LTC14D060

Title:	***SCI LTQC - Minutes***
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Issue

To receive the Minutes of the Faculty of Science, Learning, Teaching and Quality Committee held on 1 October 2014.

Recommendation

None

Resource Implications

None

Risk Implications

None.

Equality and Diversity

n/a

Timing of decisions

n/a

Further Information

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Background

n/a

Discussion

n/a

Attachments

None

UNIVERSITY OF EAST ANGLIA
FACULTY OF SCIENCE

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on Wednesday 1 October 2014 at 2.00 pm

Present: Nigel Clayden (CHE), Mark Coleman (BIO), Juliette Cule (Union Support), James Desborough (PHA), Paul Dolman (ENV), Emilly Kitching (SCI Faculty Student Rep), Martin Loftus (Nat Sci), Sarah Lucas (SCI Faculty Manager), Geoff McKeown (CMP), Ben Milner (LTQC Chair), Rachel Paley (Hub Manager), Emilian Parau (MTH) with Jean Whiting (LTQC secretary).

1.   <u>MINUTES OF THE PREVIOUS MEETING</u>
   Considered
   Minutes of the previous meeting held on 2 July 2014 (document A filed in the minute book)

   Updates and action points

Item number and subject	Details
2.1 – New SCI Teaching Lab Building	Noted that meetings had taken place and further meetings were scheduled. The building format had slightly changed and the position of the building will now be closer to the Julian Study Centre. **Action: Chair of find out when next meetings will take place.**
2.2 – Recent exam boards and feedback	Exam Board chairs had provided feedback to the Chair. Comments had been fairly positive. There were some issues associated with MTH. There were some concerns regarding streaming of higher calibre students onto higher level modules and the situation that occurs when these students fail the higher level module and they have to be withdrawn from the University (these students would have passed the lower ability one). In such cases, the School would be expected to write a concession that ADTP will consider. **Action: Chair to feedback comments to Lynne Ward, Caroline Sauverin and copy Rachel Paley.**
3.3 – ISD	Noted that Geoff McKeown would report back to the next meeting of ISD that SCI Schools would like to receive data analysis on the use of Blackboard on various modules.

5 - Corporate Plan Strategy	The Chair had asked Adam Green to attend the LTQC meeting in December to talk about league tables, value added etc.
5 – Corporate Plan Strategy Documents	Noted that all Schools had provided their draft Corporate Plan documents and these were uploaded on the SCI LTQC Blackboard site.
6 – DOS Learning and Enhancement Team Report	Noted that Jeremy Schildt had liaised with SCI colleagues accordingly and Geoff McKeown had fed back information to Module Organisers.
7 - Assessment and Moderation Review	Noted from Rachel Paley that currently LTS are seeking information from the Schools regarding which items of assessment will be moderated. The Moderation form will be amended to record the information and the expectation is that moderation forms will be submitted with the mark sheets that are returned to the Hub.
7 – Assessment and Moderation Review (course review)	The Chair had asked for an extension to the date when Schools are expected to have undertaken their annual course review. The date was non-negotiable.
7 – Assessment and Moderation Review (peer review)	This item is on today's agenda.
8 – Induction "welcome pack" for SCI students	Noted that DLTs had provided information to accordingly.
9 – Course Proposal – PHA Integrated Master of Pharmacy	This item in on today's agenda.

2. STATEMENTS FROM THE CHAIR

   2.1 Feedback and Assessment Review working group
        Noted that a group would be established to consider the first year of BIM.
        The Group will consist of Neil Ward, Caroline Sauverin, Lynne Ward etc
        and there will be student representation also.

   2.2 Autumn semester modules and removing the exam element
        Noted that discussion was taking place about the possibility of amending
        the assessment for autumn semester modules so they do not include an
        examined element. LTQC expressed concern about this possibility and
        hoped they would be able to contribute fully to any further discussions.

   2.3 Timetabling
        Noted that there was a proposal to introduce a new timetabling system in
        2015/16. This would involve a significant testing period first of all. Further
        information will be provided in due course.

3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS
    Received
    oral reports from members of University groups on matters of interest to the
    committee, as follows:

3.1   ISD (Geoff McKeown)
Nothing to report as a meeting had not taken place as yet.

3.2   Absence/Attendance Group (Alan Bond)
It was thought that this group was no longer meeting, but the Chair would follow up
Action: Chair to follow up with Alan Bond

3.3   HEA Recognition Group (Helen James and Emilian Parau)
Action: Chair would follow this up with Helen James

3.4   Future Skills Initiative Working Group
Action: Chair would follow this up with Helen James

3.5   TPPG
Noted that TPPG would meet on Tuesday 7 October.
Action: Chair would liaise with Simon Lancaster and ask if he was still an active member of this Group, and if not, would open the opportunity to other LTQC members.

4.   STATEMENTS FROM STUDENT UNION REPRESENTATIVES
Received
Oral report Juliette Cule as follows:

There is a new staff team of four which form the Education and Engagement Unit, who are planning to do much more work on supporting and developing the student representatives. This year the Union support representative will spend time on getting to know how student representation works in each school, and will work with staff on SSLCs and help student reps etc.

5.   WEEK 01 FEEDBACK
Received
Oral reports from members regarding the start of year, as follows:

BIO	Seemed to go ok. Regarding attendance monitoring, it was noted that BIO were going to employ an Associate Tutor to input the register data, but the AT would need access to the information on the modules. **Action: Rachel Paley to investigate.**
CHE	Good, seemed to go well.
CMP	Some issues with students not being able to see their timetabled events correct. Module Organisers contacted all new and returning students via email to remind them to the teaching events in week 1. **Action: Rachel Paley to investigate this with the CMP team.**
ENV	Similar to above. Issues with students not being able to see their timetabled events. This related to some UG and some PGT students. **Action: Rachel Paley to investigate this with the ENV team.**
MTH	Seemed to go ok.
NAT	All students were enrolled correctly on their modules. Registration seemed to go ok.
PHA	Seemed to go ok. Need to consider how the web page will incorporate things that need to be done by the student prior to arrival (such as DBS etc). LTQC were concerned that although the website is an improvement, there is still further developments to be made to ensure that the Schools

	requirements of students prior to arrival are satisfied.

Action: Chair would feed this information back to Andrea Blanchflower and Caroline Sauverin.

6. ATTENDANCE MONITORING
Noted from the Chair that there was a new process to monitor attendance by Schools. Comments from Schools as follows:

BIO	Noted that BIO would like an Associate Tutor to have access to the eVision information about registers. BIO will be employing the AT to input information from registers, LTS will extract reports and send to BIO and then Helen James will interrogate the reports, and arrange for students to be contacted for a meeting.
CHE	The School were currently considering the LTS request about who the reports should be sent to, when, how often etc.
CMP	The current system in CMP works well. Academic colleagues input information, Dan Smith considers the data, and contacts students who have hit the School's trigger for a meeting.
ENV	The School is currently deciding how to manage this, but they are of the opinion that the analysing of data is an administrative task and it should not rest with an academic to do this. **Action: ENV would investigate the possibility of admin support within LSO to assist with this task (suggested that HoS would be consulted about this)**
MTH	Reports will be provided by LTS to DLT twice a semester.
PHA	The School monitor attendance and have done for a number of years due to the professional body requirements.

7. COLOUR PRINTING OF COURSEWORK
Noted from the Chair that the cost of colour printing of coursework would now be recharged to the relevant School.

8. ASSESSMENT REVIEW MEETINGS
Received notes from the SCI Schools on their assessment review meetings (documents B to H filed in minutes book). Noted that these had been discussed lately by senior management staff and it was noted that all SCI Schools had fully complied with the process and the form that had been used by Schools were very useful. BIO were to be particularly commended for their notes and senior management would be circulating the BIO form to other Schools for their information.

9. ASSESSMENT AND FEEDBACK
Noted from the Chair that a 4-point plan had been introduced in an attempt to improve upon assessment and feedback. The 4-point plan included the following sections that DLTs were asked to comment upon:

- Induction for finalists
- Focus on autumn modules with a 5-day (FA) and 10-day (SA) turnaround
- Allocation of time/resources to meet turnaround times
- Formative assessment assessed by BB for an autumn module

Action: Secretary to devise a 4-point plan summary table and send to DLTs and ask them to complete for their Schools by no later than Tuesday 14 October.

10. <u>MONITORING UPDATE</u>

    10.1   <u>Annual Course Review and Module Review process</u> *(documents I(i) and I(ii) filed in the minute book).*

        Noted that there were some gaps in the spread sheets, but that Hub teams were working on finalising these. Once the documents were updated, final copies would be provided to DLTs.

        Action: Secretary to send updated documents to DLTs

    10.2   <u>Peer Review</u>
        Noted that SCI had a Blackboard site where information regarding peer reviews across SCI was available to view. SCI Schools had fully engaged in the process.

11. <u>FACULTY OF SCIENCE STRATEGY</u>
Received a draft Faculty of Science strategy from the Chair *(document J filed in the minute book).*

The document will be considered by the Faculty Executive at the end of October, and DLTs were asked to provide comments on the strategy to the Chair.

Action: DLTs to consider the Faculty of Science strategy document and feedback to the Chair by no later than Tuesday 14 October.

12. <u>COURSE PROPOSALS</u>
Considered

A12.1 <u>BSc Physics, Integrated Masters in Physics, BSc Physics with a year abroad, BSc Physics with a year in industry</u>
(document K filed in the minute book)

Noted the following comments:
- that the courses would initially be using already established modules
- that the minimum viable intake was 6 p.a. LTQC queried whether this should be 10 p.a.
- queried whether any new appointments would be necessary
- wondered if there would be enough interest in the programme from prospective students
- queried whether the Institute of Physics had been consulted, and proposed Course Director (Martin Loftus) confirmed that they had been.
- LTQC had concerns about the approval of this course.

Action: Chair to talk to Stephen Ashworth and the Dean of Faculty about LTQC's concerns.

A12.2 <u>BEng and MEng proposals</u>
(document L filed in the minute book)

| 1. BEng (Hons) Energy Engineering with Environmental Management |
| 2. BEng (Hons) Energy Engineering with Environmental Management with a Year in Industry |
| 3. MEng Energy Engineering with Environmental Management |
| 4. BEng Energy Engineering |
| 5. MEng Energy Engineering |
| 6. BEng Engineering |
| 7. BEng Engineering with a Year in Industry |
| 8. MEng Engineering |

Noted the following:

- BEng (Hons) Energy Engineering with Environmental Management with a Year in Industry Modules will not be a course that is proposed
- LTQC wondered about further appointments that would be made
- Queried whether there was enough interest in the courses?
- Noted from the Student Union rep that students who are currently taking Engineering, really enjoy the course and modules and the fact that they obtain excellent pastoral support from their Advisers, Module Organisers etc. The students were slightly worried that with the introduction of more Engineering programmes, the support currently enjoyed may become diluted, due to the increased number of students.
- Confirmed that the Energy Institute had been consulted in the design of these courses.

Action: LTQC approved the new course proposals and the document would be sent to LTC for consideration (Action: LTQC secretary)

12.3 <u>BSC PHARMACOLOGY AND DRUG DISCOVERY</u>
(document M filed in the minute book).

Noted the following:
- This was a new course offering a combination of pharmacology and drug discovery to produce graduates with skills and knowledge required to work in pharmacology or drug design and development areas
- The course includes a business studies component
- The Student Union representative wondered how far the business studies option would be available to students in later years.
- Noted from PHA DLT that there was another 20 credit module of business studies in year 03.

- Wondered how much overlap (if any) this course would be for the Biomedicine degree in BIO.
- It was felt that this new programme would attract different students than the Biomedicine programme would
- Queried the entry requirements of ABB

Action: Course proposer to -
(1) liaise with Biomedicine Course Director (Vince Ellis) to see if there is any overlap that could be problematic and address.
(2) obtain written confirmation (eg email) that NBS modules can be used in the course
(3) confirm entry requirements. Section S8 says ABB, while comment from ARM in Section BC7.7 suggests AAB. Please address in Section BC9.
(4) amend Section S3 which uses MBS - presumably this should be NBS
(5) complete Section AC2 correctly - any other exit awards, e.g. Cert HE, DipHE
(6) complete several Sections namely, Sections AC11, KIS data
(7) consider inclusion of an NBS module in Year 2, to complement those in Year 1 and Year 3.

Action: On the condition that the above queries are addressed and the Associate Dean is content with the responses, then LTQC approve the course proposal and secretary will send onto LTC for consideration (Action: LTQC secretary)

12.4   INTEGRATED MASTER OF PHARMACY (5 year variant)
(document N filed in the minutes book).

Noted the following:
- the proposal has been developed for international students who are no longer able to remain in the UK to undertake their pre-registration training post-graduation.
- currently International students require an additional visa to complete their pre-registration training which is dependent on their income being in excess of £21,000 per annum, this salary level is not offered by many employers and therefore upon graduation students are unable to gain a visa to complete their compulsory pre-registration training and register as a pharmacist making studying pharmacy by international students via the traditional route less attractive.
- Concern was expressed about the placement being in the last six months of study and it was noted that the Learning and Teaching Service had been asked to advise on whether a concession/change to regulation is required and to facilitate this process if required.
- Noted that HEE proposals may require a course change for all PHA students in future, so it would be prudent to make the change now

Action: Course proposer to -
(1) follow up concession/change to regulation re placements in the final year with Jon Sharp
(2) dates are not correct in S13 and further information is required in Section BC6.3 to demonstrate how placements will be found and how this follows MPharm.
(3) amend bottom of page 16 - PHA has the highest SSR not lowest.

(4) Section AC2 needs further information – are there any exit awards - Cert HE, Dip HE?

On the condition that the above queries are addressed and the Associate Dean is content with the responses, then LTQC approve the course proposal and secretary will send onto LTC for consideration (Action: LTQC secretary)

13. <u>COURSE REVIEWS</u>
Noted from the Chair that there were several course reviews planned for 2015-16 and asked Schools to consider these with a view to introducing efficiencies such as bringing reviews forward and amalgamating with other reviews *(document O is filed in the minute book).*

Action: Chair to liaise with Lynne Ward and provide her with a background when concessions are sought to change review dates.

14. <u>CHANGES TO EXISTING PROGRAMMES</u>
Noted the following approvals:
- New course – MMth Mathematics with a Year Abroad
- New name – BSc Computer Graphics, Imaging and Multimedia
- New name – BSc Business Information Systems and Year in Industry
- New name – MSci Biological Sciences

15. <u>ANY OTHER BUSINESS</u>
There was no other business and the meeting closed at 4.40pm.

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on Wednesday 2 July 2014 at 2.00pm.

Present: Dr Ben Milner (Chair), Dr Alan Bond (ENV), Dr Nigel Clayden (CHE), Dr Helen James (BIO), Dr Martin Loftus (Nat Sci), Dr Emilian Parau (MTH) and Jean Whiting (secretary, LTS) with Rachel Paley (Hub Manager, LTS).

Apologies: Dr Ros Boar (ENV), Geoff McKeown, Jess Phoenix, James Desbrough

1.   <u>MINUTES OF THE PREVIOUS MEETING</u>
       Considered
       minutes of the previous meeting held on 30 April 2014 *(document A filed in the minute book)*

Updates and Action Points

Item no and subject	Details
3.4 - TPPG update on academic year structure	Chair would follow this up with Ros Boar **Action: Chair**
5 - Corporate plan strategy document update	Noted that Chair had liaised with Directors of Teaching about corporate plans
6 - Embedding employability skills into modules	Noted that a new module outline template was currently being considered (via LTC). Once the template was available, Jean Whiting would ensure that LTQC members received a copy. **Action: Secretary**
7 - Small modules	Noted that each Director of Teaching had been asked to consider the small module report. Responses had been received by the Chair from CHE, ENV and NAT SCI. For ENV modules if there were 10 enrolments or fewer, this triggered a module review. Considered whether this could be a SCI faculty trigger, but noted that some of the PGT modules had small enrolments which would mean they would be triggered regularly. Similarly there are some courses with small enrolment numbers. Agreed that Directors of Teaching would consider small modules in their Schools and decide whether these need to be triggered or not.

| 10 – Compliance with Codes of Practice. | Re module evaluations and feedback to students, this was raised in the last meeting and the Secretary was asked to consider how SCI (with Lynne Ward) handled this process.

Noted that Secretary had liaised with Lynne Ward. It had been agreed that whenever the approved feedback document (as a result of the module evaluations) is ready for student dissemination (via email bulletin) that the document is also placed on the LTS Quality Review blackboard site. |
|---|---|
| Re course review to take place in August | How can this occur if no students are present. Noted if this is complete in the summer there will be no student representation. **Action: Chair to bring to Senior Managers Meeting, also will raise the module update deadlines.** **Action: Chair** |

2.   STATEMENTS FROM THE CHAIR

2.1   New SCI Teaching Lab Building
Noted following points about the new building on the site of CD Annex:
- There will be 3 stories, one floor for CHE/PHA labs, one floor for BIO/ENG labs.
- Phase 2 will involve the creation of another floor to house ENV labs.
- Phase 3 will be for the CMP/IT labs.
- Building work will commence 1 January 2015 and the building will be open in September 2016.
- A working group will be set up to help design the labs and it was suggested that lab technicians were involved in the working group.

Action: Chair to liaise with Richard Rix

2.2   Recent Exam Boards and feedback
Chair will write to Exam Board Chairs and ask for comments/feedback from the recent exam board series.

Action: Chair

2.3   Thanks
The Chair thanked both Helen James and Alan Bond for their involvement with LTQC. Noted that this would be their last LTQC meeting in their capacity as Directors of Teaching.

3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS
    Received
    oral reports from members of University groups on matters of interest to the
    committee as follows:

3.1 LTC
     Oral report from James Desborough as follows:
     - Attendance monitoring policy was approved.
     - Module Organisers have an obligation to ensure that at least one register is
       completed per week for all students registered for each of their modules, where
       teaching patterns permit. This is a minimum requirement.
     - A review of students' attendance records must be carried out by a nominated
       academic colleague (e.g. Senior Adviser, Year Lead etc) no less than twice per
       semester
     - The driver comes from international students and visas etc and the process
       should be pastoral.
     - Learning and Teaching Day was on 7 May
     - CD Annex is closing this year and there are going to be problems with room
       bookings and un-roomed events.
     - Recognising excellence – UEA a fund available to help support individual
       support applications.

3.2 LTS quality meeting
     Oral report from Geoff McKeown as follows:
     - LTS are planning information days re forthcoming Higher Education Review
       (HER)
     - Re moderation, it was noted that the moderation process was meant to be light
       touch.
     - Re the learning and teaching priorities, it was noted that these were reducing
       number of exams, reducing number of courses, consideration of modules with
       small numbers etc).

3.3 ISD
     Oral report from Geoff McKeown about the last ISD meeting as follows:
     - There was a presentation on data analysis on usage of blackboard on various
       modules (number of students who visited a module, number of modules in a
       School etc).
     - This data analysis could be provided for all Schools on request
     - Potentially it is a useful way to ascertain lack of engagement
       **Action: Geoff McKeown to feedback that SCI Schools would like to
       receive these reports**
     - Student printing cost will be rising.
     - An ISD strategy document has been produced.

     Discussion occurred regarding BIM and the requirement to pass all modules and
     how streaming students into modules, may have a negative impact if a student
     fails a component.
     Action: Chair to talk to ADTP about this

3.2 <u>Absences</u>
Oral report from Alan Bond as follows:
- Working group business has now concluded.
- Policy went to LTC.
- At the last meeting a flowchart was developed to aid the disciplinary process re absences.

3.3 <u>HEA Recognition Group</u>
Received an oral report from Helen James as follows:
- No meeting had taken place since the last one.
- There will be a pilot next year so volunteers will be required.

3.4 <u>Future Skills Initiative Working Group</u>
Received an oral report from Helen James as follows:
- This group is in response to HEA consultations and guidance in relation to ESD (education for sustainable development).
- A meeting has occurred to consider terms of reference etc.
- There has been discussion about a future skills module and a discussion about embedding things into our current modules. ADTP is chairing the main group.

3.4 <u>TPPG (Ros Boar)</u>
Nil

4. <u>STATEMENTS FROM STUDENT UNION REPRESENTATIVES</u>
Nil

5. <u>CORPORATE PLAN STRATEGY DOCUMENT UPDATE</u>
Received an oral report from the Chair as follows:
- Schools were in the process of producing the reports and there are lots of areas of good practice
- final versions are expected by 11 July and then AD will present to SCI Executive
- the value added score on the Guardian league tables the statistic varies in Science Schools (CMP = 1, ENV = 7, PHA = 2).

  Action: Chair to ask Adam Green to come to a future FLTQC to explain league tables, value added, how can SCI improve figures etc.

  Action: Directors of Teaching to send draft versions of School Corporate Plan documents to secretary for uploading to the LTQC Blackboard website.

6. <u>DOS LEARNING AND ENHANCEMENT TEAM REPORT 2013/14</u>
Received oral report (and report on the "Use of Learning Enhancement Team 2013-14") from Jeremy Schildt as follows:
- The report shows appointments, workshops etc for the Science Schools and it shows number of student attendances at any leaning and enhancement event/activity
- Noted that the gender balance is fairly even for Science students who use the facilities of the Learning Enhancement Team compared to other faculties at UEA
- Most workshops are around mathematics and statistics and help is provided also for higher topics in CMP modules

- CHE figures are high due to the Science with a Foundation Year programme being incorporated currently in CHE. This will change in future years when foundation years exist in all SCI schools.
- Average number of appointments per student is around 4.
- One area that could be pushed more to help students is mathematics and statistics resources that exist in the Team and perhaps MTH tutors could raise awareness about these resources to students
  Action: Jeremy Schildt to send links to Sarah Lucas
- Learning Enhancement Team would like to maintain contact with the students who will be joining the new programmes
  Action: Jeremy Schildt to liaise with Martin Loftus
- The Team would like to work more closely with CMP and talk to module organisers about what is being taught in their modules etc, and Learning Enhancement can feed back to School about the types of queries they receive.
  Action: Geoff McKeown to liaise with Module Organisers and feed back to Jeremy Schildt

7.   ASSESSMENT AND MODERATION REVIEW

Noted that Schools are expected to undertake a yearly Assessment and Moderation review and a copy of the standard proforma (on completion of the review) should be sent to the Secretary of LTQC to add to the LTQC Blackboard site. Noted that deadline for the form to be returned is 31 July.

The ENV Director of Teaching had sent moderation details and what the expectations were to Module Organisers. Noted that LTS would need to review this and work towards improving the current process of collating moderation information.   Noted that the intention is that LTS will ask Schools which modules will be monitored, and LTS will maintain records about moderation.
Action: Rachel Paley to consider the best way of gathering this information (ask Directors of Teaching directly? Ask Module Organisers directly?) and to liaise with Michele Pavey re the new Module Outline form. Will also consider how to record where double marking has taken place.

For next year the following was suggested:
- LTS will ask MOs about assessment items and coursework submission dates
- DLTs to provide LTS with information about moderation etc
- LTS to be responsible for collection of moderation forms
- Noted that there could be more than 1 moderation form due to extensions

Course reviews
Noted that these were due to be completed.
Action: Chair will seek an extension for the completion of these reviews.

Peer observations.
Noted that these have taken place in the Schools this year and that all Schools had engaged with the process..
Action: Chair and Sarah Lucas to consider peer review reports.

8.   INDUCTION "WELCOME PACK" FOR SCI STUDENTS
Received an oral report from Sarah Lucas as follows:
- SCI are working with ARM to encourage engagement on open days etc., and they are considering subject area brands (memory sticks etc).

- Some Schools have introduced this for when the student arrives
- Information is requested from Schools about what the students receive from their School in the first week (eg lab coats etc), and what is essential for the students in order for them to do the course, and what is desirable and what do Schools already provide (eg printer credits, lab coats, calculators, etc)
- Schools may also want to consider recruitment and brand, and what is special about the School (postcards, molecular models, etc)
  Action: Directors of Teaching to provide information to Sarah Lucas by end of July (eg what is essential equipment for first years)

9. <u>COURSE PROPOSAL – PHA – INTEGRATED MASTER OF PHARMACY</u>
    Received a new course proposal from the School of Pharmacy for an Integrated Master of Pharmacy.

    Received oral report from James Desborough as follows:
    - International students currently find it difficult to obtain places on completion of the PHA degree.
    - Two University competitors have introduced an integrated degree programme
    - PHA wants to do the same.
    - Students will go out on placement in 3rd, 4th and 5th year.
    - The new programme will be available to current students also.
    - Due to changes in the course, there is a requirement to change the Code of Practice on placements. The final year has six months on placement.
    - The intention is that current international students would transfer to this new programme.
      Action: comments to be fed back to Chair and James Desborough and on receipt of comments/approvals by relevant stakeholders, Chair would take Chairs action to approve this course before it is passed onto LTC for formal consideration at its October meeting.

10. <u>MINOR COURSE CHANGE FOR BIO</u>
    Received oral report from Helen James as follows:
    - Amalgamation of MSci Plant Sciences and MSci Microbiology.
    - Minor course change and a programme specification.
    - Comments back to Chair to discuss with Helen James and then Chairs Action for sign off.

11. <u>ANY OTHER BUSINESS</u>

    Sarah Lucas reported that student handbooks for will be amended for 2014-15. Student feedback focus sessions had been held and students were asked what they would like to see in a handbook. There will be School handbooks, foundation year handbooks and a year in industry handbook and draft versions of these handbooks would be circulated to Directors of Teaching for consultation.

12. COURSE CLOSURES / AMENDMENTS / PROPOSALS / APPROVALS
COURSE CLOSURES / CHANGES TO EXISTING PROGRAMMES

Name of course	School	Associate Dean Approval
Mathematics with a year abroad *(replaces North America, Australasia)*	MTH	pending
Computing Graphics Imaging and Multi Media *(replaces Computer Science with Imaging and Multimedia)*	CMP	pending
Business information systems with a year in industry *(same as BIS but with a year in industry)*	CMP	Pending
MSci Biological Sciences *(replacing MSci Microbiology and Plant Sciences)*	BIO	pending
Integrated Master of Pharmacy *(new course)*	PHA	Pending

12. COURSE REVIEWS

School	Years covered by review	Course	Associate Dean Approval
Computing Science	2008-2014	• U1G401401 - Computing Science with a year in Industry • U1G511401 - Computing for Business with a year in Industry • U1G407401 - Computing Science MCOMP • U1G408401 -Computing Science with a year Abroad MCOMP • U1G413402 - Computer Graphics MCOMP	6 June 2014
Environmental Science	2007 – 2012	• F900 BSc Environmental Sciences • F850 BSc Environmental Sciences with a year in Industry • F854 Environmental Sciences with a year in Australasia • F901 Environmental Sciences with a year in North America • F902 Environmental Sciences with a year in Europe • F750 MSci Environmental Sciences	6 June 2014
Mathematics	2008 – 2013	• G100 BSc Mathematics • G102 MMTH Mathematics with a year in Australia	6 June 2014

		• G103 MMTH Mathematics • G104 BSc Mathematics (Ordinary) • G106 MMTH Mathematics with a year in North America	
Science with Foundation Year	2008-2014	• U1F008401 - Science with a Foundation Year (pre-2013) • U1F008402 - Science with a Foundation year • U2F008801 -Science with a Foundation Year part-time (pre-2013) • U2F008802 - Science with a Foundation Year part-time • U1F008401O - Science with a Foundation Year (Ordinary) (pre-2013) • U1F008402O – Science with a Foundation Year (Ordinary)	5 June 2014
PHA – PG Dip	2006-7 – 2011-12	• T2B230301 Postgraduate Diploma in General Pharmacy Practice • T2B230501 MSc in General Pharmacy Practice	pending

13.   UEA's LEARNING AND TEACHING STRATEGY 2014-2019
The UEA's Learning & Teaching Strategy 2014-2019 (*document E filed in the minute book)*

14.   PGT EXTERNAL EXAMINER REPORTS AND SCHOOL RESPONSES 2013-14
Noted that the PGT External Examiner reports and School responses had been circulated to Directors of Teaching for scrutiny.