

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 24 October 2012

Present: Acting Pro-Vice-Chancellor (Professor N. Norris) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of Partnerships (Mr I. Dewing), LTC Director of Staff Development (Mr P. Levy), the Director of Information Services (Mr J. Colam-French), the Acting Director of University Services (LTS) (Mr J Sharp), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs R. Doy, Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner), Mr J. White (City College Rep), the Academic Officer of the Union of UEA Students (Ms J. Bowker)** and the representative of the Graduate Students' Association, (Mr J. Taylor)** (except for business marked**).

With: The Library Director (Mr N. Lewis), the Director of University Services (ARM), (Mr M. Barlow), the Senior Partnerships Manager (PPE), (Mr L. Daly), the Senior PGR Manager (Mrs M. Steele), the Survey Research Manager (PLN), (Dr S. Ghosh) the International Summer Schools Manager, (ARM) (Ms A. Cole) and the Student Support Manager, (UEA Union of Students) (Ms J. Spiro)** (except for business marked**).

Secretary: The Learning and Teaching Manager (LTS) (Ms C. Gray).

Apologies: The Director of University Services (LTS) (Dr A. Blanchflower), Director of University Services (PPE) (Ms A.E. Rhodes), the Acting Director of University Services (LTS) (Mrs C. Sauverin),

1. MINUTES

Confirmed
the Minutes of the meeting held on 25 July 2012.

2. STATEMENTS BY THE CHAIR

- 1) Welcome of new members
- 2) Acting PVC-Academic's priorities for academic year 12/13
- 3) Membership of HEA
- 4) Employability curriculum development
- 5) Review of Plagiarism
- 6) LTC approval of including a business case for new course proposals
- 7) Future LTC meetings

(In his report the Chair noted that:

- (i) there had been a number of new members who had joined the Learning and Teaching Committee since its last meeting on 25 July 2012 and welcomed: Mr Ian Dewing, the Academic Director of Partnerships, Mrs Rosie Doy, the Associate Dean for Learning and Teaching for FMH, Mr Jerry White, representative from City College, Norwich, Mr Josh Bowker, the new Academic Officer and the representative of the Graduate Students' Association. In addition, the Learning and Teaching Committee had also co-opted Ms Jo Spiro, the Student Support Manager (UEA Union of Students).

- (ii) the main priorities of the Learning and Teaching Committee for the academic year 12/13 were as the follows:
 - (a) improvement of room bookings and timetabling arrangements in view of significant problems encountered in these areas during the preparation for the academic year 12/13, a timetabling review group had been set up for this purpose;
 - (b) reducing the number of students who dropped out during their first year and exploring measures to achieve this aim;
 - (c) developing curricular activities which are aimed at improving employment opportunities for UEA graduates;
 - (d) improving assessment and feedback mechanisms as this was one aspect of continued weakness identified in the National Student Survey;
 - (e) increasing the number of students who achieve a good honours degree as the intake profile of students points to a significant potential of students able to achieve a good honours degree;
 - (f) further improvement of teaching facilities and resources;
 - (g) enhancing the recognition and rewards for excellent teaching and developing leadership in teaching and learning.
- (iii) increasing the number of UEA academic staff who are eligible for accreditation by the Higher Education Academy (HEA) as it is expected that such membership will feature as a metric in future league tables and HESA was now collecting statistics on academic staff who hold HEA accredited qualifications to teach. Only 15% of academic UEA staff currently hold such qualifications and it is imperative that UEA aspired to a quota of between 50% to 100% by 2015 to compete with its competitors;
- (iv) the emphasis on employability curriculum development for undergraduate students at UEA in line with the priorities as set out in the Corporate Plan;
- (v) the establishment of a review group on plagiarism during the current academic year led by the Academic Director of Taught Programmes with the aim to clarify the policy and procedures;
- (vi) the need for the Learning and Teaching Committee to require a business case for any new course proposal submitted to the Committee to be able to appropriately assess any resource implications posed by such proposals.)
- (vii) Future meetings of the Learning and Teaching Committee would start at 2pm starting with the next meeting of the Learning and Teaching Committee on 5 December 2012.)

3. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Approval of various prizes and scholarships (a copy is filed in the minute book, ref: LTC11D001);

- (2) Approval of the retrospective exit award for MB BS students, the non-classified with honours BSc in Medical Sciences, to be awarded to eligible students who graduated in 2011 and 2012 and to issue revised parchments to these students;
- (3) Approval of Cert/Dip HE in Dementia Care;
- (4) Changes to Norfolk Regulatory Framework approved for September 2012 start at CCN;
- (5) Process for approval of existing programmes to be delivered at new site of London Academy of Diplomacy

(The Chair noted that the courses to be delivered in Rome may be publicised subject to final approval by LTC which is expected to be given by the Chair on receipt of detailed proposals of programmes to be delivered and a site visit report from the Partnerships Office. It is hoped that this final approval will take place at the next LTC meeting on 5 December 2012)

4. INTERNATIONAL SUMMER SCHOOL 2012

Received

a report from Alex Cole (ARM). (A copy is filed in the Minute Book, ref. LTC12D002)

Reported that

- (1) the newly formed International Summer Schools Office part of the International Office organised the first International Summer School in 2012 at UEA; an initiative which focussed on one of the Corporate Plan objectives for UEA to actively pursue an internationalisation strategy and was aimed at attracting students from overseas for a four week period of study in the summer. The International Summer School was well received by the first cohort of 34 students who took part and undertook a four week programme of credit bearing modules at UEA, delivered in 2012 by FTM, LDC, NBS, PSY and LAW;
- (2) plans were well underway for a second International Summer School programme which is expected to take place in summer 2013 and it was hoped that the choice of modules on offer can be increased in subsequent years. Early indications show that proportionally more enquiries in comparison to the same time in 2011 had already been received and it was anticipated that the second round of the International Summer School would be equally successful;
- (3) the initiative of the International Summer School was a great opportunity to promote postgraduate taught and postgraduate research programmes offered at UEA to overseas students;

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- (4) the International Summer Schools Office valued the fantastic support provided by the LTS Arts Hub in support of the International Summer School programme.

5. STUDENT EVALUATIONS AND THE NSS

Received

an oral presentation from Dr. Ben Milner, Associate Dean for Teaching and Learning in SCI, on student module evaluation and the link to NSS results

Recommended

that such an analysis of student module evaluations and the link to NSS results was a most useful and valuable process and worth adopting across the whole University with the aim to achieve an improvement in module delivery.

RESOLVED

that this report should be presented at one of the Heads of Schools' meetings held by the Vice-Chancellors Office once a month for information and to convey best practice on the use of module evaluation data and potential links to NSS results.

(In their discussions, members:

- (1) were informed on the analysis of the NSS results for 2012 and the attempt to link these NSS results to student module evaluations carried out in the School of Computing Sciences against a backdrop of the School's position having dropped in the NSS 2012 table from 18th to 65th out of total of 120 UK Computing Science departments in the category of overall satisfaction;
- (2) heard when analysing the NSS results and student comments in more detail, it was discovered that the drop had been most significant for question 15, organisation and management, pointing to students being disenchanted with this aspect of module delivery;
- (3) noted that the School of Computing Sciences had a policy of carrying out student module evaluation for every module delivered within the School in the academic year 2011/12. All module evaluations were analysed and subsequently all module organisers were ranked according to the average score received in the student module evaluations. It was discovered that there was a tail of lecturers who scored below a certain value used to identify an unsatisfactory module evaluation. Lecturers who had delivered an unsatisfactory module experience were invited to discuss this issue with the School management team with a view to assist them in improving future delivery of modules.
- (4) were made aware of a similar exercise conducted in 2009 in the School of Computing Sciences when a comparable drop in NSS results became obvious. Consequently, a number of lecturers were provided with mentor support which either led to a significant improvement in module delivery or to capability procedures in line with HR guidelines).

6. STUDENT SURVEYS 2012

Received

- (1) a presentation from Dr S. Ghosh, Survey Research Manager on the National Student Survey (NSS) 2012 (A copy is filed in the Minute Book, ref. LTC12D003) and
- (2) the Postgraduate Taught Experience Survey (PTES) (A copy is filed in the Minute Book, ref. LTC12D004);
- (3) a presentation from Mr J. Bowker, Academic Officer of the Union of UEA Students, on the Student Experience Report (A copy is filed in the Minute Book, ref. LTC12D005)

RESOLVED

- (1) that the PGT student experience warranted more analysis and needed to be compared with that of the UG student experience and the Committee would return at some point during the current academic year to examine this issue further;
- (2) that areas of concern which were identified in the Student Experience Report would need to be discussed with the Academic Director of Taught Programmes and Associate Deans for Teaching and Learning during the current academic year.

National Student Survey Results 2012 (NSS)

(In this update regarding the above, members:

- (i) received a presentation on the results of the NSS 2012. UEA scored the same percentage (89%) for overall satisfaction as in 2011 and significant progress was made on the theme of Learning Resources, while lower scores were recorded on Assessment and Feedback and Personal Development;
- (ii) noted that there had been significant improvements in FMH for scores in AHP and MED, but some lower scores in NSC. Equally in HUM, LDC, AMS and FTV recorded higher scores in overall satisfaction while there had been a significant drop in scores for MUS in a number of areas resulting in a drastic drop in overall satisfaction for MUS which lost 42% in comparison with last year for this particular aspect. In SCI, MTH and ENV have improved in the category of overall satisfaction while CMP and BIO recorded lower scores than in the previous year. Some SSF Schools improved their overall satisfaction score (LAW and EDU) while SWP recorded a lower score than last year for overall satisfaction;
- (iii) heard that all HUM schools apart from LDC recorded lower scores for assessment and feedback and there was speculation if the administrative changes of the introduction of LTS hubs had a disproportionate effect on this aspect within HUM, however, members of the Committee were undecided on this issue.

Postgraduate Taught Experience Survey 2012 (PTES)

- (iv) were informed on the results of the Postgraduate Taught Experience Survey (PTES). It was noted that due to the low response rate (24%) the results were not representative of the whole postgraduate taught cohort at UEA and may be skewed towards SSF students as 51% of the replies received are attributed to SSF students;
- (v) in comparison with its peers, UEA performed particularly well on teaching and learning resources, however, UEA faces particular challenges on assessment and feedback, dissertation support, skills, personal development and career development;
- (vi) the experience of EU students was less positive than that of Home or non-EU overseas students.

UEA Student Experience Report 2012, UEA Union of Students

- (vii) learned that on the whole this report endorses a mainly positive student experience at UEA;
- (viii) noted a number of areas of concern which were identified such as a perception in delayed feedback due to introduction of LTS hubs, a recommendation of investments in the library, expansion of services at UEA London and extra study space for PGR students;
- (ix) noted the importance of the University dealing with the issues identified in this report and agreed that the Academic Director of Taught Programmes would discuss proposals with the Associate Deans for Teaching and Learning on how to progress identified issues. Such proposals would be considered at a future meeting of the Learning and Teaching Committee.)

7. TAUGHT PROGRAMMES POLICY GROUP

Considered

updates on:

- 1) TPPG Plan of Work 12/13
- 2) Visits by colleagues to City Academy
- 3) Development of EEC modules
- 4) Working on reassessment fees
- 5) The Code of Practice on Module Monitoring, Annual Course Update and Course Review
- 6) Working Group on Internal Moderation
- 7) Membership and Terms of Reference for TPPG
- 8) Academic Development Workshops 12/13
- 9) NAM Programme Proposal documents
- 10) Classification algorithm for NAM
- 11) Guidance notes for Plagiarism Officers
- 12) Review of Plagiarism Policy
- 13) Interim Good Honours statistics
- 14) Roll out of PAL

- 15) Assessment and Feedback
(A copy is filed in the Minute Book, ref. LTC12D006)

RESOLVED that
recommendations contained in the paper be adopted.

(In detailed consideration of the report, members:

- (a) heard that there had been a small, but noticeable improvement in the preliminary Good Honours statistics for 2012, which may have been due to the revision of the CCS instructions to examiners 9.2.3 which clarified the exercise of discretion for borderline students to be promoted to the higher class of degree;
- (b) the emphasis on the action plan for improving assessment and feedback for 2012, one critical aspect would centre on how to provide effective feedback on examinations to students and further work on this aspect will take place throughout the academic year building on pilot schemes conducted in HUM and SSF, but also needing to consider mechanisms for preparing students for examinations by offering effective revision techniques.)

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

Considered
oral reports from the Associate Deans

Reported that

- (1) SCI and SSF are focussing on employability curriculum activities during this current academic year;
- (2) HUM was conducting a review of module enrolment, especially for joint degree programmes and will be considering issues about student choice, processes and resourcing;
- (3) AD HUM was concerned that the newly introduced word count policy with respect to footnotes needed further clarification;
- (4) SSF schools were continuing their work on the action plan on Good Honours degrees;
- (5) FMH was concentrating on the first phase of the Performance Quality Assessment Framework (PQAF) as well as reviewing the safeguarding policy and its confidentiality policy. A new business unit within FMH dealing with CPD provision had been established which is expected to be functional shortly.

9. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

an oral update report on:

- 1) RCUK visit October 2012
- 2) UEA Code of Practice for Research Degrees
- 3) MPhil/PhD transfer arrangements
- 4) Electronic submission of PhD theses
- 5) Personal and Professional Development Programmes
- 6) PGR supervisor training
- 7) Dedicated PGR space
- 8) SSF and FMH Graduate Schools

(Members heard that:

- (a) the visit from the RCUK Assurance unit in early October 2012, to ensure that doctoral training grants, fellowships and other funding streams e.g. Roberts money was used as intended and in accordance with good practice, had gone well. UEA could expect a favourable assurance rating;
- (b) small revisions had been made to the UEA Code of Practice for Research Degrees in view of the QAA Quality Code; the Policy Group would be conducting a review of the Code of Practice in 12/13 to ensure that it was compliant with the new QAA Quality Code;
- (c) the MPhil to PhD transfer route would continue to be a focus of the Policy Group to achieve greater consistency and clarity of procedures;
- (d) the Policy Group was finalising procedures to enable the electronic submission of theses by January 2013;
- (e) all Faculty Personal and Professional Development Programmes were now available on-line for students and supervisors and students could now use on-line module enrolment to choose training modules via E:Vision;
- (f) considerable progress had been made by all four Faculties to ensure that all supervisors were appropriately trained and a full programme was planned for 2012-13;
- (g) from 2012-13 all four Faculties would have access to the Zicer exhibition space for PGR training activities and £100k had been set aside by the University to improve this facility;
- (h) the SSF Graduate School was launched on 1 October 2012 and FMH will launch its Graduate School on 9 January 2013, these developments meant that all Faculties now have a Graduate School at UEA.

10. NEW ACADEMIC MODEL

Considered

scrutiny reports on faculty course proposals. (A copy is filed in the Minute Book, ref. LTC12D007)

11. UEA LONDON

No report was received for this item and the next report on UEA LONDON is expected for the LTC meeting on 5 December 2012.

12. THE SCHOOL OF MUSIC

No report was received for this item as the Music Monitoring Group had not met since the last meeting of LTC and the next report on the School of Music is expected for the LTC meeting on 5 December 2012.

13. EXCELLENCE AWARDS FOR STUDENTS

Considered

a proposal regarding the management of and criteria for the Excellence Awards for Students. (A copy is filed in the Minute Book, ref. LTC12D008)

14. PARTNER INSTITUTION ACADEMIC APPEALS PROCEDURES

Considered

a report. (A copy is filed in the Minute Book, ref. LTC12D009)

15. FITNESS TO PRACTICE PROCESSES IN FMH

Considered

a report. (A copy is filed in the Minute Book, ref. LTC12D010)

16. ITEMS FOR REPORT

(1) NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

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

BA International Relations and Modern Languages (PSI) (A copy is filed in the Minute Book, ref. LTC12D011)

MA International Security (PSI) (A copy is filed in the Minute Book, ref. LTC12D012)

MSc Pharmacy Practice (+ Postgraduate Diploma Pharmacy Practice) (A copy is filed in the Minute Book, ref. LTC12D013)

(2) RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC12D014)

- (3) LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2012-13
- Received
the terms of reference and membership of the Committee 2012-13. (A copy is filed in the Minute Book, ref. LTC12D015)
- (4) LTC MEMBERSHIP 2012-13
- Confirmed
Membership of LTC(A copy is filed in the Minute Book, ref. LTC12D016)
- (5) PG RESEARCH PROGRAMMES POLICY GROUP
- Received
a report. (A copy is filed in the Minute Book, ref. LTC12D017)
- (6) PARTNERSHIPS OFFICE UPDATE
- Received
a report. (A copy is filed in the Minute Book, ref. LTC12D018)
- (7) FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)
- Received
minutes of the meeting of the Faculty Learning, Teaching and Quality Committee:

SCI – 2 May 2012 (A copy is filed in the Minute Book, ref. LTC12D019)
SSF – 4 July 2012 and 19 September 2012 (A copy is filed in the Minute Book, ref. LTC12D020)
HUM – 4 July 2012. (A copy is filed in the Minute Book, ref. LTC12D021)
FMH – 20 June 2012. (A copy is filed in the Minute Book, ref. LTC12D022)
Confirmations of completion of Annual Review Processes:
SSF – September 2012 re: 2010-11 (A copy is filed in the Minute Book, ref. LTC12D023)
- (8) OIA ANNUAL REPORT
- Received
the annual report from the Office of the Independent Adjudicator. (A copy is filed in the Minute Book, ref. LTC12D024)
- (9) QUALITY ASSURANCE AGENCY
- Received
- (1) QAA Mid-cycle Institutional Review Final Report (A copy is filed in the Minute Book, ref. LTC12D025)
 - (2) Finalised Chapter B3 of the Quality Code – Learning and Teaching (A copy is filed in the Minute Book, ref. LTC12D026)
 - (3) Consultation draft of Chapter B10 of the Quality Code – Management of Collaborative Arrangements (A copy is filed in the Minute Book, ref. LTC12D027)

- (4) Finalised Guidance on Enterprise and Entrepreneurship (A copy is filed in the Minute Book, ref. LTC12D028)
- (5) Outcomes from Institutional Audit Student Engagement. (A copy is filed in the Minute Book, ref. LTC12D029)

(10) COURSE REVIEW

Received

Schedule of reviews, Guidance documents and associated forms from LTS QAE Manager (Lynne Ward) to support five yearly Course Review. (A copy is filed in the Minute Book, ref. LTC12D030)

(11) HIGHER EDUCATION ACADEMY CERTIFICATE

Received

the Higher Education Academy Certificate. (A copy is filed in the Minute Book, ref. LTC12D031)