

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 25 June 2014, in Committee Room 2, the Council House.

There will be tea, coffee and biscuits outside the room from 1.50 pm.

Michele Pavey
Learning & Teaching Manager
18 June 2014

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 23 June 2014. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 14 May 2014 (Enclosed)

3. STATEMENTS BY THE CHAIR

- Learning and Teaching Day 2015: Thursday 7 May
- Review of the first year of the Bachelors and Integrated Masters Regulations

4. CONFIRMATION OF CHAIR'S ACTION

To confirm

confirmation of Chair's action

- the Savile Scholarship in MA Creative Entrepreneurship
- the Paul Tucker Scholarship

LTC13D097 (Divider A)

LTC 13A006

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. ATTENDANCE MONITORING

To consider

revised procedures for supporting attendance monitoring

Ms Christina Chan, Learning and Teaching Manager will be in attendance for this item

LTC13D077 (Divider B)

*A2. 2014 STUDENT EXPERIENCE SURVEY

To consider

a presentation from Ms Becky Price from the Business Intelligence Unit

LTC13D078 (Divider C)

A3. EVALUATION OF THE 2014 LEARNING AND TEACHING DAY

To receive

an evaluation of the 2014 Learning and Teaching Day

LTC13D079 (Divider D)

A4. SCHOOL OF PHARMACY REVISED FITNESS TO PRACTICE PROCEDURE

To consider

a proposal from the School of Pharmacy to implement a revised Fitness to Practice procedure

LTC13D080 (Divider E)

A5. FIT TO SIT POLICY

To consider

a proposal from the Norwich Medical School to implement a 'Fit to Sit' policy

LTC13D081 (Divider F)

A6. REVIEW OF GENERAL REGULATIONS 1-12 and 13-15

To consider

reports from the reviews of General Regulations 1-12 LTC13D082

and General Regulations 13-15 LTC13D083 (Divider G)

*A7. REDUCING IN THE NUMBER OF MODULES WITH VERY LOW ENROLMENTS

To consider

reducing the number of modules with very low student enrolments and any rationale for running modules with low numbers

LTC13D084 (Divider H)

A8. ANNUAL REPORT FROM THE ISD EDUCATION BOARD

To consider

the annual report of the ISD Education Board LTC13D085 (Divider I)

A9. REPORT FROM TPPG

To receive

a report from the Academic Director of Taught Programmes on recent activities of TPPG

LTC13D086 (Divider J)

LTC 13A006

A10. QAA QUALITY CODE

To receive

the mapping document for the following QAA Quality Code Chapters:

- i. B1 Programme Design, Development and Approval
- ii. B8 Programme Monitoring and Review
- iii. B9 Academic Appeals and Student Complaints
- iv. Part A Setting and Maintaining Academic Standards

LTC13D087 (Divider K)

*A11. A UEA INTERNAL RECOGNITION SYSTEM (REAP) FACILITATING RECOGNITION AGAINST THE UK PROFESSIONAL STANDARDS FRAMEWORK (UK PSF)

To consider

proposals for a UEA Internal Recognition System facilitating recognition against the UK Professional Standards Framework

LTC13D088 (Divider L)

A12. CODE OF PRACTICE ON STUDENT REPRESENTATION

To consider

an interim report on the review of the Code of Practice on Student Representation

LTC13D089 (Divider M)

A13. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

the granting approval of:

- i. Master of Fine Art in Creative Writing
- ii. MA Creative Writing (Crime Fiction)
- iii. PGCE Primary (90 credits)
PGCE Secondary (90 credits)
- iv. Integrated Master of Pharmacy

To consider

- v. Proposals for approval and validation of a Postgraduate Diploma in Care of the Frail Elderly between the BMJ Group (British Medical Journal) and UEA

LTC13D090 (Divider N)

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 23 June 2014.

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

LTC 13A006

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

- B1. REPORT ON PHASE 2 OF THE PEER ASSISTED LEARNING PROJECT
To consider
a report on phase 2 of the Peer Assisted Learning Project
LTC13D091
- B2. UEA LONDON WITHDRAWAL- ACTION PLAN FOR THE MANAGEMENT OF VALIDATED PROVISION
To consider
progress against the action plan
LTC13D092
- B3. CLARIFICATION OF THE UNIVERSITY'S ACADEMIC APPEALS AND COMPLAINTS REGULATIONS
To consider
proposed clarifications relating to the Academic Appeals and Complaints Regulations
LTC13D093
- B4. COURSE WITHDRAWALS – INTERNAL AUDIT AND SUBSEQUENT AMENDMENTS
To consider
proposed revisions to the University's course closure policy and procedures
LTC13D094
- B5. UNIVERSITY CAMPUS SUFFOLK JOINT ACADEMIC COMMITTEE
To consider
recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 June 2014
LTC13D095
- B6. DRAFT RESEARCH DEGREE EDUCATION STRATEGY
To consider
a draft Research Degree Education Strategy
LTC13D096

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 23 June 2014.

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

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

- C1. PARTNERSHIPS
To receive
an update from the Partnerships Office

C2. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive
LTC13D099

C3. REPORT FROM THE STUDENT EXPERIENCE COMMITTEE

To receive

a report on the last meeting of the Student Experience Committee
LTC13D100

C4. EXTERNAL EXAMINER REPORTS 2012/14

To receive

reports from LTQCs on External Examiner reports and School responses

- Faculty of Arts and Humanities

LTC13D101

C5. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes for the following courses:

- i. MA Higher Education Practice
- ii. PGCE Physics with Mathematics
- iii. MSc/Postgraduate Certificate in Advanced Musculoskeletal Research and Practice

LTC13D102

To receive

a report on course closure for the following courses:

- i. Undergraduate courses in the School of Music
- ii. BSc Nurse Practitioner
- iii. MSc Stroke Recovery

LTC13D103

C6. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

minutes of the meeting of the Faculty Learning, Teaching and Quality Committees

- i. HUM Faculty Learning and Teaching Committee 26 March 2014
- ii. FMH Faculty Learning and Teaching Committee 26 February 2014
- iii. SCI Faculty Learning and Teaching Committee:
 - 2 October 2013
 - 11 December 2013
 - 5 February 2014
 - 30 April 2014
- iv. SSF Faculty Learning and Teaching Committee 23 April 2014

LTC13D104

LTC 13A006

C7. QUALITY ASSURANCE AGENCY

To receive

- i. CL 05/14 the QAA consultation document Quality Code for Higher Education. Part A: setting and maintaining academic standards. The UK framework for higher education qualifications
- ii. CL 07/14 New guidance for UK HE providers on education for sustainable development
- iii. CL 08/14 Consultation on five revised subject benchmark statements
- iv. CL 09/14 Consultation on draft new subject statement for veterinary nursing

LTC13D105

C8. ANNUAL STATISTICAL REPORT FROM OIA

To receive

the annual statistical report from the OIA

LTC13D106

C9. 2012/13 ANNUAL MODULE MONITORING AND COURSE REVIEW

To receive

a report on completion of the 2012/13 Annual Module Monitoring and Course Review process

LTC13D107

C10. EXTERNAL EXAMINER APPOINTMENTS 2013/14

To receive

the list of external examiner appointments at UEA for the academic year 2013/14 for undergraduate and taught postgraduate courses

LTC13D108

C11. LTC DATES 2014/15

To receive

dates of LTC meetings in 2014/15. All meetings start at 14:00 and take place in Committee Room 2 in the Council House

- 22 October 2014
- 3 December 2014
- 28 January 2015
- 18 March 2015
- 13 May 2015
- 23 June 2015

C12. SCHOOL OF MUSIC

To receive

a report on the School of Music

LTC13D109

SECTION D: RESERVED AGENDA

No items have been received