

# LEARNING AND TEACHING COMMITTEE



## Minutes of the meeting held on Wednesday 3 December 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 University Services (LTS) (Dr A. Blanchflower), the Library Director (Mr N. Lewis), Associate Deans (L&T) (Ms R. Chakraborty, Mrs R. Doy, Dr B. Milner, Dr G. Pagani representing Dr C. Matthews), the representative from University College Suffolk (Professor P. Cavenagh), the representative from City College Norwich (Mr J. White), the Undergraduate Education Officer of the UEA Union of UEA Students (Mr C. Rand), the student representative nominated by the Union 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 Director: Student Advocacy UEA Union of Students (Ms J. Spiro)
- Secretary:** the Learning and Teaching Manager (LTS) (Ms M. Pavey)
- Apologies:** the Dean of Students (Dr A. Grant), Associate Dean (L&T) (Dr C. Matthews), the Academic Director of INTO (Dr M. Perry)
- In attendance:** the Joint Head of the Careers Service (Mr J. Goodwin), the HUM Director of Employability (Dr R. McGuire), the UEA Market Research Manager (Ms R. Price), the UEA Market Research Officer (Ms R. Hannant)

### 43. MINUTES

Confirmed  
the Minutes of the meeting held on 22 October 2014.

### 44. STATEMENTS BY THE CHAIR

In his oral report the Chair noted that:

- 1) the QAA Higher Education Review will take place during the week of 12 October 2015.
- 2) an LTC Blackboard site is being developed to cut down, and eventually eliminate, the need for printed copies of LTC committee papers, as part of the drive for 3% savings across the University. This will start with new course proposals being posted on the Blackboard site only.
- 3) consideration of the move to a four week examination period will be on the agenda for the January 2015 meeting of the committee.
- 4) proposals to merge Biochemistry and Medicinal Chemistry are being developed.

LTC-M2  
03.12.2014  
Min. 45

45. CONFIRMATION OF CHAIR'S ACTION

Confirmed

confirmation of Chairs' action (A copy is filed in the Minute Book, ref. LTC14D063)

Approval of Bursaries and Scholarships

- i. the Dr Fergal O'Driscoll Pre-elective Prizes
- ii. revised rules for the John Jarrold Scholarships
- iii. the Wilkinson Scholarship
- iv. the Ethicon Student Bursary
- v. the B. Braun Melsungen AG Student Bursary
- vi. the Chris Gooch Fund
- vii. the John and Pamela Salter Charitable Trust Skills Awards
- viii. revised rules for the Colonel Charles L. Walker Scholarship

\*46. ANALYSIS OF THE POSTGRADUATE STUDENT EXPERIENCE SURVEY (PTES) 2014

This minute is confidential and attached as a separate sheet.

47. UEA SKILLS AWARD

Considered

an overview of the UEA Skills Award (A copy is filed in the Minute Book, ref LTC14D065)

Reported

- 1) the Joint Head of Careers gave an overview of the Skills Award. Benefits of the award included strengthening the offer to current students and demonstrating the University's commitment to employability. It also provided an opportunity to build partnerships with employers. In addition, it provided an opportunity for students to get recognition for some of the extra- curricular activities they undertake and have this recorded on their Higher Education Achievement Report (HEAR).
- 2) a pilot of between 200 to 300 students was being run from January 2015 with a view to rolling out the award in September 2015. Over 50 module organisers have responded on how aspects of their modules might contribute as part of the award.

(In its detailed discussions members:

- (1) were advised that there was a close mapping of the Skills Award attributes to the graduate attributes in the UEA Learning and Teaching Strategy. Reference to the Skills Award attributes would also be included in the proposed UEA Module outline. It was confirmed that elements of a Year in Industry could also count towards the award.
- (2) were advised that employees would be asked to comment on the value in the award with regard to employees from UEA who had gained a UEA Skills Award).

RESOLVED

that PGR and Careers Service staff would have ongoing discussions on whether the award might, in future, be applicable to PGR students.

48. PEER OBSERVATION

## Considered

reports on the operation of Peer Observation in Faculties in 2013/14

- i) SSF – (A copy is filed in the Minute Book, ref. LTC14D066)
- ii) SCI – (A copy is filed in the Minute Book, ref. LTC14D067)
- iii) HUM – (A copy is filed in the Minute Book, ref. LTC14D068)

## Noted

all teaching staff must be subject to Peer Observation at least once every two years. 100% compliance with the policy is required. All Schools should have a plan in place to ensure this. Observation could include online courses, laboratory work, IT labs, PhD supervisions as well as teaching.

## RESOLVED

- (1) the Peer Observation forms PO2 and PO3 should be amended to record the number of people reviewed in the previous year as well as the current year and the number of staff on probation, who must be observed every year;
- (2) the Associate Deans (Learning and Teaching) would make amendments to forms PO2 and PO3 as outlined above;
- (3) the Academic Director of Taught Programmes (ADTP) would revise the guidelines on Peer Observation to make it clearer how much teaching an Associate Tutor had to do to require Peer Observation to be undertaken. Clearer milestones and deadlines within the process would also be added. The ADTP would revise the guidelines and disseminate best practice via the LTS website;
- (4) the representative from City College Norwich (CCN) would send the ADTP information on the bespoke software used by CNN for Peer Observation.

49. PLAGIARISM: GUIDANCE FOR PLAGIARISM OFFICERS AND GUIDANCE FOR ACCOMPANYING PERSONS AT PLAGIARISM MEETINGS

## Considered

- (1) Guidance for Plagiarism Officers
- (2) Guidance for Accompanying Persons at Plagiarism meetings

(A copy is filed in the Minute Book, ref. LTC14D069).

## Reported

- 1) the guidance was intended to help with the induction of new Plagiarism Officers (POs) and act as a source of key information for existing PO's. This was in addition to the CSED training offered for PO's. The guidance highlighted the developmental and educative role of the PO as well as its policing role.

## Noted

- 1) in Section 17, paragraph 2 of the guidance and in the guidance notes for accompanying persons, references to accompanying persons having a role in translating for students where English was not their first language would be removed. There is an expectation that students have a sufficient level of English to engage in any University activity including attendance at a Plagiarism and Collusion meeting;

- 2) where disabled students had reasonable adjustments to have a person to assist them with aspects related to their care or studies, this person would not count as an accompanying person. The guidance would be amended to reflect this.

RESOLVED

- (1) the Guidance for Plagiarism Officers and Guidance for Accompanying Persons and Plagiarism meetings be amended to reflect 1) and 2) above;
- (2) the draft Guidance for Plagiarism Officers be amended to reflect that training was compulsory for PO's given that their role ensured that the integrity of UEA awards were upheld. Page 4 of the guidance would be amended to reflect this;
- (3) the guidance should cross reference to General Regulation 15, Misconduct in Research;
- (4) subject to the amendments outlined in (1) to (3) above being made, the guidance for Plagiarism Officers and the Guidance for Accompanying Persons at Plagiarism meetings be approved;

50. PROPOSED UNIVERSITY MODULE OUTLINE TEMPLATE

Considered

a University Module Outline Template (A copy is filed in the Minute Book, ref. LTC14D070).

Reported

- (1) the template was required to meet the requirements of Part C of the QAA Quality Code, as part of the University's commitment to student engagement. It would also help to ensure that the loop on responding to student feedback would be closed by demonstrating, where appropriate, how student feedback was taken into account in the delivery of a module;
- (2) it was confirmed that main focus of the outline was to provide information to students but it would help with providing data required by LTS and would obviate the need for academic staff to be contacted for module related information on several different occasions.

(In its detailed consideration members noted that:

- (1) a tabled paper which was an amendment to the attributes in Section 10 of the template. Robust mechanism were now in place to ensure that where Module Organisers state that a module develops transferrable skills, this is clearly articulated;
- (2) it was intended eventually to develop the template as an online document.
- (3) the outline was intended as the minimum information that should be provided to students. Module Organisers could add further detail as appropriate. It was agreed that further information highlighting this should be included in the guidance section of the template).

## RESOLVED

the form be approved subject to the Associate Dean (L&T) for Science providing text for the guidance section indicating how Module Organisers could adapt the form if required.

51. REPORT ON ACADEMIC APPEALS, COMPLAINTS, OIA AND SENATE STUDENT DISCIPLINARY COMMITTEE CASES (SSDC) IN 2013/14

## Received

- (1) A review of academic appeals, complaints, OIA and SSDC
  - (2) UUEAS statistics on academic appeals and complaints
- (A copy is filed in the Minute Book, ref. LTC14D071)

## Reported

- (1) there had been a significant drop in the number of SSDC General Regulation 17 cases relating to misconduct in assessments from previous years. However there had been an increase in the number of non-academic cases being referred to an SSDC Panel;
- (2) There was a reduction in the proportion of Stage One appeals which went on to a Stage Two appeal. This was in part due to the fact that Faculty Academic Appeals and Complaints Panels were working well. The number of cases deemed 'not-justified' by the OIA had increased.

(In its detailed discussions members:

- (1) noted that in academic- related misconduct cases students were signposted to the UUEAS Advice Centre (SAC) in the formal letters they received relating to their case. However this did not happen in non-academic disciplinary cases. As a result there was some concern that information students might provide to a member of the SAC team or advice from the SAC that might prevent a case being referred to an SSDC might not be raised until the SSDC Panel meeting;
- (2) heard that staff in UUEAS would work with colleagues in HSC on possible ways of dealing with the high number of appeals from nursing students;
- (3) noted that there was an excellent working partnership between colleagues in UUEAS and UEA on matters relating to appeals, complaints, SSDC Panels and the OIA. The Chair thanked UUEAS representatives for their part in this).

## RESOLVED

the Chair and the Head of LTS (Quality) would take forward with Dr Grant, Dean of Students a recommendation that students involved in non-academic related disciplinary cases should be formally signposted to the UUEAS Advice Centre in all correspondence

52. TAUGHT PROGRAMMES POLICY GROUP

## Considered

a report from TPPG. (A copy is filed in the Minute Book, ref. LTC14D072)

Noted

members discussed proposals for a mid -year module evaluation survey. There were differing views on the desirability and feasibility of such surveys, particularly for large student cohorts. The ADTP noted that any such survey would need to be auditable. Student representatives supported mid- semester focus groups as a way of giving students a voice and affording them the opportunity to potentially benefit from any changes whilst they were still studying the module.

53. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING AND TEACHING ENHANCEMENT

Considered

an update from the Academic Director of Learning Enhancement. (A copy is filed in the Minute Book, ref. LTC14D073)

Noted

nearly 2000 pieces of work would be going through the all electronic process of submission, moderation and marking via e:Vision. After Christmas work would be taking place on developing the Blackboard system for electronic process of submission, marking and return.

54. MBBS: PROPOSALS FOR AN AMENDMENT TO THE BACHELORS AND INTEGRATED MASTERS REGULATIONS

Considered

proposals for the introduction of an additional year grade for the MB BS degree from 2015/16. (A copy is filed in the Minute Book, ref. LTC14D074)

Reported

MBBS is not a classified award but there is the provision for the award of a merit and distinction. The proposal was to introduce changes to the year grades which are currently just pass and distinction and introduce an additional year grade of merit. This would bring the award in line with MBBS degrees across the sector.

RESOLVED

(1) the Associate Dean (L&T) for FMH should confirm that the proposals would not impact on the number of points MED students received on completing their course. She should also clarify that students affected by the proposals had been consulted and advise the Chair on the outcome of the consultation;

(2) once the outcome of (1) had been ascertained, the Chair would take Chair's action to approve the proposals, which would take effect for new students in 2015/16 and also for first year students on an MBBS course who registered in 2014/15.

55. NEW AWARDS AND COURSE PROPOSALS

Considered

approval of the following new course proposals:

- (i) MEng/BEng Energy Engineering  
MEng/BEng Engineering (A copy is filed in the Minute Book, ref. LTC14D075)

## Reported

amendments had been made to the proposal following consideration by LTC at its October meeting. There had been a useful meeting with Library staff to ensure that appropriate library resources were available for the courses. An extraordinary SSLC had been convened which had provided useful student feedback. Financial projections were now articulated in the proposal document.

## RESOLVED

that the proposal be approved.

- (ii) Diploma of Higher Education in Paramedic Science (A copy is filed in the Minute Book, ref. LTC14D076)

## Reported

- (1) UEA had bid for the tender to run a DipHE in Paramedic Science. The outcome of the tender was still awaited but course development was proceeding. Colleagues in HSC would work with the East of Anglia Ambulance Trust, which would be providing some of the theory training. Students would remain employees of the Trust. The UEA bid was to deliver in Norfolk and Waveney rather than across Eastern region.

## (In its detailed discussions members

- (1) queried the entry requirements and questioned whether UEA would be able to veto any proposed student;
- (2) requested clarification over resource implications for the University;
- (3) noted that consultation with the stakeholders was not apparent as required in Section B7 of the New Course Approval form.

## RESOLVED

that the proposal was approved in principle for further development but should come back to the Committee having addressed (1) to (3) above and having been approved by the FMH Faculty Executive and LTQC.

- (iii) Initial proposals for UEA Health Online Phase 1. (A copy is filed in the Minute Book, ref. LTC14D077)

This proposal was withdrawn from the meeting and would be submitted for consideration in 2015.

56. REASSESSMENT UNDER THE NEW BACHELORS AND INTEGRATED MASTERS REGULATIONS: CONSIDERATION OF REASSESSMENT EVENTS FROM 2014/15 ONWARDS

## Approved

arrangements for reassessment in the second year of the Bachelors and Integrated Masters (BIM) Regulations. (A copy is filed in the Minute Book, ref. LTC14D078)

57. UEA PARTNERSHIPS STRATEGY

Approved

a University Partnerships Strategy. (A copy is filed in the Minute Book, ref. LTC14D079)

58. INSTITUTIONAL REVIEW OF EASTON & OTLEY COLLEGE

Approved

a recommendation to Senate that Easton & Otley College be re-approved as a partner institution of the University for a period of up to five years commencing October 2014. (A copy is filed in the Minute Book, ref. LTC14D080)

59. WITHDRAWAL FROM VALIDATED PROVISION AT UEA LONDON

Considered

an update on arrangements for the withdrawal from validated provision at UEA London. (A copy is filed in the Minute Book, ref. LTC14D081)

60. PARTNERSHIPS

Received

a confidential update from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC14D082)

61. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC14D083)

62. 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. LTC14D084)

63. STUDENT LED TEACHING AWARDS

Received

proposals from the Union of UEA Students for new Student Led Teaching Awards. (A copy is filed in the Minute Book, ref. LTC14D085)

64. QAA QUALITY CODE

Received

the mapping documents for the following QAA Quality code Chapters:

B4. (A copy is filed in the Minute Book, ref. LTC14D086)



65. REPORT ON EXTERNAL EXAMINER APPOINTMENTS FOR 2014/15

Received

a list of approved External Examiners for 2014/15. (A copy is filed in the Minute Book, ref. LTC14D087)

66. REPORT ON REASSESSMENTS UNDERTAKEN IN 2013/14

Received

a report on reassessments undertaken in 2013/14. (A copy is filed in the Minute Book, ref. LTC14D088)

67. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

BSc Psychology: Introduction of two named pathways (A copy is filed in the Minute Book, ref. LTC14D089)

Received

a report on course closure for the following courses:

1. BA International Relations and European Politics – (A copy is filed in the Minute Book, ref. LTC14D090)
2. MA International Relations and European Politics – (A copy is filed in the Minute Book, ref. LTC14D091)
3. MA/MSc Environmental Sciences and the Humanities – (A copy is filed in the Minute Book, ref. LTC14D092)

68. 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 1 October 2014. (A copy is filed in the Minute Book, ref. LTC14D093)

69. OIA CONSULTATION ON THE GOOD PRACTICE FRAMEWORK FOR HANDLING COMPLAINTS AND ACADEMIC APPEALS

Received

the University's response to the OIA consultation on the Good Practice Framework for handling of complaints and academic appeals. (A copy is filed in the Minute Book, ref. LTC14D094)