

# LEARNING AND TEACHING COMMITTEE



There will be a meeting of the Learning and Teaching Committee at 2pm on Wednesday 24 June 2015, in Committee Room 2, the Council House.

*There will be refreshments outside the room from 1.50 pm and further refreshments will be available at 3.45 pm*

Michele Pavey  
Learning & Teaching Manager  
17 June 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 22 June 2015. Reserved items appear in Section D.

### 2. MINUTES

To confirm  
the Minutes of the meeting held on 13 May 2015 (Enclosed)

### 3. STATEMENTS BY THE CHAIR

### 4. CONFIRMATION OF CHAIR'S ACTION

To confirm  
confirmation of Chair's action

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

#### 1. New prizes, bursaries and scholarships

- 1) School of Health Sciences Prize for Best Overall Academic Performance – post registration programmes
- 2) The James Fisher Marine Services Prize
- 3) The Chantry Scholarship
- 4) The Henry Thomas Browning Prize
- 5) UEA Literary Festival MA Crime Fiction Scholarship
- 6) The British Geophysical Association prize
- 7) The Millis-Sainsbury Institute for Art Prize
- 8) The Paula Kantor Prize
- 9) The Robin Bolton Memorial Prize

## LTC14A006

### 2. Amendments to existing prizes bursaries and scholarships

- 1) The Savile Scholarship in MA Creative Entrepreneurship
- 2) The Ink Sweat & Tears Poetry Writing Scholarship
- 3) The Lightfoot Marketing Scholarship in American Studies
- 4) The Sir Roy & Lady Catherine Goode Prize
- 5) The Sir Roy & Lady Catherine Goode Prize for Best Overall Performance in the Degree of Master of Laws

3. Approval of a BA Geography, BA Geography with a Year in Industry and BSc Geography with a Year in Industry (this document can be found on the LTC Blackboard site – LTC14D258)

LTC14D214 (Divider A)

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

### \*A1. 2015 STUDENT EXPERIENCE SURVEY

To consider

a confidential report from the UEA Market Research Manager on the 2015 Student Experience Survey. LTC14D215 (Divider B)

The full survey report is available on the BIU Blackboard site.

### \*A2. COURSEWORK TURNAROUND DATA AND NEXT STEPS

To consider

the confidential coursework turnaround times for 2014/15 and next steps LTC14D216 (Divider C)

### A3. SELF CERTIFICATION: EXTENSIONS TO SUBMISSION DEADLINES

To consider

proposed amendments to self-certification by students when seeking extensions to submission deadlines and data on number of extensions received in 2013-14 and 2014-15. LTC14D217 (Divider D)

### A4. CONSIDERATION OF MARKS FOR PERIODS OF STUDY ABROAD

To consider

proposals to change the regulations relating to the assessment of undergraduate and integrated masters courses with a semester or year abroad. LTC14D218 (Divider E)

### A5. ONLINE LEARNING STRATEGY

To consider

recent developments in on-line learning, the development of an on-line strategy and an approval process for new on-line courses, MOOCs, on-line modules and on-credit bearing short courses. LTC14D219 (Divider F)

## LTC14A006

### A6. SEMESTER DATES AND THE SHAPE OF THE ACADEMIC YEAR

To consider

recommendations for the shape of the academic year and semester dates from 2016/17 onwards LTC14D220 (Divider G)

### A7. REVISITING THE RATIONALE FOR READING WEEKS

To consider

proposals for the use and timing of reading weeks LTC14D221 (Divider H)

### A8. SPRING AND SUMMER SUBMISSION DEADLINES ON TAUGHT PROGRAMMES

To consider

the use of January submission deadlines for autumn modules, and the use of deadlines that fall within the examination period on spring modules LTC14D222 (Divider I)

### A9. ACADEMIC STUDENT INDUCTION AND TRANSITIONS

To consider

recommendations from the Academic Student Induction Working Group. LTC14D223(Divider J)

### A10. REVIEW OF THE STUDENT REPRESENTATION AND STAFF STUDENT LIAISON CODE OF PRACTICE WORKING GROUP

To consider

recommendations in the final report of the review of the Working Group set up to review the Student Representation and Staff Student Liaison Code of Practice. LTC14D224 (Divider K)

### A11. NEW AWARDS AND NEW COURSE PROPOSALS

To consider

the granting approval of:

- i) MSc Physician Associate Studies. LTC14D225
- ii) MSc Adult Nursing. LTC14D226

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

### A12. COUNTING YEAR ONE TOWARDS DEGREE CLASSIFICATION

To consider

whether semester 2 of year one should count towards undergraduate degree classification. LTC14D227 (Divider L)

## **LTC14A006**

### **A13. TAUGHT POSTGRADUATE REGULATIONS**

To consider  
proposed amendments to the Common Masters Framework regulations for 2016/17 and proposals to develop a New Academic Model for taught postgraduate programmes LTC14D228 (Divider M)

### **A14. PEER ASSISTED LEARNING (PAL)**

To consider  
the PAL project 2014-15 and a summary evaluation of the project and recommendations for 2015-16. LTC14D229 (Divider N)

### **A15. EVALUATION OF THE 2015 LEARNING AND TEACHING DAY**

To consider  
an evaluation of the 2015 Learning and Teaching Day held on 7 May 2015 LTC14D230 (Divider O)

### **A16. EXCELLENCE IN TEACHING AWARDS**

To consider  
A review of the Excellence in Teaching Award scheme and recommendations as to its future. LTC14D231 (Divider P)

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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 22 June 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. QAA QUALITY CODE**

To consider  
an annual Report From QAA Quality Code Chapter Champions LTC14D232

### **B2. APPROVAL OF SCHOLARSHIPS, BURSARIES AND PRIZES**

To consider  
proposals to streamline the approval of scholarships, bursaries and prizes. LTC14D233

## LTC14A006

- \*B3. UPDATE ON PARTNERSHIP WITH THE INSTITUTE OF HEALTH AND SOCIAL CARE STUDIES
- To consider  
a confidential update on the partnership with the Institute of Health and Social Care Studies. LTC14234 (Divider Q)
- B4. MOUNTVIEW ACADEMY OF THEATRE ARTS: APPROVAL OF POLICIES AND PROCEDURES FOR 2015/16
- To consider  
proposed changes to regulations, policies and procedures for implementation from the 2015/16 academic year. LTC14D235
- B5. ROYAL MARSDEN SCHOOL: APPROVAL OF POLICIES AND PROCEDURES FOR 2015/16
- To consider  
the regulations, policies and procedures that will be implemented for the UEA validated provision at the Royal Marsden School from September 2015. LTC14D236
- B6. LTC REVIEW OF THE ADVISING SYSTEM
- To consider  
the revised Advising Policy for undergraduate and postgraduate students from 2015/16. LTC14D237
- B7. REVISIONS TO THE UNIVERSITY'S POLICY STATEMENT AND GUIDELINES ON BULLYING, HARASSMENT AND ABUSE, ASSAULT AND STALKING AND THE USE OF SOCIAL MEDIA AND PROCEDURES FOR DEALING WITH HARASSMENT
- To consider  
proposed changes to the University's Policy and Guidelines on bullying, harassment and abuse, assault and stalking and the use of social media and procedures for dealing with harassment. LTC14D238
- B8. TRANSITIONAL ARRANGEMENTS FOR POST-REGISTRATION COURSES IN HSC
- To consider  
transitional arrangements for Credit Only Level 6 Post-registration students in HSC prior to the adoption of the Bachelors and Integrated Masters Regulations. LTC14D239
- B9. REPORT FROM THE MEETING OF THE UNIVERSITY CAMPUS SUFFOLK JOINT ACADEMIC COMMITTEE
- To consider  
recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 24 June 2015. LTC14D240

## LTC14A006

### B10. ANNUAL REPORT FROM THE ISD EDUCATION BOARD

To consider

a report on the work of the Information Services Education Board in the academic year 2014/15. LTC14D241

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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 22 June 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. PARTNERSHIPS

To receive

an update from the Partnerships Office. LTC14D242

### C2. UPDATE ON PARTNER PROGRESS ON MAPPING TO THE QAA QUALITY CODE

To receive

an update on the progress of UEA's partner institutions on mapping to the QAA Quality Code. LTC14D243

### C3. POSTGRADUATE RESEARCH EXECUTIVE

To receive

a report on the latest activities of the Postgraduate Research Executive and a summary of changes made in 2014-15 for Quality Code Chapter B11. LTC14D244

### C4. REPORT ON STUDY AND WORK ABROAD 2014/15

To receive

an update on incoming study and outgoing student study and work abroad in 2014/15. LTC14D245

### C5. REPOSITORY OF EXAMPLES OF STUDENTS' WORK

To receive

an update on the work of the Coursework Repository Working Group. LTC14D246

### C6. HEA ACCREDITATION SUBMISSION

To receive

the University's HEA accreditation submission. LTC14D247

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### C7. REPORT FROM THE STUDENT EXPERIENCE COMMITTEE

To receive

a report on the last two meetings of the Student Experience Committee.  
LTC14D248

### C8. FUTURE SKILLS INITIATIVE WORKING GROUP

To receive

an update on the work of the Future Skills Initiative Working Group. LTC14D249

### C9. REVIEW SCHEDULE: REGULATIONS, HANDBOOKS, POLICIES AND PROCEDURES, GUIDANCE AND STUDENT CHARTER

To receive

a schedule for the review of regulations, handbooks, policies, procedures, guidance and Student Charter. LTC14D250

### C10. NEW COURSE PROPOSALS AND COURSE CLOSURES

To receive

a report on minor course changes for the following courses:

BA Politics and Media Studies (course title change). LTC14D251

To receive

a report on course closure for the following courses: LTC14D252

- i. MA International Public Policy and Public Management T1LL44101/T2LL44201
- ii. MA Public Policy and Public Management T1L430202/T2430201
- iii. The Philosophy, Politics and Economics of Public Choice T1VM0101/T2VML2021
- iv. MRes Public Policy and Public Management T1L430102/T2L430202

### C11. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

minutes of the meeting of the Faculty Learning, Teaching and Quality Committees

- i. Faculty of Arts and Humanities 23 March 2015. LTC14D253
- ii. Faculty of Medicine and Health Sciences 25 February 2015.  
LTC14D254

### C12. QUALITY ASSURANCE AGENCY

To receive

CL-07-15 Mathematics, Statistics and Operational Research Subject Benchmark. LTC14D255

## **LTC14A006**

C13. EQUALITY OF OPPORTUNITY FOR STUDENTS: ANNUAL REPORT FROM THE UNIVERSITY'S HEAD OF EQUALITY AND DIVERSITY

To receive

a report from the University's Head of Equality and Diversity on equality of opportunity for students. LTC14D256

C14. SENATE GUIDANCE ON ASSESSMENT AND FEEDBACK

To receive

Senate Guidance on Assessment and Feedback approved by Senate at its meeting on 10 June 2015. LTC14D257

C15. LTC DATES 2015/16

To receive

dates of LTC meetings in 2015/16. All meetings start at 14:00 and take place in Committee Room 2 in the Council House

- 21 October 2015
- 2 December 2015
- 27 January 2016
- 16 March 2016
- 11 May 2016
- 22 June 2016

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## **SECTION D: RESERVED AGENDA**

*No items have been received*