

**SEN13D015**

**Title:** Learning and Teaching Committee  
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**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 4 December 2013 and 29 January 2014.

**Recommendation**

None

**Resource Implications**

None

**Risk Implications**

None

**Equality and Diversity**

None

**Further Information**

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**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 4 December 2013**

The following items were considered by the Learning and Teaching Committee of Senate on **4 December 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/ltc1314/041213>

### 1. STATEMENTS BY THE CHAIR

The Chair drew the attention of the Committee to recent University discussions on the renewed focus on feedback to students. As a result of the Executive Team Away Day, the Learning and Teaching summit and the UEA Half Policy Day and recent discussions at Senate, the University had embarked on a strategy to improve feedback to students which included a commitment to increase formative work, reduce summative assessment and a review of assessment strategies at the course level rather than the module level.

### 2. CONFIRMATION OF CHAIR'S ACTION

The Chair had taken action to approve the Victor Thomas Penfold scholarship, LTC13D001 refers.

### 3. POSTGRADUATE TAUGHT EXPERIENCE SURVEY 2013

The Committee also considered a confidential report on the Postgraduate Taught Experience Survey 2013.

### 4. PG RESEARCH EXECUTIVE

4.1 The Committee received a report on latest activities of the PG Research Programmes Policy Group.

4.2 Members heard that Senate had endorsed proposals for PGR business to be considered initially by the Postgraduate Executive with relevant reports to be made to the Learning and Teaching Committee and for approval by Senate.

4.3 The Committee noted that the PGR learning and teaching strategy as well as the development of supervision and research skills was currently underway.

### 5. LEARNING AND TEACHING STRATEGY

The Committee endorsed the guiding principles of the draft Learning and Teaching Strategy focusing on graduate attributes which would cover undergraduate and postgraduate taught activity, (LTC13D003). Faculty Learning, Teaching and Quality Committees would be able to comment on the draft before LTC endorsed the final version.

### 6. PEER OBSERVATION

6.1 Members received the detailed reports and overall statistics on the operation of Peer Observation in SSF, FMH and SCI, LTC13D004.

6.2 Members noted that response rates from Schools of Study in relation to Peer Observation were quite varied and that significant work needed to be carried out to implement this process across the University.

6.3 The Committee heard that some Schools of Study used this process as observation by management which was not the intention of a genuine peer review process and it

seemed that that the purpose of peer review was unclear and boundaries with the HR process needed to be clarified.

- 6.4 Members agreed that the process of Peer Observation needed to be re-launched to show how the University had enhanced this process in time for the QAA Institutional Review in 2015.

## 7. QAA UK QUALITY CODE

- 7.1 Members received the Implementation Plan of the QAA UK Quality Code, LTC13D005 and the mapping document for the QAA UK Quality Code on Chapter B5 Student Engagement, LTC13D006.
- 7.2 Members heard that student engagement was measured in the input of students into quality assurance and enhancement processes and that students wanted more transparent and frequent opportunities to provide feedback.
- 7.3 The Committee noted that each School of Study's website should be configured for students to submit such feedback easily and that a forum similar to the VC Open Forum for staff should exist for students to receive updates on Higher Education policy.

## 8. Management Information

- 8.1 The Committee considered management information on appeals and statistics and a summary report from the Head of Quality, Mr Jon Sharp, LTC13D007 as well as management information on appeals and complaints from the Student Union Advice Centre, LTC13D008.
- 8.2 Members noted that the number of Stage 2 Academic Appeals seemed to be decreasing since the new academic appeals procedure was introduced in the academic year 2012/13, however, it was not yet safe to make such a judgement as not enough data was available to support such a statement.
- 8.3 Members also emphasised that the input from the UEA Union of Students Advice Centre was much appreciated as students received valuable assistance and help to present their appeal cases.

## 9. TAUGHT PROGRAMMES POLICY GROUP

- 9.1 The Committee was informed of recent activities of the Taught Programmes Policy Group, LTC13D009 refers.
- 9.2 Members heard that the Learning and Teaching Day 2014 would take place on 8 May 2014 and planning of this event had already begun; work on the development of the Student Charter was ongoing with a plan to approve the revised Charter by LTC in March 2014.
- 9.3 The Committee was also informed of plans to introduce a standard module outline template across the University and the development of guidance on standard assessment tariffs.

## 10. NEW AWARDS AND NEW COURSE PROPOSALS

- 10.1 The Committee considered the course proposal for an MA Media Studies (FTM), LTC13D011.
- 10.2 Members of the Committee asked the School to provide further information on viability of the course as proposed student numbers seemed low, to reconsider the name of the course and to reflect if other courses should be closed if this programme was

approved to avoid a potential overall loss of student numbers within the School. Pending satisfactory clarification of all these issues, the Chair would consider this course proposal again with view to approve it.

## **Report of the Meeting of the Learning and Teaching Committee of Senate on 29 January 2014**

The following items were considered by the Learning and Teaching Committee of Senate **29 January 2014** 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/ltc1314/290114>

### **1. CONFIRMATION OF CHAIR'S ACTION**

- 1.1 The Chair had taken action to approve the Raymond and Claire Frostick Postgraduate Scholarship, the Bryan Heiser Memorial Bursary and the Ian and Emma Smith Scholarship.
- 1.2 Chair's action had also been taken to approve an amendment to Regulations on Extenuating Circumstances, LTC13D022.

### **2. LEARNING ENHANCEMENT TEAM REPORT 2012/13**

Members heard a presentation from the Head of the Learning Enhancement Team (LET) outlining the work undertaken by the Team in 2012/13. It was agreed that Hubs would display a range of LET produced study guides to ensure they were widely available to students, LTC13D023 refers.

### **3. LEARNING AND TEACHING STRATEGY**

- 3.1 The Committee considered a revised draft of the Learning and Teaching Strategy which now comprised nine key principles, undergraduate and taught postgraduate attributes and an implementation plan, LTC13D024, refers.
- 3.2 The Academic Director of Taught Programmes would now consult with colleagues in Careers and Employability to map relevant parts of the strategy against outputs of the Skills Awards.

### **4. QAA QUALITY CODE**

Members considered the mapping document for the QAA UK Quality Code on Chapter B3, Learning and Teaching, LTCD025 refers. This document included an action plan for the UEA Learning and Teaching Strategy and provided clear evidence of how the University was addressing the requirements of the Quality Code.

### **5. TAUGHT PROGRAMMES POLICY GROUP (TPPG)**

- 5.1 The Committee was informed of recent activities of the TPPG, LTC13D026 refers.
- 5.2 Members were advised that three members of UEA staff had been shortlisted for HEA National Teaching Fellowships. The outcome of these applications would be known in May 2014.

### **6. PEER OBSERVATION**

- 6.1 Members considered a revised Code of Practice on Peer Observation, LTC13D027 refers. The Code now placed emphasis on the developmental aspect of the process and removed any performance management element.
- 6.2 Once further comments put forward by members of LTC had been incorporated, the revised Code would be sent to Heads of School and School Directors of Learning and

Teaching with a memorandum from the Academic Director of Taught Programmes outlining timescales for the completion of the process.

## 7. ZERO CREDIT MODULES

- 7.1 The Committee approved a recommendation from TPPG to cease the use of zero-credit modules for standard undergraduate or postgraduate taught degrees, However the continued use of such modules, suitably labelled, for professional skills for health and social-care related courses would be permitted, LTC13D028 refers.
- 7.2 In its consideration of the issue members agreed that with careful planning it should be possible to incorporate the activities currently undertaken as a zero credit module in non- health related courses into the curriculum.

## 8. UEA LONDON

The Committee approved:

- (i) The recommendation that courses being provided at UEA London be delivered in Norwich on the main UEA campus
- (ii) The detail regarding the provision of appropriate support to UEA London students in the pursuance of the relocation of courses

## 9. NEW AWARDS AND COURSE PROPOSALS

- 9.1 Members considered proposals for a BA Computing Science 2+2 degree delivered at Hacettepe University Ankara and UEA leading to dual awards, LTC13D029 refers. It was agreed that a sub-group chaired by the Pro-Vice Chancellor (Academic) should meet to give further consideration of the business case for the award. It was further agreed that approval would be subject to a recommendation by the Partnerships Office that Hacettepe be approved as a site of delivery. Following the meeting of the sub-group the business case was approved. In addition the Partnerships Office subsequently approved Hacettepe as a site of delivery.
- 9.2 Members considered and approved proposals for a BSc Paramedic Sciences, LTC13D030 refers, subject to the Partnerships Office being involved in the drafting of relevant documentation relating to a partnership between UEA and the NHS. This was a non-NHS commissioned course but the NHS would be providing student placements. An entry tariff of BBB was approved for 2014/15 entry only. Thereafter the requirement would be ABB.
- 9.3 The Committee granted approval in principle, in advance of validation for a BSc Health Science Top Up run at City College Norwich, LTC13D031 refers.

## 10. PGR EXECUTIVE

- 10.1 The Committee approved the recommendation from PGR Executive that minor amendments be made to the MD regulations such that eligibility will require an established affiliation with the University as prescribed within the regulation.