

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 22 October 2014, Committee Room 2, The Council House.

There will be tea, coffee and biscuits available outside the room from 1.45pm.

Michele Pavey
Learning & Teaching Manager
15 October 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 20 October 2014. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 25 June 2014 (Enclosed)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

To confirm
confirmation of Chairs' action. LTC14D001 (Divider A)

- i. Approval of the School of Pharmacy's revised Fitness to Practice procedure
- ii. Approval of the Master of Fine Art in Creative Writing
- iii. Approval of the MA Creative Writing (Crime Fiction)
- iv. Amendments to General Regulation 17: Conduct of University Assessments
- v. Approval of School Direct Primary PGCE award
- vi. Minor changes to the Norfolk Regulatory Framework
- vii. Minor amendments to the Student Charter
- viii. Approval of amendments to the Terms and Conditions relating to the Excellence Awards
- ix. Approval of the final version of the University's Learning and Teaching Strategy

SECTION A: ITEMS FOR DISCUSSION AND ACTION

*A1. NATIONAL STUDENT SURVEY 2014

To receive

a confidential brief analysis of the National Student Survey (NSS) 2014 results for UEA
LTC14D002 (Divider B)

*A2. GOOD HONOURS STATISTICS

To consider

a confidential report from the Business Intelligence Unit on Good Honours statistics,
LTC14D003 (Divider C)

A3. REVIEW OF THE UNIVERSITY'S GENERAL REGULATION 14 (PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY)

To consider

an update on the progress of the Working Group established to review General Regulation 14 and a request for approval in principle to the Group's recommendations
LTC14D004 (Divider D)

A4. PEER OBSERVATION

To consider

the operation of Peer Observation in Faculties in 2013/14 LTC14D005 (Divider E)

A5. EXAMINATIONS AND COURSE TESTS

To consider

a strategy for reducing the number of examinations and course tests LTC14D006
(Divider F)

A6. PROPOSED ROLE DESCRIPTION FOR MODULE ORGANISERS

To consider

a proposed role descriptor for Module Organisers LTC14D007 (Divider G)

A7. COURSE AND MODULE UPDATE 2015/16

To consider

a progress report on course and module update for 2015/16 LTC14D008 (Divider H)

A8. CODE OF PRACTICE ON STUDENT REPRESENTATION

To consider

an update on the review of the Code of Practice on Student Representation LTC14D009 (Divider I)

A9. TAUGHT PROGRAMMES POLICY GROUP

To consider

a report from TPPG LTC14D010 (Divider J)

A10. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING ENHANCEMENT

To consider

an update from the Academic Director of Learning Enhancement LTC14D011 (Divider K)

A11. NEW AWARDS AND COURSE PROPOSALS

To consider

approval of the following new course proposals:

- (i) BSc/MPhys Physics LTC14D012 (Divider L)
- (ii) Integrated Master of Pharmacy LTC14D013 (Divider M)
- (iii) BSc Pharmacology and Drug Discovery LTC14D014 (Divider N)
- (iv) MEng/BEng Energy Engineering
MEng/BEng Engineering LTC14D015 (Divider O)
- (v) MSc Advanced Operations and Logistics LTC14D016 (Divider P)
- (vi) Proposed New Institutional Partnership: Royal Marsden School LTC14D017 (Divider Q)

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 20 October 2014.

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

<http://www.uea.ac.uk/committeefice/ueacombds/ltc/ltc1415>

B1. AMENDMENTS TO THE CODE OF PRACTICE FOR THE EXTERNAL EXAMINING SYSTEM OF AWARDS

To consider

proposed amendments to the Code of Practice for the External Examining System of Awards LTC14D017a

LTC14A001

B2. WITHDRAWAL FROM VALIDATED PROVISION AT UEA LONDON

To consider

an update on arrangements for the withdrawal from validated provision at UEA London LTC14D018

B3. PROGRAMME SPECIFICATION TEMPLATE AND GUIDANCE

To consider

a revised Programme Specification Template and Guidance Document LTC14D019

SECTION 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 20 October 2014.

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

<http://www.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1415>

C1. PARTNERSHIPS

To receive

an update from the Partnerships Office LTC14D020

C2. MAPPING THE QAA QUALITY CODE ACROSS UEA PARTNER INSTITUTIONS

To receive

an update on Partner Progress on Mapping to the QAA Quality Code LTC14D021

C3. QAA THEMATIC REVIEW OF LONDON CAMPUSES

To receive

a summary of the QAA Thematic Review of London Campuses LTC14D022

C4. DEVELOPMENT ACTIVITY INFORMED BY THE QUALITY CODE B10: MANAGING HIGHER EDUCATION PROVISION WITH OTHERS

To receive

a report on development activity informed by the Quality Code B10: Managing higher education provision with others LTC14D023

C5. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive LTC14D024

LTC14A001

C6. INTERNATIONAL SUMMER SCHOOL 2014

To receive

a report on the 2014 International Summer School LTC14D025

C7. HIGHER EDUCATION REVIEW (HER)

To receive

notification from the QAA that the HER will take place in Autumn 2015 LTC14D026

C8. CSED: ANNUAL REPORT 2013/14

To receive

a report from the Head of CSED LTC14D027

C9. REPORT ON ANNUAL MODULE AND COURSE REVIEW 2013/14

To receive

a report on 2013/14 Annual Module and Course Review LTC14D028

C10. SCHEDULE OF 5 YEARLY REVIEWS IN 2014/15

To receive

a schedule of course reviews to take place in 2014/15 LTC14D029

C11. EXTERNAL EXAMINER REPORTS 2012/13

To receive

a report on 2012/13 External Examiner reports LTC14D030

C12. REVIEW OF THE ADVISER SYSTEM

To receive

a progress report on the review of the Adviser System LTC14D031

C13. QAA QUALITY CODE

To receive

the mapping documents for the following QAA Quality Code Chapters:

- i) B2 Recruitment, Selection and Admission to Higher Education. LTC14D032
- ii) B6 Assessment of Students and Accreditation of Prior Experiential Learning LTC14D033
- iii) B9 Academic Appeals and Complaints. LTC14D034
- iv) B10 Development activity informed by the Quality Code B10: Managing higher education provision with others LTC14D062

C14. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes for the following courses:

- i. BSc International Business Management (for students going into Yr 2 2014/15) – LTC14D035
- ii. BSc International Business Management (for students going into Yr 3 2014/15) – LTC14D036
- iii. PGCert in Mental Health – LTC14D037
- iv. BSc Business Management – LTC14D038
- v. BSc Business Finance & Management – LTC14D039
- vi. Executive MBA (part time) – LTC14D040

To receive

a report on course closure for the following courses:

- i. BA in Professional Studies, - LTC14D041
- ii. Cert Emergency Medical Care, - LTC14D042
- iii. Cert HE Emergency Medical Care – LTC14D043
- iv. MBA Strategic Carbon Management, - LTC14D044
- v. MBA Strategic Carbon Management (2 yr London), - LTC14D045
- vi. MBA Strategic Carbon Management (3 yr London), - LTC14D046
- vii. MSc Entrepreneurship and Strategy – LTC14D047

C15. FACULTY LEARNING AND TEACHING COMMITTEES

To receive

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

1. SSF Learning, Teaching and Quality Committee held on 9 July and 17 September 2014 – LTC14D058
2. HUM Learning, Teaching and Quality Committee held on 28 May 2014 and 9 July 2014 – LTC14D059
3. SCI Learning, Teaching and Quality Committee held on 2 July and 1 October 2014 – LTC14D060
4. FMH Learning, Teaching and Quality Committee held on 18 June 2014 – LTC14D061

C16. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive

statements of the University's policies on reserved areas of business and confidentiality. LTC14D048

C17. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2014-15

To receive

the terms of reference of the Committee 2013-14. LTC14D049

C18. LTC MEMBERSHIP 2014-15

To confirm

membership of LTC LTC14D050

LTC14A001

C19. LTC SCHEDULE OF REPORTS 2014/15

To receive
LTC schedule of reports LTC14D051

C20. QAA, UK QUALITY CODE

To receive
a consultation document on nine revised subject benchmark statements (CL 13/14).
LTC14D052

C21. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL REPORT 2013

To receive
the annual report from the OIA LTC14D053

C22. NATIONAL TEACHING FELLOWSHIP SCHEME

To receive
a report on the National Teaching Fellowship Scheme 2015 LTC14D054

C23. FUTURE SKILLS INITIATIVE WORKING GROUP

To receive
a report on the work of the Working Group. LTC14D055

C24. SCHOOL OF MUSIC

To receive
a final report on the School of Music LTC14D056

SECTION D: RESERVED AGENDA

D1. POSTHUMOUS AWARD

To confirm
Chair's action in permitting the Board of Examiners in the School of Literature and Creative Writing to consider the posthumous award of a BA Honours degree LTC14D057 (Divider R)