LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 29th April 2015

Present:	Dr N Andrew, Prof. K Gartland, Mr J Gaughan, Mrs H Gray (Vice Dr McLarnon), Mrs M Kelt, Dr J Nally, Dr A Nimmo, Mr I Stewart, Mr K Ward, Dr M Welsh, Prof. V Webster, Prof R Whittaker (Chair), Prof. B Wood.
Apologies:	Mr M Bromby, Dr L Carey, Prof. L Creanor, Dr M Ferguson, Mr M Jones, Ms B Kelly, Ms J Main, Dr N McLarnon, Ms C Mowat, Dr S Rate.
By Invitation:	Dr Amrane-Cooper, 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 Dr Amrane-Cooper, Dr Welsh and Professor Webster to their first meeting as members of LTSC and also welcomed Mrs Gray (Vice Dr McLarnon).

Minutes

14.260 Considered: The unconfirmed draft minutes of the meetings of the Learning and Teaching Sub-Committee held on 28th January 2015.
(Doc LTSC14/55/1)

14.261 Resolved: That the minutes be confirmed as a correct record.
 Action: Mrs Clark

Matters Arising

14.262 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 14.117)

14.263 Reported: By Mrs Kelt that the rewrite had now taken place and the guidance was soon to be made available online. She noted that the guidance had also been circulated to Assistant Heads of Department to disseminate to staff as appropriate. Mrs Kelt advised that the web link would also be circulated to members in due course.

14.264 Discussed: That it would be useful for this guidance to be published amongst other web links on the Learning and Teaching Community web pages.

14.265 Resolved:

 i. That the web link to the guidance be circulated to members in due course.
 Action: Mrs Kelt

ii. That the web link to the guidance also be sent to Dr Nimmo for inclusion with other web links on the Learning and Teaching Community web pages.
Action: Mrs Kelt

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes Session 2013/14
(Arising 14.223)

14.266 Reported: By the Chair that an update had been received from Department of Governance and Quality Enhancement reporting the following:

INTO GCU

A Quality Enhancement Visit took place at the end of February 2015, the first part of a two part schedule of academic review of INTO GCU in the current academic session. The review specifically focussed on local delivery in INTO GCU and the quality of the student learning experience; a holistic approach. The outcomes will be reported to LTSC at its meeting on 24th June 2015.

SWBE

A review event for SWBE will take place on 30th June. The scope of the review will be the approval of the University's Flexible Curriculum Continuum (Framework) and will incorporate all current and proposed new WBE provision. The context of the review is based on the restructuring and rebranding of SCWBL into GCU School for Work Based Education; refreshed pedagogy moving from WB Learning to Education focus; the growth trajectory for SWBE emanating from previous client/programme delivery and the establishment of School/Strategic Investment Fund (SIF) monies for capacity building/staff resource.

14.267 Resolved:

i. That a report from INTO be received for the 24th June meeting of LTSC.

   Action: Department of Governance and Quality Enhancement to follow up on progress.

ii. That a report from SWEBE be received fort the first meeting of LTSC in Academic Session 2015/16.

   Action: Department of Governance and Quality Enhancement to follow up on progress.

Accelerate Strategy 2020
(Arising 14.228)

14.268 Reported: By Dr Nimmo that these actions had been taken forward with the Department of Governance and Quality Enhancement and the PVC Learning and Student Experience.

Draft Evaluation Report from the EvaSys Module Evaluation Pilot
(Arising 14.236)

14.269 Reported: By the Chair, that APC and Senate have now approved the academic case and a business case will be taken forward to University Executive Board for consideration in due course.

<u>Thematic Review Report</u>

14.270 Reported: That ADLTQs and Department of Governance and Quality Enhancement were working, in consultation with the PVC Learning and Student Experience, to take forward these recommendations.

Chair's Report

14.271 Considered: A report from the Chair on matters of interest to the Committee.

- <u>Enhancement-Led Institutional Review (ELIR)</u>

  The Chair reported that the University had received the early draft outcome report from the QAA Enhancement-led Institutional Review which had been successful in achieving an "effective" outcome. Areas of both positive practice and areas for further development had been highlighted. The draft outcome report had been submitted to the March meeting of University Senate where thanks had been expressed to the ELIR team and all student and staff participants in the process.

- <u>Evasys</u>

  As discussed under matters arising, the Chair noted that APC and Senate had now approved the academic case following consideration of the Draft Evaluation Report from the EvaSys Module Evaluation Pilot. A business case would now be taken forward to University Executive Board for consideration.

- <u>Ashoka U</u>

  The Chair advised members that the official award of Ashoka U change maker status had now been received.

- <u>Strategy for Learning   Refresh</u>

  The Chair noted that with the Strategy 2020 being formally launched this year a number of strategies, including the Strategy for Learning (SfL), were being refreshed. . She noted the refreshed SfL would be submitted to APC then Senate in June for approval.

Learning and Teaching Quality Enhancement Network (LTQEN) Annual Report

14.272 Considered: The Learning and Teaching Quality Enhancement Network (LTQEN) Annual Report to LTSC. **(Doc LTSC14/56/1)**

14.273 Reported: By Dr Andrew, that the LTQEN was setup with the intention to form an informal group, made up of both academic and administrative staff and students, at which key issues could be discussed and ideas brought forward. It was noted that this has worked well, has been useful in cascading information and that feedback from members has been extremely positive. Dr Andrew, along with co-Chair Dr Nimmo, invited members to consider the LTQEN's first annual report.

14.274 Discussed: The following points were noted in discussion:

- The network has facilitated cross school/campus liaison and information sharing.

- Members have found it beneficial sharing a practical view of how schools work and identifying different approaches used across the University for example, variations on the use of Turn-It-In.

- Queries were received in relation to the diagram of how the LTQE subgroups feed in to the LTQEN. Clarification was sought on how the sub groups relate to each other and how they feed in to the formal governance structure. It was suggested that the terminology may require amendment in order to make this clearer.

14.275 Resolved: That Dr Andrew discuss the diagram and terminology further, with Professor Webster, in order to clarify the relationship between subgroups.
Action: Dr Andrew

External Examiner Overview Report: Session 2013/14

14.276 Considered: The Overview Report on External Examining for Session 2013/14.
(Doc LTSC14/57/1)

14.277 Reported: By Mrs Henaghan, that the Committee were asked to consider the overview report and make recommendations where appropriate. She noted that a number of action points had been identified which would be addressed in planned enhancement activity being undertaken in Session 2014/15.

14.278 Discussed: The following points were noted in discussion:

- Concern was expressed in relation to the publication of external examiner reports. It was recommended that care be taken in order to make it clear that any issues identified could not be taken out of context for example where one off instances occur versus University wide issues.

- That as a result of comments received from External Examiners in Session 13/14 an improved web based form was being piloted by externals who identified the issues. This web based form would then go out to External Examiners for the May Assessment Boards and Session 14/15 reporting.

- That a good practice guide has now been created and is accessible via the portal.

- That the induction briefing sessions were working well but would be reduced to one per annum from next academic year in order to reduce costs.

- Dr Amrane-Cooper suggested utilising GCU London as a venue for the briefing sessions as its central location may cut the travel overheads involved in the event. It was noted the potential for this would be explored for forthcoming events.

- Concern was expressed in relation to the variation in the standard of reports received. It was noted that this would be reviewed prior to the next induction session and action taken as required.

- It was confirmed that where External Examiners were unable to attend induction sessions they were provided with the relevant materials. Online materials were also made available which complement the face to face induction session.

- That where University wide issues have been identified in reporting these need to be made a priority moving forward.

- It was noted that a clearer rationale for the appointment of Chief External Examiners was required during the appointment process.

- It was queries whether a Chief External Examiner group would be beneficial however it was noted this may require additional training and submission of a different annual report.

14.279 Resolved: That the above feedback and recommendations be noted and are taken forward along with on-going enhancement activities.
Action: Department of Governance and Quality Enhancement

Quality Enhancement Review – Caledonian College of Engineering

14.280 Considered: The report and response on the Quality Enhancement Review of Caledonian College of Engineering Oman from 23rd to 24th November 2014 is submitted for consideration and approval. **(Doc LTSC14/60/1)**

14.281 Reported: The following points were reported by Mrs Henaghan:

- That the review was conducted as part of the University's normal quality assurance provision. This review was however more holistic in nature given the different relationship with CCEO who operate with significant autonomy. The review involved a peer review and thorough evaluation of student experience and academic standards. The panel provided the college with a report to which they are asked to respond.

- That the report was extremely positive noting students were engaged and motivated and areas of good practice and areas for enhancement were both identified.

14.282 Discussed: The following points were noted in discussion:

- It was queried whether the review panel contains a student member. It was noted that at present there were no student members but consideration of including students on review panels would be taken on board.

- It was noted that a one year on progress check will be carried out as standard.

14.283 Resolved: That the report be approved with a year on progress check to come back to the April 2016 meeting of LTSC.
Action: Department of Governance and Quality Enhancement

Quality Enhancement Institutional Lead's Reports

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

1. Curriculum for Excellence (CfE)
2. Enterprise and Entrepreneurship
3. Quality Enhancement Themes

14.285 Received: Verbal reports from the Institutional Leads on the following:

- Professor Gartland provided an update on the implementation of CFE Highers.

- Professor Wood provided an update on Uhatch and other enterprise events

- Dr Nimmo provided an update on student transitions, Caledonian Scholars and noted the QAA had invited GCU to showcase feedback enhancement at a keynote session on 17th May.

Outcome of Programme Approval/ Re-Approval Events

14.286 Discussed: As per the minute of the August 2014 meeting of the LTSC consideration of approval/ re-approval events was reduced to table format with full documentation circulated in electronic format only.

14.287 Reported: By Mrs Henaghan, that it was insufficient to present this documentation in table format as it required fuller consideration by the Committee. Documents LTSC14/58/1 and LTSC14/59/1 were therefore tabled in hard copy to facilitate consideration by members.

Programme Approval Event

14.288 Considered: The report of the programme approval event, held on 15 October 2014, for the following:

- MSc Water Resource Engineering & Management: full-time and part-time
- MSc Sustainable Urban Environments: full-time and part-time
- MSc Climate Justice: full-time, part-time and distance learning

The report included Conclusions, Requirements and Recommendations, and Programme Development Boards' responses to the Programme Approval Panel.
(Doc LTSC14/58/1)

14.289 Resolved: That subject to the below minor amendment the report was approved.

That Page 3 of the response (Section 4.1) refers to "assessment strategy and loading". It was agreed to amend this to replace "loading" with assessment "scheduling".

Action: Department of Governance and Quality Enhancement

Programme Review - MSc Nursing: Advancing Professional Practice

14.290 Approved: The report of the paper-based programme review, undertaken in March/April 2015 for the MSc Nursing: Advancing Professional Practice (formerly MSc Advanced Nursing).
(Doc LTSC14/59/1)

Academic Appeals Overview 2013/14

14.291 Received: The Academic Appeals Overview for Session 2013/14, previously considered at the January 2015 meeting of the LTS, which has been amended to include an appendix providing a detailed breakdown of Academic Appeals by School, Programme and Level of Study etc.
(Doc LTSC14/48/2)

Date of Next Meeting

14.292 Received: Notification that the next meeting of the Learning and Teaching Sub Committee will be held on Wednesday 29th April 2015 in Room B024 (Britannia Building).