

UNIVERSITY OF EAST ANGLIA  
FACULTY OF SCIENCE

**LEARNING, TEACHING AND QUALITY COMMITTEE**

Minutes of the meeting held on Wednesday 3 October 2012 at 2.00 pm in the CMP Meeting Room (2.29)

Present: Inga Birzakova (Stu Rep), Ros Boar (TPPG Rep), Alan Bond (ENV), Nigel Clayden (CHE), James Desbrough (PHA), David Evans (MTH), Helen James (BIO), Martin Loftus (SCI), Geoff McKeown (CMP), Ben Milner (Chair) with Jean Whiting (Secretary).

Absent: Joe Levell (Stu Rep)

Welcome and introductions

The Chair welcomed everyone to the first meeting of 2012-13 and agreed to thank the previous secretary (Julia Jones) for her contributions last year.

**Action: Chair**

A1. MINUTES OF THE PREVIOUS MEETING

Considered

The minutes of the previous meeting held on 4 July 2012. The minutes were confirmed as an accurate record.

Updates and action points:

Subject	Update
Process fix report has not yet been received	<b>Action: Chair to follow up</b>
Module evaluation data	DLTs had received this data
Thanks to EFry and Zicer Hubs	Chair had sent thanks to colleagues in both Hubs for their hard work during 2011-12
Student experience survey	Chair had circulated slides as requested
Student experience survey	Chair had fed back LTQC comments to the Planning office
Module enrolment issues	Chair had raised this at the Associate Deans meeting
PGT NAM	the process needs to be simpler and PVC is currently considering timeframes etc.
Annual course monitoring process	there have been some amendments to forms etc and next year the forms will be improve again (eg section A will include KIS data, section B about the course, good honours, employability etc).

## A2. STATEMENTS FROM THE CHAIR

Received

Statements from the Chair:

- A2.1 There will be a review of timetabling and room allocation system. This will involve Associate Deans, some Heads of Schools, etc., and the objective is to try and make the system more streamlined.
- A2.2 Assessment and feedback. NSS results relating to assessment and feedback is poor and PVC wants to improve this. STU is keen to give feedback on examinations. LTQC discussed this and queried feeding forward. The STU representative stated that most students appreciate the difficulty in providing exam feedback. When Schools provide feedback on coursework during the year, students can understand where they are going wrong and most students appreciate this kind of feedback. TPPG representative confirmed that in ENV generic examination feedback has been provided. Noted in other institutions they actively raise awareness and use the word feedback on assignments etc.
- A2.3 Drop-out rates in year 01. PVC wants to improve these rates so a review will be undertaken in due course.
- A2.4 PVC Project fund. Noted that funding was available and ADs and ADTP could request funds for any projects, surveys, investigations etc., that would improve learning and teaching.

## A3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS

Received

Oral reports from members of University groups on matters of interest to the committee as follows:

Employability (Nigel Clayden)

This group has not met recently

ISD education board (Geoff McKeown)

Next meeting is due on 25 October 2012

TPPG (Ros Boar)

Last meeting was on 10 July 2012 and next one is 9 October.

Items discussed in July were:

- Teaching excellence website
- Progression rules for year abroad and year in industry and Integrated Masters
- Academic appeals and complaints
- Peer assisted learning
- P+C regulations
- UEAs engagement with higher education academy
- Internal moderation
- Assessment fees

- o Capping reassessment marks
- o Draft Code of Practice on assessment
- o Student experience survey action plan
- o Learning technology, eg blackboard etc

Internal moderation of double marking working group (Helen James)

Noted that the working Group had completed its work and recommendations had yet to be considered by LTC.

Appeals and complaints (Nigel Clayden)

Schools have been asked to nominate people for panel membership.

**Action: Secretary to obtain list of suggested panel members for SCI.**

A4. STATEMENTS FROM STUDENT UNION REPRESENTATIVES

No report was received.

A5. OUTCOME OF EMPLOYABILITY FUND BIDS

Received

Oral report from the Chair as follows:

there is an employability fund and Schools were invited to bid for funding. SCI was successful in their bid and have secured a grade six position for 3 days per week for two years which will commence in January 2013 and will be based in the Dean's Suite. The role will organise events, coordinate activity between years and generally be proactive in year-in-industry programmes.

SCI were also successful in obtaining funding to allow students to register with Engineering Development Trust which will aid students with the development of CVs etc. All year in industry students will be informed about EDT. There is a blackboard site and this information will be advertised on the site.

CMP applied for funding and have received it. ENV obtained funding. MTH obtained funding. PHA were not successful but PHA DLT would follow this up with James Goodwin. BIO obtained funding. CHE were not successful, but follow this up.

A6. EMPLOYABILITY WEEK

Received

Oral report from the Chair as follows:

In week 04 SCI have arranged an employability week. There will be three different sessions running at three different times. The sessions will be:

- Session 1 – CVs etc
- Session 2 – networking and communication skills
- Session 3 – internships

The events have been publicised via email and year 03 students have been targeted. It was suggested that a poster is organised.

**Action: Chair**

A7. YEAR IN INDUSTRY

Received

Oral report from the Chair as follows:

The year-in-industry working group met in the summer. The group consolidated activities, organised briefing sessions, produced a handbook and a new Code of Practice and there will be a networking event in week 07 where employers will attend. Regarding progression rules for year-in-industry programmes, LTQC agreed that the progression rules be amended to the CCS standard progression or IM standard progression with effect from 2012-13.

**Action: Chair to liaise with Nigel Clayden regarding CHE programmes.**

When the regulations have been amended, Secretary would inform:

- o Chairs of Examiners
- o Inform DLTs (for dissemination to School colleagues)
- o School Managers
- o LTS Team Leaders (for notifying the students via a weekly email bulletin)

**Action: Secretary**

For students who had not met the progression requirements and had been transferred off the year-in-industry programmes in 2011-12, the Chair agreed to write to the students and give them the option of transferring back to the year-in-industry programme. The Chair would also organise another year-in-industry session for the students.

**Action: Secretary to obtain information and pass to Chair for action.**

A8. START OF YEAR FEEDBACK

Received

Oral reports from Directors of Learning and Teaching as follows:

BIO	<ul style="list-style-type: none"><li>- Lots of PGT students were not aware of the Induction events.</li><li>- Most UG students attended Induction events so the UG students appeared to be looking at Blackboard site.</li><li>- Direct second year students appeared to “get lost in the system” <b>Action: Secretary to feedback to Hub Manager</b></li><li>- Visiting students appeared to get lost also <b>Action: Secretary to feedback to Hub Manager</b></li><li>- Blackboard sites appeared to work reasonably well</li><li>- Induction event was not on student timetables</li><li>- Re room bookings and timetable and Wednesday teaching and clashes with Admissions events. Admissions have moved their events to 11am, so now the big BIO teaching clashes. We have had to cancel a few big lectures and move things around in slot.</li><li>- IT issues and length of time it takes to log onto pcs for lectures/seminars etc</li><li>-</li></ul>
CMP	<ul style="list-style-type: none"><li>- Induction – some evidence that students were not accessing and found it difficult to find the information</li></ul>

	<ul style="list-style-type: none"> <li>- Low attendance at some induction events.</li> <li>- Re rooms - some of the rooms allocated inadequate and too small etc. Some teaching had to move out of slot. Some module organisers could not access the information re their timetable for their module.</li> <li>- Re co-taught modules, CMP experienced clashes on teaching events and sent emails to the Hub but didn't get a response <b>Action: Geoff McKeown to ask Barry Theobald to provide further information to Chair</b></li> <li>- Induction event was not on student timetables</li> </ul>
ENV	<ul style="list-style-type: none"> <li>- Problems with room bookings and co-taught modules.</li> <li>- Obtained good response from the Hub re rooms and room bookings etc.</li> <li>- Allocation of rooms problematic.</li> <li>- Perhaps need to make more use of teaching later in the day.</li> <li>- Perhaps need to think about timetable slots and make more 3 hour sessions available in the morning.</li> <li>- Induction week attendance was fairly low.</li> <li>- Re SITS and cw only modules for visiting students, this causes increased workloads (timetable, blackboard sites, etc)</li> <li>- Science without borders. ENV have 4 Brazilian students registered in ENV but there is confusion as to how many credits they are required to take etc. Mark Bentley (ARM) is involved with this. Students are expected to take 60 credits in sem 1, 60 credits in sem 2 and a 60 credit placement in summer. There needs to be further clarification and other Schools may also be having problems. <b>Action: Chair to liaise with Mark Bentley.</b></li> <li>- Induction event was not on student timetables</li> </ul>
MTH	<ul style="list-style-type: none"> <li>- Induction events were poorly attended</li> <li>- Not many students showed up to see their Advisers</li> <li>- Students registered in the afternoon and School Manager on hand to remind students about the induction events</li> <li>- Difficulty in getting induction events on the student timetables.</li> <li>- Not all events were present on the student timetables.</li> <li>- Noted that students must be reminded to keep accessing their timetable to receive updates.</li> <li>- Room booking issues.</li> <li>- Queried with Hub, but have not received responses.</li> <li>- Academics have booked their own rooms etc. because of lack of response from the Hub.</li> <li>- Hub appear overloaded with reassessment tasks</li> <li>- Coursework deadlines not on the system as yet.</li> <li>- School websites still point to the old SCI Teaching office website which is out-of-date.</li> <li>- School websites should link to the LTS website. <b>Action: Secretary to investigate (liaise with Hub Manager etc)</b></li> <li>- School's no longer have control over their own web pages.</li> </ul>
PHA	<ul style="list-style-type: none"> <li>- Regarding induction and information to students, there was small amount of students who did not attend events</li> <li>- Blackboard induction site did not have instructor rights for academic</li> </ul>

	<p>staff</p> <ul style="list-style-type: none"> <li>- Re Science without borders, there is some confusion about what the students are supposed to take</li> <li>- Induction event was not on student timetables</li> </ul>
--	--

A9. LECTURE CAPTURE

Received

Oral report from the Chair as follows:

LTQC supported the case for lecture capture. Some concern was expressed about how much impact it would have on attendance monitoring and whether lecture capture could assist in dealing with unavoidable clashes.

**Action: Chair of feedback comments to Simon Lancaster.**

A10. SUPERVISING UNDERGRADUATE DISSERTATIONS AND EXTENDED PROJECTS

Noted

There will be a CSED session, led by Adam Longcroft (ADTP) and academic colleagues on Monday 21 January 2013, 2-5 pm. Academic colleagues have been asked to volunteer to help with the session.

**Action: Geoff McKeown to ask Pierre Chardaire and report back to Chair**

A11. UG EMPLOYABILITY AND ENRICHMENT MODULES

Noted

ADTP has requested specific information relating to EEC modules and has asked that the issue is discussed at the first LTQC meeting and a report on what the SCI Schools will be offering in 2013-14 is prepared for discussion by LTC. The report is required for submission by 15 October (to Julia Jones).

Schools are expected to provide generic modules that students could attend. ENV are planning an EEC module. LTQC queried:

- will there be generic learning outcomes?
- could the EEC modules be taught by a PGT student?
- wondered whether the International Summer School modules could be offered as EEC modules and noted that these would have to take place during the academic year?
- wondered whether the EEC modules could be a range of 10 credit modules?
- what is the purpose of the EEC modules?

**Action: Chair to feedback to ADTP**

A12. ANY OTHER BUSINESS – to close

A12.1 Senate marking scale

Noted that the scale is available and can now be adapted for School use. The LTS online handbook advertises the Senate scale but Schools advertise their own

scale.

A12.2 Peer assisting learning

ADTP has asked for volunteer Schools to take part in a pilot. Two Schools are required from each Faculty.

**Action: Chair to forward email to DLTs for consideration and feeding back to Chair.**

**SECTION B: ITEMS FOR REPORT**

B1. CHANGES TO EXISTING PROGRAMMES

Nil

B2. COURSE CLOSURES

School	Title	AD sign off date
BIO	BSc Biology with Science Communications	3.10.12
BIO	BSc Cell Biology	3.10.12
BIO	BSc Biological Sciences with a year in Europe	3.10.12
BIO	BSc Biological Sciences with a year in North America	3.10.12
BIO	BSc Biological Sciences with a year in Australasia	3.10.12
BIO	BSc Ecology with a year in Australasia	3.10.12
BIO	BSc Ecology with a year in Europe	3.10.12
BIO	BSc Ecology with a year in North America	3.10.12
CHE	BSc Pharmaceutical Chemistry	21.8.12
CHE	MChem Chemistry with Analytical and Forensic Science	21.8.12
CHE	MChem Chemistry with a year in Europe	21.8.12
CHE	BSc Chemistry with a year in North America	21.8.12
CHE	BSc Chemistry with Analytical Science	21.8.12
ENV	MRes Environmental Social Science (f/t)	3.10.12
ENV	MRes Environmental Social Science (p/t)	3.10.12
ENV	BSc Environmental Chemistry	3.10.12
SCI	BSc Natural Sciences with a year in North America	21.8.12
SCI	BSc Natural Sciences with a year in Europe	21.8.12
SCI	BSc Natural Sciences with a year in Australasia	21.8.12

B3. ONGOING COURSE PROPOSALS

Nil

B4. APPROVED COURSE PROPOSALS

School	Title	AD sign off date
BIO	BSc Ecology with a year in abroad	3.10.12
SCI	BSc Natural Sciences with a year Abroad	4.5.12





**LEARNING, TEACHING AND QUALITY COMMITTEE**

**Minutes of the meeting held on Wednesday 12 December 2012 at 2 pm**

---

Present:

Dr Ben Milner (Chair), Dr Alan Bond (ENV), Dr Nigel Clayden (CHE), Prof David Evans (MTH), Paul McDermott (standing in for James Desborough) (PHA), Dr Helen James (BIO), Dr Martin Loftus (NatSci), Dr Geoff McKeown (CMP) with Jean Whiting (Secretary) and Rachel Paley (Hub Manager).

Apologies:

Inga Birzakova (UUEAS Science Faculty Convenor), Dr Ros Boar (ENV)

---

The Chair welcomed everyone to the meeting.

A1. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Considered

the minutes of the previous meeting held on 3 October 2012. The minutes were confirmed as an accurate record.

Updates and action points:

Subject	Update
A1: process fix report not yet received	Chair will follow up. RP to circulate.
A3: ac appeals membership	Panels now set up (Nigel Scott (Chair), Jean Whiting (Secretary), Victor Bense, Colwyn Thomas, Dan Smith).
A6: post	Done
A7: yr in industry	CHE can have a concession on this if they wish.
A8: feedback to Hub Manager re SoY	A review meeting to talk about SOY had occurred and an action plan has been organised.
A8: GM to follow up with BT	Done.
A8: ENV Sci without borders.	Done
A9: Lecture capture	Chair liaised with Simon Lancaster.
A10: UG projects etc	Pierre Chardaire has met with Adam Longcroft.
A11. EEC modules	Fed back to Adam Longcroft. Lots more developments on employability.
A12: PAL trial	CHE and CMP are involved in the pilot.

## A2. STATEMENTS FROM THE CHAIR

Received

statements from the Chair as follows:

### A2.1 NAM

An algorithm has been written to aid Exam Boards with their deliberations about degree classifications. Details of the algorithm were agreed by LTC (Chair to send details to members). LTQC discussed the function of future exam boards and also queried how extenuating circumstances would be dealt with.

**Action: Chair to check when the implementation of algorithm will be. (BM)**

### A2.2 Feedback on exams

Noted that it will be mandatory to provide feedback on exams. Feed forward will be the method used and it was noted that ENV already provide feedback via Blackboard. LTQC discussed issues associated with reassessment and feedback to this group of students

**Action: Chair to find out when feed forward will be put into force. (BM)**

### A2.3 Employability

SCI has obtained funding for an employability post which will be a faculty resource and Schools will be able to make use of the post. The person will not be able to duplicate work that Careers and Employability Office are currently doing.

### A2.4 SCI

The School of Science will change its name to the School of Natural Sciences (NAT). Senate will be considering/approving the change.

### A2.5 Timetabling

A working group has been set up to consider timetabling issues and to set up guiding principles. It appears that one of the biggest problems is that people are specifying what slots they want to teach in. If there are pedagogic reasons for specifying slots, then that is fine, but otherwise, colleagues should not be specifying slots.

## A3. STATEMENTS FROM MEMBERS OF UNIVERSITY GROUPS

Received

Oral reports from members of University groups on matters of interest to the Committee as follows:

Employability (Nigel Clayden)

Now finished.

ISD Education Board (Geoff McKeown)

Met at end of October. Discussed:

- pilots re blackboard and new functionality (accessing materials via mobiles).
- lecture capture, and some material could be put onto blackboard (eg filming lectures and replaying lectures via blackboard).
- pilots on electronic marking. Lots of various methods were discussed (iPAD, sticky notes, notetaker HD etc).
  - business case for software to make reading lists available.

### TPPG (Ros Boar)

Noted statements received from Ros Boar. The business of the TPPG meeting on 21 November was:

#### Statements from the Chair:

- that Course Review had been delayed by one year so courses expecting to be reviewed last year need to be dealt with from January 2013 after HESA data becomes available. All documents will be on the TPPG Blackboard site and a new quality review Blackboard site. The schedule for courses to be reviewed in 2013 onwards is on the TPPG Blackboard site. The schedule also appears in document C from the 21 November 2012 meeting.
- appeals data across all Schools. Next stage is a UEA-wide analysis of the causes of appeal. Quite a few appeals in SCI we this pales into insignificance compared with MED where students appeal routinely in response to any failure (because modules are core).

#### Agenda Items

- NAM undergraduate classification algorithms (enormous variation between Schools; needs sorting out and is being sorted out)
- the new course proposal process/forms (aim is to streamline the process)
- Exam feedback (UEA-LTC agreed in Oct 2012 that we will give generic feedback on all exams. Evidence from the pilot in HUM is that students will value this more as "feed forward" than "feedback", i.e., will look at last year's paper plus its feedback just before the following year's exam).
- roles and responsibilities of UG course directors (the draft document presented to TPPG still needs much revision).

### Internal Moderation and Double Marking Working Group (Helen James)

Meeting again in New Year to consider guidance notes. Comments to be fed back to Julia Jones.

### Appeals and Complaints Working Group (Nigel Clayden)

Next meeting will be in January 2013.

### Working group on management information for attendance monitoring (Alan Bond)

Noted that the objective of the group is to decide on how to set up SITS to generate the appropriate reports required for attendance monitoring etc. Still trying to find a suitable approach, system, emails to be generated etc. Report on pilot of swiping in. Card readers have been installed but students don't know if the swipe has worked or not, colour doesn't change, etc. The Group has established that lots of data and system requirements are needed to cope with NAM. SITS have set aside time in Jan/Feb to consider data requirements and then testing will have to take place after that. Regarding ECs, it was decided that LTS should be responsible for entering EC related absence onto the system.

## A4. STATEMENTS FROM STUDENT UNION REPRESENTATIVES

No student representatives were present.

## A5. GOOD HONOURS

The Chair welcomed Naresh Pandit (Director of Learning and Teaching, NBS).

Chair considered document B (copy filed in minute book). Noted:

- UEA target is 75% for good honours.
- UEA is low on good honours data in league tables.
- In the corporate plan, Schools have individual targets for good honours.
- Data in document B is in alpha order:
  - Red line shows 60% average mark
  - Some students well above, some students below.
  - BIO - ok on good honours. 72% last year.
  - CHE - 39% good honours. This includes SwFY students.
  - CMP – 62% good honours. Lots of level 2 that don't have good honours.
  - ENV – 80% good honours. Some modules quite low.
  - MTH – 66% good honours. Some modules run in alternative years.
  - PHA – 85% good honours.
- Noted comments from NBS Director of Learning and Teaching:
  - Various sources of information available now to access - NBS became aware of the low “good honours” position in terms of good honours.
  - DLT sent an email to NBS academics (first email) and decided upon some actions, eg., to provide better support for assessment (help students jump higher).
  - Needed to do this to help the students (and come into line with the 1994 group of Universities).
  - Followed up a week later (2<sup>nd</sup> email), repeating the message and outlined the criteria for selecting the modules that needed to change (eg low module average mark, modules with glass ceiling, is module new, is module organiser new, etc).
  - About 2/3 of NBS modules hit the triggers mentioned above.
  - DLT, Programme Director and HoS produced some guidance about module outlines and their content, eg.,
    - are learning objectives suitable
    - balance of exam and non-exam assessment
    - suitable mix of formative and summative
    - exam and coursework expectations (communicate marking criteria, give student exemplars, feed forward, etc)
    - staff availability for students (eg module specific office hours)
  - Module Organisers were expected to amend their module outlines with the above tips in mind.
  - Maintaining independent learning.
  - Development of NBS good honours strategy document.
  - NBS have increased from 52% to 62% and are expecting another jump this year.
  - Now NBS are:
    - monitoring students more closely on entry;
    - testing English and Maths skills on arrival (diagnostic tests)
    - targeting students early, and helping students earlier in their degree course
    - increasing linkages between formative and summative assessment
    - communicating to students the need to have a good honours award

LTQC questions and answers:

Q: How do you organise “putting aside hours each week for module organisers”?

A: NBS have workload allocation model. We have a team of supply lectures (AT) who assist with workload. Large modules are supported by 3 ATs. For the diagnostic tests, PhD students assist with this.

Q: re attendance how is this organised?

A: NBS monitor seminar attendance. NBS don't monitor lecture until the technology will be available.

Q: re sanctions for students who do not engage? What are these?

A: NBS identify and offer support. NBS have the feeling that students are becoming more interested in their performance – it is becoming more transparent regarding costs etc.

Q: is there a figure that would be not credible for good honours?

A: No. Some institutions have 100% good honours output.

The Chair thanked NBS DLT for his presentation.

LTQC comments :

- concentrate on module level first of all
- Exam Boards need to be included in discussions
- In CHE, traditionally marking occurs in the mid-range (55% etc). CHE prepare students for their assessment. Noted that current examination board paperwork does not assist Exam Boards with decisions regarding good honours. ENV have changed assessment patterns for NAM for all modules, so further changes to modules would not be ideal. CHE have changed their assessment patterns too and so has BIO.
- Good honours needs to be addressed now. CHE will not target any specific module – everyone will be told what the aims are, how they should be marking, etc.
- Agreed: Schools to do what they are currently doing regarding good honours output and identify poor performing modules and discuss at the first LTQC meeting.
- University target is 75% for good honours.

**Action: Chair to check UEA averages re good honours.**

**Action: Secretary to circulate good honours statistics to DLTs.**

#### A6. MODULE FEEDBACK

Received document C (copy filed in the minute book). Chair explained the actions taken in CMP as a result of module evaluation data. CMP had a drop in NSS and investigated the reasons for this by interrogating module evaluation statistics. Each module organiser was expected to score at least 4. For scores less than 4, meetings were held with lecturers and supportive action plans were drawn up. Lecturers who engaged with the process and made efforts to improve their teaching etc gained a higher score in subsequent years. At Executive Team Meeting, the Heads of Schools agreed that the exercise would be useful across other SCI Schools. Statistics are being compiled and will be sent to Schools for investigation/further action.

A7. QAA INSTITUTIONAL AUDIT - Outcomes

Received document D (copy filed in the minute book). LTQC's were to provide feedback to DUS office.

Q: should we ask students about new course proposals?

Q: do students meet review panels, or sit on the panels?

A: students are invited to review panels. LTQC would suggest that students should be invited where appropriate.

Q: re students surveys, are students subject to too many surveys?

A: yes.

Q: sharing external examiner reports? Should they be available on Blackboard or portal?

A: we do that via LTQC already. LTQC agreed that the reports should be shared.

**Action: Chair to feedback to DUS Office (Jon Sharp)**

A8. NEW COURSE PROPOSAL PROCESS AND FORM

Received documents E1, E2 and E3 (filed in the minute book). Previously three different routes: Course proposal, Fast track and Superfast track. Need to know how many variants are required of the proposed new course proposal form.

LTQC Comments:

- Three parts to the form seen logical.
- Re three routes, two routes would be good, i.e., main route and superfast route. LTQC agreement.
- Re length and complexity seems better than the old form.
- Comprehensive data capture form.
- Re market research, does this happen? Yes, unless the course is innovative. Market research is associated with the Business case. The whole lot is together now.
- LTC consider business case

**Action: LTQC members to feedback comments to Chair and Chair to feed back to Laurence Wild by week 01 of semester 02.**

A9. UG EXTERNAL EXAMINER REPORTS AND SCHOOL RESPONSES, 2011-12

**Action: Secretary to feedback to Chair re comments received so far.**

A10. RESOURCES

- Science faculty funding for teaching (250k)
  - Dean wishes to invest this funding into teaching. Heads have been talking about this and how best to support (eg good honours, improving league table parameters, progression, etc). The funding has to be spent next semester. Possible CSED programmes could be provided to Schools re recommendations on teaching etc.

**Action: DLTs to feedback ideas to Chair.**

**Action: Chair to provide data to DLTs re league table parameters.**

- PVC Fund (10k)
  - Funding is available to each Associate Dean to spend on teaching. We could invest this in a survey, data collection, focus groups etc.  
**Action: DLTs to feedback ideas to Chair.**
- Widening Participation (4K)
  - This funding is for £4,000 to each faculty to pay for a widening participation fellowship.
  - Q: how are these students identified? Are they flagged on entry?
  - Q: perhaps visiting particular Schools to market UEA?
  - Q: link it to foundation year?  
**Action: DLTs to feedback ideas to Chair.**

Discussion:

Could the funding be used for providing more support to LTS for data handling? **(Action: Hub Manager (Rachel Paley) to consider possibilities and feasibilities with David Evans)**

#### A11. LEARNING AND TEACHING SERVICES (LTS) WEBSITE)

Welcome to Kath Mortimer and Claire Zamoski. Noted the following regarding the new LTS website:

- Will be going live with an interim website site in January for students. Staff site will follow later.
- Project objective - to re-develop LTS website.
- Website to be searchable, to be a communication tool, to house up-to-date information.
- When launched, it will be communicated to all staff (Broadview, Television Screens, LTS news bulletin etc).
- For future feedback re the web, email LTS web team (email address on the home page)

**Action: DLTs to provide volunteer for testers to Chair (who will feedback to Web Developers).**

#### A12. ANY OTHER BUSINESS – to close

Q: update on NAM is required. Concerns regarding reassessment.

Q: regarding integrated masters regulations, when will these be available.

**Action: Chair to obtain latest version and send to DLTs and feedback any comments for LTC.**

## SECTION B: ITEMS FOR REPORT

### B1. CHANGES TO EXISTING PROGRAMMES

Nil

## B2. COURSE CLOSURES

<b>Name of course</b>	<b>Course Code</b>	<b>Associate Dean Approval</b>
Natural Sciences (Part-time)	U2CFG0601	11.10.12
Climate Science with a year in Australasia	U1F763401	21.11.12
Climate Science with a year in North America	U1F765401	21.11.12
Environmental Geophysics with a year in Australasia	U1F662401	21.11.12
Environmental Geophysics with a year in North America	U1F665401	21.11.12
Environmental Geophysics with a year in Europe	U1F664401	21.11.12
Environmental Earth Sciences with a year in Australasia	U1F646401	21.11.12
Environmental Earth Sciences with a year in North America (F644)	U1F644401	21.11.12
Environmental Earth Sciences with a year in Europe (F643)	U1F643401	21.11.12
Environmental Sciences with a year in Australasia (F854)	U1F854401	21.11.12
Environmental Sciences with a year in North America (F901)	U1F901401	21.11.12
Environmental Sciences with a year in Europe (F902)	U1F902401	21.11.12
Meteorology and Oceanography with a year in Australasia (FF8R)	U1FF8R401	21.11.12
Meteorology and Oceanography with a year in North America (FFY7)	U1FFY7401	21.11.12
Meteorology and Oceanography with a year in Europe (FFX7)	U1FFX7401	21.11.12

## B3. ONGOING COURSE PROPOSALS

Nil

## B4. APPROVED NEW COURSES

<b>Name of course</b>	<b>Course Code</b>	<b>Associate Dean Approval</b>
Climate Science with a year Abroad	U1F76A401	21.11.12
Environmental Geophysics with a year abroad	U1F66A401	21.11.12
Environmental Earth Sciences with a year abroad	U1FF64A401	21.11.12
Environmental Sciences with a year abroad	U1F75A401	21.11.12
Meteorology and Oceanography with a year in abroad	U1FF8A401	21.11.12



## B5. 2011-12 UG EXTERNAL EXAMINER REPORTS / SCHOOL RESPONSES

Note current state of play:

School	EE's Surname	EE's Forename	Mr, Mrs etc	Date EE Report Received in Assessments Office	Proforma completed by Team Leader and passed to DLT	Received From DLT		FLTQC critical reader 1	FLTQC critical reader 2	
BIO	Allan	Viki	Prof	23-Aug-2012	17-Oct-2012	chased on 28.11.12. Rec'd on 28.11.12	yes	Nigel Clayden	Alan Bond	29.11.12
BIO	Butler	Clive	Dr	04-Jul-2012	17-Oct-2012	chased on 28.11.12. Rec'd on 28.11.12	yes	Nigel Clayden	Alan Bond	29.11.12
BIO	Hirst	Barry	Prof	17-Aug-2012	17-Oct-2012	chased on 28.11.12. Rec'd on 28.11.12	yes	Nigel Clayden	Alan Bond	29.11.12
CHE	Anderson	James	Prof	27-Jun-2012	14-Sep-12	19-Sep-2012	19-Sep-2012	James Desborough	Geoff McKeown	28.11.12
CHE	Hirst	Jonathan		26-Jun-2012	14-Sep-12	19-Sep-2012	19-Sep-2012	James Desborough	Geoff McKeown	28.11.12
CHE	Mountford	Philip	Prof	26-Jun-2012	14-Sep-12	19-Sep-2012	19-Sep-2012	James Desborough	Geoff McKeown	28.11.12
CMP	Collomosse	John	Dr	30-Jul-2012	09-Oct-2012	yes	yes	Helen James	Martin Loftus	28.11.12
CMP	Marshall	Lindsay	Dr	13-Jul-2012	09-Oct-2012	yes	yes	Helen James	Martin Loftus	28.11.12
CMP	Ritchings	Tim	Prof	16-Jul-2012	09-Oct-2012	yes	yes	Helen James	Martin Loftus	28.11.12
CMP	Sangwine	Stephen	Dr	26-Jun-2012	09-Oct-2012	yes	yes	Helen James	Martin Loftus	28.11.12
CMP - Act Sci	Savill	Peter	Mr	03-Jul-2012	11-Oct-2012	chased on 28.11.12	awaiting	Helen James	Martin Loftus	to do
CMP - Act Sci	Whelan	Shane	Dr	28-Jun-2012	11-Oct-2012	chased on 28.11.12	awaiting	Helen James	Martin Loftus	to do
ENV	Atkinson	Giles	Dr	22-Nov-2012	22-Nov-2012	chased on 28.11.12	awaiting	David Evans	Nigel Clayden	to do
ENV	Gadian	Alan	Dr	02-Jul-2012	17-Oct-2012	chased on 28.11.12	awaiting	David Evans	Nigel Clayden	to do
ENV	Steady	Sandy	Prof	10-Jul-2012	17-Oct-2012	chased on 28.11.12	awaiting	David Evans	Nigel Clayden	to do
ENV	Frid	Chris	Prof	02-Jul-2012	17-Oct-2012	chased on 28.11.12	awaiting	David Evans	Nigel Clayden	to do
ENV	Pearce	Jamie	Prof	31-Jul-2012	17-Oct-2012	chased on 28.11.12	awaiting	David Evans	Nigel Clayden	to do
MTH	Brightwell	Graham	Prof	tba	chased on 28.11.12	awaiting	awaiting	Martin Loftus	Helen James	to do
MTH	Jenson	Oliver	Prof	05-Jul-2011	11-Oct-2012	yes	yes	Martin Loftus	Helen James	28.11.12
PHA	Hughes	Carmel	Prof	3 july 2012	14-Aug-2012	14-Aug-2012	14-Aug-2012	Geoff McKeown	David Evans	28.11.12
PHA	Patterson	Laurence	Prof	02-Jul-2012	14-Aug-2012	14-Aug-2012	14-Aug-2012	Geoff McKeown	David Evans	28.11.12
PHA	Wilson	Keith	Prof	04-Jul-2012	14-Aug-2012	14-Aug-2012	14-Aug-2012	Geoff McKeown	David Evans	28.11.12
SCI	Dyke	Phil	Prof	25-Jun-2011	14-Sep-2012	19-Sep-2012	19-Sep-2012	Alan Bon d	James Desborough	28.11.12