

**SEN14D035**

**Title:** Learning and Teaching Committee  
**Author:** Michele Pavey  
**Date:** 26 May  
**Circulation:** The Senate –10 June 2105  
**Agenda:** SEN14A004  
**Version:** Final  
**Status:** Open

---

**Issue**

This is a round up report to members of Senate for information on activities of the Learning and Teaching Committee covering the meetings held on 18 March 2015 and 13 May 2015

**Recommendation**

None

**Resource Implications**

None

**Risk Implications**

None

**Equality and Diversity**

None

**Further Information**

Dr Jon Sharp, Head of LTS Quality, ext: 7374, e-mail: [jon.sharp@uea.ac.uk](mailto:jon.sharp@uea.ac.uk).

**Background**

N/A

**Discussion**

The report is for information only and no discussion is anticipated.

**Attachments**

Summary report is below.

## Report of the Meeting of the Learning and Teaching Committees of Senate on 18 March 2015

The following items were considered by the Learning and Teaching Committee of Senate on **18 March 2015** and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

<https://portal.uea.ac.uk/committee-office/uea-committees-and-boards/learning-and-teaching-committee/learning-and-teaching-committee-2014-2015#18mar15>

### 1. CONFIRMATION OF CHAIR'S ACTION

Members were advised that the Chair had taken action to approve new prizes, bursaries and scholarships and amendments to existing prizes, bursaries and scholarships, LTC14D150 refers.

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.

### 2. CODE OF PRACTICE ON STAFF STUDENT LIAISON COMMITTEES

The Committee approved five recommendations arising from the report of the working group which had been set up to consider a Code of Practice on Staff Student Liaison Committees, LTC14D152 refers. It also resolved to reinstate the practice of Schools sending copies of SSLC Minutes to the Dean of Students. A final report from the group would be presented to LTC later in the academic year.

### 3. 2013/14 REPORT FROM THE LEARNING ENHANCEMENT TEAM (LET)

Members considered the annual report from the Learning Enhancement Team in the Dean of Students Office, LTC14D153 refers. The Committee resolved that the report should be considered by all FLTQCs and that 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.

### 4. LTC REVIEW OF THE ADVISING SYSTEM

- 4.1 LTC considered a report on the review of the Advising System, undertaken by a group chaired by the PVC (Academic) which included recommendations for changes to the system, LTC14D154 refers.
- 4.2 The proposed Advising policy was approved subject to some amendments. Committee members were advised 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.

### 5. BLACKBOARD USE: CAMPUS WIDE USE & PROPOSALS FOR NEXT STEPS

- 5.1 Members considered proposals for using Blackboard for module and course delivery and next steps in the development of Blackboard, LTC14D155 refers. The Head of Learning Technology 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.

5.2 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.

5.3 Members agreed to support the proposals outlined by the Head of Learning Technology and it was resolved that the paper would be reworked and considered at a future meeting of LTC.

## 6. MAXIMISING STUDENT PARTICIPATION IN END OF MODULE EVALUATION

6.1 The Committee approved proposals for enhancing student participation in end of module evaluation, LTC14D156 refers. Recommendations included allowing 10 minutes at the end of the module for students to use their own electronic devices to undertake online evaluation.

6.2 It was agreed that LTQCs should have a standard agenda item on monitoring module participation rates. It was agreed that UUEAS would work in partnership with UEA in its efforts to enhance module evaluation participation rates;

## 7. FUTURE USE OF MID-MODULE EVALUATION

Members considered some principles for the use of mid-module evaluation proposed by the Academic Director of Taught Programmes (ADTP), LTC14D157 refers. The paper noted that such evaluation should be informal and undertaken in a variety of ways. The Committee approved the recommendations on the proviso that 'evaluation' was renamed 'feedback'. Associate Deans were requested to take the paper to LTQC meetings for further consideration.

## 8. PROPOSED PRINCIPLES FOR ASSESSMENT AND FEEDBACK

8.1 The Committee approved principles for assessment and feedback, adapted from the national NUS benchmarking tool, LTC14D158 refers. The Chair informed members that it had been considered twice by the Executive Team and had been developed by a small working group.

8.2 It was intended that the principles would inform practice in Faculties from 2015/16. Members resolved that, subject to some reformatting, the principles should be incorporated into the Senate Guidance on Assessment and Feedback and should be circulated to LTQCs for consideration.

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

LTC considered a draft plan for the first interim evaluative report following the implementation of the BIM regulations, LTC14D159 refers. Members agreed that 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.

## 10. GUIDANCE ON GOVERNANCE NOMENCLATURE

Members approved proposed guidance on the use of governance nomenclature, LTC14D160 refers, with the proviso that the Head of LTS (Quality) liaised with the Head of Postgraduate Research Service to agree nomenclature appropriate to PGR. A revised paper would then be submitted to the next LTC meeting for final approval.

## 11. RESEARCH STUDENTS WHO UNDERTAKE TEACHING

The Committee approved updated guidelines on teaching undertaken by PGR students and a recommendation from the PGR Executive that the University adopts the Postgraduate Employment Charter (PEC), LTC14D162 refers. It was agreed that a working group would be set up to consider how UEA could comply with the PEC.

12. TAUGHT PROGRAMMES POLICY GROUP

The Committee received a report from the ADTP on recent activities of TPPG, LTC14D163 refers. Members agreed that staff and student concerns about re-marking would be discussed further at a future meeting of TPPG.

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

LTC considered an update from the Academic Director of Learning and Teaching Enhancement, LTC14D164 refers. Following discussion of the contents of the report the Committee resolved that the first meeting of Heads of School each academic year should consider School coursework turnaround data to set expectations of turnaround times.

14. NEW AWARDS AND NEW COURSE PROPOSALS

14.1 The Committee approved proposals for a *BA (Hons) Economics with a Year Abroad*, LTC14D165 refers.

14.2 Members considered an updated proposal incorporating feedback from stakeholders and School responses for *Health Online Phase 1*, LTC14D166 refers. They heard that there had been substantial consultation with a number of key stakeholders, including Heads of Service within the University, on the preparedness of their service for the introduction of online teaching as outlined in the course proposal. Additional resource requirements were noted. The proposal was approved subject to a number of conditions which included the Academic Director of Learning and Teaching Enhancement being satisfied with the quality assurance mechanisms in place for the proposals.

14.3 LTC approved the following courses in principle to proceed to validation, LTC14D167 refers:

City College Norwich- BA (Hons) Hospitality and Event Management and BA (Hons) Tourism Management

Mountview Academy of Theatre Arts: MA Musical Direction and MA Musical Theatre Writing.

15. SUPPORT FOR STUDENTS WHILST STUDYING OR WORKING ABROAD

LTC approved recommendations to enhance support for students whilst studying or working abroad, LTC14D168 refers.

## Report of the Meeting of the Learning and Teaching Committees of Senate on 13 May 2015

The following items were considered by the Learning and Teaching Committee of Senate on 13 May 2015 and are presented here for the Senate's information.

For all documents referred within this report, please refer to LTC agenda at:

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

### 1. CONFIRMATION OF CHAIR'S ACTION

- 1.1 Members were advised that the Chair had taken action to confirm the new prizes, bursaries and scholarships and amendments to existing prizes, bursaries and scholarships, LTC14D183 refers.

New prizes bursaries and scholarships:

- i. The Norfolk Gardens Trust Scholarship
- ii. MSc Enterprise and Business Creation: Start up Competition
- iii. The FJW Oncology Scholarship
- iv. The Fitzmaurice Scholarship
- v. The Derek Burke Memorial Prizes
- vi. The Westwood Surgery Pre-Elective Prize

Amended scholarship

- i. The Leipzig Postgraduate Scholarship in Modern European History
- 1.2. Chair's action was also taken to approve the BSc Mathematics with a Foundation Year This course proposal had a number of applicants awaiting a decision. Having not been submitted for approval at the March meeting of LTC the Chair took action to approve the proposal so that these applicants could be made offers, LTC14D184 refers

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

The Committee approved proposals from a Working Group set up to review General Regulation 14, subject to some additional clarification in Section 1.2 to make it clear that students would receive sufficient information of any allegation, LTC14D184 refers. Senate would be asked to formally endorse the revised regulation and associated procedures.

### 3. INDIVIDUALISED EXAMINATION FEEDBACK

Members approved recommendations for a change in practice in the provision of examination feedback, LTC14D186 refers. Three principles proposed in the paper were endorsed: no fee to students for providing copies of examination scripts, individual examination feedback to be provided on request and feedback would not be provided in certain circumstances, for example for OSCEs. It was agreed that the principles would be piloted and Associate Deans (L&T) would identify Schools wishing to take part in the pilot.

### 4. FIRST INTERIM EVALUATIVE REPORT FOLLOWING THE IMPLEMENTATION OF THE BACHELORS AND INTEGRATED MASTERS AWARD REGULATIONS (BIM)

LTC considered the first interim evaluative report following the implementation of BIM, LTC14D187 refers. The report was the first of a cycle of three separate reviews around the implementation of the undergraduate New Academic Model. It was resolved that the ADTP would reflect on key issues being raised by Schools about the BIM and ensure they are incorporated into the review.

5. 1.SENATE GUIDANCE ON ASSESSMENT AND FEEDBACK AND  
2. PRINCIPLES FOR ASSESSMENT AND FEEDBACK

5.1 The Committee considered proposed Senate Guidance on Assessment and Feedback ,LTC14D188 refers, and proposed principles for assessment and feedback. LTC14D194 refers. The Senate Guidance on Assessment and Feedback was a resource for academic staff and would be particularly useful for new staff. It is informed by research into assessment and feedback and has a number of very useful resources to access via hotlinks.

5.2 It was agreed that the Principles of Assessment and Feedback which had been previously approved by LTC, should be incorporated into the Senate Guidance as the document's guiding principles. The Guidance would come back to LTC for final approval once the suggested amendments and enhancements proposed by LTC members had been incorporated.

6. SEMESTER DATES

6.1 Members considered proposed University semester dates for standard undergraduate courses for the academic years 2016/17 through to 2020/21, taking into account the context for the proposed dates provided by the Director of Learning and Teaching Services, LTC14D189 refers.

6.2 After very detailed consideration of the proposals it was agreed that LTC members would prefer to see an autumn semester comprising 12 weeks before Christmas. The Chair undertook to discuss the paper and the outcome of the Committee's discussions with members of ET. It was noted that consideration of the timing of reassessment would be deferred until there had been wider consultation on the proposals in the paper;

7. CRITERIA FOR THE AWARD OF STARRED FIRST DEGREES

LTC received an oral update on the development of criteria for the award of Starred Firsts. The ADTP and the Head of LTS (Systems) had modelled data for student gaining a total aggregate in the counting years of 75%, 78% and 80% to enable Boards of Examiners to decide which of the 3 options they would like to choose to apply. The proposed criteria would give scope for approaches which took account of marking conventions in different disciplines. A paper would be presented to the June meeting of LTC.

8. UNIVERSITY TEACHING FELLOWSHIP SCHEME

The Committee approved proposals for a University Teaching Fellowship Scheme, LTC14D190 refers. The scheme was intended to facilitate the number of UEA National Teaching Fellows

9. TAUGHT PROGRAMMES POLICY GROUP

Members received a report from the Academic Director of Taught Programmes on recent activities of TPPG. It was noted that the University Learning and Teaching Day on 7 May had been very successful, LTC14D191 refers.

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

Members received an update from the Academic Director of Learning and Teaching Enhancement, LTC14D192 refers.

11. AMENDMENT TO MOUNTVIEW ACADEMY OF THEATRE ARTS MASTERS  
REGULATIONS: APPROVAL OF A MERIT CLASSIFICATION

An amendment to Mountview Academy of Theatre Arts Masters regulations to include the award of merit with effect from 2014/15 was approved, LTC14D193 refers. It was agreed that

as part of the implementation of a PGT New Academic Model consideration would be given to the current Common Masters Framework regulations 11.6.3 and 11.6.4 which stated that '...the Board shall take into account any comments from an external examiner (s) on a candidate's confirmed mark(s) for a particular module(s) since this appeared to give External Examiners higher level of influence than other Board members.

12. NEW AWARDS AND NEW COURSE PROPOSALS

12.1 The Committee considered proposals for BSc Mathematics with a Year in Industry, LTC14D195 refers. A number of amendments were required to the proposal and it was agreed that Chair's action should be taken to approve it once the amendments had been made.

12.2 Proposals for a BSc Computer Graphics, Imaging and Multimedia with a Year in Industry were approved subject to minor amendments, LTC14D196 refers.

13. MAPPING OF UK QUALITY CODE CHAPTERS: B10 MANAGING HIGHER EDUCATION PROVISION WITH OTHERS

The Committee approved a progress report on development activity informed by the Quality Code B10: Managing higher education provision with others, LTC14D197 refers.

14. AMENDMENTS TO POSTGRADUATE RESEARCH DEGREES REGULATIONS

LTC approved amendments to the following Postgraduate Research Degrees Regulations:

- i. Doctor of Education (EdD) and Master of Education (MEd)
- ii. Thesis preparation
- iii. Doctorate in Clinical Psychology LTC14D198 refers

15. REPORT FROM THE MEETING OF THE UNIVERSITY CAMPUS SUFFOLK JOINT ACADEMIC COMMITTEE

The Committee approved a report from the UCS Joint Academic Committee, LTC14199 refers.

16. GUIDANCE ON GOVERNANCE NOMENCLATURE

The Committee approved guidance on the use of governance nomenclature for postgraduate research, LTC14D200 refers.