

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 18 March 2015, in Committee Room 2, the Council House.

*Refreshments will be available outside the room from 1.50 pm.*

Michele Pavey  
Learning & Teaching Manager  
11 March 2015

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## AGENDA

### 1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 16 March 2015. Reserved items appear in Section D.

### 2. MINUTES

To confirm  
the Minutes of the meeting held on 28 January 2015 (Enclosed)

### 3. STATEMENTS BY THE CHAIR

- Higher Education Review Briefings – Feedback
- Update on 2030 Vision Consultation
- Update on the Office of the Independent Adjudicator Good Practice Guide for handling academic complaints and appeals

### 4. CONFIRMATION OF CHAIR'S ACTION

To confirm  
confirmation of Chair's action. LTC14D150 (Divider A)

Approval of new prizes, bursaries and scholarships and amendments to existing prizes, bursaries and scholarships

New Prizes, Bursaries and Scholarships

1. The John Boyne Scholarship
2. Dame Shirley Pearce Prize: Inter-professional Learning Poster Competition
3. Hogan Lovells Bursary
4. Prize for the best critical dissertations (pre-1789 and post-1789) in the School of Literature, Drama and Creative Writing
5. The Ashton Partnership Scholarship in Water Security at the University of East Anglia

Amendments to an existing Scholarship  
The Medical Aspirations Scholarship

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**SECTION A: ITEMS FOR DISCUSSION AND ACTION**

A1. REVIEW OF THE UNIVERSITY'S GENERAL REGULATION 14 (PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY)

To consider  
proposals from the Working Group set up to review General Regulation 14 (Professional Misconduct and/or Unsuitability). LTC14D151 (Divider B)

A2. CODE OF PRACTICE FOR STAFF STUDENT LIAISON COMMITTEES

To consider  
the final report from the group considering a Code of Practice on Staff Student Liaison Committees. LTC14D152 (Divider C)

A3. 2013/14 REPORT FROM THE LEARNING ENHANCEMENT TEAM

To consider  
the annual report from the Learning Enhancement Team from the Dean of Students Office. LTC14D153 (Divider D)

A4. LTC REVIEW OF THE ADVISING SYSTEM

To receive  
the report of the review of the Advising System. LTC14D154 (Divider E)

To consider  
the proposed Advising Policy (Appendix 9.8 of the Report)

A5. BLACKBOARD USE: CAMPUS WIDE USE & PROPOSALS FOR NEXT STEPS

To consider  
i) proposals for using Blackboard for module and course delivery  
ii) next steps in the development of Blackboard  
LTC14D155 (Divider F)

A6. MAXIMISING STUDENT PARTICIPATION IN END OF MODULE EVALUATION

To consider  
proposals for enhancing student participation in end of module evaluation. LTC14D156 (Divider G)

A7. FUTURE USE OF MID-MODULE EVALUATION

To consider  
principles for the use of mid-module evaluation. LTC14D157 (Divider H)

A8. PROPOSED PRINCIPLES FOR ASSESSMENT AND FEEDBACK

To consider  
principles for assessment and feedback, adapted from the national NUS benchmarking tool. LTC14D158 (Divider I)

## LTC14A004

A9. PLAN FOR THE FIRST INTERIM EVALUATIVE REPORT FOLLOWING THE IMPLEMENTATION OF THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS (BIM)

To consider  
the draft plan for the first interim evaluative report following the implementation of BIM. LTC14D159 (Divider J)

A10. GUIDANCE ON GOVERNANCE NOMENCLATURE

To consider  
proposed guidance on the use of governance nomenclature. LTC14D160 (Divider K)

A11. UNIVERSITY TEACHING FELLOWSHIP SCHEME

To consider  
revised proposals for a new University Teaching Fellowship Scheme. LTC14D161 (Divider L)

A12. RESEARCH STUDENTS WHO UNDERTAKE TEACHING

To consider

- i. updated guidelines on teaching undertaken by PGT students
- ii. a recommendation from the PGT Executive that the University adopts the Postgraduate Employment Charter

LTC14D162 (Divider M)

A13. TAUGHT PROGRAMMES POLICY GROUP

To receive  
a report from the Academic Director of Taught Programmes on recent activities of TPPG. LTC14D163 (Divider N)

A14. REPORT FROM THE ACADEMIC DIRECTOR OF LEARNING AND TEACHING ENHANCEMENT

To consider  
an update from the Academic Director of Learning and Teaching Enhancement. LTC14D164 (Divider O)

A15. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

1. the granting of approval of:

BA (Hons) Economics with a Year Abroad. LTC14D165

To report

Health Online Phase 1: updated proposal incorporating feedback from stakeholders and School responses. LTC14D166

***Please note that LTC14D166 will have a confidential paper sent out as Divider P and will not appear on the Blackboard site.***

## LTC14A004

2. the granting of approval in principle, to proceed to validation, of:

City College Norwich:

- i. BA (Hons) Hospitality and Event Management
- ii. BA (Hons) Tourism Management

Mountview Academy of Theatre Arts:

- i. MA Musical Direction
- ii. MA Musical Theatre Writing

LTC14D167

***Please note that the New Awards and New Course Proposal documents can be found on the LTC Blackboard site.***

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## **SECTION B:**

### **ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED**

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Monday 16 March 2015.

These items can be found on the Learning and Teaching Committee Webpage at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2014-2015>

#### **B1. SUPPORT FOR STUDENTS WHILST STUDYING OR WORKING ABROAD**

To consider  
recommendations to enhance support for students whilst studying or working abroad. LTC14D168

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## **SECTION C: ITEMS FOR REPORT**

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Monday 16 March 2015.

These items can be found on the Learning and Teaching Committee Webpage at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2014-2015>

#### **C1. POSTGRADUATE RESEARCH EXECUTIVE**

To receive  
a report on the latest activities of the Postgraduate Research Executive.  
LTC14D169

## LTC14A004

### C2. PARTNERSHIPS

To receive

a report from the Partnerships Office. LTC14D170

### C3. UNIVERSITY LEARNING AND TEACHING DAY: 7 MAY 2015 (THEME: STUDENT TRANSITIONS)

To receive

the programme for the 2015 Learning and Teaching Day. LTC14D171

### C4. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes to the following courses:

1. LLB Law with American Law. LTC14D172

a report on course closure for the following courses:

1. Science with a Foundation Year (U1F008401/2 & U1F008801/2)
2. LLM International Competition Law and Policy (T1M228102)
3. BA Economics and Economic Psychology (U1LC18301/2)

LTC14D173

### C5. QUALITY ASSURANCE AGENCY

To receive

1. QAA News and QAA Events Update
  2. CL 02/15 Consultation on seven revised subject benchmarks
- LTC14D174

### C6. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

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

1. SCI LTQC held on 10 December 2014 and 4 February 2015. LTC14D175
2. HUM LTQC held on 15 January 2015. LTC14D176
3. SSF LTQC held on 14 January 2015. LTC14D177

### C7. 5 YEARLY COURSE CONFIRMATION REVIEW REPORTS (CR3) FOR FHM 2013/14

To receive

the CR3 reports for the following courses in FMH:

1. Undergraduate:  
Medicine with a Foundation Year  
BSc Nursing Sciences  
DipHE Operating Department Practice  
LTC14D178
2. Postgraduate  
Clinical Education  
LTC14D179

## **LTC14A004**

C8. ANNUAL COURSE MONITORING: SCHOOL SUMMARIES (QAR3) 2013/14

To receive

Annual Course Monitoring School Summaries from:

Faculty of Arts and Humanities (Undergraduate: Art). LTC14D180

C9. UNIVERSITY TEACHING FELLOWSHIPS – TERMINATION OF SCHEME

To receive

notification of the termination of a Teaching Fellowship scheme following the cessation of HEFCE funding. LTC14D181

C10. QUALITY ASSURANCE AND ENHANCEMENT REPORTING TO LTC

To receive

a schedule for the submission of QAE related reports to LTC. LTC14D182

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## **SECTION D: RESERVED AGENDA**

*No items have been received*