

LEARNING AND TEACHING COMMITTEE



Minutes of the meeting held on 30 November 2022

Present: Pro-Vice-Chancellor (Professor Emma Sutton-Pavli) (in the Chair), the Associate Pro-Vice-Chancellor Education and Curriculum (Professor Elois 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 (Dr Fabio Arico), Director of Digital and Data (Sean Green), Chair (Associate Dean) of the Faculty LTQ Committee (Dr Francisco Costa, Dr Neil James, incoming FMH FLTQC Professor Susanne Lindqvist, Professor Simon Lancaster), Director of 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), the Postgraduate Education Officer of the UEA Union of UEA Students (Elise Page).

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), The Associate Dean for Employability (Professor Richard Bowater).

Apologies: Chair (Associate Dean) of the Faculty LTQ Committee SSF (Amanda Williams)

16. MINUTES

Confirmed

the Minutes of the meeting held on 5 October 2022.

Actions arising from October meeting:

Minute 10: UNIVERSITY PERFORMANCE (TAUGHT) REPORT -
CONTINUATION UPDATE – AY 2021/22

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

- (1) That the full reports on University Performance will be considered at the November meeting of LTC. Update: this item is on the agenda.
- (2) That the Associate Pro-Vice-Chancellor (Partnerships and Apprenticeships) will report on Apprenticeship Performance at the November meeting of LTC. Update: this item is on the agenda.
- (3) That the Pro-Vice-Chancellor will brief the Student Union representatives to ensure they fully understand the data and terminology. Update: This will be addressed in the scheduled regular catch ups between these parties.

Minute 6: OFS ANNUAL ACCOUNTABILITY RETURN (QUALITY
ASSURANCE) – AY 2021/22

- (1) The Director of Academic Services will review the report and edit as appropriate to enable sharing with Faculty Learning, Teaching and Quality Committees. Update: this will be actioned and will also be shared with Senate and Council.
- (2) The Associate Pro-Vice-Chancellor (Partnerships and Apprenticeships) noted an error in the validated provision chart and the figure for % of good honours will be corrected. Update: the figure has been corrected in the paper.
- (3) The Associate Pro-Vice-Chancellor Education and Curriculum to determine through Education Senior Leadership Team how we ensure compliance and accountability with Quality Assurance processes going forwards and propose which indicators and information LTC should receive to assure the committee. Update: this work is ongoing and updates are being considered at Education Senior Leadership Team meetings.
- (4) The Associate Pro-Vice-Chancellor (Employability and Opportunities) will provide an update to LTC regarding the University position against the OfS B3 condition at the November meeting. Update: this item is on the agenda.

Minute 7: 2022 NATIONAL STUDENT SURVEY OUTCOMES AND
ACTIONS

- (1) The Chairs (Associate Dean) of the Faculty LTQ Committees should share their student experience action plans with the UEA SU in due course in the form of output from FLTQC discussions which capture key actions for the Faculty. Update: This is ongoing and the Associate Pro-Vice-Chancellor Education and Curriculum has requested further information from the Associate Deans.
- (2) The Pro-Vice-Chancellor to seek support for the development of professional services student experience action plans to complement the Faculty plans. Update: The Chair noted that we have not requested written action plans at this time but that

Directors have been encouraged to contribute to this agenda and is confident that services appreciate the role they have to play in enhancing the student experience.

Minute 8: STRATEGY FOR INSTITUTION WIDE ROLL OUT OF BLACKBOARD ULTRA

- (1) LTC support full adoption of Blackboard Ultra for AY 24-25. Within this timeframe incremental moves towards the new interface will be supported.
- (2) This decision need to be communicated promptly with support and training.
- (3) LTC support the investment into Digital Champions which would support this roll out.

Update: The Associate Pro-Vice-Chancellor (Learning and Teaching Enhancement) noted that they have attended all FLTQCs and there is support for this, most schools will start the process of movement to Ultra for level 3 and 4 for next academic year. We have recruited more support into CTEL to start the required training. We will need to review and update information for welcome week, which is being progressed. The digital champion support will be required, and we are building the community of practice. More emphasis will be placed on the digital champions in the Blended Learning Policy.

Minute 9: RELEASE OF EXAM MARKS

- (1) The decision to make exam marks available prior to formal confirmation at the exam board will not be reversed.
- (2) Consideration will be given through FLTQCs to how to operationalise releasing marks after each cohorts exam period has ended to avoid unintended impacts for students.
- (3) Any changes to practice which can be operationalised will need to be considered through the Student Communications Group to ensure key staff and students are fully aware.
- (4) Update: It is important to close the loop and ensure we maintain momentum on this and Associate Deans will be asked to provide an update at the January LTC.

17. DECLARATIONS OF INTEREST

None declared.

18. STATEMENTS BY THE CHAIR

The committee would like to formally thank Neil James for his significant work and contributions to UEA in various roles at a School, Faculty and University level as he leaves the University for a new role.

The committee would like to formally welcome new members Susanne Lindqvist (attending today as an observer), Sam Fountain and Elise Page.

The committee would like to formally welcome Ed Rose now as a substantive member of the committee having previously attended as a deputy. Jo Kershaw will formally act as an alternate member.

Update on NSS/PTES/PRES: everything that was proposed will go ahead and we have previously received a paper on the detail. The main point to note is that all questions will be changing so there will be no year-on-year comparative. More information will follow in due course. The University is not taking part in PTES this year as we took part in the OfS pilot last year. PRES will take place this year (every other year cycle) and results will be available in Autumn.

NSS no comparison means LTC may want to consider how we interpret results and what we learn at the appropriate time. We have decided to use the optional question bank around learning community. These have been removed from NSS but we can add these in as our optional questions and we will be able to track change here but there will be no benchmarking.

Update on industrial action: note that there were 2 days of action last week and 1 day today. We also have action short of a strike. We have carefully considered how student experience can be protected and all Schools have received guidance and support coordinated by the Director of Academic Services so we understand nature and extent of impact and mitigation. We are seeking to ensure that students are not disadvantaged in terms of student experience and upcoming assessment. We continue to seek a solution ahead of assessment impact. It is incumbent upon us to have good plans in place to mitigate effectively.

19. CONFIRMATION OF CHAIR'S ACTION

Confirmation of Chair's Action taken on the following since the last meeting of LTC held on 5 October 2022:

- (1) Approval of the academic case for MED's course proposal: MED PG Cert in Supervision of Low Intensity CBT, subject to the School responding to a request for additional LTS resources. (A copy is filed in the Minute Book, ref. LTC22D015)

LTC22M002

*20. UNIVERSITY PERFORMANCE (TAUGHT) - CONTINUATION AT THE END OF YEAR 1 – INCLUDING DATA SPLITS

This minute is confidential and attached as a separate sheet.

*21. UNIVERSITY PERFORMANCE (TAUGHT) - GOOD HONOURS– INCLUDING DATA SPLITS

This minute is confidential and attached as a separate sheet.

*22. UNIVERSITY PERFORMANCE (TAUGHT) - GRADUATE OUTCOMES – INCLUDING DATA SPLITS

This minute is confidential and attached as a separate sheet.

*23. DEGREE OUTCOMES STATEMENT UPDATE

This minute is confidential and attached as a separate sheet.

*24. OfS B3 CONDITIONS UPDATE

This minute is confidential and attached as a separate sheet.

*25. UEA APPRENTICESHIP PERFORMANCE

This minute is confidential and attached as a separate sheet.

*26. ACADEMIC PARTNER NATIONAL STUDENT SURVEY 2022 PERFORMANCE

This minute is confidential and attached as a separate sheet.

27. CHANGE OF BIM REGULATIONS FOR AUTUMN SEMESTER VISITING STUDENTS

Considered

the report on changing the BIM regulations from 2022/23 onwards, with respect to the confirmation of marks for Autumn semester visiting students (A copy is filed in the Minute Book, ref. LTC22D023)

RESOLVED

the change was approved by the committee.

28. HEALTH AND CARE PROFESSIONS COUNCIL (HCPC) QUALITY PERFORMANCE REVIEW

Considered

- (1) and noted the governance and approach taken to manage engagement in this new HCPC performance review process. (A copy is filed in the Minute Book, ref. LTC22D024)
- (2) and approved the continuation of this governance approach for future engagement and performance review submissions.
- (3) and recommended that relevant Schools/programmes maintain annual reflections for their HCPC regulated programmes in line with the key portfolio theme areas inherent within the performance review portfolio in preparation for future self-reflective portfolio submissions.
- (4) and recognised the support and contribution made by all contributors in respect of preparing the institution self-reflective portfolio submission and the subsequent responses to further enquiries.

In discussion it was noted that this is a key historical reference paper detailing a new process. It should also be noted that this involved a significant amount of work which has ensured that we do not need to submit again until 2026/27.

The recommendations here are key and annual reflections need to be kept to ensure that these can be reflected upon in future submissions.

LTC recognises the significant efforts involved by a number of colleagues in the School, Faculty and University to compile this report and thank everyone who was involved.

RESOLVED

the committee support all of the stated recommendations.

29. ACADEMIC APPEALS AND COMPLAINTS

Considered

- (1) academic appeals and complaints received in AY2021/22 (A copy is filed in the Minute Book, ref. LTC22D025)
- (2) and discussed the insights that the data bring to informing the Committee about academic concerns.

- (3) and requested that Faculty Associate Deans for Learning Teaching and Quality share any relevant context from their respective faculty

The Associate Director of Academic Services (Quality) outlined that work would take place soon to raise student and staff awareness of the academic appeals and complaints process. This will be combined with the Non-Academic Complaints process and tie in with the Student Union Advice Centre.

Noted that the SU Advice team supported 338 students who did not then take their appeal or complaint forward and so are not included in these formal figures. These would have been students who had their concerns answered in this process or realised that they did not have a case to take forwards.

The current Extenuating Circumstances policy and a lack of understanding about reassessment and the finality of this is driving much of the Academic Appeals volume and these issues need to be tackled in due course to ease the process.

30. STUDENT DISCIPLINE – ACADEMIC

Considered

- (1) the disciplinary activities undertaken in AY2021/22 (A copy is filed in the Minute Book, ref. LTC22D026)
- (2) and discussed the insights that the data bring to informing the Committee about academic discipline and integrity (See Appendices 1 & 2 of LTC22D026)
- (3) and requested that Faculty Associate Deans for Learning Teaching and Quality share any relevant context from their respective faculty.

RESOLVED

the committee considered the report as provided and noted the implications for student discipline related to professional body requirements.

*31. SUPPLEMENTARY ITEM: BUSINESS CONTINUITY: UNIVERSITY EXAMINATIONS, MARKING, CONDUCT OF BOARDS OF EXAMINERS, STUDENT PROGRESSION AND GRADUATION

This minute is confidential and attached as a separate sheet.

32. UPDATE FROM ACADEMIC PARTNERSHIPS AND APPRENTICESHIPS

Received

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

- (1) Colchester Institute – 04.07.2022 (A copy is filed in the Minute Book, ref. LTC22D027)
- (2) West Suffolk College – 23.06.2022 (A copy is filed in the Minute Book, ref. LTC22D028)
- (3) Mountview – 22.07.2022 (A copy is filed in the Minute Book, ref. LTC22D029)

33. FACULTY LEARNING, TEACHING AND QUALITY COMMITTEES

Received

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

- 1) SCI 3 November 2022 (A copy is filed in the Minute Book, ref. LTC22D030)
- 2) FMH 18 November 2022 (A copy is filed in the Minute Book, ref. LTC22D031)
- 3) HUM 25 October 2022 (A copy is filed in the Minute Book, ref. LTC22D032)