

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 5 October 2022

Present: Pro-Vice-Chancellor (Professor Emma Sutton-Pavli) (in the Chair), the Associate Pro-Vice-Chancellor Education and Curriculum (Associate Professor 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 (Partnerships and Apprenticeships) (Professor Zoe Butterfint), the Associate Pro-Vice-Chancellor (Employability and Opportunities) (Dr Matthew Aldrich), Director of Centre for Higher Education Research Practice Policy and Scholarship (CHERPPS) (Dr Fabio Arico), Director of Digital and Data (Mr Sean Green), Chair (Associate Dean) of the Faculty LTQ Committee (Dr Francisco Costa, Dr Neil James, Professor Simon Lancaster, Mrs Amanda Williams), Director of Graduate Success (Mrs Becky Price), the Director of Academic Services (Ms Eve Dewsnap), the representative from City College Norwich (Mr Edward Rose attending as Deputy for Jo Kershaw), the Undergraduate Education Officer of the UEA Union of UEA Students (Ms Taylor Sounes), the UEA SU Assistant Director of Charitable Services of (Claire Boothby-Barnbrook)

With: Associate Director Academic Services (Mrs Laura Thompson)
(Secretary)

Apologies: Associate Pro-Vice-Chancellor (UEA Doctoral College) (Professor Samuel Fountain), the Postgraduate Education Officer of the UEA Union of UEA Students (Ms Elise Page), the UEA SU Head of Academic Engagement, Student Voice and Equality (O. Adekunle)

1. MINUTES

Confirmed

the Minutes of the meeting held on 8 June 2022.

Matters arising

Minute 80: Following discussions about the difficulty in obtaining data for IIH the Director of Graduate Success agreed to discuss with the Associate Dean (L&T) for HUM how this can be addressed. The Chair requested an update in due course.

Minute 81: The APVC (Learning and Teaching Enhancement) to confirm date when LTC will receive the blended learning update on the full academic year.

Minute 85: The Director of Academic Services to confirm date when LTC should receive an update on how proposed measures to address the Conditions of Registration have been put in place.

Minute 86: Note that there have been updates to the Plagiarism and Collusion Policy since LTC but these are detailed in Chairs Statements.

Minute 87: Extenuating Circumstances regulations and procedures. Implementation of changes was dependent on IT development and this was a risk but the development has been able to be prioritised over the summer and the new regulations have been rolled out. The change has been positively received by the student community.

2. DECLARATIONS OF INTEREST

No conflicts of interest were declared.

3. STATEMENTS BY THE CHAIR

3.1. Welcome to all new members of LTC. Note that we are welcoming two key new roles to LTC. The Director of Centre for Higher Education Research Practice Policy and Scholarship (CHERPPS) and the Director of Digital and Data. Both roles are key to the strategic work of LTC and operationalisation of resolved matters.

3.2. *Implications from the Halpin Review – Improving University Governance.* An external review of Council effectiveness was undertaken in the Spring of 2022 and Council and ET members are currently working through the recommendations. A key recommendation is to re-establish Council as the governing body and to empower Senate, as a sub-Committee of Council, to be more robust in undertaking its role of providing the academic assurances to Council as required by our OfS Conditions of Registration.

This means that Senate will be looking to both LTC and SEC to be robust in the scrutiny of reports about our academic performance and diligent in our development of policy. We have identified six Universities to benchmark ourselves against and we will need to record our satisfaction with our progress or not as the case may be.

And we need to make sure our processes are working and be able to evidence this in our reports to Senate.

So, all in all this means that our papers to Senate will need to look a little different and so, as I know we have a number of authors in the room, please

give yourself a bit more time than usual to write papers so we can pitch things correctly for Senate.

There will be help at hand from Andrea Blanchflower, who as Director of Governance and Assurance, is taking things forward. It will be a learning curve but I wanted everyone here to be aware of this new governance environment and to hear from me how beneficial I feel this new emphasis is going to be for both LTC and SEC.

In a separate and welcome development, and as an element of this work, we now have a Policy Framework to use which teases apart policy from associated guidance and a series of templates have been devised and a Policy repository is being built.

In summary

- a. Paper authors action things and progresses to next steps, including putting on website. Secretary can advise as needed.
- b. Policy papers should follow the updated Policy Framework, which divides the Policy from guidance.
- c. If change Policy, LTC recommends up to Senate to decide – Summary note from Emma written by Secretary (then Senate’s role is to receive policy suggestion, not debate policy at length – original author may not be invited unless seriously complex)
- d. There will soon be further training for paper authors to support good practice.

The Associate Pro-Vice-Chancellor (Learning and Teaching Enhancement) noted that we need to be clear where we are obtaining data from and should assure Senate that LTC is considering this and benchmarking where appropriate data is available.

- 3.3. There will be a standing item on the LTC agenda to consider *Strategic Projects*. These updates will cover key decision points and milestones within projects. This is set as a standing item to maintain agility in discussing these projects with the committee.
- 3.4. Please refer to item *C1 The Teaching Excellence Framework 2022* which details the timeline and institutional approach to TEF.
- 3.5. The Office for Students (OfS) have set new thresholds relating to the *B3 Condition of Registration* relating to student outcomes. This will be considered further under item A2.
- 3.6. We are at the start of the new academic year and should acknowledge that there have been some challenges relating to timetabling. We will receive a reflective update on this in due course but can be assured that relevant teams are working to resolve any remaining challenges. Welcome for students has been a positive experience with significant input across academic and central provision. There has been a high level of engagement from students and an evaluative report will be delivered to LTC in January. The Chair would like to

thank everyone who contributed to this success and noted the need to reconfigure plans considering state events.

- 3.7. The decision has been taken to roll-out *Multi-Factor Authentication* across the student community from 21 October 2022 following a successful pilot.

4. CONFIRMATION OF CHAIR'S ACTION

Confirmation of Chair's Action taken on the following since the last meeting of LTC held on 8 June 2022:

- (1) **University Disciplinary and Investigative Procedures and Powers (UDIPP)** amendment – Extension of the outcome letter timeline in UDIPP for Senate Student Discipline Committee (SSDC) from 5 working days to 10 working days. This is to allow time to check the impacts of an outcome on a student to ensure they are proportionate. Approved by Chair's action for SEC and LTC.
- (2) Plagiarism and Collusion Policy amendment – following LTC approval of **LTC21D095 Amendments to the Plagiarism and Collusion Policy** on 8 June 2022 further minor amendments to definitions have been approved by Chairs Action related to the implementation of the policy and support provided to students by STS. The modified descriptor of collusion enables students to obtain support with writing. This heightens the importance of clearly articulated assessment briefs. The new policy has been published and training has been delivered to key colleagues.

*5. CURRICULUM REVIEW – PHASE 0

This minute is confidential and attached as a separate sheet.

*6. OFS ANNUAL ACCOUNTABILITY RETURN (QUALITY ASSURANCE) – AY 2021/22

This minute is confidential and attached as a separate sheet.

*7. 2022 NATIONAL STUDENT SURVEY OUTCOMES AND ACTIONS

This minute is confidential and attached as a separate sheet.

*8. STRATEGY FOR INSTITUTION WIDE ROLL OUT OF BLACKBOARD ULTRA

This minute is confidential and attached as a separate sheet.

*9. RELEASE OF EXAM MARKS

This minute is confidential and attached as a separate sheet.

10. UNIVERSITY PERFORMANCE (TAUGHT) REPORT - CONTINUATION UPDATE – AY 2021/22
UNIVERSITY PERFORMANCE (TAUGHT) REPORT - DEGREE AWARDING UPDATE – AY 2021/22

Considered

a report from the Director of Planning (A copy is filed in the Minute Book, ref. LTC22D006

- 10.1. The Director of Planning shared interim data to provide assurance that the immediate indicators are as we would expect. LTC will receive the full detail interpretation and analysis at the November meeting. It was noted that the data was still being checked as the HESA return was yet to be submitted and hence data was subject to change particularly at a School detail level. It was noted that the data does not include apprenticeships and that this data would need to be reformed in light of B3 changes.
- 10.2. Indicative data suggests that academic failure has increased and this needs to be considered in greater depth. This has led to a greater reassessment volume.
- 10.3. The degree awarding gap has been closed with regards to ethnicity but the POLAR gap was widening so we need to interrogate this data at this level in the fuller reports. Note that we are diligent and concerned about our performance gaps.
- 10.4. In summary, we have received a top level initial appraisal of University Performance. Areas of risk will continue to be interrogated and we will continue the discussion at the November meeting of LTC.

RESOLVED

- 1) That the full reports on University Performance will be considered at the November meeting of LTC.
- 2) That the Associate Pro-Vice-Chancellor (Partnerships and Apprenticeships) will report on Apprenticeship Performance at the November meeting of LTC.
- 3) That the Pro-Vice-Chancellor will brief the Student Union representatives to ensure they fully understand the data and terminology.

*11. THE TEACHING EXCELLENCE FRAMEWORK 2022

Received

the confidential report from the Associate PVC Student Inclusion (Professor Helena Gillespie) on the future plans for the Teaching Excellence Framework. (A copy is filed in the Minute Book, ref. LTC22D009)

12. ACADEMIC PARTNERSHIPS: MINUTES FROM JOINT BOARD OF STUDY

Received

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

City College Norwich – Joint Board of Study – 23 May 2022
INTO UEA – Joint Board of Study – 5 July 2022
Royal Marsden School – Joint Board of Study – 20 July 2022
South Essex College – Joint Board of Study – 8 July 2022
SMB College Group – Joint Board of Study – 14 July 2022

(A copy is filed in the Minute Book, ref. LTC22D010)

13. FACULTY LEARNING AND TEACHING COMMITTEES

Received

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

1. SCI Learning, Teaching and Quality Committee held on 23rd September 2022 (A copy is filed in the Minute Book, ref. LTC22D011)
2. FMH Learning, Teaching and Quality Committee held on 28th September 2022 (A copy is filed in the Minute Book, ref. LTC22D012)
3. SSF Learning, Teaching and Quality Committee held on 28th September 2022 (A copy is filed in the Minute Book, ref. LTC22D013)

14. LEARNING AND TEACHING COMMITTEE – MEMBERSHIP AND TERMS OF REFERENCE

Received

the membership and terms of Reference for the Committee 2022-23. (A copy is filed in the Minute Book, ref. LTC22D014)

15. DATE OF NEXT MEETING

Reported

the date of the next meeting of the Learning and Teaching Committee was:
Wednesday 30 November 2022 at 2.00pm