

# LEARNING AND TEACHING COMMITTEE



## Minutes of the meeting held on 1 February 2023

Present: Pro-Vice-Chancellor (Professor Emma Sutton-Pavli) (in the Chair), the Associate Pro-Vice-Chancellor Education and Curriculum (Dr Eloise Ellis), the Associate Pro-Vice-Chancellor (Learning and Teaching Enhancement) (Professor Kay Yeoman), the Associate Pro-Vice-Chancellor (Student Inclusion) (Professor Helena Gillespie), the Associate Pro-Vice-Chancellor (UEA Doctoral College) (Professor Samuel Fountain), the Associate Pro-Vice-Chancellor (Partnerships and Apprenticeships) (Professor Zoe Butterfint), the Associate Pro-Vice-Chancellor (Employability and Opportunities) (Dr Matthew Aldrich), Director of CHERPPS of Higher Education and Economics (Professor Fabio Arico), Director of Digital and Data (Sean Green), Chair (Associate Dean) of the Faculty LTQ Committee (Dr Neil James (incoming FMH FLTQC Professor Susanne Lindqvist, Professor Simon Lancaster), Director of Student and Graduate Success (Becky Price), the Director of Academic Services (Eve Dewsnap), the representative from City College Norwich (Ed Rose), the Undergraduate Education Officer of the UEA Union of UEA Students (Taylor Sounes).

With: The Associate Director of Academic Services (Quality) (Laura Thompson) (Secretary) and The UEA SU Head of Academic Engagement, Student Voice and Equality (Olivia Adekunle)

Apologies: The Postgraduate Education Officer of the UEA Union of UEA Students (Elise Page), Chair (Associate Dean) of the Faculty LTQ Committee (Dr Francisco Costa, Amanda Williams)

### 34. MINUTES

Confirmed  
the Minutes of the meeting held on 30 November 2022.

### 35. DECLARATIONS OF INTEREST

None declared

36. STATEMENTS BY THE CHAIR

The Associate Pro-Vice-Chancellor (Learning and Teaching Enhancement) (Professor Kay Yeoman) will Chair LTC on 01 February 2023 and 08 March 2023.

The 01 February 2023 is a date where industrial action is taking place and so the committee confirmed that it remained quorate with over one third of members still in attendance.

It was noted that the Director of Academic Services was collating a record of the impact of industrial action and mitigation which was being collected via Heads of School. During February and March the information would be reviewed to determine any interventions required and the focus would be on looking ahead to action which could impact on assessments over the summer so that pro-active work could be undertaken with those schools to mitigate impacts. Where required the University would communicate with students and consult with them regarding any changes. UG, PGT and PGR are being considered (all taught content).

37. CONFIRMATION OF CHAIR'S ACTION

Confirmation of Chair's Action taken on the following since the last meeting of LTC held on 30 November 2022:

None taken.

\*38. PGT EXPERIENCE SURVEY RESULTS (Confidential report)

This minute is confidential and attached as a separate sheet.

\*39. ACADEMIC PARTNER NATIONAL STUDENT SURVEY 2022 PERFORMANCE

This minute is confidential and attached as a separate sheet.

\*40. TEACHING EXCELLENCE FRAMEWORK (TEF) SUBMISSION

This minute is confidential and attached as a separate sheet.

\*41. BLENDED LEARNING POLICY AND GUIDANCE

This minute is confidential and attached as a separate sheet.

42. ACCESS AND PARTICIPATION PLAN GOVERNANCE UPDATE

Committee members were invited to note

- (1) The outcomes of the internal audit of access and participation planning and approach to address the recommendations
- (2) Our revised Access and Participation Plan 2020/21 to 2024/25 which is now agreed by the Office for Students with two recommendations for strengthening our future approach
- (3) An update on the Office for Students requirement of a new Access and Participation Plan 2024/25 to 2027/28 to be developed and submitted by Spring 2023.

(A copy is filed in the Minute Book, ref. LTC22D037)

In discussion it was noted that the internal audit of governance structures had a positive outcome with action planning in place around project management.

It was also noted that the OfS variation on the current APP has been formally agreed.

The Director of Student and Graduate Success assured the committee that the University would be ready to submit the APP on time and this will be considered further at the March LTC, specifically assessment, performance and reflections. The APP will then come to May LTC for approval.

It was noted that a workshop was planned with partner institutions to provide support in this area.

There will be engagement with the wider community through this process. Action plans will be key. CHERPPS will support this. There is a Teaching Directors group who can be consulted as required by LTC members.

RESOLVED

- (1) The committee noted the recommend areas.
- (2) The committee agreed that the Student Union would not need to submit a separate student submission but would be involved in the University APP submission.

\*43. FULL COURSE APPROVAL (LAW – BA CRIMINOLOGY)

This minute is confidential and attached as a separate sheet.

44. MINOR AMENDMENT TO ACADEMIC APPEALS AND COMPLAINTS POLICY

Considered

a report on Minor amendment to the academic appears and complaints policy.

(A copy is filed in the Minute Book, ref. LTC22D039)

In discussion concerns were raised over this change introducing delays in the consideration of student appeals and complaints. Reassurance was provided with regard to the oversight of the process from the Office of the Independent Adjudicator (OIA) and that processing within the Learning and Teaching Service would continue to be as prompt as possible. The change was to help manage expectations and ensure the Faculty could comment where required.

There was further discussion around managing student expectations and communicating timescales effectively with students. The Director of Academic Services detailed that LTS already communicate with students within the process particularly if there are to be any necessary delays for example to gather evidence. A previously approved change to the policy expedites some cases straight to the Extenuating Circumstances Panel and the FACP Secretaries meet regularly with the Associate Director of Academic Services (Quality) to review and improve processes.

RESOLVED

the committee approved the amendment with final wording to be agreed by the Associate Pro-Vice-Chancellor Education and Curriculum.

45. INSTITUTIONAL APPROVAL OF EAST SUSSEX COLLEGE GROUP -

The Learning and Teaching Committee were asked to recommend to the Senate of the University of East Anglia that ESCG be approved as a partner institution of the of the University for 5 years, as per the outcome of the Institutional Approval Event held on 7 December 2022. The report from the event was attached as Appendix 1, along with confirmation that all conditions from the event had been met.

(A copy is filed in the Minute Book, ref. LTC22D040)

The discussion outline that East Sussex College Group are a new academic partner and all conditions have been met and due diligence has taken place. It was also noted that they are more geographically distant than other partners but this should not impact our approach to working with them.

RESOLVED

the committee recommend to Senate that ESCG be approved as a partner institution of the of the University for 5 years.

46. APPRENTICESHIP GOVERNANCE COMMITTEE

Received

the minutes from the Apprenticeship Governance Committee from its meeting on 16<sup>th</sup> November 2022.

(A copy is filed in the Minute Book, ref. LTC22D041)

47. DEGREE OUTCOMES STATEMENT FINAL

Reported

(1) that the UEA Degree Outcomes Statement for 2022/23 considered at the November Learning, and Teaching Committee (LTC22D019) were published by the deadline of 31 December 2022.

(2) That the final version was being reported to this meeting.

(A copy is filed LTC22D042 (**PAGE 195**))

48. UPDATE FROM ACADEMIC PARTNERSHIPS AND APPRENTICESHIPS

Received

minutes from the Joint Board of Study meetings for the following partner Institutions:

- 1) City College Norwich (A copy is filed in the Minute Book, ref. LTC22D043)
- 2) Colchester Institute (A copy is filed in the Minute Book, ref. LTC22D044)
- 3) INTO (A copy is filed in the Minute Book, ref. LTC22D045)
- 4) Mountview (A copy is filed in the Minute Book, ref. LTC22D046)
- 5) Royal Marsden School (A copy is filed in the Minute Book, ref. LTC22D047)
- 6) South Essex College (A copy is filed in the Minute Book, ref. LTC22D048)
- 7) SMB College Group (A copy is filed in the Minute Book, ref. LTC22D049)
- 8) West Suffolk College (A copy is filed in the Minute Book, ref. LTC22D050)

49. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

To receive

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

- 1) SCI 1 February 2023. (A copy is filed in the Minute Book, ref. LTC22D052)
- 2) HUM 19 October 2022 (A copy is filed in the Minute Book, ref. LTC22D053)
- 3) FMH 9 November 2022. (A copy is filed in the Minute Book, ref. LTC22D054)