

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 26 October 2011

- Present:** The Pro-Vice-Chancellor (Professor T.B. Ward) (in the Chair), the Academic Director of Taught Programmes (Professor A. Longcroft), the Academic Director of Partnerships (Ms E. Towner), LTC Director of Staff Development (Mr P. Levy), the Director of University Services (LTS) (Ms A. Blanchflower), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) (Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner and Dr N. Spalding), the Academic Officer of the Union of UEA Students (Ms M. Evans)**.
- With:** The Director of Information Services (Mr J. Colam-French), the Head of Learning and Teaching (East) (Mr J. Sharp), the Head of Learning and Teaching (West) (Mrs C. Sauverin).
- Secretary:** The Learning and Teaching Manager (LTS) (Mr J. Tully).
- Apologies:** The Academic Director of Postgraduate Research Degree Programmes (Professor R. Gray), the Director of University Services (PPE) (Ms A.E. Rhodes), Mrs C. Dobson (UCS Rep), Mr G. Sorrell (City College Rep), the Student Member nominated by the Union of UEA Students (Mr.), the Assistant Director Faculty IT (Mr S. Jackman) and the Library Director (Mr N. Lewis).

1. MINUTES

Confirmed
the Minutes of the meeting held on 29 June 2011.

2. STATEMENTS BY THE CHAIR

- (1) QAA Mid-cycle Submission
- (2) Integrated Learning and Teaching Service and the hubs
- (3) Ofsted Inspection at Mountview Academy of Theatre Arts
- (4) PVC Academic Open Forum on Facebook
- (5) IT Storage Area network problems

(In his report the Chair noted that:

- (i) the University is required to submit a Mid Cycle Review document to QAA. The submission deadline is 16 April 2012. The Head of LTS East is leading on this activity and will constitute a writing group to author the document.
- (ii) the new integrated services have functioned admirably through the start of the new academic year. There is still substantial work to be done but a promising start has been made. The Chair expressed his gratitude to academic and administrative staff and students for their good will to ensure the success of the new services.

- (iii) the Mountview Academy of Theatre Arts received outstanding grades in the Ofsted Inspection. This was an excellent result.
- (iv) the recent experiment to conduct an Open Forum on Facebook was considered a success. The PVC Academic engaged in a question and answer session with students via Facebook. It was noted there were very few questions directed at the introduction of the integrated services. It has been agreed to schedule further sessions, to take place on a semester basis.
- (v) there was a problem with the IT Storage Area network on 21 October which was promptly resolved. Students may have been denied access to the file share for a short period of time and have since been advised to contact their LTS Hub if this impacted on their ability to meet an assessment submission deadline. Thanks were expressed to the Student Union for their help in ensuring timely communication with students.

3. CONFIRMATION OF CHAIR'S ACTION

Confirmed

(A copy is filed in the Minute Book, ref. LTC11D001)

- (1) New prize regulations and amendments to existing regulations
- (2) Certificate and Diploma in Creative Writing (with named pathways)
- (3) Termination of the agreement with Lowestoft College: BSc Science with a Foundation Year from the end of the academic year 2011-12.

4. TEACHING AND LEARNING STRATEGY

Received

a report from ISD (A copy is filed in the Minute Book, ref. LTC11D002 (Divider B))

(In discussion, members were informed of the proposed plan of work by ISD to support teaching and learning. Members noted the potential for additional benefits to be gained by further strengthening join-up with other relevant areas of expertise in teaching and learning support across the University).

Considered

A report from Estates (A copy is filed in the Minute Book, ref. LTC11D0003)

(In discussion, members considered a range of questions compiled by Estates to assist the division to align its plan of works for teaching spaces with the University's Teaching and Learning Strategy and Corporate Plan. It was agreed that members would give further consideration to the issues raised by the report when developing the new Teaching and Learning strategy).

Endorsed

the establishment of a sub-group of LTC

(The Chair reported on plans for re-writing the University's Corporate Plan. Related to this development, there is now a need to agree a plan for devising a new Teaching and Learning Strategy. A sub-group of LTC will be set up consisting of the PVC Academic, Academic Director of Taught Programmes, Director of Learning and Teaching Service, and the Dean of Students. The sub-group will initiate proposals for

vision and plan, identify required consultation, develop a timetable for delivery and then widen the discussion to bring other colleagues into the process. It was proposed that the student experience strategy is embedded in the Teaching and Learning Strategy).

5. NEW COURSE PROPOSALS

Considered

the granting of approval in principle of

MA/MSc in Environmental Sciences and Humanities (A copy is filed in the Minute Book, ref. LTC11D004)

Endorsed

Approval by Chairs' Action subject to receiving further information from the Course Team regarding

- (1) arrangements for student support, which addresses the issue of interdisciplinary study, during both the Boot Camp and throughout the course
- (2) specific details of assessment types and learning outcomes
- (3) clarification of how feedback will be provided to students throughout the duration of the course
- (4) confirmation of the fees for the course

The Course Team is asked to respond by 11 November 2011.

6. UEA LONDON

Considered

- (1) the outcomes from the Institutional Approval Final Event held on 12 July 2011. (A copy is filed in the Minute Book, ref. LTC11D005)

- (2) an oral update on developments

(In discussion, members considered a report on the outcomes from the UEA London Institutional Approval Final Event on 12 July 2011.

Members heard that the Institutional Approval Panel considered that the issues to which the institutional approval were subject have now been resolved to their satisfaction.

Members were informed that students have now started on their courses. The start of the academic year has revealed some operational teething problems, which are expected to be resolved shortly. The UEA London Group, chaired by the Dean SSF, are working hard to put solutions in place as quickly as possible).

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

Considered

oral reports from the Associate Deans

The Committee also considered issues raised by the Associate Deans in respect of:

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- (1) How courses may be configured to engage and incentivise high calibre students, while still being mindful of the need to engage all students on the course.
- (2) Using the word count penalty by designing assessments where meeting the word count is part of the learning outcomes.
- (3) Ensuring module enrolment choices for students where their course draws on a range of modules owned by a number of schools. This issue was raised with particular reference to the Natural Sciences degree.
- (4) General Regulation 8 and the 50km rule.
- (5) The issue of Good Honours and sharing best practice. (Document, LTC11D007 refers).
- (6) there is a moratorium regarding quinquennial course review in 2011-12. However, there are a number of reviews which must take place this year due to PSBR requirements. These events will require administrative support.
- (7) FMH is starting the process of engaging with the Performance and Quality Assurance Framework (PQAF).

(The Committee received the minutes of the most recent Faculty Learning, Teaching and Quality Committees (LTC11D017, LTC11D018 and LTC11D019 refers).

8. TAUGHT PROGRAMMES POLICY GROUP

Received

an Action Plan for 2011-12 from the Director of Taught Programmes. (A copy is filed in the Minute Book, ref. LTC11D006 refers)

(The Director of Taught Programmes reported:

- (1) there will be no change to the University policy for the use of Turnitin in 2011-12.
- (2) a staff development programme of workshops organised by CSED is now in place and events are scheduled throughout the year. The first session on 1 November on Senate Student Disciplinary Procedures had been well attended by both academic and administrative staff.
- (3) the draft of the Assessment Compact was now complete and will be circulated to members. The proposed Assessment Compact will be integrated into the Code of Practice on Assessment.
- (4) the sub-group to review Academic Appeals and Complaints has been re-convened with new membership. The first meeting is scheduled for 28 October.
- (5) there will be a new Code of Practice on Placement Learning. The code is to be developed through close liaison with the Associate Deans for Learning and Teaching.
- (6) a steering group has been set up to design and develop a new website for the promotion of teaching excellence at UEA. The anticipated date for the launch of the site will be September 2012.

- (7) a template for schools to use to set out ideas for courses within the New Academic Model will be circulated shortly. Schools will be asked to submit the completed templates in January 2012).

9. PGR RESEARCH PROGRAMMES POLICY GROUP

Received

A report from the Director of University Services (PPE)

- (1) update of CoP: reminding LTC of the minimum of 8 supervisory meetings, 3 of which must be formal and of the requirement for supervisor training/refreshers
- (2) establishment of PGR Students Executive chaired by PVC (R, E &E) with the Academic Director of Postgraduate Research Degree Programmes as PGR Director and ADs
- (3) there are new AD PGRs for Science (Professor Julea Butt) and for FMH (Dr Christina Jerosch-Herold)
- (4) bids have been submitted over the summer to i) MRC and ii) BBSRC
- (5) AHRC has invited expressions of interest (by end of Feb) for block grant partnerships. Outcomes of this initial phase will be announced in May. If invited to continue, the final bids have to be submitted by January 2013 to commence from 2013-14 session. Emphasis is on consortia. A Project Officer has been appointed to assist with the preparation of the bid.

10. GOOD HONOURS

Received

report from SSF (A copy is filed in the Minute Book, ref. LTC11D007)

11. LTC SCHEDULE OF REPORTS 2011-12

Received

a report (A copy is filed in the Minute Book, ref. LTC11D008)

12. LTC MEMBERSHIP 2011-12

Confirmed

Membership of LTC (A copy is filed in the Minute Book, ref. LTC11D009)

Resolved

to seek the endorsement of Senate for inclusion of the Director of Information Services as an ex-officio member of the Learning and Teaching Committee.

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13. INSTITUTIONAL REAPPROVAL OF INTO UEA NORWICH

Considered

the re-approval of INTO UEA Norwich as a partner institution for a period of up to five years. (A copy is filed in the Minute Book, ref. LTC11D010)

14. INTO UEA (NORWICH AND LONDON) AND INTO CITY COMMITTEE AND EXAM BOARD ARRANGEMENTS

Considered

changes to the arrangements for INTO UEA (Norwich and London) and INTO City committees and Exam Boards. (A copy is filed in the Minute Book, ref. LTC11D011)

15. PERIODIC REVIEW PROPOSAL FOR PARTNER INSTITUTIONS

Considered

the proposed process for periodic review for partner institutions. (A copy is filed in the Minute Book, ref. LTC11D012)

16. ITEMS FOR REPORT

(1) RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC11D013)

(2) LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2011-12

Received

the terms of reference and membership of the Committee 2011-12. (A copy is filed in the Minute Book, ref. LTC11D014)

(3) STUDENT SURVEYS 2011

Received

(1) the National Student Survey (NSS) 2011
(A copy is filed in the Minute Book, ref. LTC11D015)

(4) PARTNERSHIPS OFFICE ACTIVITY

Received

a report. (A copy is filed in the Minute Book, ref. LTC11D016)

(5) FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

Received

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

HUM – 25th May 2011 (A copy is filed in the Minute Book, ref. LTC11D017)
SSF – 14th September 2011 (A copy is filed in the Minute Book, ref. LTC11D018)
FMH – 22nd June 2011 (A copy is filed in the Minute Book, ref. LTC11D019)