

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 29 January 2014

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 (L&T) Mrs R. Doy, Mrs H. Gillespie, Dr C. Matthews, Dr B. Milner), the LTC Director of Staff Development (Ms A. Giles), the Library Director (Mr N. Lewis), the Academic Director of Partnerships (Professor I. Dewing), the Dean of Students (Dr A. Grant), the Academic Director of INTO (Mr M. Perry), the representative from City College Norwich (Mr J. White), the Academic Officer of the Union of UEA Students (Ms L. Withers Green)

With: the Head of LTS), (Quality (Mr J. Sharp), the Head of LTS (Systems) (Mrs C. Sauverin), the Head of Partnerships (Mrs S. Walker), the Assistant Registrar Partnerships (Mr L. Daly), the Head of PGR Students Office (Dr V. Easson), the Student Support Manager of the UEA Union of Students (Ms J. Spiro), the Head of the Learning Enhancement Team (Dr J. Shildt) for agenda item A1 and Dr D. Smith (CMP) for agenda item A8 (i)

Secretary: The Learning and Teaching Manager (LTS) (Ms M. Pavey).

Apologies: Director of Postgraduate Research Programmes (Dr N. Watmough) and the University College Suffolk representative (Mrs C. Dobson),

35. MINUTES

Confirmed

the Minutes of the meeting held on 4 December 2013.

36. STATEMENTS BY THE CHAIR

There were no statements by the Chair.

37. CONFIRMATION OF CHAIR'S ACTION

Confirmed

that the Chair had taken action to approve:

- (i) an amendment to Regulations on Extenuating Circumstances
- (ii) approval of Bursaries and Scholarships:
 - the Raymond and Claire Frostick Postgraduate Scholarship
 - the Bryan Heiser Memorial Bursary
 - the Ian and Emma Smith Scholarship

(A copy is filed in the minute book, ref. LTC13D022)

38. LEARNING ENHANCEMENT TEAM REPORT 2012/13

Considered

the annual report from the Learning Enhancement Team in the Dean of Students Office. (A copy is filed in the minute book, ref LTC13D023)

Reported

- (i) students were accessing tutorial support from the team, including drop-in tutorials earlier in the academic year, a trend continuing from 2011/12;
- (ii) an increasing number of students were seeking help in the Spring semester on how to make best use of feedback in future assignments;
- (iii) more students were making contact with the service as a result of having been referred;
- (iv) consideration was being given to extending services offered by the team into the early evening;
- (v) consideration would be given to recording those students who were referred to the team as distinct from those who referred themselves.

Resolved

- (i) the Head of the Learning Enhancement Team should contact LTS Managers to discuss the possibility of displaying a range of study guides in each Hub to ensure they are widely available to students;
- (ii) colleagues in the PGR Students Office could provide assistance with disaggregating data on postgraduate students using the service into postgraduate research and postgraduate taught students.

39. LEARNING AND TEACHING STRATEGY

Considered

the revised draft Learning and Teaching Strategy presented by Dr Adam Longcroft, Academic Director of Taught Programmes. (A copy is filed in the minute book, ref. LTC13D024)

Reported

- (i) the draft Strategy had been considered by Faculty Learning, Teaching and Quality Committees and a range of other fora across the University. As a result, a number of amendments had been made to the strategy which now comprised nine key principles, undergraduate and taught postgraduate graduate attributes and an implementation plan;
- (ii) the Academic Director of Taught Programmes would be meeting with James Goodwin from Careers and Employability to map relevant parts of the strategy against outputs of the Skills Awards;

Resolved

any proposed amendments to the strategy should be submitted to the Head of LTS (Quality).

40. QAA QUALITY CODE

Considered

the mapping document for the QAA UK Quality Code on Chapter B3 Learning and Teaching, (A copy is filed in the minute book, ref LTC13D025)

Reported

- (i) the mapping document included an action plan for the UEA Learning and Teaching Strategy and provided clear evidence of how the University was addressing the requirements of this chapter of the Quality Code;

- (ii) the work of Implementation Groups for each chapter of the Code would continue beyond the QAA Audit to ensure the documents remained current and there would be an annual update on each chapter to LTC.

41. TAUGHT PROGRAMMES POLICY GROUP

Received

a report from the Academic Director of Taught Programmes on recent activities of TPPG. (A copy is filed in the minute book, ref LTC13D026)

Reported

- (i) three institutional nominees had been shortlisted and their applications for National Teaching Fellowships submitted to the Higher Education Academy for consideration. The outcome of the applications would be known in May 2014.

42. PEER OBSERVATION

Considered

a revised Code of Practice on Peer Observation. (A copy is filed in the minute book, ref LTC13D027)

Reported

- (i) at the meeting of LTC on 4 December 2013 it was resolved that a paper clarifying the function and purpose of the Peer Observation process at UEA should be drafted for consideration at the January 2014 meeting. Revisions had therefore been made to the Code of Practice placing emphasis on the developmental aspect of the process and removing any performance management element;
- (ii) report forms had been amended to make them more user-friendly. In particular PO3, the Faculty summary report completed by the Associate Deans, L&T for consideration by LTC would assist in promulgating best practice across the University;
- (iii) any comments on further enhancements to the Code as part of its re-launch were welcomed;
- (iv) compliance with the Code was the responsibility of Heads of School who would report to Deans and Faculty Executive Committees and ensure that Associate Deans, L&T, had the necessary information to report to Faculty Learning, Teaching and Quality Committees which would in turn report to LTC at the end of each academic year.

Resolved

- (i) any proposed amendments to the document should be sent to the Head of LTS (Quality);
- (ii) the Associate Dean, L&T for FMH would forward information on 'what makes a good critical friend' to the Head of LTS (Quality), for possible inclusion as an appendix to the document;
- (iii) the revised Code of Practice would be sent to Heads of School and School Directors of Learning and Teaching with a memorandum from the Academic Director of Taught Programmes outlining timescales for completion of the process.

43. ZERO CREDIT MODULES

Considered

the use of zero credit modules within courses, (A copy is filed in the minute book, ref LTC13D028)

Reported

- (i) at its meeting on 16 January 2014 TPPG had considered the use of zero credit rated modules on taught programmes. These discussions were in the context of work currently being undertaken on models to equate the amount of credit with student workload;
- (ii) TPPG members had noted that in some cases zero credit modules had been set up for employability or study skills related activities. In others associated with health and social care they had been established to meet professional body requirements where courses already had a heavy teaching load.

Resolved

- (i) to approve the recommendation from TPPG to cease the use of zero-credit modules for standard undergraduate or postgraduate taught degrees but to permit the continued use of such modules, suitably labelled, for professional skills for health and social-care related courses, subject to changing 'will' to 'may in the second sentence of recommendation 2;
- (ii) to request that the School of Law to make a case to the Academic Director of Taught Programmes if there was a pedagogical reason related to professional body requirements for zero credit modules

(In its detailed consideration members:

- a) agreed that with careful planning in many cases it should be possible to incorporate the activities currently undertaken as a zero credit module into the curriculum;
- b) confirmed that although the recommendations applied primarily to courses bound by the Bachelors and Integrated Masters regulations, it should also apply to the few taught postgraduate programmes using zero credit modules).

44. * UEA LONDON

This minute is confidential and attached as a separate sheet.

45. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting of approval of the following new course proposals:

- (i) BA Computing Science (2+2 degree courses delivered at Hacettepe University, Ankara and UEA leading to dual awards. (A copy is filed in the minute book, ref. LTC13D029)

Reported

- (i) the key drivers for introducing the joint award relating to raising in international profile of CMP, and providing an additional income stream for the School. Also, most of the School's competitors had overseas partnership arrangements.

Resolved

to approve the proposal, subject to:

- (i) a group comprising the Chair of LTC, the Academic Director of Taught Programmes, the Director of University Services (LTS), the Head of LTS (Quality), the Head of the Planning Office, the Head of Partnerships, the SCI and SSF Associate Deans (L&T) meeting to consider and approve the business case for the award;
- (ii) LTC's approval by Chair's Action of a recommendation by the Partnerships Office that Hacettepe University be approved as a site of delivery, which will be made once the complete supporting documentation has been received from Hacettepe.

(In its detailed considerations members were advised that CMP had the necessary space and specialist equipment to accommodate the additional student numbers generated by the partnership. Members were also assured that both CMP and Hacettepe had very good links with potential placement providers for students on existing courses and these links would be used to find placements for students on the 2+2 degree. It was also confirmed that whilst at Hacettepe students would be taught in English for a majority of subjects in their first two years. LTC agreed that the IELTS requirement should also include a requirement of at least 6.0 in the sub skill for writing).

- (ii) BSc Paramedic Science (NSC). (A copy is filed in the minute book, ref. LTC13D030)

Reported

- (i) the course was supported by FMH since it sought to diversify the Faculty's income stream, being a non NHS commissioned course;
- (ii) placements would be provided by the NHS and there would be a Memorandum of Agreement produced between UEA and the NHS to outline how placements would be supported;
- (iii) an entry tariff of BBB for 2014/15 only had been proposed in consultation with the Head of Admissions to facilitate recruitment for 2014/15. Thereafter the tariff would be ABB;
- (iv) a full critical read of the proposal would be undertaken by colleagues in FMH. This would be followed by conjoint approval with the relevant professional bodies.

Resolved

- (i) to approve the proposal subject to the Partnerships Office being involved in the drafting of relevant documentation relating to partnership between UEA and the NHS. In addition an entry tariff of BBB would be approved only for 2014/15.

(In its detailed consideration it was confirmed that representatives from NSC would liaise with the Union of UEA Students to agree a student representation structure. It was also agreed to ensure that the entry tariff was clearly and consistently articulated in the course approval documentation. The Associate Dean, L&T, for FMH confirmed that the operation of placements on the course would meet or exceed the requirements of the UEA Code of Practice on Placements and Work Based Learning).

Considered

the granting of approval in principle in advance of validation

- (i) City College Norwich: BSc Health Science Top Up. (A copy is filed in the minute book, ref LTC13D031)

Reported

- (i) the proposal was likely to be attractive to students on the CCN Foundation Degree in Health Studies, many of whom were registered nurses and related practitioners. It was supported by the UEA Partnerships Office and the NHS

Resolved

to approve in principle a proposal for a BSc Health Science Top Up at City College Norwich

46. AMENDMENT TO THE ACADEMIC APPEALS AND COMPLAINTS REGULATIONS

Received

an amendment to the Academic Appeals and Complaints Regulations. (A copy is filed in the minute book, ref LTC13D032)

47. INSTITUTIONAL REVIEW OF CITY COLLEGE NORWICH

Received

a report of the Institutional Review of City College Norwich. (A copy is filed in the minute book, ref. LTC13D033)

48. UNIVERSITY CAMPUS SUFFOLK: JOINT ACADEMIC COMMITTEE

Received

a report and recommendations from the University Campus Suffolk Joint Academic Committee. (A copy is filed in the minute book, ref. LTC13D034)

49. OFFICE OF THE INDEPENDENT ADJUDICATOR CASE STATEMENT NOVEMBER 2013

Received

a second interim statement relating to cases referred to the OIA between 1 January 2013 and 30 September 2013. (A copy is filed in the minute book, ref. LTC13D035)

50. POSTGRADUATE RESEARCH EXECUTIVE

Received

- (i) a report on the latest activities of the Postgraduate Research Executive
- (ii) revised Regulations and Course Information for the Doctor of Medicine (MD). (A copy is filed in the minute book, ref. LTC13D037)

51. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

- (i) MRes Social Science
- (ii) MA Education: Learning, Pedagogy and Assessment
MA Mathematics Education
MA Adult Literacy, Lifelong Learning and Development: International Perspectives
- (iii) MA Media and International Development

(ref. LTC13D038 a copy is filed in the minute book)

a report on course closure for the following courses:

- (i) BSc (Hons) Nurse Practitioner (U2B707501). (A copy is filed in the minute book, ref. LTC13D039,)

52. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the minute book, ref. LTC13D040)

53. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- HUM Faculty Learning, Teaching and Quality Committee 27 November 2013
- SSF Faculty Learning, Teaching and Quality Committee 27 November 2013
- FMH Faculty Learning, Teaching and Quality Committee 2 October 2013.

(A copy is filed in the minute book, ref. LTC13D041)

54. TEACHING FELLOWSHIPS

Received

a report on 2012/13 and 2013/14 Teaching Fellowships. (A copy is filed in the minute book, ref. LTC13D042)

55. QUALITY ASSURANCE AGENCY

Received

the QAA consultation document 'Strengthening the quality assurance of UK transnational education'. (A copy is filed in the minute book, ref. LTC13D043)