

SEN13D023

Title: Learning and Teaching Committee
Author: Michele Pavey
Date: 2 June 2014
Circulation: The Senate –11 June 2014
Agenda: SEN13A003
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 19 March 2014 and 14 May 2014

Recommendation

None

Resource Implications

None

Risk Implications

None

Equality and Diversity

None

Further Information

Mr Jon Sharp, Head of Quality, ext: 7374, e-mail: jon.sharp@uea.ac.uk.

Background

N/A

Discussion

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

Attachments

Summary report as attached below.

Report of the Meeting of the Learning and Teaching Committees of Senate on 19 March 2014

The following items were considered by the Learning and Teaching Committee of Senate **19 March 2014** and are presented here 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/ltc1314/190314>

1. CONFIRMATION OF CHAIR'S ACTION

- 1.1 For City College, Norwich, chair's action was taken to approve
- (i) updates to the Norfolk Regulatory Framework to reflect Health and Social Care Professions Council requirements;
 - (ii) updates to the Professional Misconduct and Unsuitability Procedure and the Mitigating Circumstances Procedure to reflect changes to job roles at the College.
- 1.2 Chair's action was also taken to approve an amendment to Regulations on Extenuating Circumstances, LTC13D022 refers.

2. MAXIMISING ATTENDANCE AT THE 2014 CAREERS FAIR

- 2.1 Members received a presentation from Mr James Goodwin, joint Head of the Careers Service on plans for the 2014 Careers Fair. The Committee considered potential ways of maximising attendance at the 2014 Careers Fair which takes place on 23 October 2014.
- 2.2 Associate Deans (L&T) agreed to take this forward via Faculty Learning, Teaching and Quality Committees (LTQC's) and report back to LTC. Associate Deans (Employability) would be asked to consider the issue at Faculty Employability Executives

3. ENHANCING ASSESSMENT FEEDBACK

- 3.1 Members considered a report from the Academic Director of Taught Programmes on implementing formative assessment, LTC13D044 refers. The paper received a positive response and it was agreed that it would help to ensure that colleagues were clear about the vast range of tasks, assignments and activities that could constitute formative assessment and the importance of formative work.
- 3.2 It was agreed that the paper should be considered by LTQC's. Associate Deans (L&T) should also encourage Teaching Directors to discuss the paper at School Boards and Teaching Committees. The School Annual Review of Assessment and Moderation meetings, which would take place after Boards of Examiners, would also be a useful forum to discuss the paper as would Staff Student Liaison Committees.
- 3.3 Members received an oral update from Associate Deans (L&T) on how Faculties are addressing the PVC's (Academic) Strategy on assessment and feedback.

4. TAUGHT PROGRAMMES POLICY GROUP

Members received a report from the Academic Director of Taught Programmes on recent activities of TPPG, LTC13D046 refers.

5. DISPLAY OF PROVISIONAL MARKS TO STUDENTS ON E:VISION

The Committee approved a recommendation from TPPG on the display of provisional marks to students, LTC 13D047 refers. The proposals meant that postgraduate taught students to see all their provisional marks on e:Vision. It was agreed that this

would enhance their student experience. Arrangements for undergraduate students would remain unchanged.

6. EXTENUATING CIRCUMSTANCES FOR TAUGHT PROGRAMMES

6.1 Members approved a proposal to amend the rules relating to self-certified coursework deadlines, LTC13D048 refers. The proposal included amending the rules enabling students to self-certify a coursework deadline extension request from once each semester to once each academic year. The duration of the extension would change from 7 working days to 5 working days and could only be used in support of the first extension request.

6.2 The amendments were, in part, a response to the difficulties created by huge volume of requests received and the impact on marking and returning work with extended deadlines back to students.

7. FUTURE SKILLS INITIATIVE

A proposal to set up a Future Skills Initiative Working Group was approved, LTC13D045 refers.

8. NEW AWARDS AND NEW COURSE APPROVALS

8.1 The Committee approved the proposal for a BSc Psychology with a Year Abroad, LTC13D049 refers.

8.2 Members heard that the Director of University Services (Learning and Teaching) was to establish a Working Group which would consider arrangements for supporting UEA students who were not on campus because they were studying abroad. This would include consideration of PGR students. In response to some concern that the existing routes for approving or modifying courses did not readily lend themselves to the introduction of a Year Abroad The Academic Director of Taught Programmes undertook to set out a list of expectations for the introduction of a Year Abroad to a course

8.3 Proposals for three new MRes degrees in the School of Psychology; MRes Cognitive Neuroscience, MRes Developmental Psychology and MRes Social Psychology were approved, LTC13D050 refers.

9. UEA LONDON WITHDRAWAL ACTION PLAN

The Committee approved an action plan detailing how validated provision based at UEA London will be managed during the withdrawal period, LTC13D051 refers.

10. POSTGRADUATE RESEARCH

The Committee approved

- i) revised award rules for the UEA Africa PhD Scholarship Programme:
- ii) Faculty of Social Sciences- criteria for the award of PGR and Graduate School Prizes 2013/14:
- iii) Code of Practice for Research Degrees 2013-14.

Members' attention was drawn to a requirement, which would be put in place from 2015/16 that students register for a PhD rather than an MPhil, LTC13D052 refers.

Report of the Meeting of the Learning and Teaching Committees of Senate on 14 May 2014

The following items were considered by the Learning and Teaching Committee of Senate **14 May 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/ltc1314/140514>

1. CONFIRMATION OF CHAIR'S ACTION

- 1.1 Members of LTC were advised that the Chair of LTC had taken action to approve the Charles L Walker Scholarship.
- 1.2 A concession to change the Bachelors and Integrated Masters Regulation 13.1 for 2013/14 was also approved by Chair's action, LTC13D059 refers.

2. STUDENT CHARTER

The Committee approved a revised Student Charter which would be implemented from 2014/15.

3. ELECTRONIC MARKING: EVALUATION REPORT

- 3.1 The Committee considered an evaluation of the 2013/14 electronic marking pilot, (LTC13D061 refers). From the evaluation it was evident that staff involved welcomed the opportunity to mark online, whilst students whose work had been marked electronically perceived fewer benefits. A decision on whether to develop the in-house system used for the pilot or to purchase an off-the-shelf product was now required and a working group would be set up to do this.
- 3.2 Members of the Committee acknowledged that successful roll-out of e-marking would require additional Learning Technologist support. There would be other resources required to ensure staff had access to appropriate technology to undertake e-marking. Members were advised that there was currently no intention to make e-marking compulsory for staff.

4. TEXT-MATCHING SOFTWARE (TMS) WORKING GROUP: SUMMARY PAPER

- 4.1 The Committee considered proposals arising from the work of the Text-Matching Software Working Group, LTC13D062 refers. The Working group had been set up to review the use of Turnitin to support the University's Plagiarism and Collusion policy. The introduction of more widespread use of text-matching software was closely linked to the planned expansion of e-marking.
- 4.2 Members agreed the principles outlined in the TMS Working Group's paper to LTC, with the caveat, that further consideration should be given to whether text matching software was used for random or partial sampling of students' work.

5. CREDITS, MODULES AND STUDENT EFFORT HOURS

Members approved proposals for information to be included in Module Outlines from 2014/15 relating to required student effort hour per module, LTC13D063 refers. The proposals aimed to ensure that it was clear to students, via module outlines or handbooks, how much effort they were expected to put in to each element of a module, including self-managed study. Schools should be encouraged to give consideration to the proposals in the paper at their annual Review of Moderation and Assessment meetings.

6. QAA QUALITY CODE AND BRIEFING SESSIONS FOR THE HIGHER EDUCATION REVIEW (HER)

6.1 Members received the mapping document for the QAA Quality Code Chapter B10: Managing Higher Education Provision with Others, LTC13D064 refers.

6.2 Members also received information on Higher Education Review Quality Audit Preparations: Briefing Workshops for University Staff and Students, LTC13D076 refers. These briefings, on each of the QAA Quality Code chapters, were scheduled to take place between October 2014 and March 2015.

7. NEW AWARDS AND NEW COURSE PROPOSALS

LTC granted approval, prior to validation, of MA Creative Producing at the Mountview Academy of Theatre Arts, LTC13D065 refers.

8. CRITERIA FOR THE AWARD OF STARRED FIRST DEGREES

Members were informed that information on the criteria for the award of starred first degrees criteria currently used by Schools when awarding starred firsts had been collated. It was intended to seek to rationalise the criteria for this award for 2015/16, LTC13D066 refers.

9. AMENDMENT TO THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS 2013

The Committee approved an amendment to the 2013/14 Bachelors and Integrated Masters Award Regulations to include threshold levels for MEng Courses, LTC13D067 refers.

10. UNIVERSITY CAMPUS SUFFOLK: JOINT ACADEMIC COMMITTEE

The Committee approved recommendations from the UCS Joint Academic Committee, LTC13D068 refers.

11. UEA LONDON WITHDRAWAL PLAN: UPDATE ON ACTION PLAN

LTC received an update on the Action Plan for withdrawal from validated provision at UEA London, LTC13D069 refers.

12. POSTGRADUATE RESEARCH

LTC approved

- (i) Instructions to Examiners for the Degrees of Doctor of Philosophy (PhD), Master of Philosophy (MPhil), Master of Arts by Research, Master of Laws by Research, Master of Music by Research and Master of Science by Research
- (ii) Rules for the Form of Theses and Dissertations
- (iii) Probationary periods for research degree students
- (iv) Revisions to Research Degree Regulations, LTC13D070 refers.