

**SEN11D010**

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**Report of the Meeting of the Learning and Teaching Committee of Senate on 26 October 2011**

The following items were considered by the Learning and Teaching Committee of Senate on 26 October 2011 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/ltc1112/261011> )

1. Statements by the Chair

- 1.1 The University is required to submit a Mid Cycle Review document to QAA. The submission deadline is 16 April 2012. The Head of LTS East is leading on this activity and will constitute a writing group to author the document.
- 1.2 the new integrated services have functioned admirably through the start of the new academic year. There is still substantial work to be done but a promising start has been made. The Chair expressed his gratitude to academic and administrative staff and students for their good will to ensure the success of the new services.
- 1.3 the recent experiment to conduct an Open Forum on Facebook was considered a success. The PVC Academic engaged in a question and answer session with students via Facebook. (It was noted there were very few questions directed at the introduction of the integrated services). It has been agreed to schedule further sessions, to take place on a monthly basis.
- 1.4 there was a problem with the IT Storage Area network on 21 October which was promptly resolved. Students may have been denied access to the file share for a short period of time and have since been advised to contact their LTS Hub if this impacted on their ability to meet an assessment submission deadline. Thanks were expressed to the Student Union for their help to with communication to students.
- 1.5 the Director of Information Services is not currently a member of the Learning and Teaching Committee, It was, therefore, agreed to seek the endorsement of Senate for inclusion of the Director of Information Services as an ex-officio member of the Learning and Teaching Committee.

- 1.6 to note that the report on the Postgraduate Taught Experience Survey will be received at a future meeting of the Learning and Teaching Committee.
2. Confirmation of Chair's Action
  - 2.1 Members have confirmed Chair's action taken since the last meeting of the Committee set out in Document LTC11A001, including
    1. Approval of various prizes and scholarships;
    2. Approval of the termination of the agreement with Lowestoft College for the BSc Science with a Foundation Year from the end of the 2011-12 academic year. The last cohort progressing to UEA will be in autumn 2012;
    3. Approval of the title for the creative writing courses offered in conjunction with the Guardian at UEA London as Certificate and Diploma in Creative Writing (with named pathways). (Document LTC11A001 refers).
3. Teaching and Learning Strategy
  - 3.1 The Committee received the ISD Education Board Programme of Work to support teaching and learning (LTC11D002). The range of proposed activities include assessing the value for money of the tools currently used at UEA, supporting and advocating content creation for VLEs, improving the student experience by provision of reading list information via Blackboard, lecture capture, developing access to online services from mobile devices, the development of online assessment and coursework management, and the effective and efficient use of teaching spaces, both physical and online. The potential benefits of enhanced join-up with other areas of the Teaching and Learning support in the University, such as the Learning Enhancement Team in the Dean of Students' Office, was noted.
  - 3.2 The Committee considered a report on Teaching and Learning Strategies from the Director of Estates. (LTC11D003). The aim of the report was to receive answers to a range of questions which will assist Estates in its desire to align its plan of works for teaching spaces with the University's Teaching and Learning Strategy and Corporate Plan. The issues identified in the report will be given further consideration by LTC as it develops work on the new Teaching and Learning strategy.
  - 3.3 The Chair reported on plans for re-writing the University's Corporate Plan. Related to this development, there is now a need to agree a plan for devising a new Teaching and Learning Strategy. To kick-start the process of developing the new Learning and Teaching strategy the Committee confirmed establishment of a sub-group of LTC consisting of the PVC Academic, Academic Director of Taught Programmes, Director of Learning and Teaching Service, and the Dean of Students. The sub-group will initiate proposals for vision and plan, identify required consultation, develop a timetable for delivery and then widen the discussion to bring others into the process.
  - 3.4 It was proposed that the student experience strategy is embedded in the Teaching and Learning Strategy.
4. New Course Proposals
  - 4.1 The following new course proposal received approval in principle from the Committee: MA/MSc in Environmental Sciences and the Humanities (LTC11D004)

5. UEA London

5.1 The Committee considered a report on the outcomes from the UEA London Institutional Approval Final Event on 12 July 2011 (LTC11D005). It was noted that the Institutional Approval Panel considered that the issues to which the institutional approval were subject had been resolved to their satisfaction.

5.2 The Committee also received an oral update on developments. It was reported that students have now started on their courses and the start of the academic year has revealed some practical problems. It is expected that these operational difficulties will be resolved shortly. The UEA London Group, chaired by the Dean SSF, is working hard to put solutions in place as quickly as possible.

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

The Committee received the minutes of the most recent Faculty Learning, Teaching and Quality Committees (LTC11D017, LTC11D018 and LTC11D019).

The Committee also considered issues raised by the Associate Deans in respect of:

- (1) How courses may be configured to engage and incentivise high calibre students, while still being mindful of the need to engage all students on the course.
- (2) Using the word count penalty by designing assessments where meeting the word count is part of the learning outcomes.
- (3) Ensuring module enrolment choices for students where their course draws on a range of modules owned by a number of schools. This issue was raised with particular reference to the Natural Sciences degree.
- (4) General Regulation 8 and the 50km rule.
- (5) The issue of Good Honours and sharing best practice. (Document, LTC11D007 refers).

7. Taught Programmes Policy Group

The Committee considered an Action Plan for 2011-12 from the Director of Taught Programmes. (Document LTC11D006 refers)

The Committee heard that there will be no change to the University policy for the use of Turnitin.

A staff development programme of workshops organised by CSED was now in place and events were scheduled throughout the year. The first session on 1 November on Senate Student Disciplinary Procedures had been well attended by both academic and administrative staff.

The draft of the Assessment Compact was now complete and has been circulated to members of LTC. The Assessment Compact will be integrated into the Code of Practice on Assessment.

The sub-group to review Academic Appeals and Complaints has been re-convened with new membership. The first meeting is scheduled for 28 October.

There will be a new Code of Practice on Placement Learning. The code is to be developed through close liaison with the Associate Deans for learning and Teaching.

That a steering group has been set up to design and develop a new website for the promotion of teaching excellence at UEA. The anticipated date for the launch of the site will be September 2012.

A template for schools to use to set out ideas for courses within the New Academic Model will be circulated shortly. Schools will be asked to submit the completed templates in January 2012.

9. Other Items for Report

Members have received reports on

- Taught Programmes Policy Group (Document LTC11D006)
- Good Honours SSF (Document LTC11D007)
- LTC Schedule of Reports 2011-12 (Document LTC11D008)
- LTC Membership 2011-12 (LTC11D009)
- Institutional Re-approval of INTO UEA Norwich (Document LTC11D010)
- INTO UEA (Norwich and London) and INTO City Committee and Exam Board Arrangements (LTC11D011)
- Periodic Review Proposal for Partner Institutions (LTC11D012)
- Reserved areas of business and confidentiality (Document LTC11D013)
- Learning and Teaching Committee: Terms of Reference 2011-12 (Document LTC11D014)
- Student Surveys 2011: The National Students Survey (NSS) 2011 (Document LTC11D014)
- Partnerships Office activity (Documents LTC11D016)
- New course approvals (Document LTC11D004)

9. Reserved Agenda

No items were received.