LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 18ᵗʰ January 2017

Present:	Prof. N Andrew, Mr C Campbell, Mrs M Kelt, Dr R Marciniak, Dr N McLarnon, Dr A Nimmo, Dr S Rate, Mrs K Roden, Mr I Stewart, Mr K Ward, Prof. R Whittaker (Chair), Ms A Williams, Mrs M Wright.
Apologies:	Mr C Azubuike, Mr C Beaumont, Mr C Daisley, Dr K Halcro, Mr K Ikeh, Ms J Main, Dr N McLarnon, Miss K van Dongen, Prof. V Webster.
By Invitation:	Ms S Fraser-Robertson.
In Attendance:	Mrs L Clark, Department of Governance (Secretary), Dr M Ferguson (SEBE)

Chair's Opening Remarks

The Chair welcomed members to the first meeting of 2017. She advised that item A.5.iv GCU London Annual Monitoring report 2015-16 would be escalated up the agenda to permit Dr Marciniak to present the paper as she had to leave the meeting at 14:30 Hrs.

Minutes

16.33 Considered:	The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 26ᵗʰ October 2016. **(Doc LTSC16/29/1)**
16.34 Resolved:	That, subject to a minor amendment to the meeting attendance, the minute be confirmed as a correct record. ***Action: Mrs Clark***

Matters Arising

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

LTSC Membership and Terms of Reference
(Arising 16.04 and 16.19)

16.36 Reported:	The following was noted in respect of LTSC Membership and Terms of Reference:

    i.   That the three main Glasgow Campus Schools Boards have been invited to provide LTSC with a new elected member. It is hoped new members will be appointed in advance of the March 2017 meeting of LTSC.

    ii.   That Assistant ADLTQs have yet to be appointed. ADLTQs will continue to be invited to attend until these vacancies are filled.

    iii.   The required amendments to the Terms of Reference and Membership have been made.

iv. The following three elected TPG students will now attend LTSC on a rotational basis:

Chikezirim Azubuike	SEBE PGT Student Representative
Kanayo Ikeh	SHLS PGT Student Representative
Charlie Beaumont	GSBS PGT Student Representative

LTSC Annual Report
(Arising 16.08)

16.37 Reported: That the LTSC Annual Report 2015-16 was duly amended and submitted to APPC for approval.

Quality Enhancement and Assurance Handbook
(Arising 16.07)

16.38 Reported: That the web link to the QEA Handbook had now been circulated to members.

Chair's Report

16.39 Considered: A verbal report from the Chair on the following matters of interest to the Committee including, where appropriate, information arising from recent meetings of APPC and Senate:

- *Student Experience Action Plan*

  Following University wide consultation, this will be submitted to University Court in due course.

- *Student Information Management System Project*

- *Module Evaluation*

  That a successful pilot/phase one roll out of Module Evaluation Software Explorance Blue was conducted in Trimester A. A full roll out pilot in Trimester B will be carried out.

- *QEA Handbook*

  Further consultation with Schools had taken place and an amended Section 6.2 had been prepared and circulated to Senators for their comment and input. The finalised Section 6.2 was submitted to and approved at December Senate.

edShare@GCU

16.40 Considered: An update paper on edShare@GCU for information.
                         (Doc LTSC15/50/1)

16.41 Reported: By Mrs Kelt that edShare had now been up and running for a year and has recently been upgraded to allow the playing of video files in any format. A good take up was noted with contributions from ALC being brought through learning technicians. Mrs Kelt invited any queries and comments to be submitted to edsahre@gcu.ac.uk

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2015/16

16.42 Reported: The Chair advised members that annual monitoring reports for INTO and School for Work Based Education would now be received for the March meeting of LTSC. The following rationale was provided:

i. INTO

It has recently been agreed for INTO GCU that its annual monitoring output will come forward to the next meeting of LTSC in March. A revised framework for the monitoring, review and operational management of JV activities approved by the JV Board has recently come into place. This includes the re-establishment of the Joint Academic Liaison Group (JALG). Within the terms of reference for the JALG, an annual report which incorporates key elements of the programme monitoring process will be prepared by the INTO GCU Centre Director; for consideration initially by the JALG and thereafter presented to the JV Board. The next meeting of the JALG will take place early March to allow consideration of the annual report. The programme monitoring output will then follow to LTSC at its meeting on 8th March.

ii. The School for Work Based Education

Monitoring has concluded for two PG programmes however UG programme monitoring was still to be undertaken. Rather than piecemeal, the sum of all parts would therefore be submitted to March LTSC. For the SWBE provision the School needs to pick a date for a snapshot and set this in place for future outputs.

16.43 Resolved: That the INTO and SWBE reports be submitted to the March meeting of LTSC.
Action: Mrs Wright (SWBE) and Mr Butchart (INTO)

16.44 Considered: The Graduate School submitted the following statement for consideration by the Committee in relation to their Annual Monitoring Report for Session 2015/16:

"The Graduate School portfolio of research programmes, namely the ProfD and MRes frameworks were jointly reviewed in October 2016, following the Quality Office's re-approval processes. The programmes gained final approval in Dec 2016. These newly refreshed frameworks are being delivered from January 2017 and October 2017 for the ProfD and MRes frameworks respectively.

We would like to propose that the final approved joint review document for the ProfD and MRes frameworks, dated Dec 2016 stand in place of the Annual Monitoring Report for 2015-16 as it is a fully comprehensive review of the programme frameworks and has undergone external quality scrutiny and approval. It was a huge amount of work undertaken by the cross-school ProfD and MRes framework teams and includes within it the elements found in the Annual monitoring report, as these frameworks make up the full suite of research programmes that the Graduate School normally reports on in the annual monitoring quality process.

An annual monitoring report could then be provided in 2018 reporting on the first delivery of the newly refreshed frameworks. A final copy of the joint review document can be provided by the Quality Office/ProfD and MRes frameworks management group upon your request.

I have ccd in the Directors of the ProfD and MRes frameworks, Dr Keith Halcro and Dr Lindsey Carey and Prof John Harris, new Chair of the ProfD/MRes cross-school frameworks management group for their reference. Please let us know if the above way forward would be acceptable to the LTSC."

16.45 Resolved: It was noted that fundamentally the Annual Monitoring report will still be required as the programme review documentation serves a different purpose and is not sufficient to stand on its own. Concern was expressed that the review documentation won't address the issues that schools have been asked to clarify nor would it provide input into common University wide issues which require to be taken forward through APPC as appropriate. Concern was also expressed that non submission may negatively impact on the student experience where opportunities for dialogue with students could be missed and excluding student feedback as a result which is a core element of programme monitoring and review. Accordingly, it was agreed the Annual Monitoring report should be submitted for consideration at the March meeting of LTSC.
Action: Prof. Steves, Graduate School

16.46 Considered: Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2015/16.

     i. School of Health and Life Sciences   **(Doc LTSC16/35/1)**
    ii. School of Engineering and Computing   **(Doc LTSC16/39/1)**
   iii. Glasgow School *for* Business and Society   **(Doc LTSC16/40/1)**
   iv. GCU London   **(Doc LTSC16/34/1)**
    v. Academic Quality and Development   **(Doc LTSC16/41/1)**

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. All criteria in the report template were addressed and presentation of the reports was invited to additionally focus on the following:

- What is currently considered good practice in Learning, Teaching and Assessment in the School/Department, drawn from reports and aligned to current University priorities such as digital innovation in Learning, Teaching and Assessment, exemplars of the common good curriculum in practice and student engagement/student experience.

- Reflection on any key challenges met and faced over the past year.

- Moving forward into the next academic year; what are the key areas for consideration at the institutional level?

16.47 Noted: The following points were noted in discussion:

- That whilst the new format of report template was welcomed some streamlining could still be required. It was noted that whilst Strategy and Planning do excellent work in extracting data for analysis, schools are being required to reshape data which may also be reported in other formats for example NSS and ISB data is already analysed elsewhere. It was queried whether the reporting could therefore include an action report form and separate data document.

- The reports be share with colleagues within Schools in order to highlight areas of good practice.

- That future reports must receive approval from School Board in advance of submission to LTSC.

- That engagement with ALC has been a steep learning curve for Schools but has permitted an opportunity to engage further in e-learning and use new technologies which can be applied elsewhere.

- Feedback on issues identified with online programmes included:

- That the programme approval process does not support this format and requires revision for purely online programmes.

- The registration process similarly does not support fully online programmes.

16.48 Resolved:

    i.   That the Academic Quality and Development Annual Monitoring Report be approved.

    Note: All other Annual Reports are subject to approval at School Board or alternative and are submitted to LTSC for consideration only.

    ii.   Following approval at School Board the Annual Monitoring reports be shared with School colleagues in order to highlight areas of good practice.
Action: ADLTQs (or equivalent)

    iii.   Those areas for wider University consideration be taken forward to APPC as appropriate. ADLTQs (or equivalent) to liaise with Academic Quality and Development in respect of this. Professor Andrew agreed to compile a list and liaise with colleagues accordingly.
Action: ADLTQs and Academic Quality and Development

Academic Appeals Overview Report 2015/16

16.49 Considered: The Academic Appeal Overview Report for Session 2015/16.
(Doc LTSC16/31/1)

Overview Report of Programme Approval and Review Activity Session 2015/16

16.50 Considered: The Overview Report of Programme Approval and Review Activity for Session 2015/16.
(Doc LTSC16/32/1)

16.51 Noted: That this was a useful resource which members were keen to share will colleagues within schools in order to highlight examples of good practice.
Action: ADLTQs

Student Surveys at GCU 2016-17

16.52 Considered: A paper on Student Surveys at GCU 2016/17.
(Doc LTSC16/33/1)

16.53 Noted: The paper was welcomed and supported by members.

PART B (FOR APPROVAL)

Associate Lecturers

16.54 Approved: The appointment of the following Associate Lecturer(s) in the School for Work Based Education:

The following are being presented as having the necessary qualifications and/or experience to undertake an Associate Lecturer role on the BSc Railway Operations Management suite of Undergraduate Programmes delivered as a partnership with the Institution of Railway Operators (IRO) and GCU'S School for Work Based Education.

Mike Derrick
Neil Langford
Brian Webster
Martin Woolam

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

(Doc LTSC16/37/1)

Programme Extension

16.55 Approved: Extension for one year of approval of programmes at Caledonian College of Engineering Oman (CCE).
(Doc LTSC16/30/1)

Conferment of Professional Recognition of Teaching & Supporting Student Learning (UKPSF, 2011)

16.56 Approved: To endorse conferment, following approval by the recognition panel, of professional recognition of teaching and supporting student learning (UKPSF11) for GCU staff.
(Doc LTSC16/38/)

Programme Withdrawal
MSc IT (Oil and Gas)

16.57 Approved: A recommendation for withdrawal of the MSc IT (Oil and Gas) programme.
(Doc LTSC16/42/1)

16.58 Resolved: Recommended for submission to APPC for approval of withdrawal.
Action: LTSC Secretary and Clerk to SEBE School Board

Programme Extension
MSc IT

16.59 Approved: A recommendation for a 1 year programme approval extension for the MSc IT.
(Doc LTSC16/43/1)

PART C (FOR INFORMATION)

Chair's Action

16.60 Received: Notification that the following was approved via Chair's Action since the last meeting:

Master of Research Framework/ Professional Doctorate Framework

A report of the programme review event held on 5th October 2016: Conclusions, Requirements and Recommendations and Programme Team's response to the Programme Review Panel.

The Programme Team has met the requirements and recommendations of the Panel and that the Master of Research and Professional Doctorate Frameworks be placed in indefinite approval from January 2017.

(Doc LTSC16/36/1)

Date of Next Meeting

16.61 Received: Notification that the next meeting of the Learning and Teaching Sub Committee will be held on Wednesday 8th March 2017 at 14:00 Hrs in Room CEE04 (Centre for Executive Education).