

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 7 December 2011

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

17. MINUTES

Confirmed

the Minutes of the meeting held on 26 October 2011.

18. STATEMENTS BY THE CHAIR

- (1) Closure of the School of Music
- (2) Proposal to change the title of Adviser to Personal Tutor
- (3) Amendment to the Taught Schedule 2011/12
- (4) Course Update for 2012/3 and the New Academic Model
- (5) LTC and partner institutions

In his report the Chair noted that:

- (i) LTC is to set up a sub-group to support students in the School of Music until all undergraduate and postgraduate students complete their studies. The group will have oversight of student academic experience issues; it will ensure the University fulfils its obligations with regard to Quality Assurance and provide a supportive mechanism for students.

The sub-group will initially consist of the PVC Academic, Academic Director of Taught Programmes, Associate Deans Learning and Teaching for the Faculty of Arts and Humanities and the Faculty of Medicine and Health Sciences, the Director of Music in the School of Music, the Academic Officer of the Union of UEA Students, plus a member of academic staff from the School of Music. The group will also include student representation. There will be a standing agenda item on the School of Music at future meetings of LTC.

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The Vice-Chancellor and the Dean of the Faculty of Arts and Humanities are due to meet with students and parents of students of the School of Music;

- (ii) There is a proposal to change the title of Adviser to Personal Tutor, one of the rationales being that the changed of title is a better reflection of the role. The Associate Deans are asked to consult on this suggestion within their constituencies and feedback to the next meeting of LTC;
- (iii) To note there is an amendment to the Taught Schedule for 2011/2. The date of the publication of marks for continuing undergraduate students has been changed from Friday 6 July to Tuesday 10 July. The publication of results for finalists has not been changed and remains Tuesday 3 July. Consultation and agreement has been reached with the Student Union;
- (iv) Feedback from discussions on course update and the New Academic Model (NAM) suggests that some Course Directors are considering bringing forward NAM associated amendments into Course Update for 2012-13. In some cases this may trigger the need for course approval. LTC noted this possibility and will give consideration of how to handle the issue, to encourage early engagement with NAM, and to ensure the approval procedure is robust and as administrative light touch as possible. Guidance will be circulated in due course;
- (v) LTC is to consider the representation of partner institutions within its membership. The Partnership Office will present a paper on this topic to a future meeting of LTC.

19. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Approval of MA/MSc in Environmental Sciences and Humanities
- (2) Approval for the Assessment Compact.

20. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

a report from the Academic Director of Postgraduate Research Degree Programmes. (A copy is filed in the Minute Book, ref. LTC11D020)

Endorsed

- (1) the revised terms of reference, including constitution, of the Postgraduate Research Programmes Policy Group.
- (2) the proposal to reduce the expected response time to receive the independent formal report of external examiners from four to two weeks.

(In their discussion, members:

- (i) welcomed the increased level of student representation proposed in the document;
- (ii) noted arrangements for training of supervisors supported by CSED;

- (iii) noted that LTC will receive a report on the Postgraduate Research Experience Survey (PRES) at its meeting in February 2012;
- (iv) heard that current visa arrangements cause difficulty for international students. This is because the visa extends to the end date of the course, which is identified as the date of submission of the thesis. However it would be more helpful if the visa extended to the date of the examination. In discussion it was suggested that an appropriate end date would be the date of the viva plus two weeks, which would also facilitate time for minor corrections. The Academic Director of Postgraduate Research Programmes will explore the possibility of setting up such an alignment.)

21. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report from the Academic Director of Taught Programmes (A copy is filed in the Minute Book, ref. LTC11D021)

Endorsed

- (1) that the shape of the academic year should be 12 + 12 + (2) + 4. The function of the two week period will be to provide a combination of revision time, opportunities for employability related activities, skills training, or activities which prepare students for the transition to study in the following academic year.
- (2) an amendment to Instructions for Examiners, 9.2.3, which will provide further clarification to Examiners on how to interpret the guidance on classification decisions with regard to borderline candidates.
- (3) revision to the current word count policy. It was agreed to adopt Option 2 in the document (refers LTC11D021).The new policy will be introduced in 2012/3, with FMH having the option of introducing the policy in the spring semester of the current academic year. Word count policy information will be communicated to students though Module Outlines and coursework submission coversheets.

RESOLVED

to approve, in principle

- (i) the revision of the Senate Scale. The Academic Director of Taught Programmes will review the report and focus on the lower mark ranges with reference to the quality assurance threshold for minimum standards and pass degrees.
- (ii) the recommendations in the report for students having to earn the right to reassessment.
- (iii) the proposals for defined choice, noting that (a) there is considerable work to be done on the timetabling and resource issues so as to ensure the arrangements can work effectively for students when making enrolment choices, (b) language modules should, as a first principle, be included in Programme Level Choice category.

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(In discussion, members also considered definitions of, and the scope for, synoptic assessment to be used in the New Academic Model. The Academic Director of Taught Programmes was asked to circulate a revised version of the paper to schools for consideration and discussion via FLTQCs.)

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

Considered

- (1) oral reports from the Associate Deans
- (2) PR5 report from HUM. A copy is filed in the Minute Book, ref. LTC11D022)

(Members also heard that:

- (i) HUM are considering how to factor in a semester abroad module to the majority of their courses as part of their discussion on the New Academic Model;
- (ii) there is a review of the pre-registration Inter-professional Learning Programme (IPL) in FMH and PHA.)

23. QAA MID-CYCLE SUBMISSION

Received

an oral report from the Head of Learning and Teaching (East)

(In discussion, members heard that the Writing Group is making good progress and has completed the skeleton draft document. The Review Group has now been established. It is anticipated that the completed first draft will be made available to the Review Group by mid-January. Proposals in the New Academic Model (NAM) map well to the guidance provided by QAA for the Institutional Review (England and Northern Ireland) (IRENI). This is very promising for the outcome of the review.)

24. UEA LONDON

Considered

an oral report.

(In discussion, members were made aware of on-going issues of concern about academic administration, infrastructure and access to City University services and facilities. Progress is being made with library issues, and a student union presence has now been established on site. Further improvements are expected and will be reported into the next meeting of LTC.)

25. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting of approval in principle of

BEng (Honours) Energy Engineering with Environmental Management
BEng (Honours) Energy Engineering with Environmental Management with a
Year in Industry
MEng (Honours) Energy Engineering with Environmental Management

(A copy is filed in the Minute Book, ref. LTC11D023)

(In their consideration of the proposals, members:

- (i) commended the employability skills map within the document, rating the section as excellent,
- (ii) requested that the learning outcomes are made clearer in the documents,
- (iii) identified a key resource issue with regard to library provision and recommended that a commitment to additional funding for this aspect is required in the business case for the courses.)

Endorsed

approval by Chair's Action subject to approval of:

- (1) further clarification of the learning outcomes of the courses;
- (2) inclusion of a commitment of funding sufficient library resources in the business case,
- (3) confirmation of approval of the business case for the course proposals by the SCI Faculty Executive.

26. PARTNERSHIPS

Received

a report (A copy is filed in the Minute Book, ref. LTC11D024.)

27. MANAGEMENT INFORMATION

Received

reports containing management information about:

- (1) Academic appeals 2010-11 (A copy is filed in the Minute Book, ref. LTC11D025)
- (2) Academic appeals, equality and diversity 2010-11 (A copy is filed in the Minute Book, ref. LTC11D026)
- (3) Academic complaints 2010-11 (A copy is filed in the Minute Book, ref. LTC11D027)
- (4) Academic complaints, equality and diversity 2010-11. (A copy is filed in the Minute Book, ref. LTC11D028)
- (5) Academic discipline 2010-11 (A copy is filed in the Minute Book, ref. LTC11D029)
- (6) Concessions 2010-11 (A copy is filed in the Minute Book, ref. LTC11D030)
- (7) professional misconduct and/or unsuitability (A copy is filed in the Minute Book, ref. LTC11D031)
- (8) plagiarism and collusion 2010-11 (A copy is filed in the Minute Book, ref. LTC11D032)

28. ITEMS FOR REPORT

(1) APPROVED COURSE CLOSURES

The following course have had closure approved:

(1) NBS

T2N1F8201UL – MBA in Strategic Carbon Management (2 Year – London)

T2N1F8301UL – MBA in Strategic Carbon Management (London) To cease delivery from: December 2012

(2) LAW

T2M22Y101 – LLM in Internet Technology and Intellectual Property Law with Research Methods Training (part time) Ceased to be delivered: 2008/09

T1M131101 – LLM in International Trade Law with Research Methods Training Ceased to be delivered: 2009/10

T2M22X201 – LLM in International Commercial & Business Law with Research Methods Training (part time)

T2M131201 – LLM in International Trade Law with Research Methods Training (part time)

T1M203101 – LLM in Media Law, Policy & Practice with Research Methods Training

T2M203201 – LLM in Media Law, Policy & Practice with Research Methods Training (part time) To cease delivery from: 2010/11

(2) CHANGES TO EXISTING PROGRAMMES

The following changes have been approved:

(1) DEV

T1L720101 - MA in Development Studies (full time)

T2L720201 - MA in Development Studies (part time)

(2) NBS

T1NN71101 - MBA

T2NN71201 – Executive MBA (part time)

T1N1F8101 - Strategic Carbon Management

(3) PARTNERSHIPS

Received

a report. (A copy is filed in the Minute Book, ref. LTC11D033)

(4) FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

FMH - 12 October 2011 - A copy is filed in the Minute Book, ref. LTC11D034

- SCI - 11 November 2011 – A copy is filed in the Minute Book, ref. LTC11D035
- SSF- 2 November 2011 - A copy is filed in the Minute Book, ref. LTC11D036

(5) QUALITY ASSURANCE AGENCY

Reported

that the Agency had published

- (1) Higher Education Empirical Research (HEER) database. QAA had recently acquired the Higher Education Empirical Research (HEER) database, which was formerly hosted by the Centre for Higher Education Research and Information (CHERI) at the OU. The database provides a searchable back of easy-to-digest summaries of the latest higher education research of relevance to policy and practice. The database can be accessed at:
<http://heerd.qaa.ac.uk>.
www.qaa.ac.uk/Newsroom/News/Pages/Policy-research-site-acquired-by-QAA.aspx
- (2) A new Chapter in student engagement. QAA podcast on the scoping event for the new student engagement chapter of the UK Quality Code.
www.qaa.ac.uk/Publications/Podcasts/Pages/Student-engagement-UK-Quality-Code.aspx
- (3) Quality Code for Higher Education: External Examining.
http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality_Code_for_Higher_Education_Chapter_B7_External_examining.pdf
- (4) QAA'S Concerns Scheme: Guidance for External Examiners
http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/QAA_concerns_scheme_guidance_external_examiners.pdf