

SEN14D014

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 25 June 2014 and 22 October 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 report as attached below.

Report of the Meeting of the Learning and Teaching Committees of Senate on 25 June 2014

The following items were considered by the Learning and Teaching Committee of Senate **25 June 2014** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agendas at:

<https://www.uea.ac.uk/committeefice/ueacombds/ltc/ltc1314/250614>

1. CONFIRMATION OF CHAIR'S ACTION

LTC members were informed that the Chair had taken action to approve the Savile Scholarship in MA Creative Entrepreneurship and the Paul Tucker Scholarship, LTC13D097 refers.

2. ATTENDANCE MONITORING

The Committee approved revised procedures for supporting attendance monitoring and agreed that the revised procedures would operate for the 2014/15 academic year. Their operation would then be reviewed again by LTC, LTC13D077 refers.

3. 2014 STUDENT EXPERIENCE SURVEY

Members heard a presentation from Ms Becky Price from the Business Intelligence Unit on the 2014 Student Experience Survey, LTC13D078 refers.

4. EVALUATION OF THE 2014 LEARNING AND TEACHING DAY

Members heard that the Learning and Teaching Day had been very well received by participants and this was reflected in the feedback. The Committee resolved to formally record its thanks to Mr G Hinchliffe and Steering Group members for their work in organising such a successful event, LTC13D079 refers.

5. SCHOOL OF PHARMACY REVISED FITNESS TO PRACTICE PROCEDURE

The Committee considered a proposal from the School of Pharmacy to implement a revised Fitness to Practice procedure. The proposal was approved in principle subject to a number of amendments, which included ensuring that the procedure properly aligned with the Fitness to Study process and the revised attendance monitoring process. Once the required changes were made Chair's action was taken to approve the procedure, LTD13D080 refers.

6. FIT TO SIT POLICY

6.1 Members approved a proposal from the Norwich Medical School to implement a 'Fit to Sit' policy. The Norwich Medical School was requesting the introduction of the policy to bring the practice for trainee doctors into line with other medical schools and with practice within the medical profession.

6.2 In approving the policy the concerns of the UUEAS were noted. It was agreed to review the first year of its operation. As part of the review the School would be required to indicate how it had involved students and sought their views on the policy. It was agreed that representatives from UUEAS should have an involvement in the review, LTC13D081 refers. The policy would be introduced initially for first year students.

7. REVIEW OF GENERAL REGULATIONS 1-12 and 13-15

The Committee approved an amendment proposed by the Dean of Students to section 5 of General Regulation 1. Members were advised that one minor change was also proposed to General Regulation 15 to improve clarity. Proposals for possible revisions to General Regulations 13 and 14 would be brought to the Committee in 2014/15, LTC13D083 refers.

8. REDUCING IN THE NUMBER OF MODULES WITH VERY LOW ENROLMENTS

Members considered and approved a strategy for reducing the number of modules with very low enrolments, LTCD13D084 refers.

9. QAA QUALITY CODE

Members received the mapping documents for the following QAA Quality Code Chapters, LTCD087 refers.

- i. B1 Programme Design, Development and Approval
- ii. B8 Programme Monitoring and Review
- iii. B9 Academic Appeals and Student Complaints
- iv. Part A Setting and Maintaining Academic Standards.

10. A UEA INTERNAL RECOGNITION SYSTEM (REAP) FACILITATING RECOGNITION AGAINST THE UK PROFESSIONAL STANDARDS FRAMEWORK (UK PSF)

The Committee considered and made recommendations on a confidential report relating to a UEA Internal Recognition System facilitating recognition against the UK Professional Standards Framework LTC, D088 refers.

11. CODE OF PRACTICE ON STUDENT REPRESENTATION

LTC considered an interim report on the review of the Code of Practice on Student Representation. It resolved that there would be joint UEA and UJEAS chairs of the Working Group reviewing the Code of Practice on Student Representation and there should be a representative from the Graduate Students Association (GSA) on the group, LTCD089 refers.

12. NEW AWARDS AND NEW COURSE PROPOSALS

12.1 Members considered a proposal to introduce a Master of Fine Art (MFA) in Creative Writing. This award would be new to the University. The proposal for this two year full-time course in creative writing would be an extension of the current MA in Creative Writing. At the end of two years of study, MFA students would have produced a novel ready to be sent to publishers.

12.2 As a result of a number of issues raised by the Committee a Sub group of LTC comprising the Chair, the Associate Deans (L&T) and the Director of Learning and Teaching Services met to give further consideration to the proposal. Once all these issues had been addressed the proposal was approved by Chair's Action.

12.3 The Committee considered a proposal for an MA Creative Writing, Crime Fiction. In view of the fact that this was a non-standard MA proposal, which entailed residential and online study, this proposal was considered by the same sub-group of LTC that was being set up to give further consideration to the MFA Creative Writing proposal. Once all concerns raised by Committee members were addressed, Chair's Action was taken to approve the proposal.

- 12.4 LTC approved proposals for a PGCE Primary (90 credits) and a PGCE Secondary (90 credits). Members heard that changing the status of some assessments from formative to summative students would be awarded 90 credits. There would still be elements of formative work. However, the required study hours were more than commensurate with the award of 90 credits.
- 12.5 The Committee considered proposals for approval and validation of a Postgraduate Diploma in Care of the Frail Elderly between the BMJ Group (British Medical Journal) and UEA. The proposal to develop the Postgraduate Diploma in partnership with the BMJ group was approved in principle. It was agreed that Chair's action would then be taken to approve the course proposal prior to institutional approval and validation, LTC13D090 refers.
13. 2012/13 ANNUAL MODULE MONITORING AND COURSE REVIEW
- Members considered a report on completion of the 2012/13 Annual Module Monitoring and Course Review process, LTC13D107 refers. The importance of ensuring that Schools carried out annual module monitoring and course review was stressed. Associate Deans would need to monitor compliance via LTQC's. The extensive student involvement in the process was acknowledged with appreciation, LTC13D107 refers.
14. REPORT ON PHASE 2 OF THE PEER ASSISTED LEARNING PROJECT
- Members received a report on phase 2 of the Peer Assisted Learning Project, LTC13D091 refers.
15. UEA LONDON WITHDRAWAL- ACTION PLAN FOR THE MANAGEMENT OF VALIDATED PROVISION
- The Committee received a report of progress against the action plan, LTC13D092refers
16. CLARIFICATION OF THE UNIVERSITY'S ACADEMIC APPEALS AND COMPLAINTS REGULATIONS
- LTC approved proposed clarifications relating to the Academic Appeals and Complaints Regulations, LTC13D093 refers.
17. COURSE WITHDRAWALS – INTERNAL AUDIT AND SUBSEQUENT AMENDMENTS
- The Committee approved proposed revisions to the University's course closure policy and procedures, LTC13D094 refers.
18. UNIVERSITY CAMPUS SUFFOLK JOINT ACADEMIC COMMITTEE
- LTC approved recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 June 2014, LTC13D095 refers.
19. DRAFT RESEARCH DEGREE EDUCATION STRATEGY
- The Committee received a draft Research Degree Education Strategy, LTC13D096 refers.

Report of the Meeting of the Learning and Teaching Committees of Senate on 22 October 2014

The following items were considered by the Learning and Teaching Committee of Senate **22 October 2014** and are here presented for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at: <https://www.uea.ac.uk/committeeeoffice/ueacombds/ltc/ltc1415/221014>

1. CONFIRMATION OF CHAIR'S ACTION

Members were advised that the Chair has taken action to approve the following, LTC14D001 refers:

- i. Approval of the School of Pharmacy's revised Fitness to Practice procedure
- ii. Approval of the Master of Fine Art in Creative Writing
- iii. Approval of the MA Creative Writing (Crime Fiction)
- iv. Amendments to General Regulation 17: Conduct of University Assessments
- v. Approval of School Direct Primary PGCE award
- vi. Minor changes to the Norfolk Regulatory Framework
- vii. Minor amendments to the Student Charter
- viii. Approval of amendments to the Terms and Conditions relating to the Excellence Awards
- ix. Approval of the final version of the University's Learning and Teaching Strategy
- x. Approval of a Posthumous award

2. NATIONAL STUDENT SURVEY 2014

The Committee was given an overview of the outcome of the University's performance in the NSS by Ms Becky Price from the Business Intelligence Unit.

3. GOOD HONOURS STATISTICS

Members considered a report on 2014 Good Honours statistics for each School.

4. REVIEW OF THE UNIVERSITY'S GENERAL REGULATION 14 (PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY)

The Committee considered an update on the progress of the Working Group established to review General Regulation 14 and approved, in principle, the Group's recommendations, LTC14D004 refers.

5. PEER OBSERVATION 2013/14

5.1 Members noted that the only Faculty Summary on Peer Observation to be received was from SCI. However this did not contain the required School Reports. Given that 100% compliance with the policy was expected it was resolved that Faculty Summary reports, with all School reports, would be considered at the December meeting of the Committee having gone through the appropriate Learning Teaching and Quality Committee, LTC14D005 refers.

5.2 It was also resolved that Associate Deans (L&T), in consultation with Faculty or School Managers, should implement measures at the end of the autumn semester

and before Easter to ensure that all required Peer Observations were taking place on schedule.

6. EXAMINATIONS AND COURSE TESTS

The Committee approved a strategy for reducing the number of examinations and course tests, subject to some amendments following consideration of the document, LTC14D006 refers. The proposed strategy sought to encourage course teams to consider the pedagogical issues related to examinations and course tests as methods of assessment. It highlighted the disadvantages of examinations and course tests, for example, in the case of autumn semester modules which had examinations in the summer examinations series.

7. PROPOSED ROLE DESCRIPTION FOR MODULE ORGANISERS

Members approved a proposed role descriptor for Module Organisers, LTC14D007 refers, subject to some enhancements proposed at the meeting. The role descriptor would then be circulated to academic staff by Associate Deans.

8. COURSE AND MODULE UPDATE 2015/16

The Committee received a progress report on proposals for course and module update for 2015/16, LTC14D008 refers.

9. CODE OF PRACTICE ON STUDENT REPRESENTATION

Members received an update on the review of the Code of Practice on Student Representation, LTC14D009 refers.

10. NEW AWARDS AND COURSE PROPOSALS

- 10.1 The Committee considered a new course proposal for the award of BSc/MPhys Physics, LTC14D012 refers. It was noted that the award of MPhys was new and might require formal approval by Senate. Members concluded that since the proposals were contingent on a £5million HEFCE bid being successful, the Committee was not in a position to make a decision at this time. However, a number of enhancements to the course proposal were highlighted and required to be addressed for when it came back to LTC for consideration.
- 10.2 Members considered the proposal to introduce a five year Integrated Master of Pharmacy, LTC14D013 refers. On the proviso that a number of issues identified by the Committee were addressed in the proposal, it was agreed that Chair's action could be taken to approve the course.
- 10.3 The Committee considered a proposal to introduce a BSc Pharmacology and Drug Discovery and agreed that it could be formally approved by Chair's Action, subject to consultation being undertaken with students on the course, LTC14D014 refers.
- 10.4 LTC considered a proposal to amend the existing MEng/BEng course provision to offer more general courses with some streaming. Under the proposal there would be the following courses, LTC14D015 refers:
 - BEng (Hons) Energy Engineering with Environmental Management
 - MEng/BEng Energy Engineering
 - MEng/BEng Engineering
 - BEng Engineering with a Year in Industry;
- 10.4.1 Having considered the proposal members agreed that the course proposer should attend the next meeting of LTC or provide a written response, to address some of the

Committee's concerns. It was also agreed that existing students should be consulted about the proposals and evidence of this consultation be added to the Course Proposal.

- 10.5 The Committee considered a proposal for an MSc Advanced Operations and Logistics. LTC14D016 refers. It was agreed that once a number of issues raised by members were addressed in the document to the satisfaction of the Academic Director of Taught Programme, Chair's action would be taken to approve the course.
- 10.6 LTC approved a proposed new institutional partnership with the Royal Marsden School subject to formal School and Faculty approval being obtained, LTC14D017 refers. Members heard that following a successful bid by UEA to validate Royal Marsden School courses in London it was proposed to recommend that the Royal Marsden School be considered as a new institutional partner, subject to an Institutional Approval event. Thereafter a course validation process would take place to approve proposed course provision.
11. AMENDMENTS TO THE CODE OF PRACTICE FOR THE EXTERNAL EXAMINING SYSTEM OF AWARDS
- LTC approved proposed amendments to the Code of Practice for the External Examining System of Awards, LTC14D017a refers.
12. WITHDRAWAL FROM VALIDATED PROVISION AT UEA LONDON
- Members approved an update on arrangements for the withdrawal from validated provision at UEA London, LTC14D018 refers.
13. PROGRAMME SPECIFICATION TEMPLATE AND GUIDANCE
- The Committee approved a revised Programme Specification Template and Guidance Document, LTC14D019 refers.