

LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 1.30pm on Wednesday 24 October 2012, in **EDU 0.112, Education of Lifelong Learning Building**.

There will be tea, coffee and biscuits available from 1.10pm.

Ms Claudia Gray
Learning & Teaching Manager
17 October 2012

AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 22 October 2012. Reserved items appear in Section D.

2. MINUTES

To confirm
the Minutes of the meeting held on 25 July 2012 (Enclosed)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

To confirm
confirmation of Chairs' action. LTC11D001 (Divider A)

SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1. INTERNATIONAL SUMMER SCHOOL 2012

To receive
a report from Alex Cole (ARM). LTC12D002 (Divider B)

LTC12A001

A2. STUDENT EVALUATIONS AND THE NSS

To receive
an oral presentation from Dr. Ben Milner

A3. STUDENT SURVEYS 2012

To receive
(1) the National Student Survey (NSS) 2012 LTC12D003 (Divider C)
(2) the Postgraduate Taught Experience Survey (PTES) LTC12D004 (Divider D)
(Dr Sreeparna Ghosh will give a short presentation on 1 & 2 above)

(3) Student Experience Report LTC12D005 (Divider E)
(This report will be presented by Mr Bowker, Academic Officer of the Union of UEA Students)

A4. TAUGHT PROGRAMMES POLICY GROUP

To consider
a report. LTC12D006 (Divider F)

A5. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

To consider
oral reports from the Associate Deans

A6. PG RESEARCH PROGRAMMES POLICY GROUP

To consider
an oral report.

A7. NEW ACADEMIC MODEL

To consider
scrutiny reports on faculty course proposals. LTC12D007 (Divider G)

A8. UEA LONDON

To consider
an oral update on developments.

A9. THE SCHOOL OF MUSIC

To consider
an oral update on developments.

SECTION B:

ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 22 October 2012.

These items can be found on the Learning and Teaching Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1213>

B1. EXCELLENCE AWARDS FOR STUDENTS

To consider

a proposal regarding the management of and criteria for the Excellence Awards for Students. LTC12D008

B2. PARTNER INSTITUTION ACADEMIC APPEALS PROCEDURES

To consider

a report. LTC12D009

B3. FITNESS TO PRACTICE PROCESSES IN FMH

To consider

a report. LTC12D010

SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 22 October 2012.

These items can be found on the Learning and Teaching Committee Webpage at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1213>

C1. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report of fast-track approval for the following courses:

BA International Relations and Modern Languages (PSI) LTC12D011

MA International Security (PSI) LTC12D012

MSc Pharmacy Practice (+ Postgraduate Diploma Pharmacy Practice) LTC12D013

LTC12A001

C2. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive
statements of the University's policies on reserved areas of business and confidentiality. LTC12D014

C3. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2012-13

To receive
the terms of reference and membership of the Committee 2012-13. LTC12D015

C4. LTC MEMBERSHIP 2012-13

To confirm
Membership of LTC LTC12D016

C5. PG RESEARCH PROGRAMMES POLICY GROUP

To receive
a report. LTC12D017

C6. PARTNERSHIPS OFFICE UPDATE

To receive
a report. LTC12D018

C7. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

To receive
minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

SCI – 2 May 2012 LTC12D019
SSF – 4 July 2012 and 19 September 2012 LTC12D020
HUM – 4 July 2012. LTC12D021
FMH – 20 June 2012. LTC12D022

Confirmations of completion of Annual Review Processes:
SSF – September 2012 re: 2010-11 LTC12D023

C8. OIA ANNUAL REPORT

To receive
the annual report from the Office of the Independent Adjudicator. LTC12D024

C9. QUALITY ASSURANCE AGENCY

To receive
(1) QAA Mid-cycle Institutional Review Final Report LTC12D025
(2) Finalised Chapter B3 of the Quality Code – Learning and Teaching LTC12D026

LTC12A001

- (3) Consultation draft of Chapter B10 of the Quality Code – Management of Collaborative Arrangements LTC12D027
- (4) Finalised Guidance on Enterprise and Entrepreneurship LTC12D028
- (5) Outcomes from Institutional Audit Student Engagement. LTC12D029

C10. COURSE REVIEW

To receive

Schedule of reviews, Guidance documents and associated forms from LTS QAE Manager (Lynne Ward) to support five yearly Course Review. LTC12D030

C11. HIGHER EDUCATION ACADEMY CERTIFICATE

To receive

the Higher Education Academy Certificate. LTC12D031

SECTION D: RESERVED AGENDA

No items have been received