

LTC12D155

Title: Update on Report to LTC 26 October 2011
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Issue

Attached at Appendix 1 is an update on the UEA London Institutional Approval report to LTC on 27 October 2011.

UEA London is a joint venture between UEA and INTO University Partnerships and the Institutional Approval process established by LTC culminated in an approval event in London on 12 July 2011. The Panel comprised:

Professor Tom Ward (PVC (Academic)) (Chair)
Ms Erica Towner (Director of Partnerships)
Mr Andrew Barker (Head of Library Academic Services)
Dr Andrea Blanchflower (Director of University Services: Learning and Teaching)
Dr Sara Connolly (AD, LTQ, SSF)
Mr Laurence Daly (Partnerships Office)
Mr Rob Evans (Academic Registrar)
Dr Annie Grant (Dean of Students)
Ms Rachel Handforth (Academic Officer, UUEAS)
Dr Adam Longcroft (Incoming Director of Taught Programmes)
Professor Geoff Moore (Director of Taught Programmes)
Ms Erica Towner (Director of Partnerships) (Chair)
Ms Sally Walker (Head of the Partnerships Office)
Mr Laurence Daly, Assistant Registrar, Partnerships Office, UEA

The Panel recommended the approval of UEA London to LTC and made a number of recommendations which were compiled in an action plan. This update reports the outcomes in response to the action plan and recommends that a review is conducted in the 2013-14 academic year.

Recommendation

The Learning and Teaching Committee is invited to:

- i) note the updated action plan; and
- ii) agree that a formal review event should be organised by the Partnerships Office and held at UEA London in 2013-14.

Resource Implications

None identified.

Risk Implications

None identified.

Equality and Diversity

Not applicable.

Further Information

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Attachments

**UNIVERSITY OF EAST ANGLIA
INSTITUTIONAL APPROVAL – UEA LONDON (including INTO UEA LONDON)**

Update on Report to LTC 26 October 2011

No.	Action	Details of completed actions
1.	<p>Establish an academic planning group with appropriate membership from London and Norwich and the authority to influence issues in London such as:</p> <ul style="list-style-type: none"> - co-ordination of QA processes; - developing communication between London and Norwich staff and students including staff/student committees, UUEAS and Learning Resources teams; - access to learning resources; - planned seminar group sizes; - staff office accommodation; - student evaluation processes; - student support including careers and other guidance; - general short to long term space planning. 	See note from Director of Learning and Teaching Services.
2.	Develop a more effective way to advise staff and students how to access and utilise UEA and other e-resources such that their use increases significantly.	Training sessions introduced by UEA London Learning Resources team.
3.	Ensure that staff and student induction processes are effective, are consistent between Norwich and London, are	Standard procedures for UEA and INTO staff and student induction are in place.

	embedded in the curriculum and extend beyond the introductory period of arrival.	
4.	Further develop formal processes for monitoring and reporting on the quality of teaching.	Standard procedures for UEA and INTO staff and student induction are in place.
5.	Put in place an English Language Support Programme to be available to students other than those on courses with English language content.	English Language Support Programme introduced and available to all students.
6.	Ensure that: a) all staff providing visa advice to students are appropriately qualified and comply at all times with the UKBA restrictions on the advice they are allowed to give; b) the advice given in all publicity, documentation and websites is reviewed accordingly.	Confirmation received from the Chief Operating Officer and checked during audits by UEA UKBA Policy and Operations Manager and INTO's UKBA Compliance Manager.
7.	Provide a supporting document outlining how the needs of current and potential disabled students will be met including appropriate resources within the UEA London building and student residential accommodation.	Documentation provided and Dean of Students' Office now oversees provision of support.
8.	Provide a five-year development plan for the allocation of space within the building to ensure that the needs of existing UEA-validated partners and UEA's own programmes are met.	See update from Director of Learning and Teaching Services.

10.	Continue review of INTO disciplinary procedures to ensure appropriate consistency with UEA.	Review completed and appropriate procedures in place.
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INSTITUTIONAL APPROVAL – UEA LONDON (including INTO UEA LONDON)

Update from Dr Andrea Blanchflower, Director of Learning and Teaching Services

Outcomes from Event on 12 July 2011 with notes on the current state of play

Action Point 1

Establish an academic planning group with appropriate membership from London and Norwich and the authority to influence issues in London such as:

- co-ordination of QA processes;
- developing communication between London and Norwich staff and students including staff/student committees, UUEAS and Learning Resources teams;
- access to learning resources;
- planned seminar group sizes;
- staff office accommodation;
- student evaluation processes;
- student support including careers and other guidance;
- general short to long term space planning.

Current state of play – June 2013

The strategy and governance of UEA London and the need to determine a mechanism for medium/long term planning has been the subject of much discussion since July 2011. New governance proposals were discussed at a JV Board on 12 June 2012. The Board agreed that new Governance arrangements be trialled but with the resignation and departure of the Centre Director and temporary secondments in place thereafter practical implementation has proved problematic.

The complexity centres on the difficulty in securing co-ordinated planning and resource management of the three business streams operating within the JV (pre-University, LAD and UEA) and the tenancy and business arrangements with initially three and now two other business: a) INTO City University LLP; and b) IUP. The INTO St Georges JV has now moved to other premises.

The secondment of the Director of Learning & Teaching Services to the role of Acting Centre Director (Sept '12- March '13) was helpful in improving the University's understanding of the overall business and different academic cycles. A Planning Committee was established to include the three academic leads of the three business streams and those with resource responsibilities within the JV. These were becoming helpful but the rhythm had not become fully established at the time the secondment ended. The JBoS is dealing effectively with the QA processes and the University's validation requirements as regards standards and expectations.

Despite the considerable amount of work that has been undertaken the underlying tension remains and the IUP and UEA visions for UEA London are not aligned. Work to bring the two partners together is on-going.

Action Point 8

Provide a five-year development plan for the allocation of space within the building to ensure that the needs of existing UEA-validated partners and UEA's own programmes are met.

Current state of play – June 2013

The above comments on strategy and governance are also relevant here. One of the significant features of space debates concerns uncertainty over the maximum capacity of the building and therefore the number of staff and students that could be accommodated. The Director of Learning & Teaching, whilst on secondment sought to reach a definition and this was presented to the JV Board on 21.2.13. Whilst this is helping to inform short term planning an agreed five year strategy has yet to be developed.

Dr Andrea Blanchflower
Director of Learning and Teaching Services
June 2013