

SEN13D009

Title: Learning and Teaching Committee
Author: Claudia Gray
Date: 28 October 2013
Circulation: The Senate – 6 November 2013
Agenda: SEN13A001
Version: Final
Status: Open

Issue

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee covering the meetings of the Learning and Teaching Committee on 26 June 2013 and 23 October 2013.

Recommendation

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

Ms Claudia Gray, Learning and Teaching Manager, ext: 2097, e-mail: claudia.gray@uea.ac.uk.

Background

N/A

Discussion

The report is for information only and no discussion is anticipated.

Attachments

Summary reports as attached below.

Report of the Meeting of the Learning and Teaching Committee of Senate on 26 June 2013

The following items were considered by the Learning and Teaching Committee of Senate on **26 June 2013** and are here presented for the Senate's information.

For all documents referred within this report, please refer to LTC agendas at:
<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1213/260613>.

1. STATEMENTS BY THE CHAIR

In his report the Chair drew the attention of the Committee to the following issues:

- 1.1 noted UEA's league table position as 17th in the recently published Guardian League Table 2014 which represented an improvement of seven places in comparison with the previous year.
- 1.2 the HEA toolkit for any new members of staff starting to teach in Higher Education, this was a valuable resource and could be accessed at:

<http://www.heacademy.ac.uk/new-to-teaching-toolkit>

This toolkit had already been drawn to the attention of the Associate Deans and Faculty LTQCs by the Academic Director of Taught Programmes and members were encouraged to promote and circulate this toolkit more widely across the University.

2. STUDENT EXPERIENCE SURVEY 2013

The Committee received a presentation from Dr Sreeparna Ghosh from the Business Intelligence Unit which can be viewed at: <https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1213/260613/ses2013>. The University had conducted a second student experience survey in 2013 which was sent to all first and second year students with questions modelled on the National Student Survey. The majority of students had not been satisfied with the longer than expected coursework feedback time. LTS was carrying out its own investigation to ascertain if misrepresentation of information had taken place as the survey did not differentiate between slow marking or hub procedures. Student particularly valued good organisation and teaching when describing their overall satisfaction.

3. PG RESEARCH PROGRAMMES POLICY GROUP

Members heard that external examiners' reports for the academic year 11/12 had been reviewed with many positive comments received on the conduct of PhD vivas. A continuation review would be introduced following the annual progression review and work on streamlining the MPhil to PhD transfer was on-going with a paper setting out new proposals to follow in due course.

4. INTO REPORT

Members noted that the partnership between UEA and INTO had now been in existence for seven years and there was still a need to publicise the services which INTO offered to UEA. In particular, the pre-sessional English language course which was free at the point of use and needed to be more publicised at UEA to increase further uptake of this much valued extra support for non-native English speakers. The Academic Director encouraged members of the Committee to assist him in advertising these language courses to the appropriate student groups at UEA.

5. ANNUAL ISD EDUCATION BOARD REPORT

The Committee received the annual report of the Education Board of ISD (LTC12D146) focusing on reports and outcomes of online marking, Blackboard connect encompassing Elluminate, the virtual classroom and lecture capture systems.

6. THE FUTURE OF LEARNING TECHNOLOGIES

The Committee received a report from the Learning Technology Team on the learning technologies which were considered to have the best potential to enhance teaching and learning at UEA in the next five years. (LTC12D148). Members were reminded the importance of learning technologies to enhance the quality of teaching and learning at UEA as the QAA as part of the Institutional Review process routinely examined how new learning technologies were developed to enhance the quality of teaching and learning. The use of Blackboard for publishing lecture/study material needed to be increased as lecturers had not yet routinely subscribed to using Blackboard for this purpose. The University had also signed a contract to access Blackboard via mobile devices from the academic year 13/14.

7. REPORT ON CODE OF PRACTICE ON STUDENT REPRESENTATION/STAFF/STUDENT LIAISON

The Committee received a report from Associate Deans of Teaching and Learning on best practice/issues in Faculties in relation to student representation (LTC12D153). In the Faculty of Science, all Schools operated Staff Student Liaison Committees with varying degrees of success in identifying membership for these Committees. Staff Student Liaison Committees were active in the Faculty of Arts and Humanities in all Schools and met regularly, at least twice a year, to discuss relevant issues. In the Faculty of Medicine and Health Sciences, the Staff Student Liaison Committees were extremely active and were often chaired by a student chair leaving the students to set their own agenda.

8. PLAGIARISM POLICY FOR 2013/14

Members considered and approved the revised plagiarism policy for the academic year 2013/14 (LTC12D143).

9. NEW ACADEMIC MODEL DEGREE REGULATIONS FOR 2013/14

The Committee endorsed the final degree regulations which incorporated a recommendation from TPPG that all marks should be recorded and displayed to two decimal places (LTC12D149) for all assessment items, modules, progression and classification averages.

10. EXTENUATING CIRCUMSTANCES

The Committee considered and approved the final guidelines on the consideration of extenuating circumstances from the academic year 2013/14.

11. NEW COURSE PROPOSALS

11.1 The Committee approved the following course proposals:

- BSc Midwifery (Shortened) (NSC) (LTC12D141)
- BA and Foundation degree in Theatre Production Art (Mountview) (LTC12D147)
- PGCE School Direct (EDU) (LTC12D142)

11.2 The Committee approved in principle the BSc Human Communication Sciences (LTC12D170) subject to further evidence to be obtained on market research/demand for and viability of this particular course as well as resource implications for LTS placements administration.

12. TEACHING FELLOWSHIP AWARDS 2011/12

The Committee received a reflective report on the award of Teaching Fellowships in the academic year 2011/12. (LTC12D144)

13. TAUGHT PROGRAMMES POLICY GROUP

Members received a report from the Academic Director of Taught Programmes (LTC12D151).

Report of the Meeting of the Learning and Teaching Committee of Senate on 23 October 2013

The following items were considered by the Learning and Teaching Committee of Senate on 23 October 2013 and are here presented for the Senate's information.

For all documents referred within this report, please refer to LTC agendas at: <https://intranet.uea.ac.uk/committeefice/ueacombds/ltc/ltc1314/231013>.

1. STATEMENTS BY THE CHAIR

The Chair drew the attention to the Committee to his list of priorities (LTC13D001) during this term of office.

2. INTERNATIONAL SUMMER SCHOOL 2013

The Committee received a report from the Admissions, Recruitment and Marketing Division on the International Summer School 2013 (LTC13D003). The International Summer School had taken place for the second time at UEA in summer 2013 and that there had been a 50% increase in participation in comparison with the summer 2012 which meant that recruitment targets set by the University had been set. Initial indications pointed to another sustained increase in numbers of participants for summer 2014.

3. NATIONAL STUDENT SURVEY 2013

The Committee also considered a confidential report on the NSS 2013.

4. Peer Assisted Learning

The Committee received a report on the Peer Assisted Learning Initiative (PAL) following the spring semester 2013 pilot. (LTC13D005) in five Schools (CMP, CHE, LCS, NBS and NSC). A further five Schools (ENV, FTM, MED, PSI and RSC) had joined PAL in the autumn semester 2013 and DEV would join in the spring 2014. The biggest challenge experienced was effective timetabling of PAL sessions due to finding room in students' already busy timetables. The introduction of PAL was still in its early stages and evidence gathered was anecdotal. Initial indications suggested though that the PAL initiative had been received positively and might lead to increased retention, improved performance and stronger engagement.

5. REFLECTIONS ON EXAMINATION FEEDBACK

The Committee considered a report from the Associate Deans on examination feedback during the academic year 12/13 (LTC13D006). In the Faculty of Humanities and Arts generic and individual feedback was provided to students on examinations. Although the University policy required that students be given generic feedback, the Faculty had experienced that individual feedback had been received positively by students and hoped that the University would look favourably on this issue when considering the University policy.

In the Faculty of Social Sciences the main modes of feedback were in the form of generic feedback via Blackboard, feed forward as part of examination preparations and exemplar answers given to students. Resources needed to be considered carefully as individual feedback was not considered feasible due to large student numbers in certain Schools of Study.

In the Faculty of Medicine and Health Sciences generic feedback as well as individualised feedback on OSCEs was provided. The Norwich Medical

School had trialled the Speedwell software which provided a more structured form of examinations feedback and had been well received by the student body.

The predominant format of examination feedback in the Faculty of Science was carried out in feed forward sessions which were normally well attended and focused on working through previous question papers. Generic feedback on examinations was also for some modules on Blackboard.

6. CODE OF PRACTICE ON STUDENT REPRESENTATION/STAFF – STUDENT LIAISON

The Committee received a report on staff student liaison matters from the Faculty of Social Sciences (LTC13D034).

7. PEER OBSERVATION

Members received oral reports from Associate Deans on the operation of Peer Observation in their Faculties, a detailed report was received from the Faculty of Humanities and Arts (LTC13D007), detailed reports for the other three Faculties will be considered at the meeting of the LTC in December 2013 as Associate Deans were aware that the QAA would focus on this issue during the 2015 QAA Higher Education Review. Pockets of regular practice of effective peer review, e.g. in the Faculty of Science and the Faculty of Medicine and Health Sciences, were reported, however, in a majority of Schools in all Faculties the administration of peer observation could be improved. Members suggested that peer observation ought to become the responsibility of the local support teams as they worked closer with academic colleagues.

8. GOOD HONOURS STATISTICS

The Committee also considered a confidential report Good Honours statistics.

9. TAUGHT PROGRAMMES POLICY GROUP

Members received a report from the Taught Programmes Policy Group (LTC13D009) highlighting recent activities.

10. NEW AWARDS AND COURSE PROPOSALS

10.1 The Committee considered the course proposal for a BSc Geography (LTC13D011), which had been approved by Chair's action in the summer, in further detail. Members agreed that further comments from the Admissions and Marketing Division needed to be obtained to ensure that market research had been properly considered and to confirm that the proposal has been linked up with the BA Geography offered in DEV.

10.2 The Committee considered the approval of the new course proposal for a BSc Computer Science (2+2 degree course, UEA and Hacettepe University, Ankara, LTC13 D10). The Committee did not approve this course proposal and required the School to resubmit this proposal to LTC in December 2013 having in particular considered the impact on relevant key performance indicators such as tariff and Good Honours, compliance with the UEA Code of Practice on Placements and support for students who transferred from Hacettepe to UEA.

11. UEA PARTNERSHIPS HANDBOOK

The Committee approved the UEA Partnerships handbook (LTC13D012).