

# LEARNING AND TEACHING COMMITTEE



## Minutes of the meeting held on 20 March 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 Postgraduate Research Programmes (Dr N. Watmough), the LTC Director of Staff Development (Mr P. Levy), the Library Director (Mr N. Lewis), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs R. Doy, Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner), the City College representative (Mr C. Turner), the Academic Officer of the Union of UEA Students (Mr J. Bowker)\*\* (except for business marked\*\*).

With: The Dean of SSF (Professor N. Ward), Acting Directors of the Learning and Teaching Service, (Mr J. Sharp and Mrs C. Sauverin), the Student Support Manager of the UEA Union of Students (Ms J. Spiro),

Secretary: The Learning and Teaching Manager (LTS) (Ms C. Gray).

Apologies: The Director of University Services, (PPE/FMH) (Ms A. Rhodes), the University College Suffolk representative (Mrs C. Dobson), Mr J. White (City College representative), the Student Member nominated by the Union of UEA Students (Ms M. Hughes).

### 47. MINUTES

Confirmed

the Minutes of the meeting held on 30 January 2013.

### 48. STATEMENTS BY THE CHAIR

- (1) New course approvals process
- (2) Semester dates for the academic year 13/14

(In his report the Chair noted that:

- (i) the revised course proposal and approval procedure as well as the guidance notes had now been finalised and approved by the Chair, these applied with immediate effect and had been published on the LTS website at: [http://www.uea.ac.uk/learningandteaching/staff/courses\\_modules/proposals/](http://www.uea.ac.uk/learningandteaching/staff/courses_modules/proposals/).
- (ii) the Executive Team had decided to amend the semester dates for the academic year 13/14 and had agreed that there should be a four week Christmas break and a three week Easter break rather than a three week Christmas break and four week Easter break as originally published. Official communication from the Planning Office would follow on revised semester dates and it is hoped to preserve a four week Christmas break beyond 13/14 while the Easter break will remain fluid with the intention to accommodate all teaching before Easter as much as possible to avoid broken back semesters.)

## LTC12M004

LTC-M2  
20.03.2013  
Min. 49

### 49. CONFIRMATION OF CHAIR'S ACTION

Confirmed

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

(A copy is filed in the Minute Book, ref. LTC12D114)

### 50. UNION OF UEA STUDENTS – UEA STUDENTS EXPERIENCE REPORT 2012

Considered

a 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. LTC12D094)

RESOLVED

that the University's response to the UEA Union of Students Experience Report 2012 be accepted subject to the following amendments/comments made by members of the Committee:

- (1) 1.b this process was complemented by asking students in focus groups via the UEA Survey Office how they viewed the teaching hubs in relation to these being a work space;
- (2) 1.c in the academic year 13/14, feedback would also extend to course tests in addition to examinations;
- (3) 2.a. the Dean of Students stressed that although FTV had solved the problem of appropriate timing of providing academic advice to its students, there was still an issue in providing consistent adviser support to all students during the duration of their degree programmes and remedies to ensure consistent adviser provision would need to be investigated further;
- (4) 5.a. although there had been considerable support from the University to enable the provision of facilities/clubs and societies at UEA London, the Academic Officer of the UEA Union of Students stressed that due to lack of further funds, it had been difficult to operate sufficient societies and clubs at UEA London;
- (5) 6.a. the Academic Officer of the UEA Union of Students highlighted that not all minutes of Staff Student Liaison Committees were sent to the Union, a reminder needed to be sent out to Schools to ensure that this would be happening in the future;
- (6) 7. future reports by the UEA Union of Students would benefit from teasing out more fully the differences in relevant issues affecting postgraduate taught and postgraduate research students respectively;
- (7) 7a. the Postgraduate Research Policy Group was in the process of identifying more space whilst being aware of the costly nature of acquiring more study space for postgraduate research students.

51. CSED REVIEW 11/12

Considered

a report from the Head of CSED, Mr Paul Levy, on a review of CSED activities in the academic year 11/12. (A copy is filed in the Minute Book, ref. LTC12D095)

Reported

that

- (1) the CSED had worked hard to offer a diversity of courses to all categories of staff free of charge;
- (2) there had been a significant increase in 11/12 in attendance of CSED courses offered to all staff, this was due to a collaborative effort between the Head of CSED and the Academic Director of Taught Programmes;
- (3) the CSED budget was under considerable pressure which had meant that more courses were delivered in-house;

RESOLVED

that

- (1) the University should actively pursue incorporating continuous professional development into a recognisable teaching qualification for Higher Education. Innovative and creative solutions to pursue this aim had been implemented at the University of Exeter and the University of Essex respectively;
- (2) certain roles of responsibility within Schools, e.g. the role of the School Director of Postgraduate Research and the School Director for Teaching and Learning should contain compulsory training on e.g. concessions, appeals, student welfare issues and academic advising;
- (3) suggestions for training from Associate Deans for Teaching and Learning and other members of the Learning and Teaching Committee were encouraged for inclusion in the CSED programme to ensure a bottom up approach of training requirements;
- (4) training and courses offered via the CSED should in the first instance focus on core missions of the University and statutory obligations.

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

Considered and approved

a Social Media Policy for students from Dr Annie Grant, the Dean of Students. (A copy is filed in the Minute Book, ref. LTC12D096 (Divider C))

RESOLVED

that this policy was approved in principle subject to further comments and amendments from the Acting Director of Learning and Teaching Services, Mr Jon Sharp, and the Chair of the Senate Student Discipline Committee, Professor Alastair Mullis, in relation to the UEA Disciplinary Procedures. Once such comments had been considered by the Dean of Students, the Chair would approve this policy by Chair's action.

## LTC12M004

LTC-M4  
20.03.2013  
Min. 53

### 53. FEEDBACK FROM FACULTY LTQCS ON NAM DISCUSSION PAPER

Considered and approved

feedback on crucial principles within NAM from the Faculty Learning, Teaching and Quality Committees. (A copy is filed in the Minute Book, ref. LTC12D097)

Reported

that feedback had been received from all Faculty Associate Deans for Teaching and Learning on crucial principles within NAM as set out in the NAM discussion paper

RESOLVED

that

- (1) all recommendations set out in the New Academic Model discussion paper and proposed by the Academic Director of Taught Programmes be approved for implementation within the degree regulations and associated policies of the New Academic Model;
- (2) the New Academic Model requirement that students must have accrued less than 20% unauthorised absence to be eligible for a reassessment opportunity should be postponed indefinitely until such time as there will be more robust systems in place to monitor attendance more reliably;
- (3) under the New Academic Model no marks should be awarded for an engagement element as part of module. There will be exceptions if a Professional, Statutory or Regulatory Body had imposed an engagement element which forms part of the module assessment in some professional Schools and the New Academic Model degree regulations will reflect such requirements;
- (4) proposals to establish the circumstances under which a student should become eligible for reassessment under the New Academic Model if the 20% marks threshold for reassessment had not been met were endorsed. Members of the Committee agreed that some fine tuning of the wording was needed in relation to concessionary powers exercised by Boards of Examiners.

(During the discussions members noted that the Associate Dean for Teaching and Learning from the SCI Faculty strongly suggested that the attendance requirement to be eligible for reassessment should be permanently taken out from the New Academic Model regulations.)

### 54. MODERATION AND DOUBLE MARKING

Considered and approved

the revised policy on moderation and double marking for introduction from the academic year 2013/14 under NAM. (A copy is filed in the Minute Book, ref. LTC12D098)

## RESOLVED

that the revised policy on moderation and double marking for introduction from academic year 13/14 needed to be reconsidered by the Taught Policy Programmes Group in view of discussions at LTC. It is hoped that pending such discussions this policy will be endorsed by LTC at the meeting on 15 May 2013.

(During the discussions, members noted the following issues:

- (i) further consideration needed to establish if this policy should be phased in from the beginning of the academic year 13/14 and should therefore only apply to modules taught in year 1 and modules taught in year 2 and year 3 would be subject to this policy in subsequent years. Consequently, current moderation and double marking regulations would apply to modules taught in year 2 and year 3 in the academic year 13/14. Alternatively, this policy could be introduced covering all taught modules in the academic year 13/14 which would be beneficial as staff would only need to comply with the new policy which would avoid confusion;
- (ii) all presentations, practicals, OSCEs and OPSEs weighted at 30% or more of the overall module mark should be double marked or recorded. Presentations, practicals, OSCEs and OSPEs weighted at less than 30% should either be double marked or recorded to enable a potential remark if they are summatively assessed. If such a process is not possible and such assessment items cannot be double marked or recorded, such assessment items would need to be assessed formatively.
- (iii) proportion of assignment (set out in point 5.8.2) which contributed to the module mark and would trigger moderation needed to be reconsidered. It is currently proposed that any assignment contributing at least 30% to the overall module mark should be moderated. It was suggested that this proportion could be raised to 40% or 50% in the academic year 13/14 to ensure that staff workloads are reasonable. If impact on staff workloads after review seemed negligible, it might be appropriate to decrease the cut off point for moderation to contributing at least 30% to the overall module mark again in subsequent years.
- (iv) further thoughts needed on inter-marker relationships, i.e. if there are a number of markers in the marking pool for an assignment, should moderation also occur regardless of the percentage which the assessment items contribute to the module? Alternatively, if many markers are involved could the 30% requirement to moderate be overridden?
- (v) further consideration needed if the moderation and confirmation of marks should be approved as set out in the revised policy by individual moderators without the involvement of a Module Assessment Board which currently has the power to confirm module marks. One of the outcomes of the new policy would therefore result in the abolishment of Module Assessment Boards, was this the desired direction of travel?
- (vi) any assignment which has been single marked or moderated can be challenged via a remarking procedure by the student which has to be submitted within 10 working days of the publication of the result on E:vision. Students would not be eligible to appeal any mark which has arisen from a remarking procedure, but students could complain via the Academic Complaints procedure in case any of the grounds set out in this procedure had been met during the remarking process.

## LTC12M004

LTC-M6  
20.03.2013  
Min. 55

### 55. NEW ALGORITHM FOR INTEGRATED MASTERS PROGRAMMES

Considered and approved  
a revised algorithm for classification of Integrated Masters programmes  
(A copy is filed in the Minute Book, ref. LTC12D099)

#### RESOLVED

that this agenda item was withdrawn pending further discussions with the Science Faculty and it is envisaged that this agenda item will be considered at the next meeting of LTC on 15 May 2013

### 56. STARRED FIRSTS

Considered and approved  
updated regulations for the academic year 13/14 which will govern the award of starred first classifications for undergraduate and integrated masters' students. (A copy is filed in the Minute Book, ref. LTC12D100)

#### RESOLVED

that members of LTC endorsed the updated regulations for the academic year 13/14 which will govern the award of starred first classifications for undergraduate and integrated masters' students

(In their discussions, members noted that with the introduction of the New Academic Model in the academic year 13/14:

- (i) Examination Boards were encouraged to continue to award starred firsts to graduates as this would enable them to compete in an increasingly competitive employment market;
- (ii) Criteria for award of starred first would need to be published to students at the beginning of their studies after formal approval by LTC.)

### 57. ROLE OF COURSE DIRECTOR

Considered and approved  
a role description the UEA course director. (A copy is filed in the Minute Book, ref. LTC12D101)

#### RESOLVED

that the role description of the UEA course director was approved by LTC and that this document should be considered as setting out the minimum expectations of a course director at UEA

### 58. TAUGHT PROGRAMMES POLICY GROUP

Considered  
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

(A copy is filed in the Minute Book, ref. LTC12D102)

59. PG RESEARCH PROGRAMMES POLICY GROUP

Considered  
a report on:

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

(A copy is filed in the Minute Book, ref. LTC12D103)

Reported  
that

- (1) the Postgraduate Research Programmes Policy Group was working on streamlining the transfer process for PhD students with the aim to reduce these to two approved processes instead of the four currently in operation. In due course, draft processes to reflect this change will be reported to LTC for consideration;
- (2) the annual progress reports for PGR students would move to web based reports on e: Vision and replace the current paper reports at some stage during the current academic year.

60. ITEMS FOR REPORT

(1) THE SCHOOL OF MUSIC

Received  
an update on developments. (A copy is filed in the Minute Book, ref. LTC12D104)

(2) STUDENT EXPERIENCE COMMITTEE

Received  
a report on the last meeting of the Student Experience Committee. (A copy is filed in the Minute Book, ref. LTC12D105)

(3) OUTSTANDING NAM REVIEWS

Received  
Outstanding NAM reviews on NSC pre-reg Nursing, NSC OPD and CHE MChem programmes. (A copy is filed in the Minute Book, ref. LTC12D106)

## LTC12M004

LTC-M8  
20.03.2013  
Min. 60

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

Received

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

- (1) SSF LTQC 9 January 2013 (A copy is filed in the Minute Book, ref. LTC12D107)
- (2) FMH LTQC 28 November 2012 (A copy is filed in the Minute Book, ref. LTC12D108)
- (3) HUM LTQC 16 January 2013 (A copy is filed in the Minute Book, ref. LTC12D109)
- (4) SCI LTQC 3 October 2012 and 12 December 2012. (A copy is filed in the Minute Book, ref. LTC12D110)

(5) QUARTERLY REPORT ON ACADEMIC APPEALS AND COMPLAINTS

Received

the October – December 2012 report. (A copy is filed in the Minute Book, ref. LTC12D111)

(6) PARTNERSHIPS

Received

a report on Partnerships Office activity. (A copy is filed in the Minute Book, ref. LTC12D112)

(7) QUALITY ASSURANCE AGENCY

Reported

that the agency had recently circulated:

- (1) Publication of a new subject benchmark statement for bachelor's degrees with honours and master's degrees in counselling and psychotherapy. (A copy is filed in the Minute Book, ref. LTC12D113)