

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 28 January 2015

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 Head of the Learning Enhancement Team, representing Dr A. Grant, Dean of Students (Dr J. Schildt), the Director of University Services (LTS) (Dr A. Blanchflower), Associate Deans (L&T) (Ms R. Chakraborty, Mrs R. Doy, Dr C. Matthews, Dr B. Milner), 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. Johnson)

With: the Head of LTS (Quality) (Dr J. Sharp), the Head of Postgraduate 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 UUEAS SCI Convenor (Ms E. Kitching)

Secretary: the Learning and Teaching Manager (LTS) (Ms M. Pavey)

Apologies: the representative from University College Suffolk (Professor P. Cavenagh), the Library Director (Mr N. Lewis), the representative from City College Norwich (Mr J. White), the Dean of Students (Dr A. Grant)

In attendance: the SSF Senior Faculty Manager (Dr L. Bohn) for Minute 73, the Academic Director of Research Degree Programmes (Dr N. Watmough) for Minute 76, the Head of School, Health Sciences (Professor V. Lattimer) for Minute 86, the Senior Partnerships Manager (Mr L. Daly) for Minutes 86 and 87 and the Senior Partnerships Manager (Mr G. Tash) for Minute 85

70. MINUTES

Confirmed

the Minutes of the meeting held on 3 December 2014.

(The Director: Student Advocacy, UEA Union of Students (UUEAS) drew members' attention to Minute 63 relating to Student Led Teaching Awards, which were a brand new initiative. 70 nominations for the awards had currently been received.)

71. STATEMENTS BY THE CHAIR

1. Higher Education Review: Thematic options
The University had been able to express a preference for one of two thematic options and had opted for employability. The other option was digital literacy.
2. Corporate Plan
There would now be a 15 year strategic vision overview document sitting alongside the 2016-2020 UEA Plan. The Plan would be formally signed off at a meeting of Council in autumn 2015. This timescale would enable extensive consultation with a range of stakeholders. Consultation commenced from 16 February 2015.

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72. CONFIRMATION OF CHAIR'S ACTION

Confirmed

that the Chair had taken action to approve new prizes, bursaries and scholarships and amendments to existing prizes, scholarships and bursaries as detailed below: (A copy is filed in the Minute Book, ref. LTC14D095)

New Prizes, Scholarships and Bursaries

1. The Paul Head Memorial Scholarship
2. The Amar-Franses and Foster-Jenkins Trust Scholarships
3. School of Mathematics: Best Final Year BSc Project Prize
4. Best Final Year Master of Mathematics MMath Project Prize
5. School of Mathematics: Project Poster Prize
6. School of Health Sciences Prize for Best Overall Academic Performance – BSc Hons pre-registration programmes

7. School of Health Sciences Prize for Best Overall Academic Performance – pre-registration Dip HE programmes
8. School of Health Sciences Prize for Best Overall Academic Performance – pre-registration MSc programmes
9. Norwich Business School: School Prize for best performance – MSc Advanced Business Management
10. Medicine with a Foundation Year Course Directors' Prize (MED)
11. The Dean's prize for progression on to the MB BS (MED)
12. MSc in Health Economics (Full time) Bursaries
13. The Ian Hunter Prize (EDU)
14. The Richard Warn Memorial Prizes (BIO)
15. The John Whittaker Scholarship (BIO)
16. The Dean's Prize for the Arts and Humanities
17. The Tristan Clark Prize (LAW)
18. The Sir Roy and Lady Catherine Goode Prizes (LAW)
19. The Thomson Reuters Law Prize (LAW)

Amendments to existing Prizes, Scholarships and Bursaries

1. Level 1 MPharm School of Pharmacy Prize for Life Sciences Chemistry
Level 2 MPharm Day Lewis Pharmacy Practice Prize for Year 2
Level 3 MPharm Day Lewis Prize
School of Pharmacy School of Pharmacy Prize for Advanced Drug Discovery and Drug Delivery (PHA)
2. School Prize for best performance – MSc Human Resource Management (NBS)
3. British Computer Society Prize (CMP)
4. Prizes for Distinguished Performance in Actuarial Science and Business Statistics
5. British Psychological Society Undergraduate Award for Outstanding Degree Performance
School of Psychology Award for Best Final Year Project (PSY)

(In view of the volume of activity as a result of the sterling work of the Development team, the Chair would be meeting with the Director of Development to explore the possibility of developing a standard model for new prizes, scholarships and bursaries.)

73. CODE OF PRACTICE ON STUDENT REPRESENTATION

Received

an update on the work of the group considering a Code of Practice on Student Representation. (A copy is filed in the Minute Book, ref LTC14D096)

Reported

- (1) members were advised by Dr Bohn (SSF Senior Faculty Manager) and Mr Rand (UJEAS, Undergraduate Education Officer) that the Working Group set up to look at the Code of Practice was making good progress. Course feedback, the low level of students coming forward to act as representatives and a lack of consensus around chairing and student representative selection for Staff Student Liaison Committees (SSLCs) had been identified as issues to be addressed by the group. The group would be giving consideration to PGT/PGR student representation.
- (2) the Chair advised Dr Bohn and Mr Rand that the proposed principles in the Code of Practice must be very clearly articulated and easily understood. He confirmed that LTC did not have jurisdiction over resources and so any resource implications needed to be very clearly defined.

RESOLVED

that the final draft proposals would be discussed at the meeting of the Taught Programmes Policy Group (TPPG) on 4 March, and aspects relevant to PGR students at the PGR Executive on 3 March 2015 before coming back to LTC on 18 March.

74. INDIVIDUALISED EXAMINATION FEEDBACK

Considered

an oral update on providing individualised examination feedback to students

Reported

the Chair advised members that the University was considering the possibility of enhancing feedback on examinations beyond generic feedback. This was also one of the UJEAS Student Experience Report recommendations. The University's Executive Team had preliminary discussions on the issue of examination feedback and had sanctioned consideration of other models of feedback.

RESOLVED

individualised examination feedback would be given further consideration at a future LTC meeting.

75. UPDATE ON THE MOVE TO A FOUR WEEK EXAMINATION PERIOD

Considered

an update on the move to a four week examination period. (A copy is filed in the Minute Book, ref LTC14D097)

Considered

- (1) the Academic Director of Taught Programmes (ADTP) advised the Committee that whilst the number of individual examination sittings had significantly decreased over the two years since the New Academic Model (NAM) had been in place, there was still a significantly greater reduction in the number of exams required in order to move successfully to a five or four week exam period.

Using the current examination slotting system and ensuring efficient use of rooms, it would be necessary to reduce number of summer series exams by a further 180 to achieve a four week examination period.

- (2) members agreed that there needed to be a willingness amongst academic staff to adhere to the principles of the NAM and to explore whether examinations were necessary, pedagogically, to module and course outcomes.
- (3) members considered a proposal from the Associate Dean (L&T) for HUM that module organisers could be required to submit a rationale for requesting an examination which then had to be considered and approved or rejected. It was agreed that this could be trialled in HUM but that the proposed assessment as a whole would need to be justified and considered rather than just examinations as a form of assessment.

(In its detailed consideration members:

- i) agreed that it was necessary to be mindful of the fact that a reduction in the number of examinations should not be replaced with a rise in the number of scheduled course tests:
- ii) heard from the Chair that, although it had been possible to ensure that in the 2014/15 students only had one examination per day, the agreed caveat to this had always been that this could be done only when it was logistically possible.

RESOLVED

- (1) that once data was available on the number of examinations proposed for 2015/16, if the number of examinations was not reduced sufficiently to enable the move to a five week examination then Associate Deans (L&T) would work with colleagues in their Schools to effect a larger reduction, with particular emphasis on autumn semester examinations.
- (2) that the University would move to a five week examination period for 2015/16 with a view to moving to a four week period in 2016/17.

76. UEA RESEARCH DEGREE EDUCATION STRATEGY

Considered

approval of a University Research Degree Education Strategy. (A copy is filed in the Minute Book, ref LTC14D099)

Reported

the Academic Director of Research Degree Programmes gave the Committee an overview of the proposed strategy. He noted that there was an emphasis on the duality of PGR students as being at the heart of research activity at UEA and also being students with all the rights and responsibilities that conferred. The 15 strategic aims in the document all matched to measurable outcomes which would be reviewed annually by the PGR Executive.

(In its discussions members:

- i) noted that UUEAS representatives were very satisfied with the process of consultation and proposed strategy;

- ii) agreed that a range of services which could provide advice and guidance to PGR students, such those offered by the Dean of Students Office, should be reflected in the strategy;
- iii) agreed that the development of staff involved in research degree education could be more clearly outlined in the strategy;
- iv) agreed that since not every doctoral graduate would leave having gained every attribute, this could be highlighted in the strategy. It was noted however, that each candidate, regardless of their area of research, would be able to demonstrate a majority of the attributes;
- v) noted that there was scope for ensuring training and education for research degree students in using appropriate technologies).

RESOLVED

that the Research Degree Education Strategy by approved, subject to the incorporation of feedback from the Committee's discussions. It would then be submitted to Senate for approval.

77. ENHANCING ACADEMIC STUDENT INDUCTION**Considered**

proposals to develop and enhance academic student induction. (A copy is filed in the Minute Book, ref LTC14D100)

Reported

the ADTP advised Committee members that since student induction was such a key activity he had developed a number of overarching themes and principles. These would form the basis for consideration by an Academic Induction Working Group which had been established to look at 2016/17 student induction. The group would have academic, student and local support representatives and would look at the principles of effective induction and the timeliness of activities. It would take a 'blank canvas' approach and would focus on undergraduate and PGT academic student induction. PGR student induction was being considered separately by Faculty Graduate School Executives and the PGR Executive.

(In its discussion members:

- i) agreed that University level student registration worked very well and was well received by students particularly since integration. The high level of cross service working was very effective;
- ii) discussed the possibility of allocating more time to student induction with subject taster/introductory sessions taking place in Week 1 rather than formal lectures;
- iii) considered the need to take account of students entering directly into Year 2 and who started teaching in Week 1, but who also needed an induction programme. Also noted was the fact that some students started their degrees at other entry points (January, February, April and July) and therefore missed the main induction activities which took place in September).

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RESOLVED

- 1) that the Head of the Learning Enhancement Team should be a member of the Working Group;
- 2) that the Guidance on Enhancing Student Academic Induction be endorsed.

78. PEER OBSERVATION

Considered

the 2013/14 Peer Observation reports from the Faculty of Medicine and Health Sciences. (A copy is filed in the Minute Book, ref LTC14D101)

Reported

the Associate Dean (L&T) for FMH reported that there had been 100% compliance with Peer Observation in the former School of Nursing Science and work was being done in MED to ensure full compliance. This included a CPD event on Peer Observation to prepare the Peer Observers and those being observed. Work was being carried out to ensure that part-time staff were reviewed.

Tabled

a proposed draft template for Peer Observation of on-line teaching.

RESOLVED

that the proposed template be given further consideration at TPPG.

79. UEA QUALITY ASSURANCE AND ENHANCEMENT GUIDE

Considered

approval of a UEA Quality Assurance and Enhancement Guide. (A copy is filed in the Minute Book, ref LTC14D102)

Reported

the Head of LTS (Quality) reported that the guide related to taught programmes only and replaced the pre-integration Assuring Quality document. It drew together in one document a set of links to all relevant regulations, policies and procedures organised around the QAA Quality Code.

Members commended the brevity and timeliness of the guide which would be useful for both staff and students.

RESOLVED

that the UEA Quality Assurance and Enhancement Guide be approved.

80. ACADEMIC SUPPORT FOR STUDENTS BETWEEN INITIAL ASSESSMENT AND REASSESSMENT

Considered

academic support provided for students between initial assessment and reassessment. (A copy is filed in the Minute Book, ref LTC14D103)

Considered

- (1) the ADTP advised members that the recommendations outlined in the paper were intended to ensure that academic support was available to students

where necessary, between initial assessment and reassessment. The recommendations related to academic staff, with a particular role for Module Organisers and Advisers.

- (2) the possibility of providing academic support via Blackboard, email or Skype for students unable to attend UEA was considered. Providing support at the point of failing was also discussed. In terms of measuring the success of academic support, retention statistics and students' perceptions of their support would be indicators of success.

(in its detailed discussions members:

- i) noted that UUEAS were very supportive of the proposals. The Learning Enhancement Team (LET) provide a lot of support but usually on an individual student basis so if Module Organisers had information on who was required to be reassessed then LET could organise its resources better;
- ii) agreed that consideration should be given to the maximum amount of support that could be provided. Given that there were no regulatory or contractual commitments made to give additional support it was necessary to be mindful of any unintended consequences of the proposals;
- iii) noted that towards the end of August each year Blackboard was updated and courses might disappear from a student view or might be repopulated. It was therefore necessary to ensure that Blackboard was set up appropriately to assist with any reassessment support).

RESOLVED

- (1) LTC endorsed, in principle, the proposal to enhance and ensure consistency in the academic support given to students undertaking reassessment. How this would be monitored, delivered and how success would be measured would require further consideration;
- (2) a revised paper would be submitted for consideration at the March 2015 LTC meeting;
- (3) associate Deans should advise academic colleagues in their Faculty that this would be implemented for the 2014/15 reassessments.

81. QUALIFICATION CHARACTERISTICS: CONSULTATION

Considered

proposals to establish a group to respond to the QAA's consultation document on Qualification Characteristics. (A copy is filed in the Minute Book, ref LTC14D104)

Reported

- (1) the consultation document related to Foundation, Masters and Doctoral degrees and qualifications awarded by two or more degree-awarding bodies. Doctoral degrees and qualifications awarded by two or more bodies were particularly significant for UEA.
- (2) it was proposed to establish a working group to develop a University response to the consultation document.

RESOLVED

- (1) that the proposal to establish a working group be endorsed;
- (2) that Associate Deans (L&T), the UUEAS Undergraduate and Postgraduate Education Officers, the Academic Director of Research Degree Programmes and the Head of PGR Service should highlight any challenges that the proposals might present or submit any other comments to the ADTP in time for a response to be made to QAA by 23 March 2015.

82. ASSURING QUALITY FOR INTERNATIONAL STUDENTS STUDYING IN THE UK: GUIDANCE FOR HIGHER EDUCATION PROVIDERS

Considered

a University response to the QAA consultative document on assuring quality for international students studying in the UK. (A copy is filed in the Minute Book, ref LTC14D105)

RESOLVED

members should consult with their constituents and report comments or concerns on the proposed guidance document to the ADTP, who was coordinating the University's response, by 6 February 2015.

83. UNIVERSITY TEACHING FELLOWSHIP SCHEME

Received

proposals for a new University Teaching Fellowship Scheme. (A copy is filed in the Minute Book, ref LTC14D106)

Considered

members considered a proposal from Dr Simon Lancaster, the University's most recent National Teaching Fellow to introduce a University Teaching Fellowship Scheme. The ADTP advised members that the proposal aligned its criteria with the criteria for the National Teaching Fellowship Award Scheme. It would replace existing UEA teaching fellowships.

RESOLVED

- (1) that although LTC endorsed the principles outlined in the proposed scheme, further work was needed on its resource implications, in particular academic and administrative staff time needed to be costed and esteem from Student Led Awards and postgraduate research supervision should also be included;
- (2) a suitably revised proposal should be considered at the March 2015 LTC meeting.

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

Considered

an update from the Academic Director of Learning and Teaching Enhancement. (A copy is filed in the Minute Book, ref LTC14D107)

Reported

the Academic Director of Learning and Teaching Enhancement noted the improvement in coursework turnaround times in the autumn semester. She also reported that there were no plans to move to electronic examinations, although this had been subject to some discussion.

*85 PROPOSAL TO WITHDRAW FROM A PARTNERSHIP AGREEMENT WITH THE INSTITUTE OF HEALTH AND SOCIAL CARE STUDIES

This minute is confidential and attached as a separate sheet.

86. INSTITUTIONAL APPROVAL OF ROYAL MARSDEN SCHOOL

Considered

a recommendation to Senate that Royal Marsden School be approved as a partner institution of the University for a period of up to five years, commencing September 2015. (A copy is filed in the Minute Book, ref LTC14D109)

Reported

- (1) the Senior Partnership Manager s, Mr Laurence Daly, advised the Committee that an Institutional Approval event in early January 2015 had recommended that UEA Senate should approve Royal Marsden School becoming a partner institution subject to a number of requirements and recommendations that must be finalised before courses start in September 2015.
- (2) it was noted that Royal Marsden has an international reputation for cancer care and partnership had great potential to provide opportunities for research collaboration.

RESOLVED

that a recommendation be made to Senate that the Royal Marsden School should be approved as a partner institution of the University for a period of up to five years, subject to a number of requirements being met before the partnership began.

87. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

- (1) the granting of approval of:
 - i) Diploma of Higher Education Paramedic Science. (A copy is filed in the Minute Book, ref LTC14D110)

Considered

the Associate Dean (L&T) for FMH informed the Committee that the NHS contract to deliver the DipHE had been awarded to UEA. An approval event with the Health Care Professions Council would take place in March 2015. It was confirmed that concerns expressed by LTC at its December 2014 meeting had been addressed in the revised course approvals document.

RESOLVED

that the proposal be approved

- ii) *Health Online Phase 1* (A copy is filed in the Minute Book, ref LTC14D111)

Considered

- (1) the FMH Associate Dean (L&T) advised the Committee that Health Online Phase 1 was a new and different method of course delivery for the University. Phase 1 was intended to test the market and ensure that the online learning and teaching facilities were effective and scalable. The Director of Human Resources had been consulted on contractual implications for staff and it might be necessary to revisit this with her as the courses develop.
- (2) there was extensive discussion about the proposal. Members' attention was drawn to the fact that, if approved, LTC would be approving online course delivery as a method of teaching which was ready to be rolled out and also that the content of the modules was appropriate.
- (3) the considerable resource implications of the proposal were discussed and concern was expressed that there had been no comments on the proposal from key stakeholders including the Faculty Finance Manager, the Director of ISD and the Dean of Students.
- (4) with regard to benchmarking of M level provision members agreed that the Committee needed to be assured that the course team had given due consideration to the relevant benchmarking documents and recommended that the team also considered the proposals in the QAA Qualifications Characteristics consultation document.
- (5) the Committee considered the plan for future online courses as outlined in the proposal document. It was agreed that if expansion of online courses or modules was planned this would need to come back to LTC for approval. What was under consideration as part of Phase 1 was approval of a number of CPD courses and a 20 credit module.

RESOLVED

- (1) that the proposal be recirculated to all UEA Divisional Heads and other key stakeholders, with a set of questions devised by the Director of University Services (LTS) and the Academic Director of Learning and Teaching Enhancement, for their response. They would also be asked to comment, where appropriate, on whether they believed that their division was ready to provide the support or services that might be required by this method of course delivery;
- (2) that once Divisional Heads had submitted their comments on the proposal and both the Director of University Services (LTS) and the Academic Director of Learning and Teaching Enhancement were satisfied with the responses, it would be submitted to the Chair to approve by Chair's action;
- (3) that a report to LTC be made at the conclusion of each of the key stages of the online courses' development and delivery reflecting on the learning points from each stage.

- iii) MSc Enterprise and Business Creation. (A copy is filed in the Minute Book, ref LTC14D112)

The SSF Associate Dean (L&T) informed members that the MSc Enterprise and Business Creation has been initiated by new Vice Chancellor. Colleagues in NBS had worked with all Faculties in course preparation and delivery. For example it used a module from the existing MA in Creative Entrepreneurship. One of its primary aims was to get students through the course to running their own businesses at the end.

RESOLVED

that the proposal be approved.

- (2) the granting of approval in principle (to proceed to validation) of:

the following Royal Marsden School courses (subject to Institutional Approval): (A copy is filed in the Minute Book, ref LTC14D098)

- i. BSc Cancer Practice. (A copy is filed in the Minute Book, ref LTC14D113)
- ii. Graduate Diploma Cancer Practice. (A copy is filed in the Minute Book, ref LTC14D114)
- iii. BSc Supportive and Palliative Care. (A copy is filed in the Minute Book, ref LTC14D115)
- iv. Graduate Diploma Supportive and Palliative Care. (A copy is filed in the Minute Book, ref LTC14D116)
- v. MSc Cancer Care. (A copy is filed in the Minute Book, ref LTC14D117)
- vi. MSc Cancer Care: Advanced Practice. (A copy is filed in the Minute Book, ref LTC14D118)

The FMH Associate Dean (L&T) noted that all the proposals had been scrutinised by the cancer and palliative care expert in the School of Health Sciences who had deemed them to be appropriate. Most modules already existed but had been reviewed and contemporised. There were still some issues around Accredited Prior Learning (APL) and entry and exit points on the courses to be finalised.

RESOLVED

that the proposals be approved in principle and should proceed to validation.

88. RECOMMENDATIONS FROM THE UNIVERSITY CAMPUS SUFFOLK- JOINT ACADEMIC COMMITTEE

Approved

a report and recommendations from the UCS Joint Academic Committee. (A copy is filed in the Minute Book, ref LTC14D119)

89. REVISIONS TO PARTNER INSTITUTION APPEALS AND COMPLAINTS PROCEDURES

Approved

revisions to partner institution appeals and complaints procedures. (A copy is filed in the Minute Book, ref LTC14D120)

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90. REVISIONS TO INTO REGULATIONS: PASS REQUIREMENTS

Approved

revisions to INTO regulations: Pass requirements. (A copy is filed in the Minute Book, ref LTC14D121)

91. 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 LTC14D122)

92. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive, (A copy is filed in the Minute Book, ref LTC14D123)

93. PARTNERSHIPS

Received

an update from the Partnerships Office. (A copy is filed in the Minute Book, ref LTC14D124)

94. QAA QUALITY CODE

Received

the mapping documents for the following QAA Quality Code Chapter:

B11: Research Degrees - (A copy is filed in the Minute Book, ref LTC14D125)

95. HIGHER EDUCATION REVIEW PANEL MEMBERSHIP

Received

details of membership of the Quality Assurance Agency Review Team for the UEA Higher Education Review in October 2015. (A copy is filed in the Minute Book, ref LTC14D126)

96. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received

a report on minor course changes for the following courses:

1. MA Social Work
 2. BA Social Work
 3. BSc (Hons) Social Psychology with a Year Abroad
 4. BSc (Hons) Cognitive Psychology with Year Abroad
- (A copy is filed in the Minute Book, ref LTC14D127)

a report on course closure for the following courses:

1. MA Conflict and Conflict Resolution in Intercultural Communication (f/t and p/t) T1Q190102/T2901202 – (A copy is filed in the Minute Book, ref LTC14D128)
2. MA Conflicts In Intercultural Communication (f/t and p/t) T1Q90101/T290201 – (A copy is filed in the Minute Book, ref LTC14D129)
3. BA Liberal Arts (Y000) – (A copy is filed in the Minute Book, ref LTC14D130)
4. BA Liberal Arts with Foundation (Y00F) – (A copy is filed in the Minute Book, ref LTC14D131)
5. BEng Energy Engineering with Environmental Management with a Year in Industry (U1H22A402) – (A copy is filed in the Minute Book, ref LTC14D132)
6. MEng Energy Engineering with Environmental Management (U1H220402) – (A copy is filed in the Minute Book, ref LTC14D133)
7. Master of Mathematics with a Year in Australia (U1G106402) – (A copy is filed in the Minute Book, ref LTC14D134)
8. Master of Mathematics with a Year in North America (U1G102402) – (A copy is filed in the Minute Book, ref LTC14D135)

97. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

1. HUM LTQC held on 8 October 2014 and 26 November 2014. (A copy is filed in the Minute Book, ref LTC14D136)
2. FMH LTQC held on 1 October 2014 and 26 November 2014. (A copy is filed in the Minute Book, ref LTC14D137)
3. SSF LTQC held on 12 November 2014. (A copy is filed in the Minute Book, ref LTC14D138)

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

Received

Annual Course Monitoring School Summaries from:

1. Schools in the Faculty of Arts and Humanities
(Undergraduate: AMS, ART, FTM, HIS, LCS, PHI, PSI
Postgraduate: PHI, LCS) – (A copy is filed in the Minute Book, ref LTC14D139)
2. Schools in the Faculty of Social Sciences
(ECO, EDU, DEV, LAW, NBS, PSY, SWK) – (A copy is filed in the Minute Book, ref LTC14D140)

99. 5 YEARLY COURSE CONFIRMATION REVIEW REPORTS (CR3) 2013/14

Received

1. a five yearly course review confirmation report for the MA in Media and Cultural Politics (PPL). (A copy is filed in the Minute Book, ref LTC14D141)
2. a five yearly course review confirmation report for reviews held in the Schools of International Development, Education, Social Work, Norwich Business School and the Centre for Continuing Education. (A copy is filed in the Minute Book, ref LTC14D142)

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100. STUDENT EXPERIENCE COMMITTEE

Received

a report from the Student Experience Committee (A copy is filed in the Minute Book, ref LTC14D143)

101. STATISTICAL REPORT ON PLAGIARISM AND COLLUSION CASES AND CONCESSION REQUESTS IN 2013/14

Received

statistical reports on:

1. Plagiarism and Collusion Cases in 2013/14. (A copy is filed in the Minute Book, ref LTC14D144)
2. Concession requests made in 2013/14. (A copy is filed in the Minute Book, ref LTC14D145_)

102. QUALITY ASSURANCE AGENCY

Received

- i) UK Quality Code for Higher Education-Part A Setting and Maintaining Academic Standards: The Frameworks for Higher Education Qualifications of UK degree-awarding bodies. (A copy is filed in the Minute Book, ref LTC14D146)
- ii) QAA News and QAA Events update. (A copy is filed in the Minute Book, ref LTC14D147)

103. OFFICE OF THE INDEPENDENT ADJUDICATOR

Received

the OIA Good Practice Framework for handling academic complaints and appeals. (A copy is filed in the Minute Book, ref LTC14D148)

104. SUMMARY OF EXTERNAL EXAMINER APPOINTMENTS 2014-15: UPDATE

Received

an updated summary of External Examiner Appointments for 2014-15. (A copy is filed in the Minute Book, ref LTC14D149)