

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 25 July 2012

- Present:** The Pro-Vice-Chancellor (Professor T.B. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of Partnerships (Ms E. Towner), LTC Director of Staff Development (Mr P. Levy), Director of University Services (PPE) (Ms A.E. Rhodes), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner and Dr N. Spalding), the Academic Officer of the Union of UEA Students (Ms M. Evans)** (except for business marked**).
- With:** The Head of Learning and Teaching (East) (Mr J. Sharp), the Head of Learning and Teaching (West) (Mrs C. Sauverin), Professor Nigel Norris, the Academic Officer of the Union of UEA Students elect (Mr J. Ryan), the Senior Partnerships Manager (Mr L. Daly).
- Secretary:** The Learning and Teaching Manager (LTS) (Mr J. Tully).
- Apologies:** The Academic Director of Postgraduate Research Degree Programmes (Professor R. Gray), the Director of University Services (LTS) (Dr A. Blanchflower), the Director of Information Services (Mr J. Colam-French), Mr G. Sorrell (City College Rep), Mrs C. Dobson (UCS Rep), and the Library Director (Mr N. Lewis).

88. MINUTES

Confirmed

the Minutes of the meeting held on 27 June, 2012.

89. STATEMENTS BY THE CHAIR

- (1) Expression of thanks to members of the Learning and Teaching Committee
- (2) Institutional Review
- (3) Advisers and University nomenclature.

(In his report the Chair noted that:

- (i) The Learning and Teaching Committee recorded its gratitude and thanks to Meg Evans, Nicola Spalding, Erica Towner, John Tully, Dan Youmans and Tom Ward, who were now at the end of their tenure as members of LTC, and for whom today's meeting is their final one.

The Committee also noted its thanks to Becky Phillips from the Planning Office for the excellent administrative support provided in supporting the Committee's meetings throughout 2011/2.

- (ii) The Quality Assurance Agency has announced a postponement of the date of the next review of the University. This delay is due to protracted consultation between QAA and HEFCE over the introduction of a more risk based approach to quality assurance.
- (iii) The Dean of Students has raised concerns about the variety of pre-fixes used across the University when referring to Advisers, who are sometimes referred to as Academic Advisers or Personal Advisers, with neither term adequately reflecting their role. To ensure consistency of nomenclature, it was agreed to use the term Adviser in official documents for 2012/3. The issue should be discussed in more detail at a future meeting of LTC.)

90. CONFIRMATION OF CHAIR'S ACTION

(A copy is filed in the Minute Book, ref. LTC11D124)

Confirmed

- (1) Prizes and Scholarships. (A copy is filed in the Minute Book, ref. LTC11D125)

91. TAUGHT PROGRAMMES POLICY GROUP

Considered

a report from the Academic Director of Taught Programmes on:

- (1) Review of Senate Scales (A copy is filed in the Minute Book, ref. LTC11D125)
- (2) Roll-out of Peer Assisted Learning
- (3) Round up of marks and PGT Programmes

(A copy is filed in the Minute Book, ref. LTC11D128)

(In their discussion, members

- (1) with regard to the Review of Senate Scale; suggested removal of the word Low from the Low First Class classification noted in the Senate Scale document; also suggested the phrase 'all learning outcomes are met' is replaced with 'all significant or essential learning outcomes are met', thereby making the text in the Scale consistent with the guidance in the report; raised the issue of starred Firsts and the need to define the criteria for the award; noted that standards of written English must be fully considered where English is the subject matter; proposed that it would be useful to provide written explanatory notes for markers; heard that some minor amendments have been provided but are not yet included in the document about Fitness to Practice; noted that LTC was not recommending changes to the Senate Scale itself but was seeking to refine and improve its use by providing guidance to markers.
- (2) heard there will be a demonstration of the UEA Teaching Excellence Website at a future meeting of LTC.
- (3) noted that further information is to be circulated to schools about the next steps for the Peer-assisted Learning initiative.

RESOLVED

- (1) to discuss the issue of the definition of a starred First at a future meeting of LTC.
- (2) to circulate guidance on using the full range of marks in the Senate Scale to schools via Heads of Schools.
- (3) to approve the proposal to round up marks for Postgraduate Taught programmes, subject to the agreement of the Planning Office and the SITS Project Team regarding resource implications.

92. DOUBLE MARKING AND MODERATION WORKING GROUP

Considered

a report from Dr S Connolly. (A copy is filed in the Minute Book, ref. LTC11D107)

(In their discussion, members

- (1) welcomed the proposed changes to policy and procedure suggested in the report.
- (2) proposed that further discussion was required to connect the proposals to the work of the Academic Appeals Working Group
- (3) noted that further thought was required regarding assessments of students on Placements which may involve work being marked by non-academic staff
- (4) stated that consultation with Heads of Schools and FLTQCs is now required so as to consider the resource implications of the proposed changes to the current policy and procedure).

RESOLVED

to support in principle the recommendations in the report.

93. PROGRESSION RULES

Considered

a report from the Academic Director of Taught Programmes. (A copy is filed in the Minute Book, ref. LTC11D108)

Members heard

- (1) the proposed progression requirement for Integrated Masters degrees will be 60% aggregate at stages 1 and 2 plus passes in all modules. For undergraduate courses with a year in industry the criteria will be to pass all modules in stage 1 and 2 plus successfully pass the interview with the placement provider. For undergraduate courses with a study abroad year students must pass all modules in stage 1 and 2 plus obtain at least a 55% aggregate in stages 1 and 2.
- (2) current progression rules will apply to students in Stage 2 in 2012/3. New students joining in 2012/3 will be progressed under the proposed arrangements when they are in Stage 2 in 2013/4.

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- (3) schools may seek a concession from the ADTP if they want to propose alternative thresholds. Any school seeking a concession is asked to do so by 30 October 2012.

RESOLVED

to approve the recommendations by the Academic Director of Taught Programmes. The arrangements are to apply from 2013/4 alongside the introduction of the New Academic Model.

94 CAPPING AND REASSESSMENT FOR THE NEW ACADEMIC MODEL

Considered

a report from the Academic Director of Taught Programmes. (A copy is filed in the Minute Book, ref. LTC11D109)

(In their discussion, members

- (1) noted that this issue should be contextualised within assessment strategies and the desirability of reducing the overall level of assessments.
- (2) considered various definitions of synoptic assessment).

RESOLVED

- (1) to approve the recommendations by the Academic Director of Taught Programmes. For modules included in the 'pass aggregate' module marking scheme and where there are no professional requirements to pass all components of assessment, the capping of reassessment marks is to be at the module level, thereby allowing internal compensation within the module.
- (2) to discuss synoptic assessment at a future meeting of LTC.

95 NEW ACADEMIC MODEL

Received

scrutiny reports on faculty course proposals. (A copy is filed in the Minute Book, ref. LTC11D110)

(Members heard:

- (1) reports for some courses were to be received by the Committee at a later date.
- (2) that in light of the experience of the NAM process of wholesale curriculum change for undergraduate taught provision, some changes would be made to the process when considering postgraduate taught programmes. Issues for further consideration include ensuring greater ownership of the process by academic staff; the relationship between module and course learning outcomes; the relationship between modules; assessment and feedback cycles; consultation with external examiners).

96. STUDENT INDUCTION

Considered
a report. (A copy is filed in the Minute Book, ref. LTC11D111)

(In discussion members considered arrangements for induction and provided an update on developments in their constituency).

97. NEW COURSE PROPOSALS

Considered
the granting of approval of

- (1) MSc Coloproctology (A copy is filed in the Minute Book, ref. LTC11D113)
- (2) BA Film and History (A copy is filed in the Minute Book, ref. LTC11D126)

RESOLVED
to approve the both courses.

98. UEA LONDON

Considered
an oral update on developments.

(In discussion members were informed the University was engaged in an Institution Improvement Process and that an update on developments would be reported to a future meeting of LTC. The Dean of Students' office is investigating the possibility of providing services to students at UEA London which are equivalent to those delivered on campus in Norwich. The Partnership Office reported on discussions in the Academic Sub-Group of the Joint Board of Study with INTO which are looking at the student journey from joining, through to the transition to UEA, and onwards to graduation. This discussion includes students at both UEA London and Norwich. Findings will be reported to LTC in due course).

99. THE SCHOOL OF MUSIC

Considered
an oral update on developments.

(Members were informed that

- (1) the Monitoring Group recently held a positive and constructive meeting. Issues were raised about the return of coursework but these appear to have been resolved.
- (2) Dr Simon Waters has left the employment of the University. Arrangements have been put in place to covers Dr Water's teaching for 2012/3.

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100. PARTNERSHIPS OFFICE

Considered
the recommendation in the report. (A copy is filed in the Minute Book, ref. LTC11D115)

RESOLVED
to recommend to Senate that the title of Foundation Degree in Engineering be approved.

101. ITEMS FOR REPORT

(1) NEW COURSE PROPOSALS AND COURSE CLOSURES

Received
A report of fast-track approval for the following course:

BA Landscape History (A copy is filed in the Minute Book, ref. LTC11D127)

(2) LTC -LTS PLAN OF WORK 2012-13

Received
a report. (A copy is filed in the Minute Book, ref. LTC11D116)

(3) LEARNING AND TEACHING BULLETIN

Received
the bulletin. (A copy is filed in the Minute Book, ref. LTC11D117)

(4) FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)

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

HUM – May 2012 – (A copy is filed in the Minute Book, ref. LTC11D124)
SSF – 9 May 2012. (A copy is filed in the Minute Book, ref. LTC11D123)

(5) HEFCE CONSULTATION ON RISK BASED AUDIT

Received
(1) the consultation document at
<http://www.hefce.ac.uk/media/hefce/content/pubs/2012/201211/2012-11.pdf>
(2) the University's submitted Response. (A copy is filed in the Minute Book, ref. LTC11D118)

(6) QUALITY ASSURANCE AGENCY

Received

- (1) Draft report on Mid-cycle follow up to Institutional Audit. (A copy is filed in the Minute Book, ref. LTC11D119)
- (2) University of East Anglia Institutional Review. (A copy is filed in the Minute Book, ref. LTC11D120)
- (3) Consultation on two new subject benchmark statements: counselling and psychotherapy, and forensic science. (A copy is filed in the Minute Book, ref. LTC11D121)
- (4) UK Quality Code for Higher Education consultation. (A copy is filed in the Minute Book, ref. LTC11D122)

Reported

Chapters B5 and B11 of the UK Quality Code for Higher Education are finalised and had been published

www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B11.aspx

www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B5.aspx