

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee from 2pm on Wednesday 20 March 2013, in Committee Room 2, the Council House.

*There will be refreshments outside the room from 1.45pm.*

Ms Claudia Gray  
Learning & Teaching Manager  
13 March 2013

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## 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 18 March 2013. Reserved items appear in Section D.

2. MINUTES

To confirm  
the Minutes of the meeting held on 30 January 2013 (Enclosed)

3. STATEMENTS BY THE CHAIR

4. CONFIRMATION OF CHAIR'S ACTION

To confirm  
Confirmation of Chair's action:

- (1) Society of Biology Top Bioscience Student Prize
- (2) ART prize rule amendments to reflect new School name
- (3) LCS School Prizes
- (4) The John Jarrold Scholarships
- (5) The Andy Ripley PhD studentship

LTC12D114 (Divider 1)

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**SECTION A: ITEMS FOR DISCUSSION AND ACTION**

A1. UNION OF UEA STUDENTS – UEA STUDENTS EXPERIENCE REPORT 2012

To consider

a report on the University's response to recommendations made in the UEA Students Experience Report 2012. LTC12D094 (Divider A)

A2. CSED REVIEW 11/12

To consider

a report from the Head of CSED, Mr Paul Levy, on a review of CSED activities in the academic year 11/12. LTC12D095 (Divider B)

A3. POLICY STATEMENT AND GUIDELINES ON BULLYING, HARASSMENT AND ABUSE, ASSAULT AND STALKING AND THE USE OF SOCIAL MEDIA

To consider and approve

a Social Media Policy for students from Dr Annie Grant, the Dean of Students. LTC12D096 (Divider C)

A4. FEEDBACK FROM FACULTY LTQCS ON NAM DISCUSSION PAPER

To consider and approve

feedback on crucial principles within NAM from the Faculty Learning, Teaching and Quality Committees. LTC12D097 (DividerD)

A5. MODERATION AND DOUBLE MARKING

To consider and approve

the revised policy on moderation and double marking for introduction from the academic year 2013/14 under NAM. LTC12D098 (Divider E)

A6. NEW ALGORITHM FOR INTEGRATED MASTERS PROGRAMMES

To consider and approve

a revised algorithm for classification of Integrated Masters programmes LTC12D099 (Divider F)

A7. STARRED FIRSTS

To consider and approve

updated regulations for the academic year 13/14 which will govern the award of starred first classifications for undergraduate and integrated masters' students. LTC12D100 (Divider G)

A8. ROLE OF COURSE DIRECTOR

To consider and approve

a role description the UEA course director. LTC12D101 (Divider H)

## LTC12A004

### A9. TAUGHT PROGRAMMES POLICY GROUP

To consider

a report from the Academic Director of Taught Programmes on:

- (1) Outline arrangements for Learning and Teaching Day 2013 (23 May 2013)
- (2) PAL Initiative
- (3) CPD framework for academic staff
- (4) HEA National Teaching Fellowships
- (5) Formative assessment within NAM
- (6) LTC review of plagiarism and collusion
- (7) Extenuating circumstances working group

LTC12D102 (Divider I)

### A10. PG RESEARCH PROGRAMMES POLICY GROUP

To consider

a report on:

- (1) Activities of the PG Research Programmes Policy Group
- (2) PGR Students' Progress: Review of Annual Reports 11/12

LTC12D103 (Divider J)

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## 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 18 March 2013.

These items can be found on the Learning and Teaching Committee 2012/2013 Webpage at:

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

***No items have been received***

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## 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 18 March 2013.

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

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

### C1. THE SCHOOL OF MUSIC

To receive

an update on developments. LTC12D104

## **LTC12A004**

### **C2. STUDENT EXPERIENCE COMMITTEE**

To receive

a report on the last meeting of the Student Experience Committee. LTC12D105

### **C3. OUTSTANDING NAM REVIEWS**

To receive

Outstanding NAM reviews on NSC pre-reg Nursing, NSC OPD and CHE MChem programmes. LTC12D106

### **C4. FACULTY ASSOCIATE DEANS (LEARNING, TEACHING AND QUALITY)**

To receive

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

- (1) SSF LTQC 9 January 2013 LTC12D107
- (2) FMH LTQC 28 November 2012 LTC12D108
- (3) HUM LTQC 16 January 2013 LTC12D109
- (4) SCI LTQC 3 October 2012 and 12 December 2012. LTC12D110

### **C5. QUARTERLY REPORT ON ACADEMIC APPEALS AND COMPLAINTS**

To receive

the October – December 2012 report. LTC12D111

### **C6. PARTNERSHIPS**

To receive

a report on Partnerships Office activity. LTC12D112

### **C7. QUALITY ASSURANCE AGENCY**

To report

that the agency has recently circulated:

- (1) Publication of a new subject benchmark statement for bachelor's degrees with honours and master's degrees in counselling and psychotherapy. LTC12D113

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## **SECTION D: RESERVED AGENDA**

***No items have been received***