

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 1 February 2012

- 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 Information Services (Mr J. Colam-French), the Director of University Services (LTS) (Dr A. Blanchflower), the Director of University Services (PPE) (Ms A.E. Rhodes), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) (Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner and Dr N. Spalding), Mrs C. Dobson (UCS Rep), the Academic Officer of the Union of UEA Students (Ms M. Evans)**, the Student Member nominated by the Union of UEA Students (Mr Dan Youmans)**
- With:** The Head of Learning and Teaching (East) (Mr J. Sharp), the Head of Learning and Teaching (West) (Mrs C. Sauverin), the Head of the Learning Enhancement Team (Dr J. Schildt), the Assistant Registrar (PPE) (Mr L. Daly)
- Secretary:** The Learning and Teaching Manager (LTS) (Mr J. Tully).
- Apologies:** Mr G. Sorrell (City College Rep), the Library Director (Mr N Lewis)

29. MINUTES

Confirmed
the Minutes of the meeting held on 7 December 2011.

30. STATEMENTS BY THE CHAIR

- (1) The Corporate Plan
- (2) Guardian Group
- (3) Amendment to the Course Closure Procedure
- (4) Word Count Policy
- (5) Senate Scale

(In his report the Chair noted that:

- (i) The draft Corporate Plan will be publicised in early February. The draft document will be made available as soon as possible to members via the Committee Office web pages.
- (ii) LTC is to establish a 'Guardian Group' to support academic developments and quality assurance for the creative writing courses offered jointly with the Guardian newspaper and delivered at UEA London. The Head of LTS East and LTS Manager, Undergraduate Programmes, Arts Hub are progressing. The group will include Professor Jon Cook, the Pro-Vice-Chancellor (Academic) and the Academic Director of Taught Programmes.
- (iii) The Course Closure procedure is undergoing a 'light touch' review by LTC. Members were asked to provide any feedback or suggestions for enhancements to the current procedure to the Head of LTS (East).

- (iv) The word count policy, discussed at the meeting of LTC in December 2011, is to receive further consideration by LTC in light of feedback to the proposal from schools and developments in FMH. FMH have agreed to continue with the current policy for the remainder of the current academic year. The word count policy will be an agenda item at the meeting of LTC in May 2012.
- (v) Following discussion on the Senate Scale at its December meeting, LTC is to consult with Schools of Studies and seek views on how best to encourage full use of the Scale. Associate Deans were asked to consult within their constituencies and report back to the meeting of LTC in June 2012. Issues for consideration include; markers using the full range of marks, how changes in practice may impact on the Good Honours issue, improving feedback to students, the potential impact on workloads of academic staff, the desirability of offering training and workshops about marking for academic staff, and clarifying in Student Handbooks how the marking scale is used by markers.)

31. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Prizes and Scholarships. (A copy is filed in the Minute Book, ref. LTC11D037)
- (2) Approval 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

32. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

an oral report from the Academic Director of Postgraduate Research Degree Programmes.

(Members heard that the Postgraduate Research Policy Group:

- (i) is considering a change to research degree regulations and will report on this issue at a future meeting of LTC.
- (ii) is responding to constructive feedback from QAA by reviewing procedures for transfer (i.e. from MPhil to PhD) with the aim of reducing the variety of current practices and adopting a more consistent and standardised approach.
- (iii) in conjunction with CSED, has renewed the curriculum for supervisor training and arrangements for ensuring attendance. This follows the recent survey of current supervisors and attendance at supervisor training sessions over the last three years. The Associate Deans (Research) are responsible for ensuring supervisors attend training).

33. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report. (A copy is filed in the Minute Book, ref. LTC11D039)

(In their discussion, members:

- (i) heard that, following discussions and consultations with staff involved in the delivery and administration of placements, and extensive research to identify best practice within the sector, the Academic Director of Taught Programmes is proposing to re-write the Code of Practice on Placement Learning. The revised draft will be presented to the May 2012 meeting of LTC.
- (ii) noted that work on the Code of Practice on Assessment is progressing, alongside the revisions to the CCS degree regulations, in readiness for the introduction of the New Academic Model. In the new arrangements, some guidance currently located in the degree regulations will be placed within the Code of Practice. Further consultation is planned. The Academic Director of Taught Programmes (ADTP) is aiming to present the document for approval by LTC at its meeting in May 2012.
- (iii) were informed of external and internal drivers which have combined to put the 'professionalisation' of teaching in higher education on the agenda of HEIs. The ADTP recommended that the University develop a plan to further develop its existing culture of continuous enhancement of pedagogical practice. It was noted that the University already has significant resources to support pedagogy-focused professional development. The ADTP's proposal is to build on these established resources through the development of a five-year plan.
- (iv) welcomed proposals to widen the use of Peer-Assisted Learning (PAL) at the University.)

RESOLVED

to support, in principle, the ADTP's recommendation to create Peer-Assisted Learning Fellowships and to run additional pilot schemes for PAL in schools.

34. NEW ACADEMIC MODEL

Considered

a report from the Head of Learning and Teaching (West) on the Amended/Revised New Academic Model Regulations. (A copy is filed in the Minute Book, ref. LTC11D040)

Reported:

- (i) on the proposal to no longer use the definition of levels as used in the current degree regulations and to adopt FHEQ levels.
- (ii) that, in the new arrangements, the Programme Specifications will be a master reference document for courses, containing specific information about courses, while the regulations will contain generic rules and guidance.
- (iii) on proposed changes to the responsibilities of the Chairs of Boards of Examiners, and Boards of Examiners, with regard to recording and presentation of marks and moderation, confirming marks, the award of prizes, reduced discretion in classifying degrees for borderline candidates, voting arrangements, and the replacement of the Module Assessment Boards with a more robust moderation process.
- (iv) on considerations of making Progress Boards optional while maintaining the requirement that Schools of Studies monitor students' academic progress.

(In their discussion, members:

- (i) considered a draft of the undergraduate degree regulations.
- (ii) noted that the finalised version of the draft regulations will be presented to the Committee after LTC has endorsed proposals for appeals and complaints.
- (iii) received clarification regarding how defined choice in the New Academic Model would work at an operational level. (ref. LTC11D039)

RESOLVED

to record the Committee's gratitude and to congratulate the Head of LTS (West) and the Project Officer for the New Academic Model for their work on the new regulations.

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

Considered

oral reports from Faculty Associate Deans.

(Members heard:

- (i) FMH are considering policy and procedures for imposing penalties for a breach of confidentiality. This issue will be brought back to a future meeting of LTC.
- (ii) SCI have conducted a process of course rationalisation which will result in the reorganisation or closure of some courses.
- (iii) concerns expressed about the proposed NSS plus student experience survey with respect to the length of the survey and the capture of useful course level data. The results of the survey will be discussed at a future meeting of LTC.
- (iv) an update on progress with the New Academic Model.)

36. LEARNING ENHANCEMENT

Considered

the annual report from the Learning Enhancement Team from the Dean of Students' Office (A copy is filed in the Minute Book, ref. LTC11D041)

(In discussion members heard;

- (i) the Learning Enhancement Team provides expert guidance to students on mathematics and statistics, academic writing, and study skills.
- (ii) feedback from student users is very positive.
- (iii) student demand for the services has increased considerably during the last year.
- (iv) the successes of the team has created challenging resource implications and increased workloads for team members.

RESOLVED

- (1) to promote the report to Heads of Schools and Teaching Directors, and to publicise the report via the University website.
- (2) to congratulate the Learning Enhancement Team for the excellent work it carries out to support students.

37. PARTNERSHIPS

Considered

a report on an Easton College New Course Proposal. (A copy is filed in the Minute Book, ref. LTC11D042)

RESOLVED

to approve in principle the proposal for the BSc Animal Science and Welfare (one year top up) to go forward to validation.

38. UEA LONDON

Considered

an oral update on developments.

(In discussion members were informed that meetings have taken place between the University and INTO to discuss issues regarding vision and strategy. It was confirmed that all students at UEA London now have the opportunity to obtain a campus card and access library facilities).

39. THE SCHOOL OF MUSIC

Considered

an oral update on developments.

(Members were informed that arrangements for the monitoring group were being progressed. Membership of the group has been established and the first meeting is now scheduled).

40. QUALITY ASSURANCE AGENCY

Received

an oral report on recent meetings with QAA from the Head of LTS East.

(Members heard that:

- (i) about developments with the QAA Quality Code framework and the plans of the LTS led working group to focus on the implementation of the framework and IRENI requirements.
- (ii) that a Guidance Note, written by the Head of LTS East, on QAA Information and Guidance: International Students has been published (ref. LTC11D048)
- (iii) the draft document from the Mid-cycle Review Writing Group will be made available to the Review Group by 17 February 2012.)

LTC-M6
01.02.2012
Min. 41

41. PARTNERSHIPS

Considered

a report City College Norwich Cheating and Plagiarism Procedure. (A copy is filed in the Minute Book, ref. LTC11D043)

42. ITEMS FOR REPORT

(1) THE CORPORATE PLAN

Received

a draft of the Corporate Plan (A copy is filed in the Minute Book, ref. LTC11D044)

(2) REVISED CODE OF PRACTICE ON PEER OBSERVATION

Received

a revised code of practice on peer observation. (A copy is filed in the Minute Book, ref. LTC11D038)

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

Received

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

SSF – 7 December 2011 (A copy is filed in the Minute Book, ref. LTC11D045)

(4) PARTNERSHIPS

Received

a report. (A copy is filed in the Minute Book, ref. LTC11D046)

(5) UEA REVIEW OF THE DOCTORAL PROGRAMME IN CLINICAL PSYCHOLOGY

Received

a report. (A copy is filed in the Minute Book, ref. LTC11D049)

(6) NEW COURSE PROPOSALS

Reported

fast-track approval of the following courses:

BA American History with Modern History
BA Leading Innovation for Clinical Practitioners
MA Leading Innovation for Clinical Practitioners
MSc Leadership in Dementia Care
MA Biography and Creative Non-Fiction
MA Theatre Directing: Text and Production
MA Writing and the Modern World

- (7) THE HIGHER EDUCATION ACADEMY ANNUAL INSTITUTIONAL REPORT 2010-11 (DRAFT)

Received

a report (A copy is filed in the Minute Book, ref. LTC11D047)

- (8) QUALITY ASSURANCE AGENCY

Reported

that the agency has recently circulated:

- (1) Guidance regarding International Students:
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/International-students.pdf>
- (2) Guidance Note on (1) from Head of Learning and Teaching East (A copy is filed in the Minute Book, ref. LTC11D048)
- (3) Draft for consultation regarding Research Degrees:
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Chapter-B11-Research-degrees.pdf>
- (4) Consultation on Section C of the Quality Code:
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Part-C-Information-about-higher-education-provision.pdf>