

LTC11D008

Title: LTC Schedule of Reports 2011-12
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Issue

To receive the schedule of Learning and Teaching Committee reports during 2011-12.

Recommendation

None contained.

Resource Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

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Background

Not applicable.

LEARNING AND TEACHING COMMITTEE 2011-12

Deadlines for Receipt of Reports

	REPORT	SOURCE	LTC MEETING	DEADLINE FOR RECEIPT	COMMENTS
1	ISD: IT strategies	Jonathan Colam-French	26 October 2011	19 October	
2	Stage 1 Academic Appeals/Academic Complaints	LTS Managers	7 December 2011	28 November 2011	(LTS will also supply data on Stage 2 academic appeals/complaints; student discipline cases and PMUs). Item scheduled later than last session.
3	Plagiarism and/or Collusion Cases	School Plagiarism Officers / LTS Managers	7 December 2011	28 November 2011	
4	Revised New Academic Model Regulations	DTP/Julia Jones	7 December 2011	28 November 2011	
5	Learning Enhancement Team Report, 2009-11	Jeremy Schildt	7 December 2011	28 November 2011	
7	Amended/Revised New Academic Model Regulations	DTP/Julia Jones	1 February 2012	23 January 2012	
8	CSED: Review of 10-11, comment on 11-12 and look forward to 12-13	Paul Levy, Head of CSED	1 February 2012	23 January 2012	
9	External examiners' reports: Ug	FADs (LTQ). LTS Managers and DTP/LTQO	1 February 2012	23 January 2012	Deadline for completion of Faculty reports is 15 December, 2011

10	PgR Students' Progress: annual reports	FADs (LTQ)/PPE Managers and DPgRP	1 February 2012	23 January 2012	Deadline for completion of Faculty reports is for the PGPPG on 20 January 2012
12	"Employability"	Faculty FMs and Director of Careers Service	28 March 2012	19 March 2012	
13	International Students	Jane Amos, DoS	28 March 2012	19 March 2012	
14	Examples of good practice for sharing/discussion arising from module/course monitoring, update and review	FADs (LTQ)/ LTS Managers	28 March 2012	19 March 2012	
15	Student retention and engagement: examples of good practice for sharing/discussion	FADs (LTQ)	28 March 2012	19 March 2012	
16	New Academic Model: Approval of Programme Specifications 'en bloc'	DTP/Julia Jones	16 May 2012	7 May 2012	
17	Completion of Questionnaire re. Operation of Student Representation and Staff:Student Liaison	FMs	16 May 2012	7 May 2012	(LTS will prepare covering report)

18	Students with Disabilities	Jane Abson/Linda Shepherd, DoS	16 May 2012	7 May 2012	
19	External examiners' reports: PgT	FADs (LTQ)/LTS Managers and DTP	16 May 2012	7 May 2012	Deadline for completion of Faculty reports is 3 March, 2012
20	Annual Report from Education Board of ISSC	Shawn McGuire, Chair of Education Board	16 May 2012	7 May 2012	
21	New Academic Model: Approval of outstanding Programme Specifications	DTP/Julia Jones	27 June 2012	18 June 2012	

REPORTS BY DATE OF LTC MEETING

DATE OF LTC MEETING	REPORTS REQUIRED	SOURCE
26 October 2011	<ul style="list-style-type: none"> • ISD: IT strategies 	Director, ISD
7 December 2011	<ul style="list-style-type: none"> • Plagiarism and/or Collusion Cases • Stage 1 Academic Appeals/Academic Complaints • Revised NAM Regulations • Learning Enhancement and Support 	School Plagiarism Officers /LTS Managers LTS Managers DTP/Julia Jones Head of Learning Enhancement Team, DoS
1 February 2012	<ul style="list-style-type: none"> • Amended/Revised NAM Regulations • CSED: Review of 10-11, comment on 11-12 and look forward to 12-13 • External examiners' reports: Ug • PgR Students' Progress: annual reports 	DTP/Julia Jones Head of CSED FADs (LTQ)/LTS Managers and DTP FADs (LTQ)/PPE Managers and DPgR
28 March 2012	<ul style="list-style-type: none"> • "Employability" • International Students 	Faculty FMs and Director of Careers Service Head of International Students' Advisory Team,

	<ul style="list-style-type: none"> • Examples of good practice for sharing/discussion arising from module/course monitoring, update and review • Student retention and engagement: examples of good practice for sharing/discussion 	DoS FADs (LTQ)/LTS Managers FADs (LTQ)/LTS Managers
16 May 2012	<ul style="list-style-type: none"> • NAM Programme Specifications • Completion of Questionnaire re. Operation of Student Representation and Staff:Student Liaison • Students with Disabilities • Education Board ISSC • External examiners' reports: PgT (items kept to a minimum to allow consideration of major items prior to June Senate) 	DTP/Julia Jones Faculty FMs Disability Co-ordinator, DoS Chair of Education Board FADs (LTQ)/LTS Managers and DTP
27 June 2012	<ul style="list-style-type: none"> • NAM Programme Specifications <p>Nothing else scheduled: allows flexibility to consider any outstanding items at end of session</p>	DTP/Julia Jones