LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 11 December 2013

PRESENT:	Dr N Andrew, Dr B Beggs, Mr M Bromby, Mr N Clark, Mr R Ekpeloodum (UG Student Representative), Ms C Mowat (Vice Ms M Ward), Dr J Nally, Mrs E Smith, Mr G Steele (Vice Mrs M Kelt), Ms K Thomson, Mr K Ward, Prof R Whittaker (Chair).
APOLOGIES:	Ms B McMahon, Prof L Creanor, Dr B Ellis, Mr M Jones, Mr Z Kivungi (PG Student Representative), Mrs M Kelt, Ms J Main, Mrs S Rate, Ms M Ward.
IN ATTENDANCE:	Mrs M Anderson (Secretary)

CHAIR'S OPENING REMARKS

The Chair welcomed Ms Catriona Mowat and Mr Gary Steele, attending on behalf of Ms Margaret Ward and Mrs Marion Kelt respectively. She also welcomed Mr Robert Ekpeloodum, the newly appointed undergraduate student representative, to his first meeting of the committee. The newly appointed postgraduate student representative, Mr Zeph Kivungi, was unable to attend the meeting.

MINUTES

13.076	Considered	The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 23 October 2013 (Doc LTSC13/27/1).
13.077	Resolved	The minutes were approved as a correct record. **(Action: Secretary)**

MATTERS ARISING

Draft Blended Learning Roadmap 2013-15 (arising 13.053-056)

13.078	Reported	By the Chair, that the Roadmap was approved by APC at its meeting on 13 November 2013. The Roadmap had subsequently been updated following feedback from the APC. In particular an amendment in Section 1 (Policy and Strategy): Action 3 from "Develop a strategy to guide GCU online distance learning provision) to now "develop guidelines and policy for online distance learning provision." The Roadmap would be uploaded onto the GCU LEAD website and staff portal. It was fairly comprehensive and aligned to the Strategy for Learning and to respond to some of the outcomes of the thematic

review of blended learning.

GCU Languages: Annual Report 2012/13 from City of Glasgow College (arising 13.059)

13.079	Reported	By the Chair, that the points for clarification had been forwarded to the GCU Languages Academic Link for a response which had yet to be received. The Chair would update members at the next meeting of the LTSC.

LTSC Annual Report 2012/13 (arising 13.065)

13.080	Reported	By the Chair, that the report was approved by APC at its meeting on 13 November 2013.

AOB: Module Evaluation and Feedback (arising 13.073-13.074)

13.081	Reported	By the Chair, that the first meeting of the short-life working group took place on 7 November 2013. From an email from Professor Creanor, GCU LEAD, after establishing the working group, it had come to light that the Student Experience Team had also carried out some comparative work on different feedback systems and it was understood that they were now preparing a business case for CRT Viewpoint. The short-life working group would still need to investigate the feasibility of using this system for module feedback and to compare it to the other system under consideration, EvaSys. A demonstration from EvaSys took place recently and one was being arranged for CRT Viewpoint. Whatever system the University would agree upon, it needed to be in place for next year and implemented quickly. A paper was to go to APC with recommendations in January and there would be an update at the next meeting of the LTSC.

Matter Arising from Academic Policy Committee

13.082	Reported	By the Chair that there were no matters to report to the LTSC from the meeting of the APC.

CHAIR'S REPORT

13.083	Reported	By the Chair, the following items of relevance:

Enhancement Led Institutional Review (ELIR)
Preparations would be commencing soon and immediate next steps the preparation and consideration of the University's Reflective Analysis through the respective governance mechanisms of the University and committees. This was expected to be completed by end of June 2014. A draft Reflective Analysis would be considered by APC in April. The Committee would be heavily involved in this process over the coming months.

Articulation
GCU LEAD was in the process of developing the University's College Connect Strategy in consultation with colleagues across the University. The Chair would arrange for the strategy to be sent electronically to all Committee members and would welcome their feedback.

REVIEW OF TRANSITION AND PROGRESSION SUPPORT AT GCU

13.084	Considered	A paper from GCU LEAD updating on progress of the Review of Transition and Progression Support mechanisms for new entrants to GCU.

13.085	Reported	By the Chair that:

- Ms K MacFarlane had been looking at how a more structured way of organising the support at each stage of the student journey could be achieved, particularly in view of the anticipated increase in articulating students. This would also include clarifying roles and responsibilities in terms of pre-entry, point of entry and post-entry transition and progression support. The progress report was being completed in consultation with the Student Experience Directorate.

- The first step to achieving the above was to update the Transitions Road Map. A new diagram was tabled at the meeting which provided an overview of the current support mechanisms in place for transition and progression from the GCU Schools and other units (SCETT, Learning Development Centres etc.).

- Ms K MacFarlane had identified that there were gaps in the support and that the University needed to decide on the appropriate action points now.

13.086	Discussed	The following points were raised by the Committee:

- Ms K Thomson asked for clarification regarding what type of students the paper was directed at *(primarily undergraduate and home students)* and considered that there should be a version for international and postgraduate students to enhance the student experience for all students. Ms K Thomson also proposed that the consultation process should involve colleagues who work directly with students and are better aware of their specific issues and concerns.

- Ms C Mowat expressed concerns about not having the opportunity to feed in on behalf of Positive Living and Disability. The Chair agreed to send out the report to any staff who felt had been missed in the progress update and request feedback to Ms K MacFarlane directly.

STRATEGY FOR LEARNING IMPLEMENTATION PROGRESS REPORT

13.087	Considered	A progress report from GCU LEAD on the implementation of the SfL and action points within Engage: Implementing the SfL University Operational Plan 2013/14.

13.088	Reported	By the Chair that,

- The progress report was considered by APC at its meeting on 13 November 2013. The next step for GCU LEAD would be to identify leads for each of the items in the action plan and that this would commence at the beginning of January. A School SfL progress report would also be prepared for consideration by APC on 22 January.

- The three ADLTQ's in each of the Schools had met with the Director of GCU LEAD to agree the approach that would be taken to develop School action plans. The School action plans would be considered by the School SMGs in December and by School Boards prior to APC in January. The need to align School SfL action plans with School NSS action plans had been noted.

| 13.089 | Discussed | The following points were noted during discussion: |

- Mr M Bromby noted the proposal to hold a Biennial University Learning and Teaching Event alternated with a Biennial Learning and Teaching Poster Event and School Learning and Teaching events. This led to some further discussion on whether it should be an annual event opposed to the biennial proposed within the action plan. With no overall consensus on timings the action point for a biennial event was confirmed.

- In terms of developing and agreeing SfL Measures of Performance an initial discussion had taken place to determine definitions and data sources, however some members of the committee were unsure where this information would be reported to. The Chair agreed to forward the list of measures to stakeholders to ensure all areas were covered.

MSC FORENSIC PSYCHOLOGY (BPS ACCREDITATION VISIT)

| 13.090 | Considered | A report of the outcomes of the accreditation visit from The British Psychological Society (BPS) for the MSc Forensic Psychology Programme held on 30 May 2013 and the Programme Team's response to the conclusions and recommendations of the BPS. |

| 13.091 | Reported | By Ms K Thomson that the Head of Department had now responded. All of the issues raised had been addressed. |

MSC DIAGNOSTIC IMAGING (MEDICAL ULTRASOUND)

| 13.092 | Approved | A proposal from the School of Health and Life Sciences for the addition of a bracketed award specialism to the existing MSc Diagnostic Imaging programme. |

DATE OF NEXT MEETING

| 13.093 | Reported | The next meeting of the Committee would take place on Wednesday 30 April 2014 at 2pm. |