

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 15 August 2012

PRESENT: Dr N Andrew, Dr B Beggs, Ms D Borrett (VP Education-elect), Prof L Creanor, Mr N Dennis, Mr M Jones, Mrs M Kelt, Prof M Mannion (Chair), Ms A McCulloch (vice Ms J Main), Dr J Nally, Mrs E Smith, Ms K Thomson, Ms E Todorova (UG Student Representative), Ms M Turnbull, Mr K Ward

APOLOGIES: Ms J Main, Mrs M Ward, Prof R Whittaker

IN ATTENDANCE: Ms M Gillies (Secretary), Mrs M Henaghan, Mrs B McMahon

MINUTES

12.001 Considered The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 13 June 2012 (Doc LTSC11/69/1).

12.002 Resolved That the minutes be approved as a correct record.
(Action: MG)

MATTERS ARISING

AcceleRATE CPD (Learning and Teaching) Framework (arising on 11.214)

12.003 Reported That the Framework has now been accredited by the HEA. Four categories of fellowship status will be awarded.

Blended Learning Roadmap (arising on 11.218)

12.004 Reported That the Blended Learning Roadmap will now be implemented.

Outcome of Approval Panel Visit: Delivery of the BSc Railway Operations Management by Learning Contract programme to Transnet Freight Rail (TFR) – a quadripartite collaboration between GCU, TFR, the University of Johannesburg and the Institution of Railway Operators (IRO) (arising on 11.224)

12.005 Reported Student numbers on the programme and the potential impact on library resources will require to be monitored. M Kelt to follow up with H Marshall.
(Action: MK)

External Assessors Sub-Committee

- 12.006 Reported That Alison Nimmo will Chair the External Assessors Sub-Committee. A number of vacant External Assessor positions still require to be filled for periods of tenure commencing September 2012, a list of which has been sent to Schools.
(Action: ADsLTQ)

Principal's Award for Learning & Teaching (arising on 11.225)

- 12.007 Reported A meeting will be held to review applications and awards are scheduled to be presented in November.

CHAIR'S REPORT

- 12.008 Reported By the Chair, the following items for the attention of LTSC:
- That the setting of fees for RPL claims will be submitted to APC for approval;
 - Blended Learning Review: a thematic audit of Blended Learning within Schools will be undertaken. A programme of thematic audit is currently being drawn up, with 2 audits scheduled per year.
 - Staff are encouraged to engage with internal audit and programme approval/re-approval activity to widen the pool of internal panel members.
 - An away day was held on 23rd August to review current University processes and procedures with a view to updating and improving these. A number of working groups will be set up.

ANNUAL PROGRAMME MONITORING PROCESS 2011-12

- 12.009 Considered A summary report of the Annual Reports from Schools and GCU LEAD on Monitoring, Quality Assurance and Enhancement of Programmes for academic session 2011-12 (Doc LTSC12/01/1).

- 12.010 Reported That the report will be submitted to the Scottish Funding Council in September. A number of common themes and issues arise each year, including progression and retention.

The current Annual Monitoring process is ineffective and too retrospective. The process requires to be more concise and produce more timely results in order for it to be effective and provide a more efficient service to students.

Committee members were asked to submit suggestions and comments on ways in which the process can be improved.
(Action: all Committee Members)

GCU LONDON: QUALITY ENHANCEMENT VISIT

- 12.011 Considered The report on the Quality Enhancement visit to GCU London held on 1 March 2012 (Doc LTSC12/02/1).

- 12.012 Reported That the purpose of the visit to the GCU London campus had been twofold:
- as part of the ELISR for the Department of Law, Economics, Accountancy and Risk (LEAR)

- a review of the student experience

The Panel reviewed the physical resources and spoke to staff and students. The effort and goodwill of Glasgow-based staff is noted in the report, as are the issues raised by staff and students which require to be addressed.

12.013 Discussed

It was noted that there was no student representative on the review panel. It is a requirement that student representatives sit on ELISR panels, and whilst the visit to GCU London was not a formal internal subject review, the exclusion had not been a deliberate decision.

The differences between the original version of the GCU London report and the current version were queried. The original version did not set the review in context and did not contain an action plan. However, the key issues highlighted in both reports remain the same. The current version of the report has now been approved by the Chair of the LEAR ELISR panel as an accurate record.

12.014 Discussed

The GCU Action Plan in Response to the Quality Enhancement Visit Report.

- i. Academic Development Tutor Support
The Action Plan does not address the impact of GCU London on ADTs based in Glasgow. It was noted that additional London-based staff will be appointed.
- ii. Support for London-based Staff
London-based staff should be included in AccelerATE. New staff will spend around 20% of their time in Glasgow and will be provided with relevant training and support.
- iii. Student Issues
 - Female prayer room: Local facilities have been identified close to the GCU London campus and the details communicated to students
 - Lack of communication to students has been identified as a key problem
 - Library: Work has commenced on improving the library space and its progress will be kept under review. Douglas Little to provide an update on progress of work
(Action: MM)
 - Reading lists: Glasgow-based library staff have reviewed the procedures with staff in the GCU London library. There had been an issue with obtaining reading lists from Module Leaders, however improved liaison between library and academic staff should improve this. Timetabling is key to resolving this issue: provision of reading lists requires to be more efficient and timeous
 - English language support: students were unaware of the support available, both centrally by the University and by GSBS. This issue requires to be monitored by the Liaison Group
 - Careers Service: A McCulloch has attended the GCU London campus to identify students' needs, which differ from those of Glasgow-based students. Discussions

regarding shared resources are currently taking place with other London campuses. A proposal will be submitted to the Executive Board at the end of October.

A follow-up on the Action Plan will be undertaken before Christmas and the findings reported to LTSC. A Liaison Group will be established shortly and will require the inclusion of a wide range of both administrative and academic staff. The group will report to LTSC.

OUTCOME OF PROGRAMME RE-APPROVAL EVENT:

BSc/BSc (Hons) Forensic Investigation (School of Engineering and Built Environment)

12.015 Approved The report of the outcomes of the Programme Re-approval Event for the BSc/BSc (Hons) Forensic Investigation programme held on 12 June 2012 and Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC12/03/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

MSc Engineering and Computing Suite (School of Engineering and Built Environment)

12.016 Approved The report of the outcomes of the Programme Approval Event for the MSc Engineering and Computing Suite held on 1 May 2012 and Programme Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC12/04/1).

OUTCOME OF PROGRAMME RE-APPROVAL EVENT:

BSc/BSc (Hons) Human Biology with Sociology and Psychology (School of Health and Life Sciences)

12.017 Approved The report of the outcomes of the Programme Re-approval Event, by correspondence, for the BSc/BSc (Hons) Human Biology with Sociology and Psychology programme and Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC12/05/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

BSc Operating Department Practice (School of Health and Life Sciences)

12.018 Approved The report of the outcomes of the joint Programme Approval/Accreditation Event with the Health Professions Council and the College of Operating Department Practitioners for the BSc Operating Department Practice programme held on 3-4 April 2012, and Programme Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC12/06/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

BSc Paramedic Practice (Scottish Ambulance Academy/School of Health and Life Sciences)

12.019 Approved The report of the outcomes of the Programme Approval Event for the BSc Paramedic Practice programme held on 27 April 2012 and Programme Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC12/07/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

Masters Framework in Advancing Practice (School of Health and Life Sciences)

12.020 Approved The report of the outcomes of the Programme Approval Event for the Masters Framework in Advancing Practice held on 4 April 2012 and Programme Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC12/08/1).

**OUTCOME OF PROGRAMME RE-APPROVAL EVENT:
MBA Luxury Brand Marketing (Glasgow School for Business and Society)**

12.021 Approved The report of the outcomes of the Programme Re-approval Event for the MBA Luxury Brand Marketing programme held on 15 June 2012 and Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC12/09/1).

**PROPOSED CHANGES TO PROGRAMME STRUCTURE:
BSc/BSc (Hons) Optometry (School of Health and Life Sciences)**

12.022 Reported The background to the proposed changes was provided by K Thomson. The updated Programme Specification, including the new structure, will be provided to students.

12.023 Approved The proposed changes were approved (Doc LTSC12/10/1).

AOCB

12.024 Reported By B McMahon that identifying details of English language entry requirements for particular programmes was proving difficult and requested that this information be held centrally.
(ACTION: MH)