LTC 13M005

LEARNING AND TEACHING COMMITTEE

University of East Anglia

Minutes of the meeting held on Wednesday 14 May 2014.

Present: 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 Library Director (Mr
              N. Lewis), the Academic Director of Partnerships (Professor I. Dewing),
              the LTC Director of Staff Development (Ms A. Giles), the Academic Director
              of INTO (Dr M. Perry), the representative from City College Norwich (Mr J.
              White), the University College Suffolk representative (Professor P. Cavenagh),
              the Academic Officer of the Union of UEA Students (Ms L. Withers Green)
              and the undergraduate student representative of the UEA Union of Students
              (Ms M. Hughes) and the Student Support Manager of the UEA Union of
              Students (Ms J. Spiro).

With: the Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Mr
              J. Sharp), the Head of Partnerships (Mrs S. Walker), the Head of PGR
              Students Office (Dr V. Easson).

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

Apologies: the Director of Information Services (Mr J. Colam French).

74.   MINUTES

       Confirmed
              the Minutes of the meeting held on 19 March 2014

75.   STATEMENTS BY THE CHAIR

       1)   The University's Learning and Teaching Day on 8 May 2014 had been very
            successful and extremely well received by participants. There would be a full
            review of the event undertaken for consideration by LTC. The thanks of the
            Committee were conveyed to everyone involved in organising the event.

       2)   The Chair had attended a Higher Education Academy (HEA) Learning and
            Teaching Network event for Pro-Vice-Chancellors and Deputy Vice-Chancellors.
            There it was announced that the HEA would be subject to large budget cuts which
            would require it to become financially self-sufficient by 2016.

       3)   Agenda Item B1 which related to Starred Firsts was a paper which outlined criteria
            currently used by Schools when awarding starred firsts. It was intended to seek to
            rationalise the criteria for this award for 2015/16.

76.   CONFIRMATION OF CHAIR'S ACTION

       Confirmed:
              that the Chair had taken action to approve:

              (1)   the Charles L Walker Scholarship

(2)   a concession to change the Bachelors and Integrated Masters Regulation 13.1 for 2013/14 (a copy is filed in the minute book, ref: LTC13D059)

77.   STUDENT CHARTER

Considered
a revised Student Charter (a copy is filed in the minute book ref: LTC13D060)

Reported

i)   the Student Charter had been subject to widespread consultation and now clearly articulated a partnership between UEA and the Union of UEA students (UUEAS), with clearly articulated the obligations and expectations of students, the UUEAS and the University.

Resolved

i)   that, subject to two minor amendments proposed by the UUEAS Academic Officer, the Charter be approved;

ii)   that the Charter be available to staff and students in multiple formats;

iii)   that the Charter be sent to Senate for final approval.

78.   ELECTRONIC MARKING: EVALUATION REPORT

Considered
an evaluation of the 2013/14 electronic marking pilot and recommendations for roll-out in 2014/15 (a copy is filed in the minute book, ref LTC13D061)

Reported

i)   following an evaluation of the 2013/14 electronic marking pilot it was evident that staff involved welcomed the opportunity to mark online, whilst students whose work had been marked electronically perceived fewer benefits;

ii)   consideration on whether to develop the in-house system used for the pilot or to purchase an off- the shelf product was now required.

Resolved

i)   that the Committee supported, in principle, the development of electronic marking;

ii)   that a small group of senior staff, together with student representatives, would investigate whether the development of the in-house e-marking system or an off -the -shelf solution would be most appropriate.

(In its detailed consideration members:

i)   acknowledged that successful roll-out of e-marking would require additional Learning Technologist support. There would be other resources required to ensure staff had access to appropriate technology to undertake e-marking;

ii)   recognised that adding value to assessment and feedback was key and e-marking had a role to play in this. However, it was important that students were aware of how to make best use of feedback, in whatever format it was given;

iii)   supported the proposal to develop and exploit the uses of e-marking further;

iv)   were advised that there was currently no intention to make e-marking compulsory for staff).

79.   TEXT-MATCHING SOFTWARE WORKING GROUP: SUMMARY PAPER

Considered
proposals arising from the work of the Text-Matching Software Working Group (a copy is filed in the minute book, ref:LTC13D062)

Reported

i)   the Text-Matching Software (TMS) Working Group, chaired by the Academic Director of Taught Programmes, had been set up to review the use of Turnitin to support the University's Plagiarism and Collusion policy. It had agreed a number of principles which were set out in the paper being considered by LTC;

ii)   the introduction of more widespread use of text-matching software was closely linked to the planned expansion of e-marking. Due consideration would need to be given to ensuring that the software could be used with whatever e-marking system was implemented.

(In its discussions members:

i)   acknowledged that appropriate training for staff and students on how to use Turnitin was essential;

ii)   noted that the role of academic staff and the use of academic judgement in the identification of plagiarism and collusion would still be very important;

iii)   noted that further consideration would also need to be given to which of its four primary functions (detection, deterrence, investigation or as a formative tool), Turnitin would be used for at UEA;

In addition, some members expressed concern at one of the principles proposed by the Working Group which related to using text-matching software for random or partial sampling. There was concern that this would have a significant impact on the University's current Plagiarism and Collusion policy if the software was to be used before there was any suspicion of plagiarism or only for a sample of students on a module).

Resolved

i)   to agree the principles outlined in the TMS Working Group's paper to LTC, with the caveat, that further consideration should be given to whether text matching software was used for random or partial sampling of students' work.

80.   CREDITS, MODULES AND STUDENT EFFORT HOURS

Considered
proposals for information to be included in Module Outlines from 2014/15 relating to required student effort hours per module (a copy is filed in the minute book, ref: LTC13D063)

Reported

i) TPPG had supported the proposals in the paper submitted for consideration which aimed to ensure that it was clear to students, via module outlines or handbooks, how much effort they were expected to put in to each element of a module, including self-managed study.

ii) The Academic Director of Taught Programmes (ADTP) noted that the next stage would be to ensure that the amount of effort students were required to expend in different disciplines for a module with identical credit ratings was not widely divergent. This was particularly important on joint degree courses.

Resolved

i) that the recommendations in the paper be accepted;

ii) that word 'indicative' or similar be added when referring to the hours for any taught elements within a module;

iii) that Schools should be encouraged to give consideration to the proposals in the paper at their annual Review of Moderation and Assessment meetings.

81. QAA QUALITY CODE AND BRIEFING SESSIONS FOR THE HIGHER EDUCATION REVIEW (HER)

Received
the mapping document for the QAA Quality Code Chapter B10: Managing Higher Education Provision with Others (a copy is filed in the minute book, ref: LTC13D064)

Tabled
HER Quality Audit Preparations: Briefing Workshops for University Staff and Students (a copy if filed in the minute book, ref: LTC13D076)

Reported

i) the Chapter Champion for Chapter B10, the Head of Partnerships, Ms Sally Walker, informed members that the indicators in the Chapter were being met, although there was scope for enhancement;

ii) the Head of Partnerships and the ADTP had led a national session on Chapter B10 and it was clear from discussions in that forum that good software was crucial to manage partnerships and other similar arrangements effectively. This was now being given consideration by key stakeholders.

(in its discussions members:

agreed that, given the lack of student take- up of invitations to contribute to the Working Groups for each of the Quality Code Chapters, UUEAS would consider having a bank of students to call on to participate in the work of these groups).

iii) were advised by the Academic Director of Taught Programmes that a series of briefing sessions for staff was planned between October 2014 and March 2015 on each of the Quality Code Chapters.

82. NEW AWARDS AND NEW COURSE PROPOSALS

Considered
the granting approval, prior to validation, of MA Creative Producing at the Mountview Academy of Theatre Arts (a copy is filed in the minute book, ref: LTC13D065)

Reported

the proposal was part of a portfolio of planned courses being developed by Mountview Academy.

Resolved

that the proposal be approved for validation.

83. CRITERIA FOR THE AWARD OF STARRED FIRST DEGREES

Approved
the criteria for the award of starred first degrees (a copy is filed in the minute book, ref:LTC13D066)

84. AMENDMENT TO THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS 2013

Approved
an amendment to the 2013/14 Bachelors and Integrated Masters Award Regulations to include threshold levels for MEng Courses (a copy is filed in the minute book, ref:LTC13D067)

85. UNIVERSITY CAMPUS SUFFOLK: JOINT ACADEMIC COMMITTEE

Approved
recommendations from the UCS Joint Academic Committee (a copy is filed in the minute book, ref:LTC13D068)

86. UEA LONDON WITHDRAWAL PLAN: UPDATE ON ACTION PLAN

Received
an update on the Action Plan for withdrawal from validated provision at UEA London (a copy is filed in the minute book, ref: LTC13D069)

87. POSTGRADUATE RESEARCH

Approved
(i) Instructions to Examiners for the Degrees of Doctor of Philosophy (PhD), Master of Philosophy (MPhil), Master of Arts by Research, Master of Laws by Research, Master of Music by Research and Master of Science by Research

(ii) Rules for the Form of Theses and Dissertations

(iii) Probationary periods for research degree students

(iv) Revisions to Research Degree Regulations

(a copy is filed in the minute book, ref: LTC13D070)

88.   PARTNERSHIPS

Received
  an update from the Partnerships Office   (a copy is filed in the minute book, ref:LTC13D071)

89.   HEA GREEN ACADEMY CHANGE PROGRAMME: UEA CASE STUDY

Received

  the final report of the HEA Green Academy UEA Case Study

  (a copy is filed in the minute book, ref:LTC13D072)

90.   REVIEW OF GENERAL REGULATIONS

Received
  an update on the review of General Regulations   (a copy is filed in the minute book, ref:LTC13D073

91.   NEW COURSE PROPOSALS AND COURSE CLOSURES

Received
  a report on minor course changes for the following courses:

  (i)   MSc Climate Change and International Development
  (ii)   MSc Environment and International Development
  (iii) MSc Cognitive Neuroscience, MSc Developmental Psychology, MSc Social Psychology

  (a copy is filed in the minute book, ref:LTC13D074)

92.   FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

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

  - SSF Faculty Learning, Teaching and Quality Committee held on 26 February 2014
  - HUM Faculty Learning, Teaching and Quality Committee held on 15 January 2014

  (a copy is filed in the minute book, ref:LTC13D075)

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