

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 27 June 2012

- Present:** The Pro-Vice-Chancellor (Professor T.B. Ward) (in the Chair), the Academic Director of Postgraduate Research Degree Programmes (Professor R. Gray) the Academic Director of Taught Programmes (Dr A. Longcroft), the Director of University Services (LTS) (Dr A. Blanchflower), the Director of University Services (PPE) (Ms A.E. Rhodes), 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), Disability Co-ordinator, Dean of Students' Office (Ms Jane Abson), Dr Sreeparna Ghosh (BIU), the Head of the Partnerships Office (Mrs S. Walker).
- Secretary:** The Learning and Teaching Manager (LTS) (Mr J. Tully).
- Apologies:** The Director of Information Services (Mr J. Colam-French), the Library Director (Mr N. Lewis).

68. MINUTES

Confirmed
the Minutes of the meeting held on 16 May 2012.

69. STATEMENTS BY THE CHAIR

- (1) Code of Practice on Assessment
- (2) Week 1 changes September 2012
- (3) Regulatory changes for 2012/13: Update Briefing Session
- (4) New Academic Model proposals
- (5) LTS Hubs review meetings
- (6) IQER Summative Review Events at UCS Network Centres
- (7) Academic Director of Postgraduate Research Degree Programmes

(In his report the Chair noted that:

- (1) The final version of the Code of Practice on Assessment will now be received by LTC after the relevant policy pronouncements by QAA. This will be later than originally intended but will allow cross-reference to the QAA documentation.

LTC11A006

LTC-M2
27.06.2012
Min. 69

- (2) This year there are some changes to Week 1 and arrangements for induction and timetabling. The changes anticipate more wide ranging proposals to the way the University will organise registration and induction in 2013/14.
- (3) LTS have scheduled a briefing session for academic staff, including Teaching Directors, on the changes to regulation and policies for 2012/13. Details have been circulated by email.
- (4) The majority of the NAM course approval forms and scrutiny reports are to be considered at the next meeting of LTC on 25 July.
- (5) There are two meetings scheduled by LTS on 16 July to receive and respond to feedback from academic staff regarding any issues related to the performance of the hubs.
- (6) Following the IQER Summative Review Events at UCS Network Centres it was reported that UCS Lowestoft received a confidence judgement and two features of good practice, while UCS Suffolk New College received a confidence judgement and three features of good practice. The Committee noted its congratulations to all involved in supporting the events.
- (7) Today's meeting of LTC is the final one for the Academic Director of Postgraduate Research Degree Programmes. Professor Richard Gray was thanked for his contribution to the work of the Committee during his period of tenure as Academic Director.

70. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Prizes and Scholarships
- (2) Approval of MSc Regional Anaesthesia

(A copy is filed in the Minute Book, ref. LTC11D084)

71. STUDENT EXPERIENCE SURVEY

Considered

- (1) a report on the Student Experience Survey (SES) from Dr Sreeparna Ghosh from the Business Intelligence Unit (BIU).
- (2) an Action Plan for responding to the findings of the survey from the Academic Director of Taught Programmes (A copy is filed in the Minute Book, ref. LTC11D085)

(In their discussion, members

- (1) heard that the key themes surveyed were teaching, academic support, feedback, assessment, and organisation and management.
- (2) discussed the findings of the survey and explored relationships between students' perceptions and expectations, management information and data, noting the challenge presented in correctly interpreting the survey data.

- (3) noted that improved statistics are required which more accurately reflect the reality of the topic of investigation.
- (4) considered if it was possible to establish a feedback loop whereby complaints generate change and improvement.
- (5) made suggestions that the survey data might be usefully cross-referenced to work being carried out by the Dean of Students' Office on help seeking behaviour by students, or the research findings of Teaching Fellowships).

RESOLVED

- (1) for the BIU to circulate the survey reports to Heads of Schools.
- (2) for ADLTs to include the survey on the agenda of a future meeting of the FLTQC.
- (3) for the Director of Staff Development to consider how the issue of responding positively to critical feedback might be incorporated into the MA Higher Education Practice (HEP).
- (4) for module outlines to contain the following statement: 'Unhappy with your feedback? Go and speak to the marker'.
- (5) for the ADTP to further develop the Action Plan via TPPG.
- (6) for the ADTP to incorporate the issue of feedback and responding to feedback in the Code of Practice on Assessment.

72. ENHANCING THE STUDENT EXPERIENCE: STUDENTS WITH DISABILITIES

Considered

a report from the Disability Co-ordinator and Mental Health Co-ordinator
(A copy is filed in the Minute Book, ref. LTCD086)

(In their discussion, members:

- (1) noted the statistics provided in the report which indicated the number of students accessing disability services and the differential take up by Schools and Faculties.
- (2) welcomed the use of case studies, which were seen as being very helpful in providing an understanding of the relevant issues.
- (3) were informed that the research of the Dean of Students' Office on help seeking individuals was exemplary in the higher education sector.
- (4) heard that there is a pattern of relative low use of personal or emotional support resources by male students across the higher education sector. The Mental Health Team statistics reveal a higher uptake at the University which is not significantly different to its student population as a whole. Statistics for the Counselling Service reveal that male students are under-represented which is more aligned to the national picture.

- (5) noted the consistent positive feedback from students about the services offered by the Dean of Students' Office reflected in the SES.
- (6) heard that the next steps proposed by the Dean of Students' Office to build on the report include developing further granularity in understanding, and mapping outcomes, for example to degree attained.
- (7) congratulated the Mental Health Team for providing a report which is considered a mental health anti stigma exemplar).

RESOLVED

to congratulate the Dean of Students' Office and the Disability and Mental Health teams for an excellent report and good work in supporting students with disability or mental health issues.

73. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

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

(Members heard:

- (1) Faculty based supervisor training has now been set up. The aim is to ensure 100% attendance.
- (2) Processfix has reported from its review of the PGR admissions procedure. The key message is the current procedure is too complex and needs streamlining. The intention, going forward, is to make much of the process e-based.
- (3) the review of external examiner reports has been concluded. The two emergent themes of note express concerns about the quality of writing and proof reading.
- (4) e-submission of the Thesis will become mandatory from January 2013.
- (5) the transfer process, from MPhil to PhD, is being reviewed. There are currently a number of different procedures in use. It was suggested there will be a maximum of two procedures in future, either registration direct to PhD or registering for MPhil with a transfer meeting. The supporting procedures, form and record keeping will all be standardised, as far as possible. The procedure is currently in draft form and is being circulated to schools for consultation.
- (6) The annual progress reports have now taken place. There are good success rates in SSF and SCI, both being at 95%. The report from HUM is yet to be received).

RESOLVED

Members supported the use of Chair's Action to approve the new procedure for transfer from MPhil to PhD.

74. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report from the Academic Director of Taught Programmes. (A copy is filed in the Minute Book, ref. LTCD088)

(Members heard:

- (1) the Learning and Teaching Day received useful feedback from a survey conducted after the event. Suggestions for enhancements to future events included (a) involving students in projects which report into the L&T Day; (b) increased input and involvement from colleagues at UEA London and partner colleges; (c) changing the format and exploring the possibility of making it a two day event; (d) some external input; (e) involvement of MA HEP participants in running mini-workshops.
- (2) an update on progress of the development the UEA Teaching Excellence Website
- (3) that TPPG has discussed the issue of progression rules for Year Abroad, Year in Industry and Integrated Masters programmes. Investigations had revealed a variety of different approaches across the schools. The ADTP is in discussion with colleagues to establish a consensus around progression rules which also addresses issues of consistency, parity of treatment of students, and standardisation.)

75. CONCESSION REQUESTS

Considered

a report from the Academic Director of Taught Programmes. (A copy is filed in the Minute Book, ref. LTCD089)

(In their discussion members:

- (1) objected to the case study example used in the document.
- (2) noted that any Concessions procedure must include arrangements for PGR as well as taught programmes.)

RESOLVED

- (1) to progress a review of the Concessions procedure through the existing Academic Appeals Working Group, which includes PPE representation.
- (2) to remove the case study from the document.

76. NEW ACADEMIC MODEL

Considered

scrutiny reports on course proposals. (A copy is filed in the Minute Book, ref. LTCD090)

(Members heard:

- (1) the feedback and sign-off process will continue up to the next LTC meeting on 25 July.
- (2) the meeting of LTC will consider all course approval forms and scrutiny reports. Any reports not available by that date will be signed-off through Chair's Action.)

RESOLVED

to congratulate and thank the ADTP and all colleagues involved in supporting the NAM process for their hard work and achievement.

77. ACADEMIC APPEALS AND COMPLAINTS

Considered

a report from the Academic Director of Taught Programmes and Head of LTS East. (A copy is filed in the Minute Book, ref. LTCD091)

Members heard:

- (1) that members are asked to approve the changes to the regulations for Academic Appeals and Complaints
- (2) members are asked to support the proposal that the Appeals Working Group continues to meet and consider the issues of extenuating circumstances, with the aim of submitting proposals to LTC in 2012/13.

(In their discussion, members

- (1) requested that reference to extenuating circumstances panels are deleted from the text for the regulations.
- (2) noted that notions of natural justice were clearly present in stage one of the procedure, however they were not clearly articulated in the text for stage two appeals.
- (3) heard that the power to reconvene an exam board resided with Senate and the wording of the text requires revision to reflect this authority.
- (4) considered that the proposed regulation 11.2 Timescales for Stage Two should be revised to increase the time from 15 to 20 days for making a Stage Two appeal.
- (5) noted that further work is required to translate the proposed arrangements into the PGR/PPE environment. Discussion is required by the PGR Policy Group.
- (6) expressed concern about the potential risk of approving the regulations without fully considering the issue of extenuating circumstances.)

RESOLVED

to approve in principle the proposed amendments to the regulations for Academic Appeals and Complaints for 2012/13 subject to incorporation of amendments to reflect (1)-(4) above.

78. PLAGIARISM AND COLLUSION

Considered

a report from the Academic Director of Taught Programmes and Head of LTS East. (A copy is filed in the Minute Book, ref. LTCD092)

(Members heard:

- (1) there are minor revisions to the policy for plagiarism and collusion
- (2) major changes have been incorporated into the guidance documentation)

RESOLVED

to approve the recommendations in the report.

79. PEER ASSISTED LEARNING

Considered

a report from the Academic Director of Taught Programmes. A copy is filed in the Minute Book, ref. LTCD093)

(Members heard:

- (1) the proposal has now been endorsed by the Employability Executive.
- (2) the proposal has also been endorsed by ETR and funding has been agreed to support the scheme. The funding will be generated through an anticipated increase in student retention following the introduction of PAL.
- (3) It is intended to introduce pilot schemes, possibly starting in the spring 2013, and grow the scheme from there onwards.)

RESOLVED

to congratulate the ADTP for successfully steering the bid to a successful outcome.

80. NEW COURSE PROPOSALS

Considered

the granting of approval of BA (Honours) Geography and International Development (LTCD094)

RESOLVED

to approve the course in principle subject to agreement between SCI and SSF regarding the course title for the degree.

81. 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 21 March 2012. A copy is filed in the Minute Book, ref. LTC11D100)
- (2) FMH LTQC 29 February 2012 (Strategy Day). A copy is filed in the Minute Book, ref.– LTC11D101)
- (3) SSF LTQC 7 March 2012. A copy is filed in the Minute Book, ref.– LTC11D102)

(2) PARTNERSHIPS OFFICE ACTIVITY

Received

a report on Partnerships Office activity. (A copy is filed in the Minute Book, ref. LTC11D098)

(3) CHANGES TO POLICY AND REGULATIONS FOR 2012/13

Received

a report. (A copy is filed in the Minute Book, ref. LTC11D097)

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

Received

a report. (A copy is filed in the Minute Book, ref. LTC11D099)

(5) NEW COURSE PROPOSALS AND CLOSURES

Received

a report of fast-track approval for

- (1) MRes in Social Sciences, (A copy is filed in the Minute Book, ref. LTC11D103)
- (2) MSc in Child and Family Psychology. (A copy is filed in the Minute Book, ref. LTC11D104)

(6) QUALITY ASSURANCE AGENCY

Received

the University's Implementation Plan for the UK Quality Code for Higher Education
(A copy is filed in the Minute Book, ref. LTC11D106)