

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on Wednesday 25 June 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 J. Desborough for 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 representative from City College Norwich (Mr J. White), the Academic Officer of the Union of UEA Students (Ms L. Withers Green), the undergraduate student representative of the UEA Union of Students (Ms M. Hughes), the representative of the Graduate Students' Association (Mr A. Robertson).

With: the Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Mr J. Sharp), the Senior Partnerships Manager (Mr G. Tash), the Head of PGR Research Service (Dr V. Easson), the incoming Academic Officer (Undergraduate) of the Union of UEA Students (Mr C. Rand), the incoming Academic Officer (Postgraduate) of the Union of UEA Students (Mr L. Mccafferty), the Student Support Manager of the UEA Union of Students (Ms J. Spiro), the incoming SSF Associate Dean (L&T) (Ms R. Chakraborty), the Academic Director of INTO (Dr M. Perry), the Learning and Teaching Manager (LTS) (Ms C. Chan) for agenda item A1, the Market Research Manager (Ms R. Price) for agenda item A2, the Market Research Assistant (Miss J. Hardy) for agenda item A2.

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

Apologies: the representative from University College Suffolk (Professor P. Cavenagh), the Associate Dean (L&T) Dr B. Milner and the Director of Information Services (Mr J. Colam-French).

93. MINUTES

Confirmed

the Minutes of the meeting held on 14 May 2014, subject to an amendment in Minute 81 to read '...the University could consider having a bank of students to call on to participate in the work of these groups.'

94. STATEMENTS BY THE CHAIR

- 1) The 2015 Learning and Teaching Day would take place on Thursday 7 May.
- 2) A review of the first year of implementation of the Bachelors and Integrated Masters Regulations will be presented to LTC for its consideration in autumn 2014.
- 3) CD Annexe was being taken out of commission from December 2014. This would create pressure on the rooms available for teaching events. Therefore it was likely that some teaching events would be timetabled by the University, as is common-place in other universities, to ensure they could be roomed. Although Schools had been asked to make more use of the whole of the working week there has not yet been sufficient spreading.

95. CONFIRMATION OF CHAIR'S ACTION

Confirmed:

that the Chair had taken action to approve:

- (i) the Savile Scholarship in MA Creative Entrepreneurship
- (ii) the Paul Tucker Scholarship
(a copy is filed in the minute book, ref: LTC13D097)

96. ATTENDANCE MONITORING

Considered

revised procedures for supporting attendance monitoring
(a copy is filed in the minute book, ref: LTC13D077)

Reported

- 1) the revised procedures aimed to ensure consistency and fairness in dealing with students who were not attending classes and to provide pastoral or other support that might be required. They were not changing any regulatory requirements so there was not a more punitive element to what was being proposed;
- 2) the proposals met the requirements for UEA to have Highly Trusted Sponsor status with regard to monitoring the attendance of international students on Tier 4 visas.
- 3) if LTC approved the procedure, staff in the Learning and Teaching Service (LTS) would provide appropriate reports and administrative support.
- 4) UUEAS representatives were opposed in principle to attendance monitoring. They were also concerned that there was no right of appeal against the outcome of a formal meeting.

(In its detailed discussions members:

- i. confirmed that if students were concerned about the quality of teaching they received, this would also be a matter of concern to the University and students should bring this to the attention of their student representatives and/or the Head of School;
- ii. were advised by the Head of LTS (Quality) that within the proposed procedures a Head of School's warning could be issued but this would not in itself lead to an SSDC referral.

Resolved

- i. the revised procedures would operate for the 2014/15 academic year and their operation would then be reviewed again by LTC;
- ii. the proposals would be amended to clarify that anyone accompanying a student to a meeting could contribute to the meeting, where appropriate, although normally students would be expected to answer questions themselves;

LTC 13M006

- iii. the UUEAS Student Support Manager would provide some text to be incorporated into the procedures, to include reference to students seeking advice from the Student Union Advice Centre;
- iv. Ms Chan would be asked to produce a one-page summary of the reasons for implementation of the revised procedures.

*97. 2014 STUDENT EXPERIENCE SURVEY

This minute is confidential and attached as a separate sheet.

98. EVALUATION OF THE 2014 LEARNING AND TEACHING DAY

Received

an evaluation of the 2014 Learning and Teaching Day
(a copy is filed in the minute book, ref: LTC13D07)

Reported

the event had been very well received by participants and this was reflected in the feedback.

Resolved

- i. to formally record the Committee's thanks to Mr G Hinchliffe and Steering Group members for their work in organising such a successful event;
- ii. any suggestions for enhancing the 2015 event be submitted to Mr Hinchliffe.

99. SCHOOL OF PHARMACY REVISED FITNESS TO PRACTICE PROCEDURE

Considered

a proposal from the School of Pharmacy to implement a revised Fitness to Practice procedure
(a copy is filed in the minute book, ref: LTC13D080)

Reported

the proposals were an update of existing procedure and would better align with UEA and General Pharmaceutical Council's processes.

(In its discussions members;

- i. noted that there was no mention of the University's Fitness to Study process in the proposals;
- ii. discussed whether the procedures only applied to students on taught programmes and noted that if they were to include PGR students then the Head of the PGR Students office would need to be consulted).

Resolved

- i. the procedure should properly align with the Fitness to Study process. The Dean of Students would make some proposed amendments to the policy to ensure this was the case;

- ii. the Associate Dean (L&T) for FMH would provide colleagues in PHA with an example of how FMH aligns a Fitness to Practice process with the Fitness to Study process;
- iii. the School should ensure that the procedure aligned with the revised attendance monitoring process;
- iv. Chair's Action would be taken to approve the revised procedure once the necessary revisions had been made.

100. FIT TO SIT POLICY

To consider

a proposal from the Norwich Medical School to implement a 'Fit to Sit' policy (a copy is filed in the minute book, ref: LTC13D081)

Reported

- 1) a Fit to Sit policy proposed by MED for MBBS students had been considered by TPPG. It had subsequently been re-drafted in the light of the TPPG discussion, and was submitted for consideration by LTC. The Norwich Medical School was requesting the introduction of the policy to bring the practice for trainee doctors into line with other medical schools and with practice within the medical profession;
- 2) the policy recognised that if students attended assessments they were declaring they were 'fit to sit'. Any student who felt they were unfit to sit an examination could self-certify their absence from an examination and take it at the next available opportunity;
- 3) MED's medical students were familiar with 'fit to sit' since it was applied to the UK CAT examinations that all students were required to undertake when applying to a Medical School and to professional examinations undertaken at the end of the MBBS. The General Medical Council required students to have sufficient insight into their own health to know whether or not they were well.

(In its discussions members:

- i. noted the opposition of representatives from UUEAS to the principle of 'fit to sit', particularly with regard to students with mental health problems who might feel stigmatised when stating why they were not fit to sit;
- ii. noted that there was no intention to roll out the policy to other Schools, with the only possible scenario being NSC if the Nursing and Midwifery Council should change their requirements to match those of the GMC.
- iii. noted that there was no restriction on a student's ability to determine that they were not fit to sit).

Resolved

- i. to approve the policy, noting the concerns of the UUEAS, and to review the first year of its operation. As part of the review the School would be required to indicate how it had involved students and sought their views on the policy. Representatives from UUEAS should have an involvement in the review;

LTC 13M006

- ii. the example in the third bullet point in the section relating to illness during an Examination should make reference to other more common reasons for missing an examination, such as vomiting or migraine, rather than just epileptic fit;
- iii. the concerns expressed by the UUEAS and GSA should be noted, and revisited when the policy is reviewed.

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

Considered

reports from the reviews of General Regulations 1-12 and General Regulations 13-15 (a copy is filed in the minute book, ref: LTC13D082 and LTC13D083)

Reported

- 1) a General Regulations Working Group chaired by the PVC (Academic) and comprising representatives from the Dean of Students Office and UUEAS, had been set up to review General Regulations 1-12. As a result of the deliberations of the Working Group, LTC was asked to approve a number of amendments to General Regulations 1-12. Henceforth, the Group would meet annually;
- 2) one minor change was proposed to General Regulation 15 to improve clarity. Proposals for possible revisions to General Regulations 13 and 14 would be brought to the Committee in 2014/15.

(During the Committee's discussions it was noted that:

- i. the Senior Resident tutor would be writing a process which would clarify to any student receiving a police caution, how they were required to advise the University of this;
- ii. the Head of Postgraduate Research Service would need to consult with research degree students, the Union Postgraduate Education Officer and the GSA on how the role of Senior Adviser fits in terms of support provided for PGR students).

Resolved

- i. an amendment proposed by the Dean of Students to section 5 of General Regulation 1 be made so that the final sentence read 'If the University judges that a risk is presented and further action is taken, the student will be provided with a written explanation of the grounds for this decision'.
- ii. subject to i. above, the proposed changes to General Regulations 1-12 and 15 be approved.

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

This minute is confidential and attached as a separate sheet.

103. ANNUAL REPORT FROM THE ISD EDUCATION BOARD

Considered

the annual report of the ISD Education Board
(a copy is filed in the minute book, ref: LTC13D08)

LTC 13M006

104. REPORT FROM TPPG

Received

a report from the Academic Director of Taught Programmes on recent activities of TPPG
(a copy is filed in the minute book, ref: LTC13D086)

(In its discussions members were advised that:

- i. SSF opposed the University Module Outline template being proposed by the Academic Director of Taught Programmes. The ADTP highlighted the importance of consistent information being provided to students on joint degrees and the template would facilitate this. The Chair noted that that the template would be presented for consideration by LTC in the next academic year;
- ii. a demonstration of online marking tool in Blackboard had been arranged).

105. QAA QUALITY CODE

Received

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
(a copy is filed in the minute book, ref: LTC13D087)

Reported

- 1) the Working Groups for B1 and B8 had found that the expectations of those chapters had been met. Both groups had identified proposed enhancements;
- 2) reports the other Quality Code Chapters which had not, thus far, been considered by LTC would be considered at its October 2014 meeting;
- 3) in view of the problems in getting student representative participation in the work of the Quality Code Chapter working groups, this would be addressed as part of the review of SSLC processes.

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

This minute is confidential and attached as a separate sheet.

107. CODE OF PRACTICE ON STUDENT REPRESENTATION

To consider

an interim report on the review of the Code of Practice on Student Representation (a copy is filed in the minute book, ref:LTC13D089)

Reported

the full review of the Code of Practice on Student Representation would be presented for consideration at the October meeting of LTC.

(In the Committee's detailed considerations representatives from UUEAS requested that there be joint responsibility for the review between UUEAS and UEA. There was

also a request for increased student representation on the review Working Group and increased responsibility for UUEAS to ensure that the review was completed).

Resolved

- i. there would be joint UEA and UUEAS chairs of the Working Group reviewing the Code of Practice on Student Representation;
- ii. there should be a representative from the GSA on the group.

108. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

the granting approval of:

- I. *Master of Fine Art (MFA) in Creative Writing*

Reported

the award of MFA would be new to the University. The proposal for this two year full-time course in creative writing would be an extension of the current MA in Creative Writing. At the end of two years of study, MFA students would have produced a novel ready to be sent to publishers.

(In detailed discussions:

- i. some members expressed concern at the proposed intake of between 7-12 students, deeming the course to be potentially too small to be resource efficient. There were also concerns about the resource model.
- ii. some members were concerned about the demand for an MFA, which was a little known qualification in the UK. It was also suggested that the resources required by the proposal might be better utilised by recruiting four more PhD students).

Resolved

- i. a Sub group of LTC comprising the Chair, the Associate Deans (L&T) and the Director of Learning and Teaching Services should meet to give further consideration to the proposal;
 - ii. the Chair should be sent the costings produced by the HUM Finance Manager.
- II. *MA Creative Writing (Crime Fiction)*

Resolved

- i. In view of the fact that this was a non-standard MA proposal, which entailed residential and online study, this proposal would be considered by the same sub-group of LTC that was being set up to give further consideration to the MFA Creative Writing proposal.
- III. *PGCE Primary (90 credits)*
PGCE Secondary (90 credits)

LTC 13M006

Reported

by changing the status of some assessments from formative to summative students would be awarded 90 credits. There would still be elements of formative work. However, the required study hours were more than commensurate with the award of 90 credits.

Resolved

to approve the proposal.

IV. *Integrated Master of Pharmacy*

Reported

proposals for an Integrated Master of Pharmacy would be considered at October meeting of LTC once the proposal had been through the necessary approvals.

- 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*
(a copy is filed in the minute book ref:LTC13D090)

Reported

- 1) FMH was seeking approval in principle from LTC to enable a programme specification to be developed for the proposed Postgraduate Diploma, so that a validation arrangement could be progressed;
- 2) once the course proposal had been developed, Chair's Action was requested to approve it and then have one joint institutional approval event and validation event in August or September, with a report to come to LTC in October;
- 3) the course would be a BMJ group course, and students would be BMJ students undertaking a course validated by UEA.

Resolved

the proposal to develop the Postgraduate Diploma in partnership with the BMJ group be approved in principle. Chair's action would then be taken to approve the course proposal prior to institutional approval and validation.

109. 2012/13 ANNUAL MODULE MONITORING AND COURSE REVIEW

Considered

a report on completion of the 2012/13 Annual Module Monitoring and Course Review process (a copy is filed in the minute book, ref:LTC13D107)

Reported

the importance of ensuring that Schools carried out annual module monitoring an course review was stressed. Associate Deans would need to monitor compliance via LTQC's.

Agreed

the extensive student involvement in the process was acknowledged with appreciation.

LTC 13M006

110. REPORT ON PHASE 2 OF THE PEER ASSISTED LEARNING PROJECT
- Received
a report on phase 2 of the Peer Assisted Learning Project
(a copy is filed in the minute book, ref:LTC13D091)
111. UEA LONDON WITHDRAWAL- ACTION PLAN FOR THE MANAGEMENT OF VALIDATED PROVISION
- Received
progress against the action plan
(a copy is filed in the minute book, ref:LTC13D092)
112. CLARIFICATION OF THE UNIVERSITY'S ACADEMIC APPEALS AND COMPLAINTS REGULATIONS
- Approved
proposed clarifications relating to the Academic Appeals and Complaints Regulations
(a copy is filed in the minute book, ref:LTC13D093)
113. COURSE WITHDRAWALS – INTERNAL AUDIT AND SUBSEQUENT AMENDMENTS
- Approved
proposed revisions to the University's course closure policy and procedures
(a copy is filed in the minute book, ref:LTC13D094)
114. UNIVERSITY CAMPUS SUFFOLK JOINT ACADEMIC COMMITTEE
- Approved
recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 June 2014
(a copy is filed in the minute book, ref:LTC13D095)
115. DRAFT RESEARCH DEGREE EDUCATION STRATEGY
- Received
a draft Research Degree Education Strategy
(a copy is filed in the minute book, ref:LTC13D096)
116. PARTNERSHIPS
- Received
an update from the Partnerships Office
(a copy is filed in the minute book, ref:LTC13D098)
117. POSTGRADUATE RESEARCH EXECUTIVE
- Received
a report on the latest activities of the Postgraduate Research Executive
(a copy is filed in the minute book, ref:LTC13D099)
118. REPORT FROM THE STUDENT EXPERIENCE COMMITTEE
- Received
a report on the last meeting of the Student Experience Committee
(a copy is filed in the minute book, ref:LTC13D100)
119. EXTERNAL EXAMINER REPORTS 2012/14
- Received

LTC 13M006

reports from LTQCs on External Examiner reports and School responses

- Faculty of Arts and Humanities

(a copy is filed in the minute book, ref:LTC13D101)

120. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

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

(a copy is filed in the minute book, ref:LTC13D102)

Received

a report on course closure for the following courses:

- Undergraduate courses in the School of Music
- BSc Nurse Practitioner
- MSc Stroke Recovery

(a copy is filed in the minute book, ref:LTC13D103)

121. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

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

(a copy is filed in the minute book, ref:LTC13D104)

122. QUALITY ASSURANCE AGENCY

Received

- 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
- CL 07/14 New guidance for UK HE providers on education for sustainable development
- CL 08/14 Consultation on five revised subject benchmark statements
- CL 09/14 Consultation on draft new subject statement for veterinary nursing

(a copy is filed in the minute book, ref:LTC13D105)

LTC 13M006

123. ANNUAL STATISTICAL REPORT FROM OIA

Received

the annual statistical report from the OIA
(a copy is filed in the minute book, ref:LTC13D106)

124. EXTERNAL EXAMINER APPOINTMENTS 2013/14

Received

the list of external examiner appointments at UEA for the academic year 2013/14 for undergraduate and taught postgraduate courses
(a copy is filed in the minute book, ref:LTC13D108)

125. LTC DATES 2014/15

Received

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
- 24 June 2015

126. SCHOOL OF MUSIC

Received

a report on the School of Music
(a copy is filed in the minute book, ref:LTC13D109)

127. THANKS TO STUDENT REPRESENTATIVES OF LTC

The Chair thanked LTC members Molly Hughes and Louise Withers Green, outgoing student representatives on LTC for their valuable contributions to the work of the Committee in 2013/14