to the Code of Practice and Research Degree Policy Documents regarding the submission of material from published papers as part of the thesis.
  - (iii) Combination of the Rules for the Submission of Work for Higher Degrees and Rules for the Form of Theses and Dissertations
- (2) Combined Research Masters Regulations. LTC09D142 (Divider I)
- (3) Revisions to the Doctor of Education Regulations for 2010-11 LTC09D143 (Divider J)

### A9. TAUGHT PROGRAMMES POLICY GROUP

To consider

an oral report on:

- Reports from Associate Deans on Feedback to Students
- Illegible Examination Scripts – amendment to Regulations
- Overview of Stage Two Academic Appeals and Academic Complaints and Issues Arising
- Review of the Dissertation Supervision proforma
- Taught Postgraduate Course End Dates
- Fitness to Return from Intercalation – revised procedures
- Initial Overview of Postgraduate Taught Experience Survey

### A10. LOOKING AHEAD TO 2010-11

To consider

a report.LTQ09D144 (Divider K)

---

**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 28 June 2010.

**B1. REVIEW OF PEER OBSERVATION OF TEACHING**

To consider  
proposals for a review. (Item deferred from meeting of 26 May, 2010. Document LTC09D146 from 26 May refers) Divider L

**B2. UEA LONDON/INTO UEA LONDON INSTITUTIONAL APPROVAL AND REVIEW OF EXISTING INTO UEA COURSES FOR LONDON DELIVERY**

To consider  
a report. LTC09D145 (Divider M)

**B3. PARTNERSHIPS OFFICE ACTIVITY**

To consider  
a report. LTC09D146 (Divider N)

---

**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 28 June 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. CONCESSIONS AND APPROVALS**

To receive  
a report. LTC09D147

**C2. MODULE AND COURSE MONITORING, UPDATE AND REVIEW**

To receive  
a report. LTC09D148

**C3. NEW COURSE PROPOSALS**

To receive  
a report. LTC09D149

## LTC09A008

### C4. BUSINESS COSTS OF ASSESSMENTS

To receive  
a report. LTC09D150

### C5. QUALITY ASSURANCE AGENCY

To report

- (1) that the QAA is consulting on a draft revised Recognition scheme for subject benchmark statements. The closing date for responses is Friday 2 July 2010. (Further details can be found at <http://www.qaa.ac.uk/news/circularLetters/CL0610.asp> )
- (2) that the Agency has published a podcast on Benchmarking student engagement in which Alex Bols, Head of Education and Quality at NUS talks about the growing emphasis in UK higher education on the student voice, and how NUS is leading the development of a benchmarking toolkit to measure the effectiveness of student engagement. (This may be consulted at [www.qaa.ac.uk/podcasts](http://www.qaa.ac.uk/podcasts) )
- (3) that the QAA Chief Executive Anthony McClaran gave evidence on 21 May 2010 to a public hearing as part of Lord Browne's review of higher education funding and student finance. In response to questions from the panel, Anthony outlined the role of QAA in auditing the links between teaching quality and the student experience, and emphasised the importance of effective communication with students and the wider public. (See [www.qaa.ac.uk/news/media/pressReleases/210510.asp](http://www.qaa.ac.uk/news/media/pressReleases/210510.asp) )
- (4) that the QAA had responded to the HEPI report published on 3 June 2010 on the issues of degree comparability. (This may be consulted at [www.qaa.ac.uk/news/media/pressReleases/030610.asp](http://www.qaa.ac.uk/news/media/pressReleases/030610.asp) )

### C6. HIGHER EDUCATION FUNDING COUNCIL FOR ENGLAND

To report

that HEFCE has provided information to institutions on the next steps in the 2010 National Student Survey (NSS) process, including how and when to access their 2010 NSS results via both the Ipsos MORI and Unistats websites. Institutions will be able to preview their results on the Ipsos MORI NSS results site from 23 July 2010. (Further details can be found at [http://www.hefce.ac.uk/pubs/circlets/2010/cl09\\_10/](http://www.hefce.ac.uk/pubs/circlets/2010/cl09_10/) ).

---

## SECTION D: RESERVED AGENDA

*No items have been received*