

Issue/Item	Priority (A(high), B (medium, C (Low)	Timeframe for completion	Progress Report			Completed?
Review of Academic Appeals and Complaints (inc developing guidance on reporting and use of Extenuating Circumstances). AL currently confirming membership of sub-group	A	To be complete during 2011/12 – target of 29 June 2012	Membership of Review Panel now confirmed. Arrangements for meetings are now being made.			
Implementation/circulation of UEA Assessment Compact	A	Compact agreed will be discussed at TPPG on 19 Oct.				
Ensuring proper planning/development of New Academic Model in each Faculty – establish NAM Working Groups	A	Faculties to consider establishing NAM Working Groups. Schools to submit NAM Prog Specs to LTC by 20 Jan 2012.	HUM and SSF are in process of establishing membership of Working Groups.			
Schools to amend Course descriptions for UEA Prospectus	A	Deadline 30 Oct 2011	Faculty ADs for Admissions and ADs for LTQ are in process of liaising with Schools			
Developing New Academic Model for PGT Provision – next steps re Joanne Ashman’s proposals.	A	PGT model to be established by 30 March 2012	Membership of working group now confirmed. Meeting dates in process of being arranged.			
E-submission of coursework (inc online process, and development of standard submission coversheet) . What will be policy re <u>postal</u> submission of coursework?	A	System to be ‘live’ and ready to run by 26 Sept 2011.	LTS System now in place for 2011/12.			YES
Turnitin – developing a UEA position on its use. Wide or permissive use?	A	Agreed position confirmed with PVC. E Mail circulated to School PO’s by DTP.	Ruling has been circulated to all POs and TDs.			YES
Development of policy on allowable ‘additional costs’ associated with study at UEA – course materials, field trips, equipment etc. What is ‘hidden’ and what is ‘explicit’? Audit in each Faculty.	A	Faculty Assoc Deans to carry out audit in each Faculty. This will inform University policy. Develop policy by 29 June 2012.	Ongoing.			
Code of Practice on Placement Learning – approval required via LTC during 2011/12.	A	To be complete during 2011/12 – target of 29 June 2012	Will be considered at TPPG on 19 Oct.			
Developing a new Teaching & Learning Strategy which takes into account feedback from May 2011 UEA Teaching Strategy Day.	A	Draft strategy developed during 2011/12 by LTC (led by PVC)	ISD Educ Board has already picked up on a number of outcomes of Strategy Day.			

<p>Liaising with/supporting Schools/Faculties to ensure smooth transition to New Academic Model for 2013/14. AL to visit SSF LTQC on 14 Sept 2011 AL to Visit HUM LTQC on 12 Oct 2011 AL to Visit SCI LTQC on 8 Feb 2012 AL to Visit FOH LTQC on 9 May 2012</p>	A	<p>DTP to provide support to all Faculty LTCs during 2011/12. DTP to provide feedback to ADs on how LTCs operate.</p>	Ongoing			
<p>DTP to Develop CSED programme of Staff Development Workshops for 2011/12</p>	A	<p>✓ Completed (programme was signed-off 30 July 2011)</p>				YES
<p>Smooth implantation of new Module Monitoring arrangements for 2011/12. 'Triggers' for proper monitoring, with simplified online questionnaires etc for most modules.</p>	A	<p>Process to be agreed by 30 Oct 2011, and communicated to Schools.</p>	<p>Andrea B will be circulating clarification to all Faculties in Oct.</p>			
<p>Data Input by Academic Staff (A) – Monitoring/reporting attendance on e-vision registers (General Reg 13)</p>	A	<p>Programme of Staff Training required + online guidance.</p>	<p>LTS training has been provided, along with written guidance. Camtasia Screencast training to be circulated in Oct.</p>			YES
<p>UEA Publication on Teaching Innovation/Excellence (Gibbs) (Initial deadline was 31 July 2011)</p>	A	<p>Completed 22 Aug 2011. Copy has been circulated to all Schools by PVC.</p>				YES
<p>Data Input by Academic Staff (B) – Inputting marks using CSV files</p>	A	<p>Programme of Staff Training required + online guidance.</p>	<p>LTS are developing training materials/workshops. Details to be circulated shortly (Oct).</p>			
<p>Develop Policy on retention and use of electronic coursework submissions (DPA issues, text-matching software?)</p>	A	<p>Policy needs to be in place by end of October – discuss and agree policy at TPPG on 19 Oct.</p>				
<p>Preparation for QAA Audit (liaising with Alan Hunt QAA, and UEA Colleagues)</p>	B	<p>Planning discussion with Alan Hunt planned for Nov 2011.</p>				
<p>Workshop on Reviewing of Exam Board practices. Informed by Questionnaires (14 already received).</p>	B	<p>Workshop already arranged for Mon 17 Oct 2011, 2 pm</p>				
<p>Development of standardised Module Template across UEA</p>	B	<p>To be complete during 2011/12 – target of 29 June 2012</p>				
<p>Student Charter sub-group of TPPG (or LTC?) Megan Evans to co-chair with DTP? Continue development of Charter</p>	B	<p>To be complete during 2011/12 – target of 29 June 2012</p>				

Design & development of UEA Teaching Excellence Web-resource	B	To be developed during 2011/12 – target launch date is Mon 17 Sept 2012	Steering Group has now been agreed (Oct 2011). Meetings in process of being arranged. Outline design will be discussed by TPPG on 19 Oct.			
Grade Point Average (GPA) – conversion statement for UEA students (HEAR)	B	To be complete during 2011/12 – target of 29 June 2012				
Embedding 'Employability' within Degree programmes – auditing degrees with help from Careers.	B	DTP to work with ADs and Careers to explore possibilities during 2011/12. Progress report to TPPG for June 2012.				
Development of 'Generic Employability Module' in which students can reflect on paid work/volunteering and/or placements.	B	Module to be approved by LTC by April 2012 for offer to UGs during 2012/13 30 April 2012				
New Code of Practice on Assessment	B	Begin consultation process Sept 2011. Set-up TPPG sub-group Oct 2011 with view to getting draft CoP to LTC by 29 June 2012.	TPPG Sub-group now in place.			
Review of Pilot of Feedback on Exams and development of future policy in this area.	B	Review at TPPG during 2011/12 session. Forward policy proposals to LTC by June 2012.				
Develop policy re approved absence from Course Tests	B	A new policy re to be considered by TPPG and forwarded to LTC for January 2012				
Development of standardised Moderation/Internal Verification proforma/procedure	C	A new proforma to be considered by TPPG and forwarded to LTC by April 2012				
Promoting a more positive engagement with pedagogy-focused CPD at UEA	C	A new policy re CPD to be approved by LTC by June 2013				
Developing wider use of Placements and Placement Modules at UEA	C	DTP to work with ADs to explore possibilities during 2011/12. Progress report to TPPG for June 2012.				
Responding to key implications of Govt White Paper	C	TPPG to consider implications. Proposals for change to be forwarded to LTC by April 2012				

Developing wider use of Peer-Assisted Learning at UEA	C	DTP to seek central funding for 'pilot PAL projects' in each School for 2013/14 – target for LTC approval January 2013				
Clarifying role of the Course Director (a key role within the New Academic Model) – developing a standardised role description	C	Seek agreement on approved role spec/descriptor by June 2013				