

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 28 March 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 Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner and Ms J. Collier), the Academic Officer of the Union of UEA Students (Ms M. Evans)**, the Student Member nominated by the Union of UEA Students (Mr D. Youmans)** and a representative of the Graduate Students' Association, (Mr J. Taylor)** (except for business marked**).
- With:** The Director of Planning (Mr I. Callaghan), the Head of Learning and Teaching (East) (Mr J. Sharp), the Library Director (Mr N. Lewis), the Assistant Registrar BIU Planning Office (Dr G. Fincham) and the Assistant Registrar Partnerships (Mr Stephen Knock).
- Secretary:** The Learning and Teaching Manager (LTS) (Mr J. Tully).
- Apologies:** 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 Associate Dean FMH (LTQC) (Dr N. Spalding), Mrs C. Dobson (UCS Rep), Mr G. Sorrell (City College Rep).

43. MINUTES

Confirmed
the Minutes of the meeting held on 1 February 2012.

44. STATEMENTS BY THE CHAIR

- (1) Russell Group/1994 Group
- (2) The School of Music Monitoring Group
- (3) QAA Mid-cycle Review
- (4) UCAS Post Qualification Applications

In his report the Chair noted that:

- (1) Four universities, Durham, Exeter, Queen Mary and York, have recently left the 1994 Group and joined the Russell Group. It was noted that, despite the departures, the 1994 Group will continue to support its mission.
- (2) The first meeting of the School of Music Monitoring Group has now taken place. The meeting was considered productive by all participants and identified a number of issues for further exploration. The next meeting will be scheduled to take place in early summer, 2012.

- (3) The University's response to the QAA Mid-cycle Review is to be submitted by the 16 April. The Head of Learning and Teaching (East) reported that good progress was being made with the preparatory work for the submission.
- (4) After extensive consultation with the schools and higher education sector, the Universities and Colleges Admissions Service (UCAS) has decided not to progress its proposal to introduce post-qualifying applications.

45. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Prizes and Scholarships
- (2) Amendment to General Regulation 17.

(A copy is filed in the Minute Book, ref. LTC11D051)

46. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

a report. (A copy is filed in the Minute Book, ref. LTC11D070)

(Members heard that the Postgraduate Research Policy Group:

- (i) endorsed the draft entries proposed for inclusion in the University response for the QAA Institutional Audit Mid-cycle Report. Noting that the two key issues raised in the 2009 Institutional Audit Report are addressed in the response; the training and monitoring of PGR students who teach and improving the clarity of the admissions procedure.
- (ii) planned to increase the take-up of supervisor training.
- (iii) proposed an amendment to the Regulations for the Degree of Doctor of Medicine so that, in future, all research work must be completed during candidates' employment in a clinical or scientific setting. The current regulations state that most of the work should be completed. The rationale for the change is that, occasionally, a candidate will encounter difficulties in completing their research after they have left their employment.
- (iv) have considered, in discussions relating to the revalidation of ClinPsyD programme, how taught elements of the programme comply with the Code of Practice for Assuring Teaching Quality. Consequently, the programme team have been asked to ensure that the taught elements comply with the New Academic Model. This approach will apply to all the other professional doctorates offered by the University.
- (v) reported on a successful bid to the BBSRC NRP Doctoral Training Partnership, noting that the funding will make a significant contribution to supporting up to 59 PhD studentships.

(In discussion members heard that the CSED Teaching Skills Programme is to be submitted for re-accreditation for Associate Fellowship of the Higher

Education Academy. CSED are exploring whether training offered in HUM and SSF to can also be included in the re-accreditation process).

RESOLVED

- (1) to support the proposal for changes to the Regulations for the Degree of Doctor of Medicine.
- (2) to provide PGR students, as part of their training, with information about services and support offered by the Dean of Students' office.
- (3) to support a proposal to help students on Tier 4 visa arrangements by initially registering students for PhD with a review after 12 months, at which point the student can be transferred to MPhil.

47. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report from the Academic Director of Taught Programmes on:

- (1) New Academic Model for Postgraduate Programmes
- (2) Working Group on Plagiarism and Collusion
- (3) Working Group on Double Marking & Internal Moderation
- (4) Reflecting on the use of 'Levels' and 'Free Choice' in the Common Course Structure; Lessons for the New Academic Model
- (5) National Teaching Fellowships (NTF) Applications
- (6) Teaching and Learning Day 15 May 2012

(A copy is filed in the Minute Book, ref. LTC11D052)

(In discussion, members heard:

- (i) a full and thorough explanation of the background and context for postgraduate taught programmes and the New Academic Model, and the menu of possible options for members to consider as presented in the ADTP's written report.
- (ii) that the complexity of issues relating to postgraduate taught provision makes standardisation desirable but difficult to achieve.
- (iii) of the desirability of having only one set of regulations, to reduce the complexity of the regulations and reduce associated costs by making the regulations more simple.
- (iv) that further consideration is required of how Integrated Masters degrees and the PG Diploma will map to the New Academic Model.
- (v) that the proposal that students must pass all modules is desirable but this could be achieved by managing students' academic performance upwards rather than by regulatory means.
- (vi) concerns expressed regarding arrangements for attendance monitoring and the capability of the IT software to support the requirements dictated by the proposed regulation that students must earn the right to reassessment).

LTC11M004

LTC-M4
28.03.2012
Min. 47

Endorsed

- (1) the proposal to introduce the New Academic Model for postgraduate taught programmes in 2014/5 (Reference to 'The timing of PGT NAM', Option A in the report, ref. LTC11D052).
- (2) that the regulation regarding condoned fails will only apply to the reassessment and not to the first attempt. A student who is unsuccessful in the first attempt and is allowed to proceed to reassessment must take the reassessment.
- (3) the proposal that students will only be offered a reassessment opportunity where they have no more than 20% unauthorised absences in monitored activity for the failed module, and where the student has achieved an overall mark of 20% for the module. Noting that students may be permitted to take reassessment where there are extenuating circumstances or where marks have been penalised due to late submission or because of plagiarism or collusion. Where students have failed more than one module they will need to satisfy the reassessment criteria in each failed module to be permitted to progress to reassessment. Students will not be permitted to go to reassessment to obtain an exit award. (Reference to 'Earning the right to reassessment', Option A in the report, ref. LTC11D052).
- (4) the proposal that the minimum module size in the New Academic Model will be 20 credits. The only exception will be the MBA which may keep its current 10 credit module arrangements. For all other programmes, where there is a compelling case for inclusion of modules of less than 20 credits in a course, schools can seek a concession from the ADTP. (Reference to '20 credit minimum module size', Option A in the report, ref. LTC11D052).
- (5) the proposal for a maximum of 50 credits in total for the award of a degree, either separately or in combination, for Prior Certified Learning (APCL) or Prior Experiential Learning (APEL). ADLTs in FMH and SSF will have authority to grant APCL/APEL beyond the 50% limit. (Reference to 'APEL/APCL arrangements' Option A in the report, ref. LTC11D052).

RESOLVED

- (1) to agree in principle to the introduction of a Merit award. Noting that more research is required into arrangements across the sector before setting the threshold for Pass, Merit and Distinction.
- (2) that Faculties will forward plan a timetable to manage the need for condoned fails out of the regulations. The ADLTs for HUM, SCI and SSF to regularly submit an annual plan to LTC from September 2012.

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

Considered

oral reports from Faculty Associate Deans

(Members heard:

- (i) HUM are exploring ways of providing feedback to students on examinations
- (ii) a request for clarification regarding the operation of the course approval process and the relationship between the current procedure and course approval via the NAM route.
- (iii) in anticipation of work for PGT NAM, requests to simplify the form for providing course information for NAM.)

49. PARTNERSHIPS

Considered

a report on City College Norwich Course Proposals. (A copy is filed in the Minute Book, ref. LTC11D053)

RESOLVED

to approve in principle the proposal for the following courses to go forward to validation:

- (i) Cert/Dip HE Practitioner in Social Care
- (ii) BA (Hons) Leadership in Public Services (one year top up)
- (iii) FdA Dementia Care
- (iv) FdSc Mental Health Practice.

50. HIGHER EDUCATION ACHIEVEMENT RECORD (HEAR)

Considered

a report from the Director of Planning (A copy is filed in the Minute Book, ref. LTC11D054)

(Members heard:

Universities are required to produce a Higher Education Achievement Record (HEAR) for all undergraduate students starting their courses in September 2012. Members were asked to consider the content of the HEAR).

RESOLVED

- (1) sporting achievements would not be included in the HEAR
- (2) the following achievements should, wherever possible, be recorded in section 6.1 in the Higher Education Achievement Record:
 - (i) Students holding a committee role in a student society
 - (ii) Membership of Staff/Student Liaison Committee
 - (iii) Membership of University or Students' Union Committee
 - (iv) Prizes gained during all stages of study
 - (v) Volunteering logbooks
- (3) dependent on the outcome of current trialling of the NUS Award, to give further consideration of including details the award in the HEAR.
- (4) to support a proposal to set up a cross-service working group to consider module information and usage.

LTC11M004

LTC-M6
28.03.2012
Min. 51

51. ENHANCING THE STUDENT EXPERIENCE: LEARNING AND TEACHING DAY

Received

a report from the Academic Director of Taught Programmes providing outline arrangements for the Learning and Teaching Day on 15 May 2012. (A copy is filed in the Minute Book, ref.LTC11D056)

52. CSED ACTIVITIES

Considered

a report on CSED activities for the academic year 10/11 and plans for CSED activities in 12/13. (A copy is filed in the Minute Book, ref.LTC110D057)

(Members heard:

- (i) there had been an increase in sessions for academic staff delivered this academic year, which was due to the input of the Academic Director of Taught Programmes
- (ii) the LTC Director of Staff Development requested comments and feedback on CSED 's programme from members).

RESOLVED

for the Committee to record its thanks the Academic Director of Taught Programmes for his contribution to the CSED programme.

53. FACULTY RESPONSES TO THE PGT NEW ACADEMIC MODEL PROPOSALS

Received

a report from each Faculty. (A copy is filed in the Minute Book, ref. LTC11D063)

54. PARTNERSHIPS

Considered

a report from the meeting of the University Campus Suffolk Joint Academic Committee held on 7 March 2012. (A copy is filed in the Minute Book, ref. LTC11D058)

55. ITEMS FOR REPORT

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

Received

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

- (1) SSF LTQC 25 January 2012. (A copy is filed in the Minute Book, ref. LTC11D059)
- (2) FMH LTQC 21 December 2011 and 25 January 2012 (A copy is filed in the Minute Book, ref. LTC11D060)
- (3) HUM LTQC 14 December 2011 (A copy is filed in the Minute Book, ref. LTC11D061)
- (4) SCI LTQC 8 February 2012 (A copy is filed in the Minute Book, ref. LTC11D062)

(2) PARTNERSHIPS

Received

a report on Partnerships Office activity – February to March 2012. (A copy is filed in the Minute Book, ref. LTC11D064)

(3) NOMINATIONS TO THE UEA TEACHING FELLOWSHIP SCHEME

Reported

National Teaching Fellowship Awards 2011-12 (A copy is filed in the Minute Book, ref. LTC11D065)

(4) NEW COURSE PROPOSALS

Reported

fast-track approval of the following course:

MRes Health Research (A copy is filed in the Minute Book, ref. LTC11D066)

(5) DATES OF LEARNING AND TEACHING COMMITTEE MEETINGS 2012-2013

Reported

that the dates of the LTC meetings in 2012-2013 have been provisionally set as below:

Wednesday 24 October 2012 – 1.30pm
Wednesday 5 December 2012 – 1.30pm
Wednesday 30 January 2013 – 1.30pm
Wednesday 20 March 2013 – 1.30pm
Wednesday 15 May 2013 – 1.30pm
Wednesday 26 June 2013 – 1.30pm

(6) QUALITY ASSURANCE AGENCY

Reported

that the agency has recently circulated:

- (1) Consultation on the draft guidance for UK higher education providers on enterprise and entrepreneurship education:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/EE-draft-consultation.aspx>

The closing date for comments is 24 April 2012.

- (2) Consultation on the UK Quality Code for Higher Education, Chapter B5: Student engagement:

<http://www.qaa.ac.uk/Newsroom/Consultations/Pages/student-engagement.aspx>

The closing date for comments is 18 April 2012.

Received

- (1) a response from the Head of Learning and Teaching (West) to the UK Quality Code for Higher Education Part C: Information about Higher Education. (A copy is filed in the Minute Book, ref. LTC11D067)
- (2) a draft response to QAA Consultation (Questionnaire) on UK Quality Code for Higher Education Chapter 11: Research Degrees, January 2012. (A copy is filed in the Minute Book, ref. LTC11D068)

(7) OFFICE OF THE INDEPENDENT ADJUDICATOR

Reported

that the OIA has recently circulated publication guidance and information about the number of completion of procedures letters issued.

- (1) Amendments to the Rules and relevant Guidance regarding publication of decisions are available at

http://www.oiahe.org.uk/media/45302/oia_memorandum_regarding_rule_amendments_and_publication.pdf

- (2) A revised copy of the rules, in effect from 1 February 2012, is available at

<http://www.oiahe.org.uk/media/1258/oia-rules.pdf>

- (3) Number of Completion Of Procedures Letters Issued (A copy is filed in the Minute Book, ref. LTC11D069)