

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at **2pm** on Wednesday 4 December 2013, in Committee Room 2, the Council House.

*There will be tea, coffee, biscuits and mince pies outside the room from 1.30 pm.*

Ms Claudia Gray  
Learning & Teaching Manager  
27 November 2013

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## AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 2 December 2013. Reserved items appear in Section D.

2. MINUTES

To confirm  
the Minutes of the meeting held on 23 October 2013. (Enclosed)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

To confirm  
confirmation of Chair's action:

- Victor Thomas Penfold scholarship

LTC13D001 (Divider A)

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**SECTION A: ITEMS FOR DISCUSSION AND ACTION**

A1. POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2013

To receive

a confidential brief analysis of the Postgraduate Taught Experience Survey 2013 from Ms Rebecca Price, Business Intelligence Unit, LTC13D002 (Divider B)

(Full Faculty specific briefing notes can be accessed on the Blackboard site called Business Intelligence Unit which is accessible to all UEA staff on the University portal. The specific information can be found under Data by Theme/Student Experience/PTES).

A2. PG RESEARCH PROGRAMMES POLICY GROUP

To consider

an oral report from Dr Vivian Easson or Dr Nick Watmough on latest activities of the PG Research Programmes Policy Group

A3. LEARNING AND TEACHING STRATEGY

To consider

the draft Learning and Teaching Strategy presented by Dr Adam Longcroft, Academic Director of Taught Programmes

LTC13D003 (Divider C)

A4. PEER OBSERVATION

To receive

the detailed reports and overall statistics on the operation of Peer Observation from Associate Deans in the Faculties of SSF and FMH, LTC13D004 (Divider D)

A5. QAA UK QUALITY CODE

To receive

- (i) the Quality Code Implementation Plan, LTC13D005 (Divider E)
- (ii) the mapping document for the QAA UK Quality Code on Chapter B5 Student Engagement, LTC13D006 (Divider F)

A6. Management Information

To consider

- (i) management information on appeals and statistics and a summary report from the Head of Quality, Mr Jon Sharp, LTC13D007(Divider G)
- (ii) management information on appeals and complaints from the Student Union Advice Centre, LTC13D008 (Divider H)

## **LTC13A002**

### **A7. TAUGHT PROGRAMMES POLICY GROUP**

To receive

a report from the Academic Director of Taught Programmes on recent activities of TPPG, LTC13D009 (Divider I)

### **A8. NEW AWARDS AND NEW COURSE PROPOSALS**

To consider

the granting of approval of:

- (i) BA Computing Science, UEA and Hacseteppe (CMP), LTC13010, (Divider J)
  
- (ii) MA Media Studies (FTM), LTC13D011, (Divider K)

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## **SECTION B:**

### **ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED**

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 2 December 2013.

These items can be found on the Learning and Teaching Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1314>

### **B1. PGT SENATE SCALES AND MERIT AWARD FOR PGT PROGRAMMES**

To note:

- (a) PGT Senate Scales introduced for 2013/14

To consider:

- (b) options on the application of merit for students who have not commenced on a pgt programme of study in 2013/14

LTC13D012 (Divider L)

### **B2. MANAGEMENT INFORMATION**

To consider

the University's statistics for:

- (i) academic discipline 2012-13 and a narrative report from the Head of Quality, LTC13D013
- (ii) concessions 2012-13 – LTC13D014
- (iii) plagiarism and collusion 2012-13 – LTC13D015

LTC13D016

## LTC13A002

### B3. PARTNERSHIPS OFFICE – MOUNTVIEW ACADEMY

To consider

the Institutional Review Report for of Mountview Academy of Theatre Arts,  
LTC13017

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## C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 2 December 2013.

These items can be found on the Learning and Teaching Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/lc/lc1314>

### C1. THE SCHOOL OF MUSIC

To consider

a report on latest developments, LTC13D018

### C2. NEW COURSE PROPOSALS AND COURSE CLOSURES

A report on course closure for the following courses:

MA Secondary Education (EDU)  
Diploma on Creative Writing (EDU)  
Graduate Diploma in Legal Studies (LAW)  
BA International Development with Economics (DEV)  
BA International Development with Economics with overseas experience (DEV)  
BSc International Development with Environment and Society (DEV)  
BSc International Development with Environment and Society with overseas experience (DEV)  
BSc International Development with overseas experience (DEV)  
BA International Development with Social Anthropology and Politics (DEV)  
BA International Development with Social Anthropology and Politics with Overseas Experience (DEV)  
BA Economics and Philosophy (ECO)

LTC13D019

### C3. PARTNERSHIPS

To receive

an update from the Partnerships Office, LTC13D020

### C4. QUALITY ASSURANCE AGENCY

To report

that the Agency has published the following circular letters announcing the publication of the following elements of the Quality Code:

- Part A: Setting and maintaining academic standards
- Chapter B1: Programme design, development and approval

## **LTC13A002**

- Chapter B2: Recruitment, selection and admission to higher education
- Chapter B6: Assessment of students and the recognition of prior learning
- Chapter B8: Programme monitoring and review
- Consultation on draft guidance for UK HEIs on education for sustainable development

LTC13D021

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## **SECTION D: RESERVED AGENDA**

*No items have been received*