

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 30 January 2013

- Present:** The acting Pro-Vice-Chancellor (Professor N. Norris) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Director of University Services (LTS) (Dr A. Blanchflower), the Director of University Services (PPE) (Ms A.E. Rhodes), the Dean of Students (Dr A. Grant), the Director of Library Services (Mr N Lewis), Associate Deans (LTQC, Dr S. Inthorn, Dr B. Milner), Mrs C. Dobson (UCS Rep), Mr J. White (City College Rep), 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)** and a representative of the Graduate Students' Association, (Mr J. Taylor)** (except for business marked**).
- With:** The Dean of SSF (and PVC (Academic) elect) (Professor N. Ward), the representative of the Associate Dean LTQC,FMH (Dr N. Spalding), the representative of the Associate Dean LTQC,SSF (Dr A Stefan), the Head of Learning and Teaching (Quality) (Mr J. Sharp), the Head of Learning and Teaching (Systems) (Mrs C. Sauverin), the Head of Partnerships (Mrs S. Walker), the Head of the Postgraduate Students Research Office (Dr V. Easson), the Student Support Manager of the UEA Union Student Advice Centre (Ms J. Spiro), the Head of the Learning Enhancement Team (DOS, Mr J. Schildt) for agenda A1 and the Programme Co-ordinator for the proposed BA HUM degree with a Foundation Year (Dr L. Powell) for agenda A5.
- Secretary:** The Learning and Teaching Manager (LTS) (Ms C. Gray).
- Apologies:** The Director of Postgraduate Research Programmes (Dr N. Watmough), the Academic Director of Partnerships (Mr I. Dewing), the LTC Director of Staff Development (Mr P. Levy), the Director of Information Services (Mr J. Colam-French) and the Associate Deans (LTQC, Mrs R Doy and Mrs H Gillespie).

32. MINUTES

Confirmed

the Minutes of the meeting held on 5 December 2012, subject to the following amendments:

- (a) Minute 18 (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."
- (b) Minute 24 (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."

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33. STATEMENTS BY THE CHAIR

- (1) University's reply to the UEA Union of Students Experience Report 2012;
- (2) Fast-track approvals process;
- (3) UEA Learning and Teaching Day

(In his report the Chair noted that:

- (i) consideration of the University's reply to the UEA Union of Students Experience Report 2012 had been deferred until the meeting of the Learning and Teaching Committee on 20 March 2013 to allow time for submission of some outstanding replies from stakeholders;
- (i) a new fast track course approvals process needed to be developed urgently which would allow a swift but robust consideration for approval of fast track courses in order to respond quickly to changes in the market demand posed by the fast changing external environment;
- (ii) the UEA Learning and Teaching Day in the academic year 12/13 will take place on 23 May 2013 and further details will follow in due course.)

34. CONFIRMATION OF CHAIR'S ACTION

Confirmed

that the Chair had taken action on the following issues:

- (1) approving membership of the Learning and Teaching Committee for Mr Nicholas Lewis, the Director of Library Services, who would act as Jonathan Colam-French's official deputy on the Learning and Teaching Committee with immediate effect; this new membership would be reported to Senate on 20 Feb 2013;
- (2) amendments to Simon Warmby scholarship in School of Environmental Sciences;
- (3) an amendment to Ian Gardiner expedition scholarship rules;
- (4) amendments to NBS prizes;
- (5) introduction of a new prize in LDC; poetry-next-the-sea prize

(A copy is filed in the Minute Book, ref. LTC12D073)

35. LEARNING ENHANCEMENT TEAM REPORT – 2011/12

Considered

the annual report from the Learning Enhancement Team in the Dean of Students' Office (A copy is filed in the Minute Book, ref. LTC12D074)

REPORTED

that the Learning Enhancement Team had experienced significant demand for its services and substantial challenges to provide the support required given the constraints of limited resources whilst aiming to cater appropriately for an increasingly diverse student body.

RESOLVED

- (1) that the Committee wished to express its gratitude to the Dean of Students' Office for providing such a valuable service;
- (2) that since the services of the Learning Enhancement Team included the Postgraduate Research Student body discussions would be held with the Academic Director of Postgraduate Research Programmes to ensure a tailored and appropriate support could be offered to these students.

36. TAUGHT PROGRAMMES POLICY GROUP

Considered

- (1) NAM discussion paper
- (2) Role of the course director
- (3) PGT marking scales
- (4) PGT merit classification

(A copy is filed in the Minute Book, ref. LTC12D075)

REPORTED that

- (a) final preparations for the introduction of NAM were progressing well. In principle, the Committee recommended to approve indefinite deferral of the minimum 20% attendance threshold for students to be eligible for reassessment until the University was assured that a robust process was in place to monitor attendance;
- (b) similarly, members of the Committee also recommended that marks for engagement with a module should not explicitly awarded under NAM;
- (c) the Committee discussed the recommendations of circumstances presented by the Academic Director of Taught Programmes under which a student should become eligible for reassessment if he/she had not met the minimum overall 20% module mark threshold at the first attempt to secure automatic eligibility for reassessment. The Committee noted that Boards of Examiners should make recommendations to a Head of School where it considers that a student should have no right to reassessment
- (d) members of the Committee noted that the NAM regulations in relation to reassessment needed to be mindful of students on programmes which required them to pass all modules due to PRSB requirements;
- (e) the Committee concluded that the Associate Deans for Teaching and Learning should be consulted further on all NAM principles discussed and set out in the NAM discussion paper to ensure appropriate fine-tuning of proposed NAM regulations. Pending further discussions in the Faculties, it is envisaged that firm proposals around these issues will be considered by the meeting of the Learning and Teaching Committee on 20 March 2013;
- (f) the Taught Programmes Policy Group was in the process of defining the role of the course director, this was work in progress and it is anticipated that a definitive description of the role of the course director would be approved by the Learning and Teaching Committee at its next meeting on 20 March 2013.

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RESOLVED
that

- (a) the marking scales for postgraduate taught programmes be approved subject to minor amendments and to be introduced for students registering in the academic year 13/14 on a postgraduate taught programme. In addition, marks awarded for postgraduate taught programmes will be rounded up in line with conventions for presentation of marks as agreed for the New Academic Model. This meant that item and module marks will be presented in integers and for the intermediate assessment stage as well as final awards, marks will be presented to one decimal point.
- (b) a Merit classification would be introduced for postgraduate taught awards for students registering from the academic year 13/14 onwards.

37. UPDATED COURSE APPROVALS/CLOSURE PROCESS

Considered
the updated course approvals and course closure process (A copy is filed in the Minute Book, ref. LTC12D076)

RESOLVED
that the updated course approvals and course closure process be approved with immediate effect. Some minor changes to the new course approvals form would be necessary in view of comments received from stakeholders in the process. These would be agreed via Chair's action, but should not hold up the introduction of this updated course approvals and course closure process.

(In its consideration, the Committee noted that a full business case had been retained in the updated process and agreed that the Committee should consider the academic case for course proposals in the light of the associated business case which would have undergone prior scrutiny at Faculty level. This was to ensure that as informed a decision as possible would be taken on a proposed course).

38. PG RESEARCH PROGRAMMES POLICY GROUP

Considered
an oral report on the recent meeting of PG Research Programmes Policy Group

REPORTED
that

- (a) the PG Research Programmes Policy Group was considering ways to streamline the process on attendance and engagement for postgraduate research students;

- (b) there were variations in the transfer procedures from MPhil to PhD routes. Although there might be legitimate reasons underpinning some variations (e.g. a PSRB requirement), the PG Research Programmes Policy Group was working on proposals on standardising the transfer process as far as possible.

39. NEW AWARDS AND NEW COURSE PROPOSALS

Considered
the granting of approval of:

BA Humanities with a Foundation year (Sept 2013 intake) (HUM), (A copy is filed in the Minute Book, ref. LTC12D077)

MA Public Policy and the Environment (HUM), (A copy is filed in the Minute Book, ref. LTC12D078)

BSc Sports Coaching (top-up) (Easton College), (A copy is filed in the Minute Book, ref. LTC12D079)

RESOLVED

that

- (1) the BA Humanities with a Foundation year was approved subject to minor amendments;
- (2) the MA Public Policy and Environment was approved subject to minor changes;
- (3) the BSc Sports Coaching (top up) (Easton College) was approved.

(In its detailed consideration, members:

- (a) welcomed the course proposal of the BA Humanities with a Foundation Year as this fitted in well with the University's widening participation agenda;
- (b) noted that this initiative would lead to further demand for support from the Learning Enhancement Team in the Dean of Students' Office. The Dean of Students' confirmed that support would be forthcoming for this worthwhile initiative;
- (c) stressed that all HUM Schools involved in this initiative needed to confirm that they were satisfied with the stated progression requirements to join year 1 of another HUM degree programme;
- (d) noted that co-ordination across the Schools within the Faculty was needed to ensure that deputy course directors were identified for each route as operationally, these routes were considered in effect to be joint programmes;
- (e) requested a progress report on the operation of the BA Humanities with a Foundation year degree programme which should be received by the Learning and Teaching Committee after the first year of its operation;

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- (f) recommended that a deputy course director be identified for the MA Public Policy and Environment from the School of Environmental Sciences as this programme contained a large number of modules located in ENV and it was therefore imperative to keep the channels of communications open.

40. LTC TERMS OF REFERENCE

Received

a report on a minor amendment to point 6 of the Terms of Reference. (A copy is filed in the Minute Book, ref. LTC12D080)

41. FITNESS TO PRACTISE PANEL

Considered

a report on the role and function of the Fitness to Practise panel. (A copy is filed in the Minute Book, ref. LTC12D081)

42. REVIEW OF ACADEMIC APPEALS' 2011/12

Considered

a report on the Academic Appeals' Review 2011/12. (A copy is filed in the Minute Book, ref. LTC12D082)

43. REVIEW OF SENATE STUDENT DISCIPLINE COMMITTEE CASES 2011/12

Considered

a report on Senate Student Discipline Committee matters arising from 2011/12. (A copy is filed in the Minute Book, ref. LTC12D083)

44. PARTNERSHIPS

Considered

recommendations from the Joint Academic Committee (A copy is filed in the Minute Book, ref. LTC12D084)

45. UEA AWARDS AND CREDITS

Considered

a report on awards and credits offered at UEA. (A copy is filed in the Minute Book, ref. LTC12D085)

46. ITEMS FOR REPORT

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

Received

minutes of the meetings of the Faculty Learning, Teaching and Quality Committees:

HUM – 28 November 2012 – (A copy is filed in the Minute Book, ref. LTC12D086)

SSF – 14 November 2012 – (A copy is filed in the Minute Book, ref. LTC12D087)

FMH – 3 October 2012 – (A copy is filed in the Minute Book, ref. LTC12D088)

(2) PARTNERSHIPS

Received

a report on recent activities in the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC12D089)

(3) NEW COURSE PROPOSALS AND COURSE CLOSURES

Reported

(1) fast-track approval of the following courses:

NBS- MSc Strategic Information Systems to MSc Business Information Systems (A copy is filed in the Minute Book, ref. LTC12D090)

(2) course closure for the following courses:

EDU – PGCE Religious Education (Sept 2012 last intake) (A copy is filed in the Minute Book, ref. LTC12D091)

(4) OIA

Reported

that the OIA has published a pathway report towards early resolution and more effective complaints handling at:

<http://www.oiahe.org.uk/media/75192/oia-pathway-3.pdf>

(5) QUALITY ASSURANCE AGENCY

Reported

that the agency had recently circulated:

(1) Publication of a new subject benchmark statement for bachelor's with honours degrees and master's degrees in forensic science (22/12)

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Subject-benchmark-statement-forensic-science.aspx>

(2) UK Quality Code for Higher Education Chapter B4: Supporting student achievement (A copy is filed in the Minute Book, ref. LTC12D092)

(3) UEA's response to the UK Quality Code for Higher Education Chapter B9: Complaints and appeals on academic matters - introduction (A copy is filed in the Minute Book, ref. LTC12D093)