

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 6th March 2019

- Present:** Prof N Andrew (Acting Chair), Dr C Choromides, Ms C Craig, Dr K Halcro, Dr F Kennedy, Dr M Maclachlan, Dr R Marciniak, Dr A Nimmo (from item A.3.ii), Dr J Paterson, Ms A Williams.
- Apologies:** Mrs M Daly, Dr G Gibson, Mrs M Kelt, Ms J Main, Mrs M McCann, Prof V Webster.
- By Invitation:** Mrs M Ferguson, Mrs T Findlay, Dr N McLarnon, Mr L Quidu (City of Glasgow College), Dr S Rate
- In Attendance:** Mrs L Clark, Department of Governance (Secretary), Mr C Mulligan (AQD)

Chair's Opening Remarks

The Chair welcomed members to the meeting. She advised the purpose of the half-day session was primarily to allow time for consideration of School Annual Monitoring Reports for Session 2017/18.

The Chair welcomed the ADLTQs (or equivalent) who were in attendance to present annual monitoring reports.

The Chair advised members that consideration of items A.3.i and A.4 would be escalated to the top of the agenda to allow Dr Rate and Mr Quidu to attend other meetings.

It was also noted that the meeting was inquorate. The Chair advised the Secretary would therefore circulate any papers requiring approval to members for approval by correspondence.

Minutes

- 18.60 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 24th October 2018.
(Doc LTSC18/28/1)
- 18.61 Resolved:** That the minute be confirmed as a correct record of the meeting.

Matters Arising

- 18.62 Considered:** Any matters arising from the above minutes not otherwise covered on the agenda.

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2017/18

18.63 Considered: Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2017/18.

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| i. Glasgow School <i>for</i> Business and Society | (Doc LTSC18/56/1) |
| ii. Academic Quality and Development | (Doc LTSC18/53/1) |
| iii. School of Engineering and the Built Environment | (Doc LTSC18/52/1) |
| iv. School of Health and Life Sciences | (Doc LTSC18/51/1) |
| v. INTO | (Doc LTSC18/44/1) |
| vi. GCU London | (Doc LTSC18/62/1) |

18.64 Noted: Reports were presented by School Associate Deans of Learning, Teaching and Quality (or equivalent) and submitted following the procedure set out in Section 5 of the QEA Handbook (note going forward this will be Section 6 of the AQPP). All criteria in the report template were addressed and presentation of the reports focused on the following:

- Good practice in Learning, Teaching and Assessment.
- Reflection on any key challenged met and faced over the academic year.
- Moving forward into the next academic year
- Key areas for consideration at the institutional level.

18.65 Noted: That the following main areas for University consideration were identified:

- Forward planning to future proof and encompass anticipated increasing demand for flexible delivery (GAs, Part time, online etc) and desired University wide growth in TNE and Collaboration
- Improving the student learning environment
- Personal Tutoring: role and focus of the Personal Tutor ([Staff Guidelines for Personal Tutoring](#)).
- Approach to Annual Monitoring Process and suggested development of a Data Pack
- Staff development around Digital Skills, the growing use of data analytics, metrics and the VLE
- English Language provision to support current and desired future growth in international student numbers
- Ongoing issues with timetabling (NSS)

18.66 Resolved:

- i. That, with the exception of the GSBS Annual Monitoring report, the above reports be approved.
- ii. That areas for wider University consideration be taken forward to the next meeting of the APPC.

Action: Professor Andrew

18.67 Noted: That Annual Monitoring reports from the Graduate School and School for Work Based Learning were still to be received.

18.68 Resolved: That an update be provided to the Secretary regarding a proposed timescale for submission of these reports however these must be submitted in advance of the June meeting of LTSC.

Action: Dr Halcro and Dr Choromides

GCU Languages Annual Report 2017-18

18.69 Considered: An Annual report on the delivery of GCU languages modules by the City of Glasgow College (CoGC) for students at GCU during academic session 2017-18.
(Doc LTSC18/54/1)

18.70 Noted:

- i. That there had been a drop in the number of GCU staff taking language modules. Members discussed the promotion of language modules and with some members expressing concern that the promotion recently had not been as significant as in previous years.
- ii. That timely access to NAR/RAP had been a challenge. It was noted that an IT workaround had been put in place to assist with guest IT accounts being created for college staff.

18.71 Resolved:

- i. That the Committee liaise with Justine Ross, People Services, regarding the promotion of GCU Language modules for staff.
Action: Secretary
- ii. That Ms Williams provide the Committee with an update on any improvements that can be made to ensure college staff have sufficient notice of any special needs arrangements.
Action: Ms Williams

Summary Report of MITs and RPL (Trimester A)

18.72 Considered: The Recognition of Prior Learning (RPL) and Mitigating Circumstances (MITS) - Trimester A Report 18/19.
(Doc LTSC18/55/1)

PART B (FOR APPROVAL)

Secretary's Note: Prior to the meeting the Secretary had advised members that due to limited time any issues relating to Part B items should be raised in advance of the meeting. As no issues were raised outwith or during the meeting, all Part B items were approved.

Programme Review **BSc (Hons) Optometry**

18.73 Approved: The outcomes of the Programme Review Event held on 12th October 2018 for BSc (Hons) Optometry.
(Doc LTSC18/35/1)

Programme Review **DPsych in Counselling Psychology**

18.74 Approved: The outcomes of the Programme Review held on 22nd-23rd November 2018 for DPsych in Counselling Psychology.
(Doc LTSC18/36/1)

Programme Review
BSc Oral Health Science

18.75 Approved: The outcomes of the Programme Review Event held on 15th November 2018 for BSc Oral Health Science.
(Doc LTSC18/37/1)

Programme Review
MSc Forensic Psychology

18.76 Approved: The outcomes of the Programme Review held on 1st November 2018 for MSc Forensic Psychology.
(Doc LTSC18/38/1)

Programme Review
BSc (Hons) Applied Psychology

18.77 Approved: The outcomes of the Programme Review Event held on 7th November 2018 for BSc (Hons) Applied Psychology.
(Doc LTSC18/57/1)

Programme Review
BA (Hons) Media and Communication
BA (Hons) Multimedia Journalism

18.78 Approved: The outcomes of the Programme Review Event held on 25th October 2018 for the above named programmes.
(Doc LTSC18/39/1)

Programme Review
Former Dept. of Law, Economics, Accountancy and Risk Undergraduate Programmes

18.79 Approved: The outcomes of the Programme Review Event held on 3rd December 2018 for undergraduate Programmes pertaining to the former Department of Law, Economics, Accountancy and Risk.
(Doc LTSC18/40/1)

Programme Review
MSc International Human Resource Management

18.80 Approved: The outcomes of the Programme Review Event held on 8th February 2019 for MSc International Human Resource Management.
(Doc LTSC18/56/1)

Programme Review
Department of Business Management Undergraduate Portfolio

18.81 Approved: The outcomes of the Programme Review event held on 13th and 14th November 2018 for the Department of Business Management Undergraduate Portfolio.
(Doc LTSC18/58/1)

Programme Approval
MSc International Economic and Social Justice

18.82 Approved: The outcomes of the Programme Approval Event held on 28th November 2018 for MSc International Economic and Social Justice.
(Doc LTSC18/59/1)

Programme Review

Dept. of Computing and Dept. of Applied Computer Games Undergraduate Programmes

18.83 Approved: The outcomes of the Programme Review Event held on 20th November 2018 for undergraduate programmes in the Department of Computing and Department of Applied Computer Games Undergraduate Programmes.
(Doc LTSC18/41/1)

Programme Review

BSc Health & Safety Management

BSc (Hons) Health, Safety & Environmental Management (Level 4 Only)

18.xx Approved: The outcomes of the Programme Review held on 24th November 2018 for the above programmes.
(Doc LTSC18/42/1)

Programme Review

MSc Advanced Internetwork Engineering

18.84 Approved: The outcomes of the Programme Review held on 19th November 2018 for MSc Advanced Internetwork Engineering.
(Doc LTSC18/43/1)

Programme Review

Changes to MSc Building Services Engineering

18.85 Approved: Recommended changes to the MSc Building Services Engineering programme.
(Doc LTSC18/46/1)

Programme Review

Minor change to BSc (Hons) Forensic Investigation

18.86 Approved: A minimal programme change to BSc (Hons) Forensic Investigation.
(Doc LTSC18/47/1)

Programme Review

Changes to MSc Environmental Management Programme

18.87 Approved: Changes to MSc Environmental Management Programme.
(Doc LTSC18/50/1)

Programme Review

(Minor Change) to MEng Electrical Power Systems Engineering (ALC)

18.88 Approved: Minor changes to the MEng Electrical Power Systems Engineering (ALC).
(Doc LTSC18/60/1)

External Examiners Approval Panel

18.89 Approved: The refreshed Terms of Reference and Standard Operations for the External Examiners Approval Panel.
(Doc LTSC18/45/1)

SWBE Associate Lecturers

18.90 Approved:

- i. The appointment of a number of Associate Lecturers - Institution of Railway Operators and University of Johannesburg.
(Doc LTSC18/48/1)

Note: In accordance with University procedure, as set out in Appendix 10 (g) of the Quality Enhancement and Assurance Handbook, the CVs have been scrutinised by the respective Host School/Academic Unit and confirmed as meeting the essential criteria for Associate Lecturers.

- ii. Extension of Associate Lecturer responsibilities.
(Doc LTSC18/49/1)

PART C (FOR INFORMATION)

Chair's Action

18.91 Received:

Notification that the following have been approved by LTSC Chair's Action since the last meeting of the Committee:

- i. Graduate Apprenticeship in BSc (Hons) Civil Engineering (Environmental Civil Engineering)

Report of the above Programme Approval Event held on 11th June 2018; conclusions, requirements and recommendations and the Programme Team response to the Approval Panel.

(Doc LTSC18/29/1)

- ii. Programme Approval

GA BSc (Hons) Software Development for Business

GA BSc (Hons) Information Technology Management for Business

That the Programme Development Board's response to the conclusions, requirements and recommendations for the above programme approval event is satisfactory and that the above programmes are recommended for indefinite approval to the Learning and Teaching and Sub-Committee with effect from September 2018, subject to the University's normal arrangements for monitoring and review.

(Doc LTSC18/30/1)

- iii. Programme Change

MSc Public Health PT

That following email circulation to the Committee, LTSC approves a recommendation to approve two of the modules undertaken by MSc Public Health students with equivalent modules which were recently developed for the MPH programme –

1. Replace the original "Health Economics and Development" module with the "Health Economics" module.
2. Replace the original "Advanced Epidemiology, Application and Evaluation in Practice" module with the "Epidemiology: Principles, Application and Evaluation in Practice" module.

(Doc LTSC18/31/1)

iv. Programme Approval

Degree Apprenticeship in BSc (Hons) Chartered Surveyor (Quantity Surveying)

That the outcomes from the event held on 18 September 2018 to approve the above noted programmes (from January 2019) be approved.

(Doc LTSC18/32/1)

v. Programme Title Change

Title change from MSc Social Business and Microfinance to MSc Social Innovation

That LTSC approves the proposed programme and module title changes and the newly named programme be placed in indefinite approval with effect from September 2019 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC18/33/1)

vi. Programme Approval

MSc Insurance and Sustainable Risk Management

That the Report and outcomes of the MSc Insurance and Sustainable Risk Management Programme Approval Event held on 30th August 2018 in GCU London be approved.

(Doc LTSC18/34/1)

vii. Programme Review

GCU London

- Global MBA – Programme Review (commencing September 2019)
- Applied Professional Practice MBA – Programme Approval (commencing February 2019)

Glasgow School for Business and Society (GSBS)

- Addendum to seek approval for the running of the Global MBA programme at GCU Glasgow (commencing September 2019)

That the Programme Team (Global MBA) and Programme Development Board's (APP MBA) response to the conclusions, requirements and recommendations for the above programme approval/review event is satisfactory and that the above programmes are recommended for indefinite approval to the Learning and Teaching Sub-Committee with effect from February or September 2019 as noted above, subject to the University's normal arrangements for monitoring and review.

That the Addendum from GSBS seeking approval for the running of the Global MBA at GCU Glasgow with effect from September 2019 be approved.

(Doc LTSC18/61/1)

Date of Next Meeting

18.92 Received: Notification that the next scheduled LTSC meeting will be held on Wednesday 19th June 2019 in Room M401.