

SEN11D013

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The following items were considered by the Learning and Teaching Committee of Senate on 7 December 2011 and are presented here 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/ltc1112/071211>)

1. Statements by the Chair

- 1.1 LTC is to set up a sub-group to support students in the School of Music until all undergraduate and postgraduate students complete their studies. The group will have oversight of issues; it will ensure the University fulfils its obligations with regard to Quality Assurance and provide a supportive mechanism for students. The sub-group will initially consist of the PVC Academic, Academic Director of Taught Programmes, Associate Deans Learning and Teaching for the Faculty of Arts and Humanities and the Faculty of Medicine and Health Sciences, the Director of Music in the School of Music, the Academic Officer of the Union of UEA Students, plus a member of academic staff from the School of Music. The group will also include student representation. There will be a standing agenda item on the School of Music at future meetings of LTC.
- 1.2 the Vice-Chancellor and the Dean of the Faculty of Arts and Humanities are meeting with students and parents of students of the School of Music.
- 1.3 there is a proposal to change the title of Adviser to Personal Tutor. The rationale being that the change of title is a better reflection of the role. The Associate Deans are asked to consult on this suggestion within their constituencies and feedback to the next meeting of LTC.
- 1.4 to note there is an amendment to the Taught Schedule. The date of the publication of marks for continuing undergraduate students has been changed from Friday 6 July to Tuesday 10 July. The publication of results for finalists has not been changed and remains Tuesday 3 July. Consultation and agreement has been reached with the Student Union.

- 1.5 feedback from discussions on course update and the New Academic Model (NAM) suggests that some Course Directors are considering bringing forward NAM associated amendments into Course Update for 2012-13. In some cases this may trigger the need for course approval. LTC noted this possibility and will give consideration of how to handle the issue, to encourage early engagement with NAM, and to ensure the approval procedure is robust and as administrative light touch as possible. Guidance will be circulated in due course.
- 1.6 LTC is to consider the representation of partner institutions within its membership. The Partnership Office will present a paper on this topic to the next meeting of LTC.
2. Confirmation of Chair's Action
- 2.1 Members have confirmed Chair's action taken since the last meeting of the Committee, including 1. Approval of MA/MSc in Environmental Sciences and Humanities; 2. Approval of the Assessment Compact. The Assessment Compact will be integrated into the Code of Practice on Assessment.
3. Postgraduate Research Programmes Policy Group
- The Committee considered a report from the policy group. (LTC11D020).
- 3.1 LTC endorsed the revised terms of reference, including constitution, of the Postgraduate Research Programmes Policy Group. Furthermore, members welcomed the increased level of student representation proposed in the document.
- 3.2 noted arrangements for training of supervisors supported by CSED.
- 3.3 noted that LTC will receive a report on the Postgraduate Research Experience Survey (PRES) at its meeting in February 2012.
- 3.4 endorsed a proposal to reduce the expected response time of external examiners from four to two weeks
- 3.5 heard that current visa arrangements cause difficulty for international students. This is because the visa extends to the end date of the course, which is identified as the date of submission of the thesis. However it would be more helpful if the visa extended to the date of the examination. In discussion it was suggested that an appropriate end date would be the date of the viva plus two weeks, which would also facilitate time for minor corrections. The Academic Director of Postgraduate Research Programmes will explore the possibility of setting up such an alignment.
4. Taught Programmes Policy Group
- The Committee considered a report on the New Academic Model (NAM) and other issues reported from the policy group and approved the following: (LTC11D021)
- 4.1 the shape of the academic year should be 12 + 12 + (2) + 4. The function of the two week period will be to provide a combination of revision time, opportunities for employability related activities, skills training, or activities which prepare students for the transition to study in the following academic year.
- 4.2 a change to Instructions for Examiners, 9.2.3, which will provide further clarification to Examiners on how to interpret the guidance on classification decisions with regard to borderline candidates.

4.3 a revision to the current word count policy. It was agreed to adopt Option 2 in the document (refers LTC11D021). The new policy will be introduced in 2012/3, with FMH having the option of introducing the policy in the spring semester of the current academic year. Word count policy information will be communicated to students through Module Outlines and coursework submission coversheets.

4.4 The Committee also endorsed in principle:

- (1) the revision of the Senate Scale. The Academic Director of Taught Programmes will review the report and focus on the lower mark ranges with reference to the quality assurance threshold for minimum standards and pass degrees,
- (2) the recommendations on the report for students having to earn the right to reassessment (refers LTC11D021),
- (3) the proposals for defined choice, noting that (a) there is considerable work to be done on the timetabling and resource issues so as to ensure the arrangements can work effectively for students when making enrolment choices, (b) language modules should, as a first principle, be included in Programme Level Choice category.

Members also considered definitions of, and the scope for, synoptic assessment to be used in the New Academic Model. After discussion, the Academic Director of Taught Programmes was asked to circulate a revised version of the paper to schools for consideration and discussion via FLTQCs.

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

The Committee received:

- 5.1 the minutes of the most recent Faculty Learning, Teaching and Quality Committees (LTC11D034, LTC11D035 and LTC11D036).
- 5.2 the report on Programme Reviews undertaken in 2010/11 in HUM
- 5.3 members also heard that
 - (1) HUM are considering how to factor in a semester abroad module to the majority of their courses as part of their discussion on the New Academic Model,
 - (2) there is a review of the pre-registration Inter-professional Learning Programme (IPL) in FMH and PHA.

6. QAA Mid-Cycle Submission

The Committee received an oral report from the Head of Learning and Teaching Service (East). Members heard that the Writing Group is making good progress and has completed the skeleton draft document. The Review Group has now been established. It is anticipated that the completed first draft will be made available to the Review Group by mid-January. Proposals in the New Academic Model (NAM) map well to the guidance provided by QAA for the Institutional Review (England and Northern Ireland) (IRENI). This is very promising for the outcome of the review.

7. UEA London

The Committee received an oral update on developments from the Director of Learning and Teaching Service. There continue to be issues of concern about academic administration, infrastructure and access to City University services and facilities. Progress is being made with

library issues, and a student union presence has now been established on site. Further improvements are expected and will be reported into the next meeting of LTC.

8. New Course Proposals

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

BEng (Honours) Energy Engineering with Environmental Management
BEng (Honours) Energy Engineering with Environmental Management with a Year in Industry
MEng (Honours) Energy Engineering with Environmental Management
(LTC11D023)

9. Other Items for Report

Members have received reports on:

1. Management Information, including;

- Academic appeals 2010-11 (Document LTC11D025)
- Academic appeals, equality and diversity 2010-11 (Document LTC11D026)
- Academic complaints 2010-11 (Document LTC11D027)
- Academic complaints, equality and diversity 2010-11 (Document LTC11D028)
- Academic discipline 2010-11 (Document LTC11D029)
- Concessions 2010-11 (LTC11D030)
- Professional misconduct and/or unsuitability (Document LTC11D031)
- Plagiarism and collusion (Document LTC11D032)

2. Partnerships (LTC11D024) including;

- Institutional Review of UCS Bury St Edmunds
- Institutional Review of UCS Lowestoft
- Change of course title
- Introduction of new awards
- Course discontinuation

3. Partnerships Office Activity (LTC1D033)

10. Reserved Agenda

No items were received.