

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 4 December 2013

- Present: Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Director of University Services (LTS) (Dr A. Blanchflower), Associate Deans (LTQC) Mrs R. Doy, Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner), the Associate Dean elect for HUM (Dr. C. Matthews), the LTC Director of Staff Development (Mr P. Levy), the Library Director (Mr N. Lewis), the representative from City College Norwich (Mr J. White), the Academic Officer of the Union of UEA Students (Ms L. Withers-Green)**and the undergraduate student representative of the UEA Union of Students (Mr D. Segal)**, (except for business marked**).
- With: the Head of Quality, LTS (Mr J. Sharp), the Head of Systems, LTS (Mrs C. Sauverin), the Head of Partnerships (Mrs S. Walker), Head of PGR Students Office (Dr V. Easson), the Student Support Manager of the UEA Union of Students (Ms J. Spiro), the Market Research Manager, BIU (Ms R. Price) for agenda item A1 and Ms J. Whiting (Observer).
- Secretary: The Learning and Teaching Manager (LTS) (Ms C. Gray).
- Apologies: the Academic Director of Partnerships (Mr I. Dewing), the Dean of Students (Dr A. Grant), Director of Postgraduate Research Programmes (Dr N. Watmough), the University College Suffolk representative (Mrs C. Dobson), the Academic Director of INTO (Mr M. Perry).

17. MINUTES

Confirmed

the Minutes of the meeting held on 23 October 2013

18. STATEMENTS BY THE CHAIR

- 1) Vote of thanks and congratulations
- 2) Assessment and feedback strategies

(In his report, the Chair noted that:

- (i) Mr Paul Levy, the LTC Director of Staff Development, would retire on 31 December 2013 and thanked him for all his hard work for the University in the Centre for Staff and Educational Development. Ms C Gray was leaving the University on 31 December 2013 to take up a new appointment at the University of Birmingham. Dr Clive Matthews had been appointed as the Associate Dean for Teaching and Learning in the Faculty of Arts and Humanities with effect from 1 January 2014;
- (ii) as a result of the Executive Team Away Day, the Learning and Teaching summit and the UEA Half Policy Day and recent discussions at Senate, the University had embarked on a strategy to improve feedback to students which included a commitment to increase formative work, reduce summative assessment and a review of assessment strategies at the course level rather than the module level. A memo from the Director of Taught Programmes and

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the Director of University Services (LTS) setting out these priorities had been sent out to academic staff reminding them or revised deadlines for module and course update for the academic year 2014/15).

19. CONFIRMATION OF CHAIR'S ACTION

Confirmed

that the Chair had taken action to approve the:

- Victor Thomas Penfold scholarship, LTC13D001 (a copy is filed in the minute book)

20. * POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2013

This minute is confidential and is attached separately.

21. PG RESEARCH EXECUTIVE

Considered

an oral report from Dr Vivien Easson on latest activities of the PG Research Programmes Policy Group

Reported
that

- (i) Senate had endorsed proposals for PGR business to be considered initially by the Postgraduate Executive with relevant reports to be made to the Learning and Teaching Committee in section C of the agenda and for approval by Senate; a detailed paper setting out proposal for consideration of PGR business will be reported to LTC in January 2014;
- (ii) the PGR learning and teaching strategy was currently in development and would form part of a report for the June 2014 LTC meeting; regular discussions will take place with LTS to ensure teaching and learning strategies are appropriately joined up;
- (iii) the outcomes of the PRES and development of supervision and research skills with action plans would be reported to the Faculty, Learning and Teaching Committees in spring 2014.

22. LEARNING AND TEACHING STRATEGY

Considered

the draft Learning and Teaching Strategy, LTC13D003 (a copy is filed in the minute book)

Reported
that

- (i) a full Learning and Teaching Strategy would be in place by the end of the current academic year with an implementation plan with items which needed to be addressed over a five year period;
- (ii) the Learning and Teaching Strategy would focus on guiding principles, graduate attributes and would cover undergraduate and postgraduate taught activity;
- (iii) the draft of graduate attributes was quite advanced and would be sent to Faculty Learning, Teaching and Quality Committees for comment

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Resolved

the Committee endorsed the principles of the draft Learning and Teaching Strategy and the Academic Director of Taught Programmes would present a revised version of the strategy at the next LTC meeting in January 2014, having taken into account the comments from Faculty Learning, Teaching and Quality Committees.

23. PEER OBSERVATION

Received

the detailed reports and overall statistics on the operation of Peer Observation from Associate Deans in the Faculties of SSF, FMH and SCI, LTC13D004 (a copy is filed in the minute book)

Reported

that

- (i) response rates from Schools of Study in relation to Peer Observation were quite varied;
- (ii) some Schools of Study used this process as observation by management which was not the intention of a genuine peer review process and that the purpose of peer review was unclear and boundaries with the HR process needed to be explored;
- (iii) significant work needed to be done to implement this process across the University;
- (iv) it might be worth exploring for peer reviewers to be located in a different Faculty in order to avoid friends reviewing each other and making the process more formal;
- (v) the QAA had shown an interest during the Institutional Audit in 2009 and this issue had been emphasised again during the mid-cycle review in 2012 and enhancement of the process ready for the Institutional Review visit in 2015 would be expected.

Resolved

- (i) in view of the findings of the Faculty Peer Observation reports, it would be wise to re-launch the Peer Observation process;
- (ii) the Academic Director of Taught Programmes, the DUS (LTS), the Head of Quality (LTS) and the Head of Systems (LTS) would be preparing a paper for the next meeting of LTC in January 2014 which would seek to clarify the function and purpose of the Peer Observation process at UEA

24. QAA UK QUALITY CODE

Received

- (i) the Quality Code Implementation Plan, LTC13D005 (a copy is filed in the minute book)
- (ii) the mapping document for the QAA UK Quality Code on Chapter B5 Student Engagement, LTC13D006 (a copy is filed in the minute book)

Reported

that

- (i) Chapter B5 on Student Engagement measured the input of students into quality assurance and enhancement processes;
- (ii) students wanted more transparent and frequent opportunities to provide feedback; each School of Study's website should be configured for students to submit such feedback easily;
- (iii) a forum similar to the VC Open Forum for staff should exist for students to receive updates on Higher Education policy

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Resolved

- (i) seeking more frequent student feedback was a worthwhile idea, but would need to be well supported by having systems and processes in place to effectively analyse such feedback;
- (ii) the University needed to demonstrate on how to enhance the collection and analysis of student feedback rather than just to demonstrate compliance

25. Management Information

Considered

- (i) management information on appeals and statistics and a summary report from the Head of Quality, Mr Jon Sharp, LTC13D007(a copy is filed in the minute book)
- (ii) management information on appeals and complaints from the Student Union Advice Centre, LTC13D008 (a copy is filed in the minute book)

Reported

- (i) the number of Stage 2 Academic Appeals seemed to be decreasing since the new academic appeals procedure was introduced in the academic year 2012/13, however, it was not yet safe to make such a judgement as not enough data was available to support such a statement;
- (ii) that the input from the UEA Union of Students Advice Centre was much valued as students received valuable advice to present their appeal cases.

26. TAUGHT PROGRAMMES POLICY GROUP

Received

a report from the Academic Director of Taught Programmes on recent activities of TPPG, LTC13D009 (a copy is filed in the minute book)

Reported

- (i) a new University process would be put in place for the consideration of applicants to the National Teaching Fellowships;
- (ii) the Learning and Teaching Day 2014 would take place on 8 May 2014 and planning of this event had already begun;
- (iii) work on the development of the Student Charter was ongoing with a plan to approve the revised Charter by LTC in March 2014;
- (iv) plans to introduce a standard module outline template across the University;
- (v) development of guidance on assessment tariffs;
- (vi) ongoing work on graduate attributes which would be integrated within the Learning and Teaching Strategy

27. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting of approval of:

- (i) MA Media Studies (FTM), LTC13D011, (a copy is filed in the minute book)

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Resolved

- (i) the Committee required further information on the number of students to make this programme viable as suggested numbers of 10 home and 4 international students seemed low; the business case for the programme would need to be adjusted in view of this requirement;
- (ii) further confirmation was also needed on the issue if modules within this programme offered by Schools outside FTM did make this programme attractive;
- (iii) the School needed to rethink the name of Media Studies and convince the Committee that it was the appropriate name for this programme to attract sufficient students to ensure the course attracted students from a distinct market;
- (iv) information needed to be supplied in view of this newly proposed course, other MA courses in the School needed to be closed to ensure that no student numbers were taken away from other MA courses within FTM;
- (v) subject to clarification of the issues stated above, the Chair would consider this course proposal again and would take Chair's action to approve the case if information supplied satisfied the Committee's request for further information.

28. PGT SENATE SCALES AND MERIT AWARD FOR PGT PROGRAMMES

Noted:

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

Considered and approved:

- (b) the preferred option identified by TPPG on the application of merit for students who have not commenced on a pgt programme of study in 2013/14

29. MANAGEMENT INFORMATION

Considered

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

30. PARTNERSHIPS OFFICE – MOUNTVIEW ACADEMY

Considered

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

31. THE SCHOOL OF MUSIC

Considered

a report on latest developments, LTC13D018

LTC13M002

32. 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

33. PARTNERSHIPS

Received

an update from the Partnerships Office, LTC13D020

34. QUALITY ASSURANCE AGENCY

Reported

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
- 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