

SEN11D019

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Report of the Meeting of the Learning and Teaching Committee of Senate on 1 February 2012

The following items were considered by the Learning and Teaching Committee of Senate on 1 February 2012 and are here presented for the Senate's information.

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

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1112/010212>)

1. Statements by the Chair

- 1.1 The draft Corporate Plan will be publicised in early February.
- 1.2 LTC is to establish a 'Guardian Group' to support academic developments and quality assurance for the creative writing courses offered jointly with the Guardian newspaper and delivered at UEA London.
- 1.3 the Course Closure procedure is undergoing a 'light touch' review by LTC. Members were asked to provide any feedback or suggestions for enhancements to the current procedure to the Head of LTS East.
- 1.4 the word count policy, discussed at the meeting of LTC in December 2011, is to be given further consideration by LTC in light of feedback to the proposal from schools and developments in FMH. FMH have agreed to continue with the current policy for the remainder of the current academic year. Therefore, the matter is no longer as urgent as members believed when discussing the policy at the previous meeting. The word count policy will be an agenda item at the meeting of LTC on the 28 March 2012.
- 1.5 following discussion on the Senate Scale at its December meeting, LTC is to consult with Schools of Studies and seek views on how best to encourage full use of the Scale. Associate Deans were asked to consult within their constituencies and report back to the meeting of LTC in June 2012. Issues for consideration include; markers using the full range of marks, how changes in practice may impact on the Good Honours issue, improving feedback to students, the potential impact on workloads of academic staff, the desirability of offering training and workshops about marking for academic staff, and clarifying in Student Handbooks how the marking scale is used by markers.

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 LTC11D037, including;

1. Approval of various prizes and scholarships;
2. Approval of BEng (Honours) Energy Engineering with Environmental Management, BEng (Honours) Energy Engineering with Environmental Management with a Year in Industry, MEng Energy Engineering with Environmental Management (Document LTC11D037 refers).

3. PG Research Programmes Policy Group

3.1 The Committee received an oral report for the Academic Director of Postgraduate Research Programmes. Members heard that the PGR Policy Group is

1. considering a change to research degree regulations and will report on this to a future meeting of LTC
2. responding to constructive feedback from QAA by reviewing procedures for transfer (i.e. from MPhil to PhD) with the aim of reducing the variety of current practices and moving to a more consistent and standardised approach.
3. in conjunction with CSED, renewed the curriculum for supervisor training and arrangements for ensuring attendance. This follows the recent survey of current supervisors and attendance at supervisor training sessions over the last three years. ADRs are responsible for ensuring supervisors attend training.

4. Taught Programmes Policy Group

4.1 The Committee received a report from the Academic Director of Taught Programmes. (Document LTC11D039 refers)

4.2 Members heard that, following discussions and consultations with staff involved in the delivery and administration of placements, and extensive research to identify best practice within the sector, the Academic Director of Taught Programmes is to re-write the Code of Practice on Placement Learning. The revised draft will be presented to the April 2012 meeting of LTC.

4.3 Members noted that work on the Code of Practice on Assessment is progressing alongside the revisions to the CCS degree regulations, in readiness for the New Academic Model. In the new arrangements, some guidance previously in the degree regulations will be located in the Code of Practice. Further consultation is planned but the Academic Director of Taught Programmes expected to deliver the document for approval by LTC at its meeting in April 2012.

4.4 Members were informed of the external and internal drivers which have combined to put the 'professionalisation' of teaching in higher education on the agenda of HEIs. In response, the ADTP is recommending that the University should plan to further develop its culture of continuing enhancement in pedagogical practice. It was noted that the University already has significant resources in place to support pedagogy-focused professional development. The ADTP's proposal is to build on these existing resources through the development of a five-year plan.

4.5 Members welcomed proposals to widen the use of Peer-Assisted Learning at the University. LTC agreed in principle to support the ADTP's recommendation to create Peer-Assisted Learning Fellowships and to run additional pilot schemes.

5. The New Academic Model

5.1 The Committee received a report from the Academic Director of Taught Programmes. (Document LTC11D039 refers) and a draft of the New Academic Model Undergraduate Degree Regulations from the Head of LTS West (Document LTC11D040 refers)

- 5.2 The Committee received clarification regarding how defined choice in the New Academic Model would work at an operational level. (Document LTC11D039 refers)
- 5.3 The Committee also considered a draft of the undergraduate degree regulations (Document LTC11D040 refers). It was noted the regulations were not presented in their finalised form because of ongoing work on the review of academic appeals and complaints. Members heard that the final version of the draft regulations will now be presented to LTC, after the Committee has endorsed proposals for appeals and complaints.

In her report, the Head of LTS West highlighted the following aspects of the draft regulations;

1. the relationship between the Programme Specifications, as a master reference document for courses containing specific information, and the regulations which will contain generic content.
 2. the proposed change from the definition of levels as used in the current degree regulations to the adoption of FHEQ levels.
 3. proposed changes to the responsibilities of the Chairs of Boards of Examiners, and Boards of Examiners, with regard to recording and presentation of marks and moderation, confirming marks, the award of prizes, reduced discretion in classifying degrees for borderline candidates, voting arrangements, and the replacement of the Module Assessment Boards with a more robust moderation process.
 4. to consider making Progress Boards optional while maintaining the requirement that Schools of Studies monitor students' academic progress.
- 5.4 The Committee resolved to record its congratulations and thanks to the Head of LTS West and the Project Officer for the New Academic Model for their work in progressing the new regulations.

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

The Committee received the minutes of the most recent Faculty Learning, Teaching and Quality Committees (Document LTC11D047).

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

1. FMH are considering policy and procedures for imposing penalties for a breach of confidentiality. This issue will be brought back to a future meeting of LTC.
2. concerns about the effectiveness of the proposed NSS plus student experience survey of continuing undergraduate students, in relation to the length of the survey and whether the survey will provide useful course level data. The results of the survey will be reported to LTC.

7. Learning Enhancement Team Report

The Committee considered the Learning Enhancement Team's Report for 2009-11. (Document LTC11D041 refers)

Members heard;

1. the Learning Enhancement Team provide expert guidance to students on mathematics and statistics, academic writing, and study skills.
2. feedback from student users is very positive.
3. student demand for the services has increased considerably during the last year
4. the successes of the team has created challenging resource implications and increased workloads for team members.

The Committee resolved to promote the report to Heads of Schools and Teaching Directors, and to publicise the report via the University website.

The committee also resolved to congratulate the Learning Enhancement Team for the excellent work it carries out to support students.

8. Easton College: New Course Proposal for 2012/3

LTC approved in principle the proposal for the BSc Animal Science and Welfare (one year top up) to go forward to validation. (Document LTC11A003 refers)

9. UEA London

The Committee received an oral update on developments.

Members heard that;

1. meetings to discuss vision and strategy have taken place between UEA and INTO.
2. all UEA students at UEA London now have the opportunity to obtain a campus card and access library facilities.

10. The School of Music

Members were informed that arrangements for the monitoring group were being progressed and that the group would have its first meeting soon.

11. QAA Issues

The Committee received an oral report from the Head of LTS East which highlighted;

1. developments with the QAA Quality Code framework and the plans of the LTS led working group to focus on the implementation of the framework and IRENI requirements.
2. a Guidance Note, written by the Head of LTS East, on QAA Information and Guidance: International Students has been published (Document LTC11D048 refers)
3. the draft document from the Mid-cycle Review Writing Group will be made available to the Review Group by 17 February 2012.

12. Other Items for Report

Members have received reports on

- Partnerships: City College Norwich Cheating and Plagiarism Procedure (Document LTC11D043)
- Revised Code of Practice on Peer Observation (Document LTC11D038)
- Minutes of the SSF Faculty Learning, Teaching and Quality Committee (Document LTC11D045)
- Partnerships Office activity (Document LTC11D046)
- UEA Review of the Doctoral Programme in Clinical Psychology (Document LTC11D049)
- The Higher Education Academy Annual Institutional Report 2010-11 (Draft) (Document LTC11D047)

13. Reserved Agenda

No items were received.

14. LTC Secretary's note: the agenda item on the Corporate Plan: Education and Student Academic Experience Targets was deferred to the next meeting of LTC on 28 March 2012.