

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 26 June 2013

Present: The acting Pro-Vice-Chancellor (Professor N. Norris) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of Partnerships (Mr I. Dewing), LTC Director of Staff Development (Mr P. Levy), the Director of Information Services (Mr J. Colam-French), the Director of University Services (LTS) (Dr A. Blanchflower), Director of University Services (FMH) (Ms A.E. Rhodes), the Dean of Students (Dr A. Grant), Associate Deans (LTQC) Mrs R. Doy, Mrs H. Gillespie, Dr S. Inthorn, Dr B. Milner), Mr C. Turner vice 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 the and a representative of the Graduate Students' Association, (Ms K. Hurst-Jones)** (except for business marked**).

With: The Dean of SSF (Professor N. Ward), the incoming Academic Officer of the Union of UEA Students (Ms. L. Withers-Green), the Head of PGR Students Office (Dr V. Easson), 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 Market Research Managers (Dr S. Ghosh and Ms R.Price) for agenda item A1, the Academic Director of INTO (Mr M. Perry) for agenda item A3, the Learning Technologist (Mr. A. Mee) for agenda item A5.

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

Apologies: The Library Director, (Mr N.Lewis) and the UCS Rep (Mrs C. Dobson)

79. MINUTES

Confirmed

the Minutes of the meeting held on 15 May 2013.

80. STATEMENTS BY THE CHAIR

- 1) Thanks to leaving members and welcome to new members
- 2) Guardian League Table 2014
- 3) HEA toolkit

(In his report the Chair

- (i) recorded his thanks to members of the Committee whose term of office expired at the end of the current academic year and thanked in particular Ms Alison Rhodes for leading the University through two successful quality assurance reviews conducted by the QAA. He also thanked the Academic Officer of the UEA Union of Students, Mr Josh Bowker, and the student member nominated by the UEA Union of Students, Ms Molly Hughes, for their contribution to the Committee over the last year.

(As this was also Professor Nigel Norris' last meeting as the acting PVC (Academic) and Chair of the Learning and Teaching Committee, Dr Adam Longcroft expressed his thanks to Professor Norris for effectively chairing and leading the Learning and Teaching Committee over the last academic year.)

The Chair welcomed the incoming Academic Officer of the UEA Union of Students, Ms Louise Withers-Green, to her first meeting of the Learning and Teaching Committee.

- (ii) noted UEA's league table position as 17th in the recently published Guardian League Table 2014 which represented an improvement of seven places in comparison with the previous year. Moving up the league table had been an important achievement for UEA and there would be no room for complacency as the University needed to maintain its position in the league table and aspired to move into the top 10.
- (iii) the HEA had developed a toolkit for any new members of staff starting to teach in Higher Education, this was a valuable resource and could be accessed at:

<http://www.heacademy.ac.uk/new-to-teaching-toolkit>

The Academic Director of Taught Programmes had already brought this to the attention of the Associate Deans and Faculty LTQCs and members were encouraged to promote and circulate this toolkit more widely across the University.

81. CONFIRMATION OF CHAIR'S ACTION

Confirmed

Confirmation of Chair's Action

- (i) The 2nd Air Division Memorial Trust Scholarships (AMS) – Amendment
- (ii) Chemistry Undergraduate Achievement Award
- (iii) The Aquaterra Energy Prize
- (iv) MED Association of Physicians UG studentships
- (v) MED Association of Physicians Intercalated bursary
- (vi) The Panasonic Scholarships (May 2013)
- (vii) Santander Scholarship

(A copy is filed in the Minute Book, ref. LTC12D152)

82. STUDENT EXPERIENCE SURVEY 2013

Received

a presentation from Dr Sreeparna Ghosh from the Business Intelligence Unit

(A copy of the power point presentation is filed on the LTC web site at:

<https://intranet.uea.ac.uk/committeeoffice/ueacombds/ltc/ltc1213/260613/ses2013>)

Reported that

- (1) the University had conducted a second student experience survey in 2013 which was sent to all first and second year students with questions modelled on the National Student Survey. The Norwich Medical School had been exempt from this survey by special permission from the PVC (Academic) due to other compulsory professional surveys already carried out in the School in an attempt to prevent survey fatigue. Some focus groups had also been included in the discussions.
- (2) a majority of students had not been satisfied with the longer than expected coursework feedback time and this was especially prevalent for coursework feedback from the Arts Hub. LTS was carrying out its own investigation to ascertain if misrepresentation of information had taken place as the survey did not differentiate if delayed feedback on coursework was due to slow marking or hub procedures.
- (3) in general, students were satisfied with the quality of teaching at UEA and students were positive and encouraging with a few minor causes for concern, in particular the perception of late feedback on coursework.
- (4) students seemed to value good organisation and teaching of a course when describing their overall satisfaction. This again reinforced the point that a well taught module with a member of staff having put considerable effort into explaining the subject matter was most appreciated by students. The Academic Director of Taught Programmes noted that a dedicated Academic Development Workshop on 'Managing a Module' will be led by Dr Ben Milner (AD, SCI) during the autumn semester 2013/14.

83. PG RESEARCH PROGRAMMES POLICY GROUP

Received

an oral report on the latest activities of the PGR Programmes Policy Group

Reported that

- (1) external examiners' reports for the academic year 11/12 had been reviewed with many positive comments received on the conduct of PhD vivas;
- (2) a continuation review is being introduced following the annual progression review;
- (3) work on streamlining the MPhil to PhD transfer was on-going and a paper setting out new proposals will follow in due course.

84. INTO REPORT

Received

an oral report from the Academic Director of INTO, Mr Matthew Perry, on potential INTO services offered to UEA

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Reported that

- (1) the partnership between UEA and INTO had now been in existence for seven years and there was still a need to publicise the services which INTO offered to UEA;
- (2) a staff handbook was in preparation to explain the organisational set up of INTO and services offered by INTO and UEA staff were encouraged to send comments/views to the Academic Director to ensure a comprehensive and meaningful staff handbook could be produced for UEA staff;
- (3) the pre-sessional English language course offered by INTO which was free at the point of use needed to be more publicised at UEA to increase further uptake of this much valued extra support for non-native English speakers. The Academic Director encouraged members of the Committee to assist him in advertising these language courses to the appropriate student groups at UEA.

85. ANNUAL ISD EDUCATION BOARD REPORT

Received

the annual report of the Education Board of ISD (A copy is filed in the Minute Book, ref. LTC12D146)

Reported that

- (1) the group had met twice during the current academic year and had compiled a report on the future of learning technologies with a view to inform the University's Teaching and Learning Strategies;
- (2) the group had also considered reports and outcomes on online marking, Blackboard connect encompassing Elluminate, the virtual classroom and lecture capture systems;
- (3) it had also been agreed that the Chair of the ISD Education Board would also be a member of the Information Strategies and Services Committee from the academic year 13/14 onwards.

86. THE FUTURE OF LEARNING TECHNOLOGIES

Received

a report on the impact of learning technologies in the future at UEA (A copy is filed in the Minute Book, ref. LTC12D148)

Reported that

- (1) the Learning Technology Team at UEA had been commissioned to write a report on learning technologies which were considered to have the most potential to enhance teaching and learning at UEA in the next five years;
- (2) the Committee needed to be aware on how learning technologies could enhance the quality of teaching and learning at UEA as the QAA as part of the Institutional Review process routinely examined how new learning technologies were developed to enhance the quality of teaching and learning;

- (3) the use of Blackboard for publishing lecture/study material needed to be increased as lecturers had not yet routinely subscribed to using Blackboard for this purpose;
- (4) the University had signed a contract to access Blackboard via mobile devices from the academic year 13/14.

RESOLVED that

members of the Committee should comment on this report and send appropriate feedback to Mr Andy Mee as it was felt that UEA could offer more types of learning technologies which should form part of the development of future LTC Teaching and Learning Strategies.

87. REPORT ON CODE OF PRACTICE ON STUDENT REPRESENTATION/STAFF/STUDENT LIAISON

Received

a report from Associate Deans of Teaching and Learning on best practice/issues in Faculties in relation to student representation (A copy is filed in the Minute Book, ref. LTC12D153)

Reported that

- (1) all Faculties apart from the Faculty of Social Sciences had submitted a report on best practice issues in Faculties in relation to student representation. The report from the Faculty of Social Sciences was slightly delayed as not all the data needed for the report had yet been available, this report will be presented to the Learning and Teaching Committee at its meeting in October 2013;
- (2) in the Faculty of Science, all Schools operated Staff Student Liaison Committees with varying degrees of success in identifying membership for these Committees. For example, in the School of Pharmacy, students were extremely keen to participate in the Staff Student Liaison Committee and membership had to be restricted while in the School of Mathematics, not enough members could be found from the student body. The School of Environmental Sciences discussed all module evaluations in the Staff Student Liaison Committees and if members were not satisfied with the responses of academic members of staff to the module evaluations, then academic members of staff were asked to reconsider their responses in view of the Committee's comments;
- (3) in the Faculty of Arts and Humanities, Staff Student Committees were active in all Schools and they meet regularly, at least twice a year, to discuss relevant issues. Some common themes which had emerged in 12/13 were:
 - (i) information needed to be shared more widely across joint honours degree students and Schools have already taken this issue on board when planning for the induction programmes for new students registering in September 2013;

- (ii) joint honours students felt disadvantaged when choosing modules, this has been addressed by treating single and joint honours students on the same basis during online module enrolment in spring 2013;
- (iii) students in PSI have the opportunity to discuss module evaluations with staff during the meetings which gives students and staff additional opportunities to discuss improvements.
- (4) in the Faculty of Medicine and Health Sciences, the Staff Student Liaison Committees were extremely active and were often chaired by a student chair leaving the students to set their own agenda; they focused on developing employability and leadership quality in line with the quality agenda set by the Department of Health.

RESOLVED that

members of the Committee agreed that the issue of joint honours students needed to be reviewed regularly to ensure that the student experience of joint honours students matched that of the single honours students

88. PLAGIARISM POLICY FOR 2013/14

Considered and approved

the revised plagiarism policy for the academic year 2013/14 (A copy is filed in the Minute Book, ref. LTC12D143)

RESOLVED that

the revised plagiarism policy for the academic year 2013/14 had been approved by the Learning and Teaching Committee.

(In their discussions, members noted the following:

- (1) a piece of assessed work which was considered to have contained plagiarism would initially be considered by a Plagiarism Panel which consisted of two Plagiarism Officers from two different Schools (the School of Study where the student who is alleged to have committed plagiarism is registered and another School of Study), this was a change to the previous policy when only the Plagiarism Officer from the School of Study in which the student was registered in would make a judgement on the case;
- (2) the Faculty Plagiarism Committee had been abolished as it was felt that this Committee added little to the process, if a student denied medium or high level plagiarism, the case would be referred to the Senate Student Discipline Committee for a swift resolution;
- (3) a student remained innocent of any plagiarism allegation until a Plagiarism Panel and/or Senate Student Discipline Committee had ruled otherwise, therefore an academic member of staff suspecting a student of having committed plagiarism and/or collusion, should always mark the paper concerned as if no plagiarism had occurred. The marked work will then be returned to the student, along with a letter from the Hub indicating that a suspicion of plagiarism exists, which will be investigated. Subsequently, the allegation of plagiarism and/or collusion would be investigated by the Plagiarism Panel and/or Senate Student Discipline Committee.)

89. NEW ACADEMIC MODEL DEGREE REGULATIONS FOR 2013/14

Considered and approved

- (i) a recommendation from TPPG that all marks are recorded and displayed to two decimal places (A copy is filed in the Minute Book, ref. LTC12D149)
- (ii) the final degree regulations for the new academic model in 2013/14 (A copy is filed in the Minute Book, ref. LTC12D150)

RESOLVED that

- (1) all marks should be recorded to two decimal places for all assessment items, modules, progression and classification averages in the new bachelors and masters degree regulations which will come into force from the academic year 2013/14. However, for progression and classification averages, the marks would be considered as integers and would be rounded up at the end of the process.
- (2) the final degree regulations for the new academic model be approved for the academic year 2013/14 subject a few minor changes on displaying marks to two decimal places and inclusion of the new extenuating circumstances regulations.

(In their discussions, members noted the following:

- (1) that this had been a lengthy and successful piece of work and the previously rather longwinded regulations had been condensed down to 25 pages;
- (2) the MED and NSC appendices had been incorporated into the main regulations.)

90. EXTENUATING CIRCUMSTANCES

Considered and approved

the final guidelines on the consideration of extenuating circumstances from the academic year 2013/14 (A copy is filed in the Minute Book, ref. LTC12D145)

RESOLVED that

- (1) the final guidelines on the consideration of extenuating circumstances were approved;
- (2) members noted that the concept of self-certification in paragraph 5.1.1. needed to be stressed and that justifications for extensions will be read/checked by staff;
- (3) the word of compensation should be replaced with remedy in the final extenuating circumstances guidelines in paragraph 5.3.8.

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91. NEW COURSE PROPOSALS

Considered

BSc Midwifery (Shortened) (NSC) (A copy is filed in the Minute Book, ref. LTC12D141)
BSc Speech and Language Sciences (AHP) (A copy is filed in the Minute Book, ref. LTC12D170)
BA and Foundation degree in Theatre Production Art (Mountview) (A copy is filed in the Minute Book, ref. LTC12D147)
PGCE School Direct (EDU) (A copy is filed in the Minute Book, ref. LTC12D142)

RESOLVED that

- (1) the following courses were approved: BSc Midwifery (Shortened), Foundation Degree and BA in Theatre Production, PGCE Direct (EDU);
- (2) the BSc Speech and Language Sciences had in the meantime been renamed to the BSc Human Communication Sciences or BSc Speech and Communication Sciences. Approval in principle was given for this proposed degree programme, however, further evidence needed to be obtained on market research/demand for and viability of this particular course, as well as resource implications for LTS for placements administration. Pending receipt of such information, the PVC (Academic) would finally approve this course by Chair's action.

(N.B.: The PVC (Academic) approved the course proposal for the BSc Human Communications Sciences on 30 July 2013 as the relevant information had been obtained from the School of Study.)

92. TEACHING FELLOWSHIP AWARDS 2011/12

Received

a reflective report on the award of Teaching Fellowships in the academic year 2011/12. (A copy is filed in the Minute Book, ref. LTC12D144)

93. TAUGHT PROGRAMMES POLICY GROUP

Received

a report from the Academic Director of Taught Programmes (A copy is filed in the Minute Book, ref. LTC12D151)

Reported that

- (1) a comprehensive professional development programme had been organised for the academic year 2013/14 in collaboration with the Centre for Staff and Educational Development making use of expertise across the University, key experts from other HEIs and focusing, more than ever before, on providing dedicated training to key 'role holders' within the University (e.g. Module convenors, Course Directors, SSLC Officers, Plagiarism Officers and Chairs of Boards of Examiners etc);
- (2) feedback from the Learning and Teaching Day had been overwhelmingly positive.

94. PARTNERSHIPS OFFICE ACTIVITY

Considered

a report on the UCS Joint Academic Committee (A copy is filed in the Minute Book, ref. LTC12D154)

95. UEA LONDON

Considered

an update on UEA London Institutional Approval (A copy is filed in the Minute Book, ref. LTC12D155)

96.. NAM TRANSITIONAL ARRANGEMENTS FOR CONTINUING STUDENTS

Approved

transitional arrangements for continuing students under NAM (A copy is filed in the Minute Book, ref. LTC12D156)

97. ITEMS FOR REPORT

(1) IMPLEMENTATION OF QAA CHAPTER 7 – EXTERNAL EXAMINING

Received

a report from the Learning & Teaching Manager (ECB, Assessments and Quality). (A copy is filed in the Minute Book, ref. LTC12D157)

(2) LTS SCHEDULE OF REVIEWS

Received

the LTS schedule of review of policies, regulations and Code of Practices (A copy is filed in the Minute Book, ref. LTC12D158)

(3) THE SCHOOL OF MUSIC

Received

a report the last meeting of the Music Monitoring Group (A copy is filed in the Minute Book, ref. LTC12D159)

(4) PARTNERSHIPS OFFICE ACTIVITY

Received

a general update report on latest activities in the Partnerships Office (A copy is filed in the Minute Book, ref. LTC12D160)

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

Received

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

SCI – 1 May 2013 (A copy is filed in the Minute Book, ref. LTC12D161)

HUM – 6 March 2013 (A copy is filed in the Minute Book, ref. LTC12D162)

SSF – 24 April 2013 (A copy is filed in the Minute Book, ref. LTC12D163)

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(6) NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

- (i) a report on the closure of the following courses:

MSc Business Information Management
MSc Strategic Information Systems
(A copy is filed in the Minute Book, ref. LTC12D164)

- (ii) fast track course proposals for :
BSc International Development and the Environment
BSc International Development and the Env (with overseas experience)

(A copy is filed in the Minute Book, ref. LTC12D165)

(7) EXTERNAL EXAMINERS' APPOINTMENTS 2012/13

Received

the list of external examiners appointed at UEA for the academic year 2012/13 for undergraduate and postgraduate taught courses

(A copy is filed in the Minute Book, ref. LTC12D166)

(8) TEACHING FELLOWSHIP AWARDS 2011/12

Received

the individual teaching fellowship reports for the academic year 11/12

(A copy is filed in the Minute Book, ref. LTC12D167)

(9) QUALITY ASSURANCE AGENCY

Received

- (1) Chapter B10: Managing Higher Education provision with others:
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-B10.pdf>

- (2) Chapter B9: Complaints and Appeals
<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality%20Code%20-%20Chapter%20B9.pdf>

- (3) QAA Quality Code Chapter Consultations, Circular 10/13, (LTC 12D168)

- QAA is opening the consultation on Part A: Setting and maintaining threshold academic standards, Chapter B1: Programme design and approval, Chapter B6: Assessment of students and accreditation of prior learning and Chapter B8: Programme monitoring and review of the UK Quality Code for Higher Education (the Quality Code). These consultations will run in parallel, with one consultation survey covering all four Parts and Chapters. The four consultation documents,

background information, and guidance about how to respond have now been published on QAA's website

- QAA is also opening the consultation on Chapter B2: Admission to higher education, of the Quality Code in June 2013. The revised Chapter, formerly Section 10: Admissions to higher education of the Code of practice for the assurance of academic quality and standards in higher education, sets out an expectation for the process of admissions of students into higher education. This consultation will run independently, with a separate consultation survey. The consultation document, background information, and guidance about how to respond will be published on QAA's website at the beginning of June.
- (4) QAA Quality Code Chapter Consultations, Circular 11/13, Chapter B2: Recruitment and Admissions to Higher Education (LTC12D169)
- (5) HER handbook - www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/HER-handbook-13.aspx
- (6) Consultation outcomes report – www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/HER-consultation-outcomes.aspx
- (7) The draft versions of chapters currently undergoing consultation for Part A: Setting and maintaining academic standards:
- Chapter B1: Programme design and approval
 - Chapter B6: Assessment of students and recognition of prior learning
 - Chapter B8: Programme monitoring and review of the UK Quality Code for Higher Education. The consultation is open until **1 August 2013**.
www.qaa.ac.uk/Newsroom/Consultations/Pages/qc-consultations.aspx
 - Chapter B2: Recruitment and admission to higher education of the UK Quality Code for Higher Education. The consultation is open until **1 August 2013**.
www.qaa.ac.uk/Newsroom/Consultations/Pages/recruitment-admission.aspx
- (10) HEFCE PUBLICATIONS

Received

HEFCE publication Circular 15/2013 setting out HEFCE's policy for addressing unsatisfactory quality in institutions:

<http://www.hefce.ac.uk/pubs/year/2013/cl152013/>

- (11) MCM3 REPORT

Received

the MCM3 report from SSF. (A copy is filed in the Minute Book, ref. LTC12D171)