GCU
Glasgow Caledonian
University

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 24th June 2015

Present:	Dr N Andrew, Mr M Bromby, Prof. L Creanor, Dr D Howes (Vice Dr McLarnon), Ms B Kelly, Mrs M Kelt, Ms J Main, Dr J Nally, Dr A Nimmo, Mr I Stewart, Mr K Ward, Dr M Welsh, Prof R Whittaker (Chair), Prof. B Wood.
Apologies:	Dr M Ferguson, Prof. K Gartland, Mr J Gaughan, Dr N McLarnon, Ms C Mowat, Miss S Noble, Prof. V Webster.
By Invitation:	Dr Amrane-Cooper (via telephone), Mr G Burns (Vice Mr Butchart), Mrs M Henaghan.
In Attendance:	Mrs L Clark, Department of Governance and Quality Enhancement (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the meeting and noted Dr Amrane-Cooper was joining via telephone from London. She also welcomed Ms Kelly to her first meeting as CIO, Dr Howes who was attending for Dr McLarnon, Mr Burns who was attending for Mr Butchart and Mr Hainey who had been invited to talk to item A.4.

Minutes

14.293 Considered: The unconfirmed draft minutes of the meetings of the Learning and Teaching Sub-Committee held on 29th April 2015.
(Doc LTSC14/61/1)

14.294 Resolved: That, subject to correction of the numbering, the minutes be confirmed as a correct record.
 Action: Mrs Clark

Matters Arising

14.295 Considered: Any matters arising from the above minutes not otherwise covered on the agenda.

Student and Staff Guidance: Audio and Video Recording of Lectures
(Arising 14.265)

14.296 Reported: By the Chair that Mrs Kelt had circulated the following links to members:

- http://www.gcu.ac.uk/staff/video/ for staff

- http://www.gcu.ac.uk/student/video/ for students

- http://www.gcu.ac.uk/student/disability/staffmaterials/recordingsoflecturesbydisabledstudents/ for students with disabilities

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes Session 2013/14
(Arising 14.266)

14.297 Reported: By the Chair, as confirmed by colleagues in Department of Governance and Quality enhancement, that the INTO report would now be presented at the August meeting of LTSC. It had been hoped that the report and outcomes of the second stage of the Quality Enhancement Review process being undertaken in academic session 2014/15 i.e. the programme review activity could have been considered by the Committee alongside the outcomes of the visit in one paper. It was noted that this has not been possible due to scheduling of the review process. It is now proposed that the final output of the two part process be presented to LTSC in August.

14.298 Reported: By Mrs Henaghan that a review of SWBE was similarly scheduled for the following week and both reports would be submitted for consideration at the August meeting of LTSC.

14.299 Resolved: That the reports be received for the August meeting of LTSC.
Action: Department of Governance and Quality Enhancement to follow up on progress.

Draft Evaluation Report from the EvaSys Module Evaluation Pilot
(Arising 14.269)

14.300 Reported: By Mrs Henaghan, that whilst Senate approved that the business case would go forward to University Executive Board it was later agreed to defer purchase of the system in the event that requirements could be address in house. She advised that Ms Kelly was currently undertaking a University wide review of all IT system requirements and the potential for developing a system internally would be explored.

14.301 Noted: Concern was noted that implementation of a module evaluation system is a recommendation resulting from the ELIR and that an appropriate system is to be put in place by the start of Session 2015/16.

Chair's Report

14.302 Received: A verbal report from the Chair on the following matters of interest to the Committee:

- GCU Learning and Teaching Showcase- 15-18 June.

- Refreshed Strategy *for* Learning (SfL) approved by Senate on 5 June.

- AshokaU – development of Common Good Curriculum Framework approved by Senate on 5 June.

Addition of Part Time and Alternative Delivery Mode to the Undergraduate Software Engineering Suite

14.303 Considered: A proposal to add Part-Time and Alternate Delivery Modes to the undergraduate Software Engineering suite.
(Doc LTSC14/71/1)

14.304 Received: By Mr Hainey, an overview of the proposal.

14.305 Noted: The following points were noted in discussion:

- That a work based learning element would be employed in Trimester C with the engineering project being undertaken at the student's place of employment with academic input/oversight as appropriate.

- It is hoped there will be between 4 and 8 students in the first intake.

- That company commitment was also essential for student progression.

- Concern was expressed regarding potential for burnout with students having a significant number of contact hours in one day. Members were assured however that the School had experience of running a number of programmes in this mode.

14.306 Resolved: That the proposal be approved.
Action: Mr Hainey, Mr Buggy, Department of Governance and Quality Enhancement

Enhancement Led Internal Subject Review (ELISR) Progress Reports

14.307 Considered: An update on progress on the School of Health and Life Science's action plan responses to the outcomes and areas for enhancement arising from the ELISRs of the Department of Psychology, Social Work and Allied Health Sciences (11-12 March 2014) and the Department of Life Sciences (12-13 March 2014).
(Doc LTSC14/69/1)

14.308 Resolved: That the update had been received and progress noted.

Quality Enhancement Institutional Lead's Reports

14.309 Considered: Verbal reports from the Institutional Lead's for:

1. Enterprise and Entrepreneurship
2. Quality Enhancement Themes

14.310 Received: Professor Wood, Institutional Lead Enterprise and Entrepreneurship provided an update on UHatch and other enterprise events.

14.311 Noted: The following points were noted in discussion:

- UHatch is currently involved in 7 ventures where students, graduates and staff members are in the early stages of setting up their own businesses.

- A Santander Enterprise Fund is to be launched which will support getting these businesses off the ground. Business cases will be presented and match funding will be required.

- That the Enterprise Compass website will soon be going live.

14.312 Received: Dr Nimmo, Institutional Lead Quality Enhancement Themes provided updates on:

14.313 Noted: The following points were noted in discussion:

- QAA International Enhancement Themes Conference - This was a three day conference at which GCU was well represented and involved in a number of presentations, workshops and poster presentations. The students association were heavily involved and from a total of 17 presentations from GCU 2 of these were from GCU students.

- Enhancement Theme Scholars projects - GCU Scholars are about to be appointed following peer review.

- Student Transitions - GCU has produced 5 case studies on Student Transition which are now on the QAA website.

- All reports have been provided timeously to QAA for the first year of this Enhancement Theme.

Programme Review - PgC Learning and Teaching in Higher Education

14.314 Approved: The report of the Programme Review event held on 18th March 2015; Conclusions, Requirements and Recommendations and the Team's response to the Programme Review Panel.
(Doc LTSC14/62/1)

Programme Review - Department of Engineering

14.315 Approved: A report of the Programme Review event held on 14th April 2015; Conclusions, Requirements and Recommendations and the Team's response to the Programme Review Panel.
(Doc LTSC14/63/1)

Programme Approval

14.316 Received: A report of the programme approval event, held on 16th April 2015: Conclusions, Requirements and Recommendations, and Programme Development Boards' responses to the Programme Approval Panel.

- MSc Global Marketing
- MSc Luxury Brand Marketing
- MBA Luxury Brand Management
- MSc International Management and Business Development
- MSc Fashion Business Creation
- MSc Digital Fashion Strategy

(Doc LTSC14/64/1)

14.317 Noted: The following points were noted in discussion:

- That this had been a particularly complicated event and Department of Governance and Quality Enhancement staff should to be commended for their work in organising the event.

- That going forward terminology relating to "M Level" study requires to be amended to "Level 11".

14.318 Resolved:

i. That going forward terminology relating to "M Level" study requires to be amended to "Level 11".
Action: Department of Governance and Quality Enhancement

ii. That the report be approved.
Action: Department of Governance and Quality Enhancement

Programme Approval

14.319 Received: Report of the programme approval event, held on 12th November 2014: Conclusions, Requirements and Recommendations, and Programme Development Boards' responses to the Programme Approval Panel.

- MSc Accounting and Finance (Islamic Finance)
- MSc Business Resilience and Crisis Management

▪ MSc Risk Management (Oil and Gas)

(Doc LTSC14/65/1)

14.320 Noted: The following points were noted in discussion:

    ▪ That this event had taken place in November 2014 and had therefore taken an abnormally long time to be brought to LTSC for approval.

    ▪ That the following issues were identified in respect of the approval process for the MSc Risk Management (Oil and Gas) programme:

        - That no detailed response had been prepared which would assure the panel the necessary recommendations had been addressed.

        - That some resistance to the responses had been received from the department.

    ▪ Members were however assured that Department of Governance and Quality Enhancement staff had reviewed the documentation thoroughly, alongside the Chair of the panel, prior to sign off.

14.321 Resolved:

    i. That the above concerns be noted and circulated to the Professor Hilton, Dean of Glasgow School *for* Business and Society, for information.
       Action: Secretary to LTSC

    ii. That the report be approved.
       Action: Department of Governance and Quality Enhancement

Programme Review

14.322 Received: A report of the programme review event, held on 8th April 2015: Conclusions, Requirements and Recommendations, and Programme Teams' responses to the Programme Review Panel.

    ▪ MA Television Fiction Writing
    ▪ MA Multimedia Journalism

(Doc LTSC14/66/1)

14.323 Noted: That going forward terminology relating to "M Level" study requires to be amended to "Level 11".

14.324 Resolved:

    i. That going forward terminology relating to "M Level" study requires to be amended to "Level 11".
       Action: Department of Governance and Quality Enhancement

    ii. That the report be approved.
       Action: Department of Governance and Quality Enhancement

Formalisation of New PgC Exit Award within MSc Public Health (SHLS)

14.325 Approved: The proposal for the inclusion of a proposed new exit award within the MSc Public Health; and the re-designation of the current PgC in Health Studies award to PgC Health and Social Care.
       (Doc LTSC14/67/1)

The refreshed Strategy for Learning (SfL) 2015-2020

14.326 Received: The refreshed Strategy for Learning (SfL) 2015-2020. This was approved by Senate on 5th June 2015 and a summary of the key amendments to the 2013 SfL document is included.
(Doc LTSC14/68/1)

Schedule of Meetings: Session 2015:16

14.327 Received: Notification that the schedule of meetings for the Learning and Teaching Sub Committee in Session 2015/16 are as follows:

      Wednesday 19 August 2015
      Wednesday 9 September 2015
      Wednesday 28 October 2015
      Wednesday 20 January 2015
      Wednesday 9 March 2016
      Wednesday 22 June 2016

      All meetings to be held in B024 at 14:00 Hrs