

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 5 December 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), Director of University Services (PPE) (Ms A.E. Rhodes), the acting Directors of University Services (LTS) (Mr J Sharp, Mrs C Sauverin), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs R. Doy, Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner), the Academic Officer of the Union of UEA Students (Mr J. Bowker)**, the Student Member nominated by the Union of UEA Students (Ms M. Hughes)** (except for business marked**).
- With: The Library Director (Mr N. Lewis), the Senior Partnerships Manager (Mr L Daly), the Student Support Manager (UEA Union of Students) (Ms J Spiro)**, the Welfare Officer (UEA Union of Students (Mr S Clarke)**, (except for business marked**).
- Secretary: The Learning and Teaching Manager (LTS) (Ms C. Gray).
- Apologies: Academic Director of Postgraduate Research Programmes (Dr N. Watmough), LTC Director of Staff Development (Mr P. Levy), the Director of Information Services (Mr J. Colam-French), the Director of University Services (LTS) (Dr A. Blanchflower), Mrs C. Dobson (UCS Rep), Mr J. White (City College Rep), the representative of the Graduate Students' Association, (Mr J. Taylor).

17. MINUTES

Confirmed

the Minutes of the meeting held on 24 October 2012.

18. STATEMENTS BY THE CHAIR

- 1) NAM postponement for Postgraduate Taught Students
- 2) Working Group on Safeguarding
- 3) Timetabling Review
- 4) Second graduation event
- 5) Working Group on revision of Student Charter

(In his report, the Chair noted that:

- (i) the introduction of the New Academic Model for postgraduate taught masters programmes had been indefinitely postponed until further notice as the University needed to clarify a number of issues in relation to recruitment and marketing before embarking on significant regulatory changes. He noted though that this should not prevent the University implementing good practice/improvements in relation to other areas of postgraduate taught provision;

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- (ii) the Associate Dean for Teaching and Learning for the Faculty of Health and Medical Sciences, Mrs Rosie Doy, was chairing a working group on Safeguarding issues and would report the findings of this group back to the Learning and Teaching Committee later in the academic year 12/13;
- (iii) he had initiated a major timetabling review by establishing a large and consultative group which comprised academic and administrative staff and was considering on how to improve timetabling in the near future. The group was particularly focussing on reducing the time which students currently spend moving between different teaching rooms and how to get a better fit between the size of the group and the size of the teaching room.
- (iv) the University's Executive Team had decided that a second graduation event should be offered to students from winter 2014 onwards for students who had been unable to attend the July congregation event as some students had delayed first sits which took place in August.
- (v) the need to update the University's Student Charter as this document had been held over pending the Integration Project. A working party would consult widely with staff and students and present the Committee with a proposal for a revised Student Charter later during the current academic year.)

19. CONFIRMATION OF CHAIR'S ACTION

Confirmed

- (1) Approval of the A.I.M. Conference Prize;
- (2) Approval of programmes delivered by LAD in Rome for first cohort and publication of these programmes;
- (3) Changes to African scholarship programme in relation to composition of the selection Committee; (A copy is filed in the Minute Book, ref. LTC12D032)
- (4) Amendment to word count policy for assessed work (taught programmes) from spring semester 2013 in response to requests from members of the Learning and Teaching Committee. The major change approved concerned footnotes/endnotes which would be included in the word count from spring semester 2013 unless they were part of the bibliographic referencing section. Documentation would be updated accordingly and staff and student would be informed in due course of this change.

20. UNION OF UEA STUDENTS – UEA STUDENTS EXPERIENCE REPORT 2012

Considered

a progress report on the University's response to recommendations made in the UEA Students Experience Report 2012. (A copy is filed in the Minute Book, ref. LTC12D033)

RESOLVED

- (1) that this document was work in progress and would be returned to the Committee at the next meeting on 30 January 2013 once more comprehensive information in relation to each section had been obtained from the relevant University Service area;

- (2) stakeholders would be assigned to each section of the report and would be responsible for fleshing out the final responses for each section;
- (3) the Secretary of the Learning and Teaching Committee would be responsible for co-ordinating the collection of the relevant information for each section.

21. TAUGHT PROGRAMMES POLICY GROUP

Considered

- (1) NAM Undergraduate Classification Algorithm for Borderline candidates
- (2) Examination feedback: Guiding Principles for Implementation
- (3) PGT Merit Award for 2013/14

(A copy is filed in the Minute Book, ref. LTC12D034)

RESOLVED that

recommendations contained in this paper be adopted.

(In detailed consideration of the report, members:

- (a) heard that a revised role description of the Course Director would be considered by TPPG in the new year with a view that LTC would be able to endorse this description at its meeting in March 2013;
- (b) welcomed the NAM Undergraduate Classification Algorithm for Borderline candidates and agreed that rule 2 as set out in the document should be used to classify borderline candidates under NAM. Members of the Committee thanked the Academic Director of Taught Programmes and his administrative colleagues working on the introduction of the New Academic Model for their hard work in researching best practice in the HE sector in relation to classification of borderline candidates. Academic and administrative staff would be informed of the Classification Algorithm for Borderline candidates during forthcoming training sessions on the new degree regulations for NAM. Chairs of Examiners would be advised of the direction of travel by the Academic Director of Taught Programmes as part of an imminent bespoke training session for Chairs of Examiners.
- (c) noted the guiding principles on examination feedback on formal University examinations from summer 2013. Members stressed that examination feedback should also include the principle of feeding forward to ensure students received maximum benefit when preparing for future timed assessments. The Committee also agreed that feedback should be extended to course tests to ensure students received comprehensive feedback as some Schools did not assess via formal University examinations, but used course tests instead. It was recognised that giving feedback on course tests may prove challenging for some Schools and that therefore there was a need for some flexibility in relation to feedback for course tests which would need to be explored further by the Academic Director of Taught Programmes in liaison with the Associate Deans for Teaching and Learning to ensure feedback was tailored appropriately while bearing in mind available resources.

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- (d) were informed, that although the introduction of NAM for postgraduate taught programmes had been indefinitely postponed due to the volatility of the national and international postgraduate taught programmes environment, key developments to improve the PGT regulatory framework should not be held up due to postponement of PGT NAM. In line with best practice in the Higher Education sector, TPPG was working on the introduction of a "Merit" classification for PGT awards, new marking scales to reflect the introduction of a "Merit" classification and rounding up of marks for PGT programmes in line with UG NAM. Detailed proposals relating to these regulatory changes will be presented to LTC at its next meeting on 30 January 2013.

22. PG RESEARCH PROGRAMMES POLICY GROUP

Considered

a report on:

- (1) Proposed changes to Procedures for dealing with Allegations of Misconduct in Research
- (2) Proposed changes to Section 5 of Research Policy Document
- (3) Changes to Calendar Rules for Submission of Work for Higher Degrees, Consultation and Borrowing of Theses, Rules for the Form of Theses (Research Degrees) and to Section 3 of the Research Degree Policy Documents

(A copy is filed in the Minute Book, ref. LTC12D035)

RESOLVED

- (1) that the proposed changes to the Procedures for dealing with Allegations of Misconduct in Research (including the proposed changes to Section 5 of the Research Policy Document reflecting the changes) be approved and be recommended to Senate;
- (2) that changes to the Calendar Rules for Submission of Work for Higher Degrees, Consultation and Borrowing of Theses, Rules for the Form of Theses (Research Degrees) and to Section 3 of the Research Degree Policy Documents be endorsed to enable mandatory e-submission of theses from January 2013.

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

Considered

oral reports from the Associate Deans

Reported that

- (1) the Faculty of Humanities and Arts was currently exploring translation of marks for students studying abroad for a semester or whole year with a view to ensure equity of treatment of all students who had their marks translated. Proposals to ensure equity of treatment will be presented to the Learning and Teaching Committee in due course;

- (2) the Faculty of Science was concentrating on measures on how to improve its league table indicators and was particularly concentrating on improving good honours statistics by liaising with NBS to explore how best practice can be shared. An employability administrator would be appointed in the new year to assist in driving forward the Faculty's employability agenda;
- (3) the Faculty of Social Sciences is focussing on attendance monitoring and the Associate Dean is working with the Academic Director of Taught Programmes and the other Associate Deans on first principles as attendance monitoring will feature heavily under NAM and will affect students' entitlement to reassessment. It is envisaged that the Students Union and the Dean of Students' Office will be consulted during this process and a report will be tabled at the meeting of the Learning and Teaching Committee in May 2013;
- (4) The Faculty of Medical and Health Sciences was preparing for the Performance Quality Assurance Framework (PQAF), an annual event held in February 2013. In preparation for this event, considerable work had been expended on understanding the different definitions of attrition figures (to be supplied to the Strategic Health Authority) and drop out figures which were supplied by the Business Intelligence Unit at UEA. The Faculty was also carrying out major work in relation to improve employability prospects for AHP and NSC students.

24. NEW AWARDS AND NEW COURSE PROPOSALS

Considered
the granting of approval of

UEA

Postgraduate Certificate in Multi-Jurisdictional Employment Law Practice - (A copy is filed in the Minute Book, ref. LTC12D036)

NBS MSc course proposals – (A copy is filed in the Minute Book, ref. LTC12D037):

MSc Advanced Business Management (Norwich)

MSc Investment and Financial Management (Norwich)

MSc Sustainable Business (Norwich)

MSc Advanced Management (London)

MSc Entrepreneurship and Strategy (London)

HUM - BA Liberal Arts (A copy is filed in the Minute Book, ref. LTC12D073)

Easton College

BSc Sport (one year top-up) (A copy is filed in the Minute Book, ref. LTC12D038)

RESOLVED that

- (1) the BA Liberal Arts and all the NBS course proposals was approved in principle subject to minor amendments;
- (2) the Postgraduate Certificate in Multi-Jurisdictional Employment Law Practice and the BSc Sport (one year top-up) were not approved;

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(In its detailed consideration, members:

- (a) noted in relation to the BA Liberal Arts proposal the need for students on this programme to experience an identity and to ensure that students will feel part of the Faculty of Humanities and Arts as they do not belong to a specific School of Study. The Committee also urged the Faculty to consider renaming the numeracy module using a more appropriate title;
- (b) required NBS to clarify the IELTS entry and first degree entry requirements for the proposed MSc courses in NBS as anomalies in relation to these requirements were pointed out by members of the Committee;
- (c) noted the concerns of the Library Director in relation to the NBS MSc programmes who stressed the he was keen to support these course proposals, but nevertheless needed to point out that a recurrent annual expenditure of £38k for database provision could not be met from the annual Library budget and therefore additional funds would need to be released from the University to ensure the success of these proposed MSc programmes;
- (d) heard from the Acting Director of University Services (LTS) that the MSc proposals from NBS would have resource implications in relation to potential increase in staffing in the Zicer hub; the LTS Management team would consider these staffing implications further with a view to adequately resource the administration of these programmes;
- (e) commented that the course proposal for a Postgraduate Certificate in Multi-Jurisdictional Employment Law Practice would need further investigation and research to ensure that UEA had significant input into the curriculum of this proposed programme and to explore collaborative provision to satisfy QAA issues. In addition, the proposed student numbers of 6 students would need to be increased in order to justify a viable business case. The course was also too dependent on one course director and in order to decrease any risks, contingency plans would need to be explored by assigning an additional course director if feasible;
- (f) noted the reservations put forward by the School of Education and Lifelong Learning in relation to the proposed BSc Sport course proposal, these reservations will be discussed with the School in due course.

25. MANAGEMENT INFORMATION

Considered

- (a) The University's statistics for:

academic appeals 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D044)

academic appeals, equality and diversity 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D045)

academic complaints 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D046)

academic complaints, equality and diversity 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D047)

academic discipline 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D048)
concessions 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D049)
professional misconduct and/or unsuitability –(A copy is filed in the Minute Book, ref. LTC12D050)
plagiarism and collusion 2011-12 – (A copy is filed in the Minute Book, ref. LTC12D051)

(b) The Union of UEA Students Advice Centre statistics for:

Academic appeals 2011-12 (A copy is filed in the Minute Book, ref. LTC12D052)

(In its consideration, members noted that no reliable comments could be made on increase/decrease of Academic Appeals since the introduction of the new Learning and Teaching Service as a time series of figures covering at least three academic years was needed to make any reliable judgements on trends. In future, it would be helpful if the figures were presented in a more visual format using graphs to aid interpretation of the data.)

26. THE SCHOOL OF MUSIC

Considered

a report on latest developments. (A copy is filed in the Minute Book, ref. LTC12D039)

27. UEA LONDON

Considered

a report on recent developments. (A copy is filed in the Minute Book, ref. LTC12D040)

28. LTC PRIORITIES FOR 12/13

Considered

a report. (A copy is filed in the Minute Book, ref. LTC12D041)

29. STUDENT EXPERIENCE COMMITTEE

Considered

a report. (A copy is filed in the Minute Book, ref. LTC12D042)

RESOLVED that

the recommendations of the report be accepted subject to adding the Academic Director of Taught Programmes and the Academic Director of Postgraduate Research Programmes to the membership of the Student Experience Committee. In addition, an administrative representative from the PGR service would also be added to the membership of the Student Affairs Group to ensure that PGR and LTS are represented along similar lines.

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(In its consideration, members noted that they welcomed the fact that the Student Affairs Group would report to the Student Experience Committee which then reports to the Learning and Teaching Committee. It was also noted, contrary to the information in the report, that the Student Experience Committee had in the past reported to the Learning and Teaching Committee, e.g. in the academic year 10/11, the Learning and Teaching Committee received a report from the Student Experience Committee. It was agreed that this information would be corrected in the report to Council on governance arrangements.)

30. PARTNERSHIPS

Considered

a report on partnerships programme approvals. (A copy is filed in the Minute Book, ref. LTC12D043)

31. ITEMS FOR REPORT

(1) NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

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

EDU - PGCert CBT Skills Programme. (A copy is filed in the Minute Book, ref. LTC12D053)

EDU - PGCert PCC Skills Programme. (A copy is filed in the Minute Book, ref. LTC12D054)

LAW - LLM International Commercial and Competition Law. (A copy is filed in the Minute Book, ref. LTC12D055)

DEV - MA in Globalisation Business and Sustainable Development. (A copy is filed in the Minute Book, ref. LTC12D056)

DEV - MSc in Development Economics. (A copy is filed in the Minute Book, ref. LTC12D057)

SCI- BSc Natural Sciences with a year abroad - (A copy is filed in the Minute Book, ref. LTC12D058)

A report on course closure for the following courses:

DEV - BSc/BA International Development with Overseas Experience and DEV - BSc/BA International Development. (A copy is filed in the Minute Book, ref. LTC12D059)

CHE – MChem with Analytical and Forensic Science - (A copy is filed in the Minute Book, ref. LTC12D060)

CHE – BSc Chemistry with a year in North America – (A copy is filed in the Minute Book, ref. LTC12D061)

CHE – MChem with a year in Europe – (A copy is filed in the Minute Book, ref. LTC12D062)

CHE – BSc Pharmaceutical Chemistry – (A copy is filed in the Minute Book, ref. LTC12D063)

CHE – BSc Chemistry with Analytical Science – (A copy is filed in the Minute Book, ref. LTC12D064)

SCI – BSc Natural Sciences with a year in Australasia – (A copy is filed in the Minute Book, ref. LTC12D065)

SCI – BSc Natural Sciences with a year in Europe – (A copy is filed in the Minute Book, ref. LTC12D066)

SCI - BSc Natural Sciences with a year in North America – (A copy is filed in the Minute Book, ref. LTC12D067)

(2) PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC12D068)

(3) FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

HUM - 10 October 2012 – (A copy is filed in the Minute Book, ref. LTC12D069)

SSF - 3 October 2012 – (A copy is filed in the Minute Book, ref. LTC12D070)

SCI – 4 July 2012 – (A copy is filed in the Minute Book, ref. LTC12D071)

(4) COURSE REVIEW SCHEDULE 2012/13

Received

a report. (A copy is filed in the Minute Book, ref. LTC12D072)

(5) QUALITY ASSURANCE AGENCY

Reported

that the Agency has published:

- (1) The consultation draft of Chapter B4:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B4%20-draft-consultation.pdf>

- (2) [The consultation draft of Chapter B9](#) - Appeals and Complaints

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/B9-complaints-appeals-consultation.pdf>