LEARNING AND TEACHING COMMITTEE

University of East Anglia

Minutes of the meeting held on 18 March 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 Director of University Services (LTS) (Dr A. Blanchflower), the Director of Information Services (Mr J. Colam-French), the Library Director (Mr N. Lewis), the Dean of Students (Dr A. Grant), Associate Deans (L&T), Mrs R. Doy, Dr C. Matthews, Dr B. Milner), the representative from University Campus 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 Postgraduate Education Officer of the UEA Union of UEA Students (Mr L. Mccafferty, a student representative in place of students nominated by the Students Council (Miss E. Kitching)

With: The Head of LTS (Systems) (Mrs C. Sauverin), the Head of LTS (Quality) (Dr J. Sharp), the Head of Postgraduate Research Service (Dr V. Easson), the Director: Student Advocacy of the UEA Union of Students (Ms J. Spiro), the Joint Head of the Careers Service (Mr J. Goodwin)

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

Apologies: the Director of Staff Development (Ms A. Giles), the Academic Director of INTO (Dr M. Perry), the student representatives nominated by the Students Council (Mr A. Ocampo and Mr A. Johnson), Associate Dean (L&T) (Ms R.Chakraborty)

In attendance: the SSF Senior Faculty Manager (Dr L. Bohn) for Minute 109 and the Head of Learning Technology (Ms A. Mcconnell) for Minute 112.

105.   MINUTES

Confirmed
        the Minutes of the meeting held on 28 January 2015.

106.   STATEMENTS BY THE CHAIR

The Chair reported orally on the following:

- o *Higher Education Review (HER) Briefings – Feedback*
     i.   feedback on participants' views of the briefing sessions would be posted on the HER Blackboard site.
     ii. as part of preparations for the thematic element of HER, arrangements would be put in place by the Joint Heads of Careers, to brief relevant staff of the wide ranging work being done on employability.

- o *Update on 2030 Vision Consultation*
   Following University-wide consultation on the UEA Plan and Vision for 2013 over 1300 individual contributions had been received. Some could be acted upon now and others would be fed into consideration of the Plan and Vision.

o *Update on the Office of the Independent Adjudicator Good Practice Guide
for handling academic complaints and appeals*
The Head of LTS (Quality) and the UUEAS Director: Student Advocacy had met with representatives from the UUEAS Advice Centre to discuss the implications for UEA policies and procedures arising from the publication of the OIA Good Practice guide. They had determined that UEA is compliant and no policy changes are necessary.

o *Learning and Teaching Strategy Event*
A successful half day event including, the Chair, the Academic Director of Taught Programmes (ADTP), Teaching Directors and representatives from the Learning and Teaching Service (LTS) had been held on 25 February. A number of issues were considered and responses will feed into the UEA Plan and 2030 Vision.

o *University Learning and Teaching Day: 7 May 2015*
The theme of the day will be Student Transitions. The timetable of events was tabled.

o *Examination Timetabling*
  i. The University had experienced a problem with the timetabling software as a result of an error in the software provider's systems update process, which had resulted in an erroneous timetable being published. As part of a software update, the ability to schedule constraints, such as students only having one examination per day, had been disabled. This had affected other institutions working with the same software provider (WASP).
  ii. A new timetable has been run with the appropriate constraints and the University's aspiration that no student should have no more than one examination per day has been met.
  iii. Arrangements have been made for students who had booked flights after publication of the original timetable, by ensuring that their rescheduled examinations fall prior to the date of their flights. Other circumstances were being dealt with on a case by case basis. UEA was committed to do whatever was deemed necessary to ensure that no student was disadvantaged by the timetabling problem.

107. <u>CONFIRMATION OF CHAIR'S ACTION</u>

Confirmed
that the Chair had taken action to approve new prizes, bursaries and scholarships and amendments to existing prizes, bursaries and scholarships (A copy is filed in the Minute Book, ref. LTC14D150)

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

108. <u>REVIEW OF THE UNIVERSITY'S GENERAL REGULATION 14 (PROFESSIONAL MISCONDUCT AND/OR UNSUITABILITY</u>

This item was withdrawn and will be presented to the LTC meeting on 13 May 2015.

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109. CODE OF PRACTICE FOR STAFF STUDENT LIAISON COMMITTEES

Considered
a report from the group considering a Code of Practice on Staff Student Liaison Committees. (A copy is filed in the Minute Book, ref. LTC14D152)

Reported
members were advised by Dr Bohn (SSF Senior Manager) that the Working Group had generated five major recommendations and hoped to bring a final report back to LTC in May 2015.

RESOLVED
(1)   to approve the recommendations outlined in the report and the proposed timetable for further work by the group;

(2)   to reinstate the practice of Schools sending copies of SSLC minutes to the Dean of Students.

110. 2013/14 REPORT FROM THE LEARNING ENHANCEMENT TEAM

Considered
the annual report from the Learning Enhancement Team from the Dean of Students Office. (A copy is filed in the Minute Book, ref. LTC14D153)

Reported
(1)   the Head of the Learning Enhancement Team (LET) drew members' attention to the main findings in the report which related to the key role LET plays in student retention and success, the continued growth in demand for the service and the challenges for the team resulting from this demand;

(2)   demand for services was highest from students in the Faculty of Medicine and Health (FMH) and lowest in the Faculty of Arts and Humanities. 30% of one to one appointments in LET were with FMH students. FMH was considering building support within programmes to address students' concerns

RESOLVED
(1)   the report should be considered by all Faculty Learning, Teaching and Quality Committees (LTQC);

(2)   next year's report should reflect upon whether initiatives being undertaken in FMH had resulted in a reduction in demand for LET services by FMH students.

111. LTC REVIEW OF THE ADVISING SYSTEM

Received
the report on the review of the Advising System. (A copy is filed in the Minute Book, ref. LTC14D154)

Considered
the proposed Advising Policy (Appendix 9.8 of the Report)

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Reported

the Head of LTS (Systems) took members through the main changes proposed to the Advising System as the result of the work of a review group chaired by the PVC (Academic). She noted that further work had still to be undertaken, relating, for example, to the development of webpages providing resources for advisers and the annual reporting process for Advisers and Senior Advisers.

(In its detailed discussions members

    i.   proposed some minor amendments to the draft policy;

    ii.   discussed the contents of paragraph 7 of the section relating to Advising- what students can expect, and debated whether it should be compulsory for students to meet with their Advisers, particularly in the context of requesting references or whether it should be their choice;

    iii.   discussed training for Advisers.

RESOLVED

(1)   the Chair, the Head of LTS (Systems) and the ADTP would meet to reconsider the wording in paragraph 7 of the section relating to Advising- what students can expect;

(2)   the policy be approved, subject to the rewording of paragraph 7, as outlined above, and the development and implementation of further information and resources as outlined at the end of the report).

112.   <u>BLACKBOARD USE: CAMPUS WIDE USE & PROPOSALS FOR NEXT STEPS</u>

Considered

i)   proposals for using Blackboard for module and course delivery
ii)   next steps in the development of Blackboard
    (A copy is filed in the Minute Book, ref. LTC14D155)

Reported

(1)   the Head of Learning Technology advised members that currently there were 8660 live Blackboard (BB) modules. However, their content was highly very divergent and students had very different experiences in the way information was delivered depending on how the sites were used by academic staff. She proposed six immediate steps that should be taken, as outlined in the paper, to enhance the use of Blackboard as a learning tool. She also proposed that all modules should have Blackboard site with a consistent minimum content;

(2)   the Academic Director of Learning and Teaching Enhancement (ADLTE) advised members that the proposals were not cost neutral but were important for module delivery;

(3)   the Director of Information Services reported that archiving old BB sites might have associated costs. Also a record retention policy was required for BB sites. He advised that the cost implications in the development of BB needed to be clearly articulated within the proposals so that the University could take an informed decision on further steps and the rationalisation of InfoSites.

(In its discussions members

i.   considered the minimum threshold of information that each BB site should contain for example module outlines, reading lists, lecture notes and handouts;

ii.   noted that not all BB modules were 'real' modules, for example those set up for a Year Abroad or the Professionalism module in MED;

iii. noted that it was possible to monitor the use of BB on a module by module basis).

RESOLVED

(1)   to approve the proposals outlined in 1 above;

(2)   the ADLTE would attend FLTQCs to discuss the implications of the proposals further;

(3)   the paper would be reworked and brought back for consideration at a future LTC meeting.

113. MAXIMISING STUDENT PARTICIPATION IN END OF MODULE EVALUATION

Considered
proposals for enhancing student participation in end of module evaluation. (A copy is filed in the Minute Book, ref. LTC14D156)

Tabled
Student Evaluation: Guidance for Staff (this would shortly be available on the LTS website.

Reported
the ADTP gave an overview of his proposal for enhancing student participation in end of module evaluation. He noted that participation rates in online evaluation was low; Module Organisers should be aiming for least 70% participation. The paper set out six recommendations, including allowing 10 minutes at the end of the module for students to use their own electronic devices to undertake online evaluation.

(In its detailed discussion the Committee

i.   discussed how the University might work in partnership with UUEAS to encourage students to give feedback on their experience of their modules;

ii.   considered the feasibility of asking Heads of School to email students reinforcing the importance of their feedback to module evaluation;

iii. acknowledged the importance of distilling key messages to academic staff for the Spring 2015 module evaluations).

RESOLVED

(1)   to approve the recommendations in the report;

(2)   LTQCs should have a standard item on monitoring module evaluation participation rates;

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      (3)   UUEAS would work in partnership with UEA in its efforts to enhance module evaluation participation rates;

114.   FUTURE USE OF MID-MODULE EVALUATION

Considered
    principles for the use of mid-module evaluation. (A copy is filed in the Minute Book, ref. LTC14D157)

Reported
    the ADTP advised members that his paper identified some principles and examples of good practice that might be helpful to Module Organisers wishing to introduce mid-module evaluation. He noted that such evaluation should be informal and could be obtained in a variety of ways as deemed appropriate by Module Organisers;

    (In its discussions members

      i.   agreed that mid-module evaluation should not be compulsory;

      ii.   noted that research in the sector showed that students value mid module feedback as it could have a positive impact on them if suggestions they made were incorporated before the end of the module).

RESOLVED
    (1)   to approve the recommendations outlined in the paper;

    (2)   to change the terminology to 'feedback' rather than 'evaluation' to more accurately reflect its purpose;

    (3)   to request that Associate Deans (L&T) arrange for the paper to be considered at LTQCs.

115.   PROPOSED PRINCIPLES FOR ASSESSMENT AND FEEDBACK

Considered
    principles for assessment and feedback, adapted from the national NUS benchmarking tool. (A copy is filed in the Minute Book, ref. LTC14D158)

Reported
    the Chair informed members that the paper submitted for approval was based on one originally produced by the National Union of Students which contained a benchmarking tool to assist in the development of policy and practice in assessment and feedback. The paper had been considered twice by the Executive Team and had been developed by a small working group. LTC was being asked to approve the principles in the paper as part of the work being undertaken on assessment and feedback, with a view to improving student satisfaction. It was intended to be a document which would inform practice in Faculties from 2015/16.

    (In its detailed consideration members

      i.   discussed the implications of the principle of turning coursework around in 15 days. It was recognised that this was a challenging commitment but this was the direction of travel;

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     ii.   acknowledged the need to be mindful of the quality of feedback which should not be adversely affected by the imperative to meet a 15 day turnaround;

     iii.   suggested some reformatting of the document.

RESOLVED

(1)   subject to some reformatting, the proposals be approved;

(2)   that the principles be incorporated into the Senate Guidance on Assessment and then be circulated to LTQCs for consideration.

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

Considered

the draft plan for the first interim evaluative report following the implementation of BIM. (A copy is filed in the Minute Book, ref. LTC14D159)

RESOLVED

(1)   the draft plan should be submitted for consideration by LTQCs for feedback on the implementation of BIM thus far and to confirm that the plan covered all aspects of the regulations that colleagues would want to reflect upon;

(2)   following this consultation, the Head of LTS (Systems) would report back to the next LTC.

117. GUIDANCE ON GOVERNANCE NOMENCLATURE

Considered

proposed guidance on the use of governance nomenclature. (A copy is filed in the Minute Book, ref. LTC14D160)

RESOLVED

to approve proposed governance nomenclature set out in the guidance as a University regulation subject to the Head of LTS (Quality) liaising with the Head of Postgraduate Research Service to agree nomenclature appropriate for postgraduate research. A revised paper would be considered at the next meeting of LTC.

118. UNIVERSITY TEACHING FELLOWSHIP SCHEME

This item was withdrawn and will be presented to the LTC meeting on 13 May 2015.

119. RESEARCH STUDENTS WHO UNDERTAKE TEACHING

Considered

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

     (A copy is filed in the Minute Book, ref. LTC14D162)

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Reported

the Head of Postgraduate Research Service advised members that the recommendations from the PGR Executive were two fold. Firstly to approve updated guidelines on teaching undertaken by PGT students and secondly requesting agreement in principle to the adoption of the Postgraduate Employment Charter. She noted that PGR students were very much in favour of an institutional commitment to taking this further.

(In its discussions members

i. noted concerns expressed by the Head of CSED with regard to the impact on CSED if the Developing Teaching Skills module became compulsory;

ii. considered the implications for the University of principle 1 of the Postgraduate Employment Charter relating to fair, equitable and transparent appointment processes, in the context of dealing with requirements for specialist teacher. Members were assured by the Head of Postgraduate Research Service that this principle could be accommodated without the need to advertise each opportunity on an individual basis;

iii. supported, in principle, the Postgraduate Employment Charter, but agreed that consideration would need to be given with how the University could comply with it).

RESOLVED

(1)   to approve the updated guidelines;

(2)   the Head of Postgraduate Research Service would talk to the Head of CSED about her concerns relating to the impact on CSED resources of some of the proposals;

(3)   a working group would be established to consider how UEA could comply with the Postgraduate Employment Charter. The working group would report back to a future meeting of LTC.

120.   TAUGHT PROGRAMMES POLICY GROUP

Received

a report from the Academic Director of Taught Programmes on recent activities of TPPG. (A copy is filed in the Minute Book, ref. LTC14D163)

Considered

members considered section 3 of the report on coursework re-marking requests received thus far in 2014/15. UUEAS representatives expressed concerns about apparently low numbers electing to request that their work was remarked. They were also concerned that it seemed that students did not know that, in certain circumstances, requesting a re-mark was possible. It was noted that some academic staff had expressed concern about the policy and the fact that students were permitted to ask for work to be re-marked.

RESOLVED

staff and student concerns about re-marking would be discussed further at a future meeting of TPPG.

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121. 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. LTC14D164)

RESOLVED
the first meeting of Heads of School of each academic year should consider School coursework turnaround data to set expectations of turnaround times.

122. NEW AWARDS AND NEW COURSE PROPOSALS

Considered

122.1 the granting of approval of:

BA (Hons) Economics with a Year Abroad. (A copy is filed in the Minutes Book, ref. LTC14D165)

RESOLVED
the proposal be approved.

122.2 Considered

Health Online Phase 1: updated proposal incorporating feedback from stakeholders and School responses. (A copy is filed in the Minute Book, ref. LTC14D166)

A confidential report with reference LTC14D166 was sent out and filed in the Minute Book).

i. (Following consideration of the proposal at the last meeting of LTC, the Director of Learning and Teaching Services had consulted Heads of Division and other key stakeholders on their preparedness for the introduction of online teaching as outlined in the course proposal. Responses from stakeholders indicated that there would be additional resource requirements, particularly in preparing LTS and the Dean of Students' Office.

ii. The Academic Director of Learning and Teaching Enhancement (ADLTE) noted that a majority of the costs identified were accounted for in the budget plan and financial projections for the project. She advised the Committee that a workable solution was needed to ensure that all services contributing to Health Online were appropriately resourced to deliver the initial courses.

iii. It was agreed that ET should be asked to consider making a proportional investment in the online learning environment and to consider the appropriate costs to be borne by FMH given that the developing Online Community will be used across other areas of the University.

iv. Members' attention was drawn to two additional key issues that needed to be resolved prior to approval being granted for the courses to run. One was the availability of a facility for students to be able to pay their fees online and the other was confirming that the courses had been fully quality assured.)

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RESOLVED

to approve the launch of UEA Health on-line (credit bearing and non-credit bearing) courses subject to:

i) appropriate University level financial investment in preparing University services for supporting an initial small but growing on-line student community;

ii) confirmation that an online payment facility would be available to students who would be registering in mid- May if the first course went ahead as planned;

iii) the ADLTE being satisfied with the quality assurance mechanisms in place for the course proposals

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

Approved.
(A copy is filed in the Minute Book, ref. LTC14D167).

123. SUPPORT FOR STUDENTS WHILST STUDYING OR WORKING ABROAD

Approved

recommendations to enhance support for students whilst studying or working abroad.
(A copy is filed in the Minute Book, ref. LTC14D168).

124. POSTGRADUATE RESEARCH EXECUTIVE

Received

a report on the latest activities of the Postgraduate Research Executive. (A copy is filed in the Minute Book, ref. LTC14D169).

125. PARTNERSHIPS

Received

a report from the Partnerships Office. (A copy is filed in the Minute Book, ref. LTC14D170).

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

Received
the programme for the 2015 Learning and Teaching Day. (A copy is filed in the Minute Book, ref. LTC14D171).

127. NEW COURSE PROPOSALS AND COURSE CLOSURES

Received
a report on minor course changes to the following courses:

(1)   LLB Law with American Law. (A copy is filed in the Minute Book, ref. 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)

(A copy is filed in the Minute Book, ref. LTC14D173).

128. QUALITY ASSURANCE AGENCY

Received
(1)   QAA News and QAA Events Update
(2)   CL 02/15 Consultation on seven revised subject benchmarks

(A copy is filed in the Minute Book, ref. LTC14D174).

129. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

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

(1)   SCI LTQC held on 10 December 2014 and 4 February 2015. (A copy is filed in the Minute Book, ref. LTC14D175).
(2)   HUM LTQC held on 15 January 2015. (A copy is filed in the Minute Book, ref. LTC14D176).
(3)   SSF LTQC held on 14 January 2015. (A copy is filed in the Minute Book, ref. LTC14D177).

130. 5 YEARLY COURSE CONFIRMATION REVIEW REPORTS (CR3) FOR FHM 2013/14

Received
the CR3 reports for the following courses in FMH:

1. Undergraduate:
    Medicine with a Foundation Year
    BSc Nursing Sciences
    DipHE Operating Department Practice

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(A copy is filed in the Minute Book, ref. LTC14D178).
2. Postgraduate
Clinical Education
(A copy is filed in the Minute Book, ref. LTC14D179).

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

Received
Annual Course Monitoring School Summaries from:

Faculty of Arts and Humanities (Undergraduate: Art). (A copy is filed in the Minute Book, ref. LTC14D180).

132. UNIVERSITY TEACHING FELLOWSHIPS – TERMINATION OF SCHEME

Received
notification of the termination of a Teaching Fellowship scheme following the cessation of HEFCE funding. (A copy is filed in the Minute Book, ref. LTC14D181).

133. QUALITY ASSURANCE AND ENHANCEMENT REPORTING TO LTC

Received
a schedule for the submission of QAE related reports to LTC. (A copy is filed in the Minute Book, ref. LTC14D182).