

# LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 22 October 2014

- Present:** Pro-Vice-Chancellor (Professor N. Ward) (in the Chair), the Academic Director of Taught Programmes (Dr A. Longcroft), the Academic Director of Learning and Teaching Enhancement (Mrs H. Gillespie), the Academic Director of Partnerships (Professor I. Dewing), the LTC Director of Staff Development (Ms A. Giles), the Director of Library Services (Mr N. Lewis), Associate Deans (L&T) Mrs R. Doy, Dr C. Matthews, Dr B. Milner), the representative from University College Suffolk (Professor P. Cavenagh), the Undergraduate Education Officer of the UEA Union of UEA Students (Mr C. Rand), the Postgraduate Education Officer of the UEA Union of UEA Students (Mr L. Mccafferty), the student representative nominated by the Students Council (Mr A. Ocampo)
- With:** the Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Dr J. Sharp), the Head of PGR Research Service (Dr V. Easson), the Head of Partnerships (Mrs S. Walker), the Academic Director of INTO (Dr M. Perry), the Director: Student Advocacy, UEA Union of Students (Ms J. Spiro); the Market Research Manager (Ms R. Price) for agenda item A1, the Associate Dean for Postgraduate Taught Programmes, Enterprise & Engagement, FMH (Professor J. Gazzard) and the Senior Partnerships Manager (Mr L. Daly) for agenda item A11 (vi)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey)
- Apologies:** the Director of University Services, LTS (Dr A. Blanchflower), the Dean of Students (Dr A. Grant), Associate Dean (L&T) Ms R. Chakraborty, the representative from City College Norwich (Mr J. White)

1. MINUTES

Confirmed

the Minutes of the meeting held on 25 June 2014. Arising from Minute 100, it was noted that the Fit to Sit policy was being implemented for first year MBBS students only in 2014/15.

2. STATEMENTS BY THE CHAIR

In his oral report the Chair noted that:

- 1) monthly meetings had been set up with him and representatives from the Union of UEA Students (UUEAS) to take forward issues related to student assessment and feedback.
- 2) a consequence of the decision to protect entry tariff was that student targets for 2014/15 had not been met. As a result in-year savings would have to be made this financial year to compensate for the shortfall in revenue. Further work was being undertaken on converting applicants to students.

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- 3) an Embedding Employability bid to the Higher Education Academy (HEA) had been successful. The University would therefore receive HEA support and guidance in developing the UEA Skills Award.

3. CONFIRMATION OF CHAIR'S ACTION

Confirmed

the Chair has taken action to approve the following: (A copy is filed in the Minute Book, ref. LTC14D001)

- i. Approval of the School of Pharmacy's revised Fitness to Practice procedure
- ii. Approval of the Master of Fine Art in Creative Writing
- iii. Approval of the MA Creative Writing (Crime Fiction)
- iv. Amendments to General Regulation 17: Conduct of University Assessments
- v. Approval of School Direct Primary PGCE award
- vi. Minor changes to the Norfolk Regulatory Framework
- vii. Minor amendments to the Student Charter
- viii. Approval of amendments to the Terms and Conditions relating to the Excellence Awards
- ix. Approval of the final version of the University's Learning and Teaching Strategy

\*4. NATIONAL STUDENT SURVEY 2014

This minute is confidential and attached as a separate sheet.

\*5. GOOD HONOURS STATISTICS

This minute is confidential and attached as a separate sheet.

6. REVIEW OF THE UNIVERSITY'S GENERAL REGULATION 14 (PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY)

Considered

an update on the progress of the Working Group established to review General Regulation 14 and a request for approval in principle to the Group's recommendations (A copy is filed in the Minute Book, ref. LTC14D004)

Reported

- (1) the Working Group set up to review General Regulation 14 proposed that where there were concerns about a student's professional misconduct and/or unsuitability there would be a transparent process in place, making it clear to students what would happen and when. This was outlined in the draft procedure and accompanying flow chart;
- (2) timescales for the production of any investigatory report had still to be finalised;
- (3) the proposed timescale by which students would be notified of the requirement to attend a Senate Student Discipline Committee meeting relating to an alleged breach of Regulation 14 (SSDC Mode C) would be changed from 5 to 20 days in keeping with the current timescale for such cases.

(During the Committee's discussions it was noted that:

although the Working Group was addressing the formal linkage of the Fitness to Practice (FTP) procedures with the University's disciplinary process, it was often a case of seeking suitable remedies to problems which were supportive to students).

RESOLVED

- (i) a timeline should be produced by the Working Group to map out the time that would be taken between an initial concern being raised to students being notified of an outcome;
- (ii) EDU and PSY would have to establish Fitness to Practice Committees/Boards;
- (iii) the Head of LTS (Quality), the Head of Postgraduate Research Service and the Learning and Teaching Manager on the Working Group should meet to discuss how the proposals of the Working Group would work in practice for students on research degree;
- (iv) the principles proposed by the Working Group should be approved.

7. PEER OBSERVATION

Considered

the operation of Peer Observation in Faculties in 2013/14 (A copy is filed in the Minute Book, ref. LTC14D005)

Noted

- (1) the only Faculty Summary on Peer Observation to be received was from SCI. However this did not contain the required School Reports;
- (2) 100% compliance with the Peer Observation with the policy was expected.

RESOLVED

- (1) Faculty Summary reports, with all School reports, would be considered at the December meeting of the Committee having gone through the appropriate Learning Teaching and Quality Committee (LTQC);
- (2) Associate Deans (L&T), in consultation with Faculty or School Managers, should implement measures at the end of the autumn semester and before Easter to ensure that all required Peer Observations were taking place on schedule.

8. EXAMINATIONS AND COURSE TESTS

Considered

a strategy for reducing the number of examinations and course tests (A copy is filed in the Minute Book, ref. LTC14D006)

Reported

the proposed strategy sought to encourage course teams to consider the pedagogical issues related to examinations and course tests as methods of assessment. It

highlighted the disadvantages of examinations and course tests, for example, in the case of autumn semester modules which had examinations in the summer examinations series.

(In its detailed consideration members:

- (1) heard that UUEAS was very supportive of the proposed strategy:
- (2) acknowledged that for some disciplines such as Mathematics, examinations might be the most appropriate form assessment. In addition, some Professional, Statutory and Regulatory Body (PSRB) requirements might compel certain courses to retain examinations;
- (3) agreed that there could be a role for examinations as a sound pedagogical method of assessment but that the proposed strategy articulated a number of useful alternatives and that there was considerable scope to reduce the numbers of examinations and course tests. This was in line with one of the key tenets of the New Academic Model).

RESOLVED

- (1) the proposed strategy should be amended to incorporate suggestions from members. It would then be circulated to Associate Deans and Teaching Directors, accompanied by the memorandum that had been circulated to Teaching Directors from the Academic Director of Taught Programmes and Director of University Services (LTS) on 2015/16 Course Update.
- (2) further consideration would be given to when the University might be able to move to a four weeks summer examination period. This would be an item for the December LTC meeting;
- (3) subject to (1) and (2) above, the strategy should be approved.

9. PROPOSED ROLE DESCRIPTION FOR MODULE ORGANISERS

Considered

a proposed role descriptor for Module Organisers (A copy is filed in the Minute Book, ref. LTC14D007)

Reported

the proposed role description aimed to provide a clear outline of the expectations of a Module Organiser (MO). It was also a document which should empower MO's to undertake this role.

Resolved

subject to the incorporation of suggestions made by members, including reference to online reading lists and digitised reading, the role description be approved and circulated to academic staff by Associate Deans (L&T).

10. COURSE AND MODULE UPDATE 2015/16

Considered

a progress report on course and module update for 2015/16 (A copy is filed in the Minute Book, ref. LTC14D008)

## Reported

- (1) information had been sent to all Teaching Directors from the Academic Director of Taught Programmes and Director of University Services (LTS) on 2015/16 Course and Module Update. This update would be undertaken in the context of an emphasis on the course and course level outcomes, reducing the number of modules with low enrolments and redesigning course profiles to ensure that modules within the same option ranges did not clash with each other or with any compulsory modules;
- (2) Course Directors would be required to work on assessment strategies in the context of the Framework for Higher Education Qualifications (FHEQ). Course Directors and Deputy Course Directors would need to take account of the student experience for students on joint courses.

(In their discussions, members:

- 1) considered the rationale for the reduction in the number of modules with low enrolments;
- 2) noted that in some cases, the subject matter of modules no longer running might be incorporated into other modules;
- 3) heard that an important part of the NAM was to ensure that students had clearly defined choice;
- 4) agreed that the issue of co-taught modules for students in levels 6 and 7 should be investigated outside the meeting. This was primarily an issue for SCI and FMH).

## RESOLVED

the Chair would give consideration to a request from the Director: Student Advocacy that there be a UUEAS representative on the University's Timetabling Working Group.

11. CODE OF PRACTICE ON STUDENT REPRESENTATION

## Considered

an update on the review of the Code of Practice on Student Representation (A copy is filed in the Minute Book, ref. LTC14D009).

## Reported

it was planned to bring the final report and recommendations from the joint Working Group to either the January or March 2015 meeting of LTC.

12. TAUGHT PROGRAMMES POLICY GROUP

## Considered

a report from TPPG (A copy is filed in the Minute Book, ref. LTC14D010).

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13. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING ENHANCEMENT

Considered

an update from the Academic Director of Learning Enhancement (A copy is filed in the Minute Book, ref. LTC14D011).

14. NEW AWARDS AND COURSE PROPOSALS

Considered

approval of the following new course proposals:

BSc/MPhys Physics (A copy is filed in the Minute Book, ref. LTC14D012).

Reported

- (1) although a BSc Physics was an approved award, the award of MPhys was new and might require formal approved by Senate;
- (2) The Institute of Physics had considered the proposal with a view to accrediting the degrees;

RESOLVED

- (i) since the proposals were contingent on a £5million HEFCE bid being successful, the committee did not feel that it was in a position to make a decision at this time.

Once the outcome of the bid was known, and if successful, further work needed to be undertaken on the New Course Proposal as follows:

- (ii) elements of the document needed be rewritten to include further information on who were competitor institutions. In addition it was noted that the AAB tariff was one of the highest of all 44 Universities in the country offering Physics. Confirmation was required that the School was confident that it would attract sufficient student numbers with that tariff;
- (iii) further clarity was requested on the recruitment strategy, particularly with regard to attracting female students to study Physics;
- (iv) the Course Highlights section (S12) needed to be completed;
- (v) in light of concerns expressed by colleagues in the Careers service (BC8.2 on page 18) more work was needed on highlighting how the courses will address employability;
- (vi) more details were required on the Year in Industry and how that will operate;
- (vii) collaboration with the Study Abroad Team on proposals for a Year Abroad was required;
- (viii) the regulations for Year in Industry/Year Abroad needed to be as reflected in the Bachelors and Integrated Masters (stage progression onto YA/Year in Industry);
- (ix) more detail was required in the document about learning progression/feedback and employability;

- (x) students in the School needed to have been consulted (ie via SSLC) and evidence of student feedback needs to be contained in the proposal;
- (xi) the Head of LTS (Quality) would ascertain whether the MPhys required Senate approval.

Secretary's note: Following a meeting between the Dean of Science and the Chair of LTC it was agreed that the Faculty had a plan to enable Physics to run even if the HEFCE bid was not successful. The revised proposal could therefore be submitted to the December meeting of LTC.

1. Integrated Master of Pharmacy (A copy is filed in the Minute Book, ref. LTC14D013).

Reported

- 1) the proposal aimed to address a problem experienced by international students who were often unable to obtain a visa to enable them to undertake the one year pre-registration training following completion of the four year MPharm;
- 2) it was intended to create a five year degree thereby enabling students to access pre-registration training and register as pharmacists upon completion. It was confirmed that this programme would be open to all students, not just international students.

RESOLVED

- (i) further consideration was needed on the placement element of the proposal, particularly with regard to the last placement, to ensure that it aligned with the University's Code of Practice on Placements. Administrative support for the placements also required further consideration;
- (ii) clarification was required on the English language requirements for the proposed five year course;
- (iii) evidence of consultation with students on the proposal was required;
- (iv) once i-iii above had been finalised the proposal would be approved by Chair's action;
- (v) the Secretary would liaise with LTS Coordinators to ensure that consultation with students was undertaken on all course proposals prior to them being considered by LTC.

2. BSc Pharmacology and Drug Discovery (A copy is filed in the Minute Book, ref. LTC14D014)

Reported

the School of Pharmacy had identified a market for the proposed course which would be a unique degree producing graduates with skills and knowledge to enable them to work in pharmacology or drug design and development.

RESOLVED

- (i) students should be consulted on the proposal;
- (ii) once evidence of consultation with students had been provided the proposal would be approved by Chair's action.

3. MEng/BEng Engineering (A copy is filed in the Minute Book, ref. LTC14D015)

Reported

- 1) the proposal sought to amend the existing MEng/BEng course provision to offer more general courses with some streaming;
- 2) Under the proposal there would be the following courses:
  - a. BEng (Hons) Energy Engineering with Environmental Management
  - b. MEng/BEng Energy Engineering
  - c. MEng/BEng Engineering
  - d. BEng Engineering with a Year in Industry;
- 3) the general courses would contain pathways and there would be a large degree of module sharing across them.

(In its detailed discussions members

- 1) expressed some concern that given it was a new area of study students might not have access to the breadth and depth of academic resources they would expect, in addition to those provided in class or by tutors;
- 2) questioned, on the basis of information provided in the new course proposal document, whether the courses were financially viable).

RESOLVED

- (i) the course proposer should attend the next meeting of LTC or provide a written response, to address the Committee's concerns about outlined in i. and ii. above;
  - (ii) existing students should be consulted about the proposals and evidence of this consultation be added to the Course Proposal.
4. MSc Advanced Operations and Logistics (A copy is filed in the Minute Book, ref. LTC14D016)

Reported

- 1) the proposed course would replace the MSc Supply Chain Management which had not recruited well. The focus of the new course was expected to better respond to the needs of the market;
- 2) the course would use existing modules from the MSc Advanced Business Management and so was resource efficient.

RESOLVED

- (i) more information should be provided on the assessment feedback cycle and the assessment strategy should be made clearer;
- (ii) the course team should be asked to reconsider whether six two hour examinations were appropriate for a one year MSc. If such assessment was in place for pedagogical or PSRB related reasons then this should be clarified;
- (iii) there should be consultation with existing students on the proposal;
- (iv) the proposal was approved in principle, subject to the SSF Associate Dean (L&T) liaising with the Academic Director of Taught Programmes on i-iii above



- (v) and these points being addressed in the New Course Proposal form. The Associate Dean should also discuss possible options for PGR students with the Head of Postgraduate Research Services;
- (vi) Chair's Action would be taken to approve the proposal once the Academic Director of Taught Programmes was satisfied that the issues raised by members of LTC had been addressed.

5. Proposed New Institutional Partnership: Royal Marsden School (A copy is filed in the Minute Book, ref. LTC14D017)

Reported

following a successful bid by UEA, to validate Royal Marsden School courses in London it was proposed to recommend that the Royal Marsden School be considered as a new institutional partner, subject to an Institutional Approval event. Thereafter a course validation process would take place to approve proposed course provision.

RESOLVED

Subject to formal School and Faculty approvals being forthcoming, the proposal be approved.

15. AMENDMENTS TO THE CODE OF PRACTICE FOR THE EXTERNAL EXAMINING SYSTEM OF AWARDS

Approved

proposed amendments to the Code of Practice for the External Examining System of Awards (A copy is filed in the Minute Book, ref. LTC14D017a).

16. WITHDRAWAL FROM VALIDATED PROVISION AT UEA LONDON

Approved

an update on arrangements for the withdrawal from validated provision at UEA London (A copy is filed in the Minute Book, ref. LTC14D018).

17. PROGRAMME SPECIFICATION TEMPLATE AND GUIDANCE

Approved

a revised Programme Specification Template and Guidance Document (A copy is filed in the Minute Book, ref. LTC14D019).

18. PARTNERSHIPS

Received

an update from the Partnerships Office (A copy is filed in the Minute Book, ref. LTC14D020).

19. MAPPING THE QAA QUALITY CODE ACROSS UEA PARTNER INSTITUTIONS

Received

an update on Partner Progress on Mapping to the QAA Quality Code (A copy is filed in the Minute Book, ref. LTC14D021)

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20. QAA THEMATIC REVIEW OF LONDON CAMPUSES

Received

a summary of the QAA Thematic Review of London Campuses (A copy is filed in the Minute Book, ref. LTC14D022)

21. DEVELOPMENT ACTIVITY INFORMED BY THE QUALITY CODE B10: MANAGING HIGHER EDUCATION PROVISION WITH OTHERS

Received

a report on development activity informed by the Quality Code B10: Managing higher education provision with others (A copy is filed in the Minute Book, ref. LTC14D023).

22. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive (A copy is filed in the Minute Book, ref. LTC14D024).

23. INTERNATIONAL SUMMER SCHOOL 2014

Received

a report on the 2014 International Summer School (A copy is filed in the Minute Book, ref. LTC14D025).

24. HIGHER EDUCATION REVIEW (HER)

Received

notification from the QAA that the HER will take place in Autumn 2015 (A copy is filed in the Minute Book, ref. LTC14D026).

25. CSED: ANNUAL REPORT 2013/14

Received

a report from the Head of CSED (A copy is filed in the Minute Book, ref. LTC14D027).

26. REPORT ON ANNUAL MODULE AND COURSE REVIEW 2013/14

Received

a report on 2013/14 Annual Module and Course Review (A copy is filed in the Minute Book, ref. LTC14D028).

27. SCHEDULE OF 5 YEARLY REVIEWS IN 2014/15

Received

a schedule of course reviews to take place in 2014/15 (A copy is filed in the Minute Book, ref. LTC14D029).

28. EXTERNAL EXAMINER REPORTS 2012/13

Received

a report on 2012/13 External Examiner reports (A copy is filed in the Minute Book, ref. LTC14D030).

29. REVIEW OF THE ADVISER SYSTEM

Received

a progress report on the review of the Adviser System (A copy is filed in the Minute Book, ref. LTC14D031).

30. QAA QUALITY CODE

Received

the mapping documents for the following QAA Quality Code Chapters:

- i) B2 Recruitment, Selection and Admission to Higher Education. (A copy is filed in the Minute Book, ref. LTC14D032)
- ii) B6 Assessment of Students and Accreditation of Prior Experiential Learning (A copy is filed in the Minute Book, ref. LTC14D033)
- iii) B9 Academic Appeals and Complaints. (A copy is filed in the Minute Book, ref. LTC14D034)
- iv) B10 Development activity informed by the Quality Code B10: Managing higher education provision with others (A copy is filed in the Minute Book, ref. LTC14D062)

31. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

- i. BSc International Business Management (for students going into Yr 2 2014/15) – (A copy is filed in the Minute Book, ref. LTC14D035)
- ii. BSc International Business Management (for students going into Yr 3 2014/15) – (A copy is filed in the Minute Book, ref. LTC14D036)
- iii. PGCert in Mental Health – (A copy is filed in the Minute Book, ref. LTC14D037)
- iv. BSc Business Management – (A copy is filed in the Minute Book, ref. LTC14D038)
- v. BSc Business Finance & Management – (A copy is filed in the Minute Book, ref. LTC14D039)
- vi. Executive MBA (part time) – (A copy is filed in the Minute Book, ref. LTC14D040)

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Received

a report on course closure for the following courses:

- i. BA in Professional Studies, - (A copy is filed in the Minute Book, ref. LTC14D041)
- ii. Cert Emergency Medical Care, - (A copy is filed in the Minute Book, ref. LTC14D042)
- iii. Cert HE Emergency Medical Care – (A copy is filed in the Minute Book, ref. LTC14D043)
- iv. MBA Strategic Carbon Management, - (A copy is filed in the Minute Book, ref. LTC14D044)
- v. MBA Strategic Carbon Management (2 yr London), - (A copy is filed in the Minute Book, ref. LTC14D045)
- vi. MBA Strategic Carbon Management (3 yr London), - (A copy is filed in the Minute Book, ref. LTC14D046)
- vii. MSc Entrepreneurship and Strategy – (A copy is filed in the Minute Book, ref. LTC14D047)

32. FACULTY LEARNING AND TEACHING COMMITTEES

Received

minutes of the meeting of the Faculty Learning, Teaching and Quality Committees

1. SSF Learning, Teaching and Quality Committee held on 9 July and 17 September 2014 – (A copy is filed in the Minute Book, ref. LTC14D058)
2. HUM Learning, Teaching and Quality Committee held on 28 May 2014 and 9 July 2014 – (A copy is filed in the Minute Book, ref. LTC14D059)
3. SCI Learning, Teaching and Quality Committee held on 2 July and 1 October 2014 – (A copy is filed in the Minute Book, ref. LTC14D060)
4. FMH Learning, Teaching and Quality Committee held on 18 June 2014 – (A copy is filed in the Minute Book, ref. LTC14D061)

33. RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

Received

statements of the University's policies on reserved areas of business and confidentiality. (A copy is filed in the Minute Book, ref. LTC14D048).

34. LEARNING AND TEACHING COMMITTEE: TERMS OF REFERENCE 2014-15

Received

the terms of reference of the Committee 2013-14. (A copy is filed in the Minute Book, ref. LTC14D049).

35. LTC MEMBERSHIP 2014-15

Confirmed

membership of LTC (A copy is filed in the Minute Book, ref. LTC14D050).

36. LTC SCHEDULE OF REPORTS 2014/15

Received

LTC schedule of reports (A copy is filed in the Minute Book, ref. LTC14D051).

37. QAA, UK QUALITY CODE

Received

a consultation document on nine revised subject benchmark statements (CL 13/14). (A copy is filed in the Minute Book, ref. LTC14D052).

38. OFFICE OF THE INDEPENDENT ADJUDICATOR ANNUAL REPORT 2013

Received

the annual report from the OIA (A copy is filed in the Minute Book, ref. LTC14D053).

39. NATIONAL TEACHING FELLOWSHIP SCHEME

Received

a report on the National Teaching Fellowship Scheme 2015(A copy is filed in the Minute Book, ref. LTC14D054).

40. FUTURE SKILLS INITIATIVE WORKING GROUP

Received

a report on the work of the Working Group. (A copy is filed in the Minute Book, ref. LTC14D055).

41. SCHOOL OF MUSIC

Received

a final report on the School of Music (A copy is filed in the Minute Book, ref. LTC14D056).

\*\*42. POSTHUMOUS AWARD

This minute is confidential and reserved and attached as a separate sheet.