

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 16 May 2012

- Present:** The Pro-Vice-Chancellor (Professor T.B. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Director of University Services (LTS) (Dr A. Blanchflower), 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 Dr N. Spalding), Mrs C. Dobson (UCS Rep), Mr G. Sorrell (City College Rep), the Academic Officer of the Union of UEA Students (Ms M. Evans)**, and a representative of the Graduate Students' Association, (Mr J. Taylor)** (except for business marked**).
- With:** The Head of Learning and Teaching (East) (Mr J. Sharp), the Head of Learning and Teaching (West) (Mrs C. Sauverin), the Assistant Registrar BIU Planning Office (Dr G. Fincham), the Director of Careers and Employability (Mrs A. Hillary), the Learning and Teaching Manager (LTS) (Ms B. Fitt), Lecturer in Epidemiology/Public Health (S. Barna).
- 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 Information Services (Mr J. Colam-French) the Director of University Services (PPE) (Ms A.E. Rhodes), the Library Director (Mr N. Lewis).

56. MINUTES

Confirmed
the Minutes of the meeting held on 28 March 2012.

57. STATEMENTS BY THE CHAIR

- (1) 'Core and Margin' Arrangements 2013/14
- (2) Learning and Teaching Day
- (3) Additional meeting of LTC in July.

In his report the Chair noted that:

- (1) The Government has announced a change of position on 'Core and Margin' arrangements with movement from applicant achievement of AAB to ABB at 'A' Level. The expectation is that the new arrangements will be beneficial to the University. However, the message to schools remains unchanged and there will be no relaxation on tariff.
- (2) The organisers of the recent Learning and Teaching Day on 15 May 2012 were congratulated for delivering a successful event. Thanks were also expressed for all staff who contributed on the day.

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- (3) The volume of business of the Committee, particularly in relation to the New Academic Model, means there may be a need to schedule an additional meeting in July.

58. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Prizes and Scholarships
- (2) Approval for the introduction of a Merit Award for postgraduate taught degrees. The threshold will be set at 60%.

(A copy is filed in the Minute Book, ref. LTC11D071)

59. CORPORATE PLAN: EDUCATION AND STUDENT ACADEMIC EXPERIENCE TARGETS

Considered

a report from the Assistant Registrar, Business Intelligence Unit (BIU). (A copy is filed in the Minute Book, ref. LTC11D055)

(In their discussion, members

- (i) heard that the action scheme in the report is presented in a diagrammatic form which attempts to capture the hierarchical structure of relationships between targets within the Education and Student Academic Experience sections of the Corporate Plan and their lower level drivers. The action scheme proposes a division into four basic categories, grouped as actions, data items, real targets and outputs, where outputs and over-arching targets are understood as being driven by lower level items susceptible to target setting, conscious control and direction.
- (ii) heard that the BIU has established a Working Group, including representation from Faculties, to develop the action scheme presented to the Committee.
- (iii) welcomed proposals to progress the project, including provision of additional data sets via the Blackboard site and planned visits by the BIU to Faculty Executive meetings.)

RESOLVED

to congratulate and thank Dr Fincham and his team for their excellent work on this task.

60. TAUGHT PROGRAMMES POLICY GROUP

Considered

reports from the Academic Director of Taught Programmes on:

- (1) Draft Code of Practice on Placement Learning
 - (2) Word Count Policies
 - (3) Policy on Social Media
- (A copy is filed in the Minute Book, ref. LTC11D070)

- (4) The New Academic Model
- (A copy is filed in the Minute Book, ref. LTC11D083)

(In their discussion members

- (i) were informed that the draft Code of Practice on Placement Learning aimed to provide clear mechanisms for the recruitment of placement providers; the monitoring of existing provision; clarification of roles and responsibilities associated with placement or work-based learning; a robust approach to risk assessment which ensures student safety; mechanisms for timely feedback and communication, and procedures for record keeping. The Code provides a minimum standard for use across the University. It is anticipated that PSRB requirements will make demands which are additional to these minimum standards and, where this is the case, the PSRB requirement will supersede those stated in the Code.
- (ii) considered the presentation of equality and disability issues in the draft Code of Practice on Placement Learning and concluded that they would be best presented through being embedding in the text of the document rather than by inclusion in a separate section. Section 10 could then be attached as an appendix to the finalised document.
- (iii) were reminded of the background to the discussion on the Word Count Policy.
- (iv) heard that the growth and increased usage of social media suggested that a new policy was required for both staff and students. Members noted the issue touched upon or referenced the Dean of Students' Office, Human Resources, the Quality Assurance Agency and the Student Charter, as well as policies relating to student discipline, harassment and bullying, equality, conditions of computer usage and the General Regulations for Students.
- (v) noted guidance for the scrutiny of programme specifications for undergraduate courses and the New Academic Model. The process to ensure compliance with the New Academic Model has already been conducted at Faculty level. A 'scrutiny group' has now been established to report on innovative and creative interpretation of the Model, and to identify examples of best practice. The scrutiny group will report their findings into future meetings of the Committee.

RESOLVED

- (1) to thank the Academic Director of Taught Programmes and the Taught Programmes Policy Group for their work on these issues.
- (2) to thank Ms Fitt (LTS Manager and Service Lead for Placements) for her work on the draft Code of Practice on Placement Learning.
- (3) that the policy on Social Media should be progressed by the Dean of Students' Office, with the Head of LTS (East) addressing the QAA requirements of the policy.

Endorsed

- (1) the Committee endorsed in principle approval of the draft Code of Practice on Placement Learning and agreed to Chair's Action to approve the draft following the amendment to reflect the discussion on equality and diversity. It was noted that the draft document will be subject to scrutiny by the University lawyers before final approval.

- (2) the Committee endorsed option 4 in the Word Count Policy document. From 2012/13 the following word count penalties will apply:
- (i) Student exceeds word count by up to 10% over word limit. There will be no penalty.
 - (ii) Student exceeds word count by 10% or more over the word limit. There will be a deduction of 10 marks off the original mark. When the original mark is within 10 marks of the pass mark the penalty will be capped at the pass mark. Original marks below the pass mark will not be penalised.
 - (iii) Where a student fails to provide an electronic copy when requested the mark will be capped to the pass mark.
 - (iv) Where a student intentionally misrepresents the word count in the declaration box the mark will be capped at the pass mark.

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

Considered

oral reports from Faculty Associate Deans

(Members heard that:

- (i) Faculties are developing strategies on Employability. SCI has a half-day planned as part of their strategic action plan for Employability. FMH are organising a symposium on Employability. HUM is also developing a faculty strategy.
- (ii) SSF is reviewing and updating its action plan for Good Honours.
- (iii) the procedure for producing external examiner school response reports has been problematic this year. The difficulties experienced were mainly attributable to 'bedding-in' issues with the new integrated Learning and Teaching Service and is expected that all issues of concern will be resolved in time for the next cycle of reports.
- (iv) FMH is developing curricula on compassion and dignity for patients, which aims to empower students to challenge difficult situations)

62. NEW COURSE PROPOSALS

Considered

the granting of approval in principle of MSc in Regional Anaesthesia (LTC11D073)

(In their consideration of the proposal, members welcomed the proposal but requested that the Medical School provided more detail and clarification on a number of resourcing and consultation issues in relation to the business case).

RESOLVED

the ADLT FMH and Secretary to LTC to obtain clarification regarding the business case.

Endorsed

subject to satisfactory clarification on these issues, the Committee endorsed the use of Chair's Action to confirm approval of the course.

63. QAA ENTERPRISE AND ENTREPRENEURSHIP EDUCATION

Considered

a report from the Director of Careers and Employability (LTC11D074)

Members heard:

(i) the QAA draft guidance on Enterprise and Entrepreneurship and a draft paper 'Recommendations for UEA' were discussed at the Employability Executive in March 2012. Members were invited to comment on both documents.

(In their discussion, members

(i) expressed concern about how learning outcomes regarding enterprise could be demonstrated

(ii) stressed the importance of clear definitions for, and distinctions between, enterprise, enterprise education, entrepreneurship and entrepreneurship education

(iii) commended the QAA draft guidance document for its clarity.

RESOLVED

to discuss the report at future FLTQCs and provide feedback to the Director of Careers and Employability.

64. GREENING TOMORROW'S LEADERS: DESIGNING SUSTAINABILITY CURRICULA ACROSS DISCIPLINES AT UEA

Considered

a report (LTC11D075)

Members heard

(i) a teaching fellowship has been granted to explore ways to develop sustainability education as part of students' academic experience at the University.

RESOLVED

ADLTs to identify potential academic representatives from schools who could join the Designing Sustainability Working Group.

65. UEA LONDON

Received

an oral update on developments.

66. THE SCHOOL OR MUSIC

Reported

the next meeting of the Monitoring Group has been scheduled for 21 June 2012.

67. 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) HUM LTQC 25 January 2012. A copy is filed in the Minute Book, ref. LTC11D077)
- (2) FMH LTQC 25 January 2012. A copy is filed in the Minute Book, ref.– LTC11D078)

(2) PARTNERSHIPS

Received

a report on Partnerships Office activity – March to May 2012. (A copy is filed in the Minute Book, ref. LTC11D079)

(3) STUDENT RETENTION AND ENGAGEMENT

Received

a report on student retention and engagement with examples of good practice for sharing and discussion from FMH. (A copy is filed in the Minute Book, ref. LTC11D080)

(4) 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, noting that the March date has moved from the date presented at the previous meeting of LTC:

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

Received

- (1) the QAA Quality Code for Higher Education Chapter B3 is due to go to consultation shortly.

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality%20Code%20-%20Chapter%20B3.pdf>

- (2) the University's draft response to consultation on the UK Quality Code for Higher Education, Chapter B5: Student engagement:

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

(A copy is filed in the Minute Book, ref. LTC11D081)

Reported
that the Agency has recently circulated:

(1) the QAA Quality Code for Higher Education Chapter B7

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality%20Code%20-%20Chapter%20B7.pdf>

(2) a circular CL 06/12: Publication of Quality Code Part C: Information about higher education provision. (A copy is filed in the Minute Book, ref. LTC11D082)