

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 23 October 2013

Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), Director of Postgraduate Research Programmes (Dr N. Watmough), the Academic Director of Partnerships (Mr I. Dewing), LTC Director of Staff Development (Mr P. Levy), the Director of Information Services (Mr J. Colam-French), the Library Director (Mr N. Lewis), the Director of University Services (LTS) (Dr A. Blanchflower), Director of University Services (REN) (Ms H. Lewis), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs R. Doy, Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner, Mrs C. Dobson (UCS Rep), Mr J. White (CCN Rep), the Academic Officer of the Union of UEA Students (Ms L. Withers-Green)**, and the and a representative of the Graduate Students' Association, (Ms K. Hurst-Jones)** (except for business marked**).

With: Head of PGR Students Office (Dr V. Easson), the Head of Learning and Teaching (East) (Mr J. Sharp), the Head of Learning and Teaching (West) (Mrs C. Sauverin), the Head of Partnerships (Mrs S. Walker), the Assistant Director Faculty IT (Mr S. Jackman) and Mr M. Perry (INTO).

Secretary: The Learning and Teaching Manager (LTS) (Ms C. Gray).

Apologies:

1. MINUTES

Confirmed
the Minutes of the meeting held on 26 June 2013.

2. STATEMENTS BY THE CHAIR

- Priorities of PVC (Academic) (A copy is filed in the Minute Book, ref. LTC13D001)

4. CONFIRMATION OF CHAIR'S ACTION

Confirmed
confirmation of Chairs' action. (A copy is filed in the Minute Book, ref. LTC13D002)

- (i) Approval of changes to General Regulations for Students
- (ii) 2014/15 Semester Dates
- (iii) Regulations for Extenuating Circumstances for research programmes
- (iv) Approval of transition arrangements for moderation and double marking of presentations
- (v) Revisions to INTO regulations
- (vi) Approval of Bullying and Harassment Policy
(<https://www.uea.ac.uk/dos/student-conduct-and-harassment/UEA+Bullying+and+Harassment+Policy+2013>)
- (vii) Amendments to City College Norwich regulations:
 - Plagiarism and Collusion policy
 - Norfolk Regulatory Framework

- (viii) Approval of prizes:
- Etisalat Fellowship
 - Clinical Therapeutics Prize (PHA)
 - Onoto Creative Writing Scholarship
 - PSY Prizes
 - PHA Prizes
 - Good Citizen Award (FTM)
 - ECO Prizes
 - SWK Prizes
 - Alan Katrizky Scholarship (CHE)
 - Ranworth Scholarship (BIO)
 - McArthur Prize (RSC)
 - Ziggurat Scholarship
 - Access and Achievement Foundation Malcolm McFarland Prize

5. INTERNATIONAL SUMMER SCHOOL 2013

Received

a report from the Admissions, Recruitment and Marketing Division on the International Summer School 2013. (A copy is filed in the Minute Book, ref. LTC13D003)

*6. NATIONAL STUDENT SURVEY 2013

This minute is confidential and attached as a separate sheet.

7. PAL REPORT

Considered

a report on the PAL initiative following the spring semester 2013 pilot. (A copy is filed in the Minute Book, ref. LTC13D005)

8. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

a verbal report from the Director of Postgraduate Research Programmes.

9. REFLECTIONS ON EXAMINATION FEEDBACK

Considered

a report from Associate Deans on examination feedback during the academic year 12/13. (A copy is filed in the Minute Book, ref. LTC13D006)

10. CODE OF PRACTICE ON STUDENT REPRESENTATION/STAFF – STUDENT LIAISON

Received

a report from SSF on staff student liaison matters. (A copy is filed in the Minute Book, ref. LTC13D034)

11. PEER OBSERVATION

Considered

a report from Associate Deans on the operation of Peer Observation in Faculties. (A copy is filed in the Minute Book, ref. LTC13D007)

*13. GOOD HONOURS STATISTICS

This minute is confidential and attached as a separate sheet.

14. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report. (A copy is filed in the Minute Book, ref. LTC13D009)

15. NEW AWARDS AND COURSE PROPOSALS

Considered

(i) approval of the following new course proposal:

- BSc Computer Science (2+2 degree course, UEA and Hacettepe University, Ankara). (A copy is filed in the Minute Book, ref. LTC13D010 - The Appendices can be found online on the 23 October 2013 LTC Webpage)

Received

(ii) a course proposal which has been approved in principle by the PVC (Academic) for consideration of further details by members:

- BSc Geography. (A copy is filed in the Minute Book, ref. LTC13D011)

16. UEA PARTNERSHIPS HANDBOOK

Considered

approval of the UEA Partnerships handbook. (A copy is filed in the Minute Book, ref. LTC13D012)

17. ITEMS FOR REPORT

(1) NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report of fast-track approval for the following courses:

- (i) Part-time MA course in International Business, International Business Finance, Media Economics, Economics and International Relations. (A copy is filed in the Minute Book, ref. LTC13D013)
- (ii) MSc courses in Economics of Money, Banking and Capital Market, Economics of International Finance and Trade, Quantitative Financial Economics. (A copy is filed in the Minute Book, ref. LTC13D014)

(2). QAA, UK Quality Code

Received

- (i) implementation plan of Part C of the UK Quality Code. LTC13D015)
- (ii) a mapping document setting out implementation of Chapter 10 on collaborative provision. (A copy is filed in the Minute Book, ref. LTC13D016)

(3) RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC13D017)

(4) LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2013-14

Received

the terms of reference of the Committee 2013-14. (A copy is filed in the Minute Book, ref. LTC13D018)

(5) LTC MEMBERSHIP 2013-14

Confirmed

Membership of LTC. (A copy is filed in the Minute Book, ref. LTC13D019)

(6) LTC Schedule of reports

Received

LTC schedule of reports, (A copy is filed in the Minute Book, ref. LTC13D020)

(7) NATIONAL TEACHING FELLOWSHIP 2013

Received

a report on the National Teaching Fellowship Scheme 2013. (A copy is filed in the Minute Book, ref. LTC13D021)

(8) STUDENT EXPERIENCE COMMITTEE

Considered

a report from the Student Experience Committee. (A copy is filed in the Minute Book, ref. LTC13D022)

(9) SEMESTER DATES 2015/16 TO 2017/18

Received

semester dates for the academic year 2015/16 to 2017/18. (A copy is filed in the Minute Book, ref. LTC13D023)

(10) PARTNERSHIPS OFFICE UPDATE

Received

a report. (A copy is filed in the Minute Book, ref. LTC13D024)

(11) COURSE REVIEW

Received

- (i) Schedule of course reviews to take place in 13/14

(ii) List of completed course reviews in the academic year 12/13

(A copy is filed in the Minute Book, ref. LTC13D025)

(12) PLAGIARISM AND COLLUSION POLICY 2013/14

Received

an amendment to the Plagiarism and Collusion Policy for 2013/14. (A copy is filed in the Minute Book, ref. LTC13D026)

(13) APPEALS AND COMPLAINTS PROCEDURE 2013/14

Received

an amendment to the Appeals and Complaints Procedure in view of changes made to the Plagiarism procedure 2013/14. (A copy is filed in the Minute Book, ref. LTC13D027)

(14) EXTENUATING CIRCUMSTANCES REGULATIONS FOR TAUGHT STUDENTS 2013/14

Received

an amendment to the extenuating circumstances regulations for taught students 2013/14, (A copy is filed in the Minute Book, ref. LTC13D035)

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

Received

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

- HUM Faculty Learning, Teaching and Quality Committee, 10 July 2013 & 18 September 2013. (A copy is filed in the Minute Book, ref. LTC13D028)
- SSF Faculty Learning, Teaching and Quality Committee, 12 June 2013 & 18 September 2013. (A copy is filed in the Minute Book, ref. LTC13D029)
- SCI Faculty Learning, Teaching and Quality Committee, 10 July 2013. (A copy is filed in the Minute Book, ref. LTC13D030)

(16) OIA ANNUAL REPORT

Received

the annual report from the Office of the Independent Adjudicator. (A copy is filed in the Minute Book, ref. LTC13D031)

<http://www.oiahe.org.uk/decisions-and-publications/annual-letters/annual-letters-2012.aspx>.

(17) UEA AND HIGHER EDUCATION ACADEMY REPORT

Received

the report. (A copy is filed in the Minute Book, ref. LTC13D032)

**18. POSTHUMOUS AWARD

This report is confidential and reserved and attached as a separate sheet.