

SEN10D014

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Report of the Meeting of the Learning and Teaching Committee of Senate on 8 December 2010

The following items were considered by the Learning and Teaching Committee of Senate on 8 December 2010 and are here presented for the Senate's information.

(For all documents referred to within this report, please refer to the LTC agendas at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1011/081210>)

1. Statements by the Chair

- 1.1 The Committee noted that the University Policy Half Day had been very productive. The presentations on the 'New Academic Model' and from Professor Graham Gibbs on assessment and student learning responses can be found at: <https://portal.uea.ac.uk/webapps/portal/frameset.jsp>
- 1.3 HEFCE had launched a consultation on the changes to information to be published by institutions. The published information would be subject to a Judgement in QAA Review from the 2012-13 academic year onwards. Whilst the document does not refer to contact hours at present it is very likely that this will be a focus in the final version. Teaching Offices have been asked to produce data on contact hours which will be combined by LTQO with HEPI data and forwarded to Faculty Executives for consideration. The closing date for responses to the consultation is 7 March 2011. (See www.hefce.ac.uk/pubs/hefce/2010/10_31)
- 1.4 There will be a half day meeting in April / May 2011 (date to be confirmed) to revisit Learning and Teaching strategy.
- 1.5 The QAA had made changes to its causes for concern procedure <http://www.qaa.ac.uk/news/circularLetters/CL1610.asp>. The Scheme has been renamed 'Concerns about standards and quality in higher education' and the focus extended to include concerns about systemic risks to academic standards in Higher Education that are identified by the QAA or by other organisations. The process will now have two stages (compared with the current three) and all cases which progress to stage two will result in a published statement, regardless of whether the concern is upheld or shown to be unjustified.
- 1.6 UEA Teaching Fellowships totalling £50,000 have been awarded to staff and projects across the University, including the first two Edward Acton Teaching Fellowships. (LTC10D025)

- 1.7 The Committee was pleased to note the successful outcome of the QAA's Collaborative Provision audit of University Campus Suffolk. The QAA found that confidence can be placed in the Universities' (ie UEA and Essex) current and likely future management of the academic standards of the awards and the quality of the learning opportunities delivered through the collaborative provision at UCS and its Learning Network. The Committee extended its thanks and congratulations to all involved.

There were no recommendations for action in respect of the provision at UCS and its Learning Network and a number of features of good practice in the management of the provision at UCS were identified.

- 1.8 The Committee noted that Dr Bruce Lankford will replace Professor John Turner who is stepping down as UEA's representative on the Corporation of Easton College.

2. Confirmation of Chair's Action

- 2.1 Members have confirmed Chair's action taken since the last meeting of the Committee as set out in Document LTC10D001, including 1. The Fitness for Study policy (LTC10D026) and 2. Prizes and Scholarships - Lightfoot Marketing Scholarships in American Studies and Modern History (LTC10D027)

3. Student Experience Committee

- 3.1 The Committee received a report from the Chair, and its attention was drawn to the 2010 UEA Student Experience report at <http://www.ueastudent.com/voice/research>

Feedback was again a key theme raised at the Student Experience Committee. Faculties were asked to make full use of the Learning Enhancement Team website and resources, to help students to understand more the nature of feedback in HE and to identify where the summative nature of coursework is an obstacle to providing effective feedback.

SSF is piloting the use of generic feedback for first year exams for one module in each School in the Faculty, to be made available by the end of the exam period, and will report back on this trial to LTC.

- 3.2 An ongoing concern revealed by NSS and the report is students' experience of joint degree courses, which are inherently more complex. Faculties were asked to help minimise the organisational problems that joint degree students face and to consider moving to a smaller number of higher-profile joint degrees.
- 3.3 The report flagged that early provision of reading lists is desirable. Faculties were asked to consider what material they wanted students to see on Blackboard in the month leading up to their arrival, in light of the success of advanced registration.

4. New Single Equality Act

- 4.1 The Committee considered a report from the Equality and Diversity Manager (LTC10D028). Members noted that the Single Equality Act was designed to harmonise existing legislation and to extend its scope. The main framework came into effect in October 2010, with the next steps due in April 2011. It was important to recognise that the University had a duty of care to staff and students, and needed to be transparent in its actions. Policies relating to

staff-student interaction and standards of behaviour were among those to be reviewed.

5. ISD: Login Time in Teaching Rooms

The Committee considered a report from the Director of Information Services. (LTC10D029). It was noted that whilst some users were still experiencing problems there had been upgrading of machines in some teaching rooms. It was agreed that the issue would be revisited in December 2011.

6. UEA London

6.1 The Committee considered a report from the UEA London/INTO UEA London Institutional Approval LTC Sub-Group meeting on 18 October 2010 and the revised action plan (LTC10D030). It was noted that the role of the Sub-Group was to monitor progress against the action plan produced as a result of the institutional approval event. The Committee agreed that it would be appropriate to expand the membership of the Sub-Group, and that Dr S Connolly, Dr A Blanchflower, Ms R Handforth, Dr A Grant and Mr N Lewis would be added to the membership with immediate effect..

6.2 The Committee heard that the Disciplinary Procedures at INTO UEA London were still under discussion and that the references to Schools and to advisers would need clarifying. The Head of Student Services had now been appointed, and would be providing an update on the advising system in February 2011.

7. Faculty Associate Deans (Learning, Teaching and Quality)

The Committee received:

7.1 the minutes of the most recent Faculty Learning, Teaching and Quality Committees (LTC10D048 and LTC10D049).

7.2 the reports on Programme Reviews undertaken in 2009/10 from FOH (LTC10D036) and SSF (LTC10D037).

The Committee noted that the Programme Reviews included commendations for links with partners in FOH, student support, 'housekeeping' sessions in DEV and the support for international students in NBS.

8. LTC Reviews

The Committee considered progress reports on the following reviews:

8.1 New Academic Model. (LTC10D034)

It was agreed that the reviews of Examinations and Course Tests and the CCS review would be wound up because these had been subsumed into the New Academic Model review. Thanks were extended to all who had participated in these reviews. Schools would shortly receive a consultation document from the Director of Taught Programmes and responses would be considered at a special meeting of LTC in April 2011 (*date subsequently confirmed as 27 April, 2011*).

8.2 Review of Programme Monitoring and Review. (LTC10D035)

The Review Group considered that the annual monitoring process was working well but that it could be further streamlined. It would be considering

the monitoring of student feedback and how to make the process more timely, at its next meeting in February, 2011.

9. Postgraduate Research Programmes Policy Group

The Committee considered a report from the Policy Group. (LTC10D038). It was noted that

9.1 Roberts funding from RCUK for transferable skills training would cease at the end of March 2011. The Research Councils would be increasing the amount of fees paid for RC funded students by £200 to cover skills training and there was an expectation that institutions would do this for all their students, not just those who are Research Council funded. The Committee supported this funding being ring-fenced specifically for skills training.

9.2 The Postgraduate Research Experience Survey (PRES) would be running next year from 1 March to 17 May 2011. Schools have been asked to publicise this to supervisors and students.

10. Partnerships

The Committee considered a report concerning: (1) Mountview's Academic Appeals Procedure and (2) Easton College's version of the Norfolk Regulatory Framework (LTC10D039) and supported the proposals.

11. Management Information

The Committee received reports on the numbers and outcomes of academic appeals, academic complaints, academic discipline, professional misconduct and/or unsuitability and plagiarism and collusion for 2009-10. (LTC10D040, LTC10D041, LTC10D042, LTC10D043 and LTC10D044).

12. New Course Proposals

12.1 The following new course proposals have received approval from the Committee:

MSc Management, MSc Marketing and Management and MSc Finance and Management at UEA London. (LTC10D032).

12.2 The following new course proposals have received approval in principle from the Committee:

MA/MSc in Environment and Humanity including a request for approval of the award title of MSc in the School of Philosophy. (LTC10D031).

MSc in Energy Engineering with Environmental Management. (LTC10D033).

13. Other Items for Report

Members have received reports on Partnerships (LTC10D045); new course approvals (LTC10D046); Module and Course Monitoring, Update and Review (LTC10D047); and the QAA's Circular Letter 18/10 regarding Master's Degrees in Computing, an amplified version of Section 2 of the QAA Code of Practice: Collaborative provision and flexible and distributed learning (including e-learning) (LTC10D052) and the University's response to the QAA consultation regarding the proposed new process for reviewing quality and standards in higher education in England and Northern Ireland. (LTC10D053).