

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 9th March 2016

- Present:** Prof. N Andrew, Mr M Bromby, Prof. L Creanor, Mr J Gaughan, Mr M Jones, Ms J Main, Mr I Stewart, Mr K Ward, Dr M Welsh, Prof. R Whittaker (Chair).
- Apologies:** Mr C Campbell, Mr C Daisley, Dr M Ferguson, Prof. K Gartland, Dr K Halcro, Mrs M Kelt, Dr N McLarnon, Ms C Mowat, Dr J Nally, Dr A Nimmo, Dr S Rate, Prof. V Webster, Prof. B Wood, Mrs M Wright.
- By Invitation:** Mr A MacKinlay (vice Mrs M Henaghan), Dr R Marciniak (by phone).
- In Attendance:** Mrs L Clark, Department of Governance (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the meeting and noted that Dr Ruth Marciniak was joining the meeting by telephone from GCU London.

Minutes

- 15.120 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 20th January 2016.
(Doc LTSC15/46/1)
- 15.121 Resolved:** That the minute be confirmed as a correct record.
Action: Mrs Clark

Matters Arising

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

Annual Monitoring, Quality Assurance and Enhancement of Programmes Session 2013/14 (Arising 15.101)

- 15.123 Reported:** By Mr MacKinlay, that this had been brought to the attention of the School as requiring immediate action. It was noted that discussions with the School would be on-going to any address issues in reporting within the standardised University scheduling.

Enhancement Led Internal Subject Review (ELISR)

School of Engineering and the Built Environment: Department of Computer, Communications and Interactive Systems
(Arising 15.109)

- 15.124 Reported:** That Areas for University consideration had been forwarded for consideration at the February meeting of APC and appropriate action would be taken forward.

15.125 Reported: By Mr Stewart that the terminology had now been amended, the report approved by the School Board and the approved version forwarded to Mrs Clark.

Chair's Report

15.126 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 APC and Senate:

- Draft Digital Strategy
- African Leadership College
- The Scottish Funding Council indicative funding letter for 2016-17

Quality Enhancement Institutional Lead's Reports

15.127 Considered: Reports from the Institutional Lead's for:

1. Enterprise and Entrepreneurship

An Enterprise and Entrepreneurship update report.
(Doc LTSC15/53/1)

15.128 Reported: By the Chair, that apologies had been received Professor Gartland, Dr Nimmo and Professor Wood. The Chair therefore provided members with a brief update on behalf of the Institutional Leads and noted the following:

- Professor Gartland is in regular contact with the Admission Sub-Committee and that CFE is also addressed via the Strategy *for* Learning.
- In addition to Professor Wood's report it was noted that there had been some momentum from EEE and good engagement with U-hatch.
- That QE scholars bids had gone out and shortlisted bids would be forward to Prof. Webster to establish who would be funded.
- That there was an upcoming Quality Enhancement Themes event in June and Dr Nimmo wished to encourage colleagues to present at this. This was being held on 9th June in Edinburgh.

Quality Enhancement Review of Caledonian College of Engineering (CCE) – Year-on Progress Report

15.129 Considered: Response and action plan year-on progress report for the Quality Enhancement Review, undertaken at CCE in November 2014.
(Doc LTSC15/47/1)

15.130 Reported: That following consideration and approval, at the April 2015 meeting of LTSC, of the report and response on the Quality Enhancement Review of Caledonian College of Engineering Oman, held from 23rd to 24th November 2014, the Year on Progress report was now submitted for consideration of progress towards implementation of the action plan responses.

15.131 Noted: The following points were noted in discussion:

- That a few date deadlines had not been addressed but these were noted to be more launch points for activity rather than deadlines for completion.

- That the approach to blended learning was to be commended. Sharing of best practice for a robust strategy for virtual learning environments would be welcomed.

15.132 Resolved: The Committee were more than satisfied with the quality of this response and that key areas have been addressed.

Enhancement Led Internal Subject Review - School of Health and Life Sciences: Department of Nursing and Community Health

15.133 Considered: The report of the Enhancement-led Internal Subject Review (ELISR) of the Department of Nursing and Community Health of the School of Health and Life Sciences held on Monday 30th November and Tuesday 1st December 2015 and the School's action plan response.

The report also identified an area for University consideration (included for information). In line with QEA Handbook procedures, these will be progressed to APC for consideration, following consideration and approval by LTSC of the School's action plan response.

(Doc LTSC15/51/1)

15.134 Noted: The following points were noted in discussion:

- That a Year on update would be received for consideration by LTSC next academic session.
- That a School wide issue was identified in that a new e-portfolio is required.
- That the Nursing Society added considerable value in respect of relationships with external partners.
- That engagement of nursing students in recent years has increased with this type of co-curricular development.
- That the wider student experience was discussed and no issues were brought up.
- It was noted that the Students' Association representative was unwell and unable to attend the event. It was suggested that a process be put in place to allow for a substitute to attend in these situations.
- That thanks were to be noted to the Department of Nursing and Community Health staff and the LTQ Lead, Jacqueline McCallum, for taking this through in the timescales allocated.

15.135 Resolved: That the report be approved with areas for University consideration forwarded to APC for consideration.

Action: Department of Quality Enhancement

PART B (FOR APPROVAL)

Programme review

15.136 Approved: An overview of proposed changes to the MSc Health and Social Care programme identified during the paper-based review undertaken in January/February 2016.
(Doc LTSC15/48/1)

15.137 Resolved: That going forward Schools be asked for a representative to attend and present these reports to LTSC.

Action: Mrs Clark

Associate Lecturer

15.138 Approved: The appointment of the following Associate Lecturer:

Francois Viljoen
BSc Railway Operations Management
Managing People module
(Doc LTSC15/49/1)

PART C (FOR INFORMATION)

edShare@GCU

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

15.140 Noted: Members were sufficiently interested in this paper and it was agreed that Mrs Kelt should be invited to speak to the paper at the June meeting of LTSC.
Action: Mrs Clark

LTSC Membership

15.141 Received: The updated membership of the Learning and Teaching Sub-Committee for Session 2015/16.
(Doc LTSC15/52/1)

15.142 Noted: That Mark Johnston, or other suitable person, would be invited to join the Committee in place of Bernadette Kelly who has now left the University.
Action: Mrs Clark

GCU London School Board

15.143 Received: The confirmed minute of the meeting of the GCU London School Board held on 2nd December 2015.
(Doc GCUL/SB/15/17/1)

Strategy for Learning Operational Plan 2015/16: Progress Update for APC

15.144 Received: A progress update on the implementation of the SfL operational plan for 2015/16 as considered by APC on 3 February. Members are asked to note this update for information.
(Doc LTSC15/54/1)

Date of Next Meeting

15.145 Received: Notification that the next scheduled meeting of the Learning and Teaching Sub Committee will be held on **Wednesday 22nd June 2016 in Room B024 (Britannia Building).**

Any Other Business

15.146 Noted: The Chair recorded a note of thanks and very best wishes to Mary Henaghan in her retiral from GCU. Mary had been a fantastic colleague and has contributed greatly as a member of LTSC over her many years' service.