

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 21st June 2017

- Present:** Prof. N Andrew, Mr K Campbell, Mr C Choromides (Vice Mrs Wright), Mr J Docherty, Dr M Ferguson, Mr K Ikeh, Dr F Kennedy, Mrs M McCann, Dr A Nimmo, Mrs K Roden, Prof. B Steves (Vice Dr Halcro), Prof. R Whittaker (Chair), Ms A Williams.
- Apologies:** Mr C Azubuikie, Mr C Beaumont, Dr G Gibson, Dr K Halcro, Mrs M Kelt, Ms J Main, Dr R Marciniak, Dr J Paterson, Miss K van Dongen, Prof. V Webster, Mrs M Wright.
- By Invitation:** Ms S Fraser-Robertson.
- In Attendance:** Mrs L Clark, Department of Governance (Secretary), Miss R Simpson (SA Observer).

Chair's Opening Remarks

The Chair welcomed members to the fourth meeting of the academic session specifically the following new members:

- Mrs Margaret McCann (GSBS) and Dr Fiona Kennedy (SHLS) attending for the first time as newly appointed Assistant Heads of Department, Learning, Teaching and Quality. Dr Ferguson has also been appointed to this role for SEBE but was a serving member of the Committee previously.
- Mr Kanayo Ikeh attending for the first time as TPG representative.
- Miss Rachel Simpson, newly elected Vice-President GSBS, attending as an observer and will replace Kevin Campbell as Student President Nominee for the next academic session.

The Chair also thanked outgoing member Kevin Campbell for his contribution to LTSC over the last academic session and wished him well for the future in his new role as Student President.

The Chair reminded members that a number of late papers (items B.10, B.11 and B.12) had been submitted for formal approval and would be considered under Part B of the Agenda.

Minutes

- 16.85 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 8th March 2017.
(Doc LTSC16/52/1)
- 16.86 Resolved:** That the minute be confirmed as a correct record.
Action: Mrs Clark

Matters Arising

- 16.87 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 2015/16

- i. SWBE
(Arising 16.66)

16.88 Reported: That no update had been received regarding submission of the SWBE report.

16.89 Noted: That Academic Quality and Development will liaise with SWBE offline and offer support in preparation of the report.

- ii. Graduate School
(Arising 16.67)

16.90 Reported: By Professor Steves that the Cross-school ProfD/MRes Research Programme Management Group are happy to follow the University's quality assurance processes and to provide an annual report. They however, do not know the quality process to follow for annual reporting of cross-school research programmes that do not belong to any one school. They understand that the annual report is usually an annual review of the quality of a School's portfolio of programmes that is considered by the School and School board before being considered by the LTSC. They are currently seeking advice from their Academic Quality Business Partner on the process to follow.

International Student Barometer 2016 – School Level Results
(Arising 16.74)

16.91 Reported: By Mrs Roden that a paper providing the breakdown of exchange/Erasmus students for 2016 was now available and would be circulated to members following the meeting.

Action: Secretary and Mrs Roden

Chair's Report

16.92 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:

- The Chair advised members that a number of approved Assessment Regulation changes were recently made following consideration at APPC and Senate. Details of which are available via the Senate Highlight issued to staff that morning.

Senate highlights can be accessed via the Governance website:

<http://www.gcu.ac.uk/gag/senateandacademicgovernance/senateandsenatesubcommittees/senatehighlights/>

- An update paper on the Common Good Curriculum is included as a Part C item for information.
- Digital Assessment Strategy – a number of changes were required by Senate to this document. Following Senate approval the updated document will be circulated to LTSC in due course.
Action: Secretary
- Digital implementation plan – a number of changes were required by APPC to this document. Following APPC approval the updated document will be circulated to LTSC in due course.
Action: Secretary

Thematic Review of Post-Graduate Research Student Experience (2017-2018)

16.93 Considered: The Thematic Review of Post-Graduate Research Student Experience (2017-2018).
(Doc LTSC16/53/1)

16.94 Reported: By Professor Andrew that LTSC were invited to consider and endorse the paper which contained pertinent information in respect of PG student experience. Members were advised that the *Handbook for Review of University-wide Learning, Teaching and the Student Experience* was also included as a Part C item for information. It was noted that the QAA ELIR 4 panel had found PG student experience to be lacking in almost every University in the sector and this review is aimed to tackle issues identified.

16.95 Noted: The following points were noted in discussion:

- Professor Steves welcomed the review and noted that previously PG review had been addressed at subject level rather than taking account of PG student experience.
- Professor Steves raised concern regarding the time frame advising that the summer period in the research degrees arena was utilised to refresh materials ready for 1st October and is therefore a peak time. Time frame therefore clashes with attendance at research conferences or annual leave on top of a busy period. Concerns have therefore been raised by ADRs and PGR tutors about not being able to meet the time frame.
- Mr Campbell advised that the Students' Association welcomed the review and noted Chris Daisley has been heavily involved in work around PG student attendance.

16.96 Resolved:

- i. That the proposed approach to the forthcoming Thematic Review of the Post Graduate Student Experience (October) 17/18 be endorsed and outcomes be notified to LTSC in due course.

Action: Professor Andrew

- ii. That discussion regarding timescales to be taken offline with Professors Webster and Donaldson.

Action: Professor Andrew

External Examiners Overview Report: Session 2015/16

16.97 Considered: External Examiners Overview Report for Session 2015/16.
(Doc LTSC16/54/1)

16.98 Noted: The following points were noted in discussion:

- That the External Examiner Induction and Briefing Session was highly evaluated.
- That the induction and briefing materials are also available online.
- That whilst a number of examiner resignations were received during the period, no examiner resigned over a matter of principle rather resignations were due to changes to personal circumstances or employment.

GCU Student Experience Surveys 2017

16.99 Considered: An overview of the results from the GCU Experience Survey, Postgraduate Taught Experience Survey and Postgraduate Research Experience Survey.
(Doc LTSC16/55/1)

16.100 Noted: The following points were noted in discussion:

- That data will be used to agree clear action points to be incorporated into school or student experience action plans.
- Mr Campbell noted that collaborative consideration across Student Associations identified that students do not fully understand questions. These are subject to interpretation and as such a dip was expected.
- That NSS results will be published in August.
- NUS Scotland are highlighting the importance of NSS to ensure that students recognise the significance of survey.
- That research student culture response in the student barometer has always been low as most of the time students think of their immediate environment rather than a culture and are not aware of the opportunities available. This will feed into the thematic review.
- Professor Steves expressed thanks to Mrs Roden and the Strategy and Planning Team for pulling this information together.

Quality Enhancement Themes

16.101 Considered: A verbal update on Quality Enhancement Themes.

16.102 Received: An extract from the GCU produced Student Transition Theme video.

16.103 Noted: The following points were noted in discussion:

- That the three year QAA Student Transitions theme has now come to an end.
- The new theme, Evidence Based Enhancement, will be taken forward by a new institutional team. The team and lead are yet to be decided however QAA will provide guidance on appropriate membership.
- That a final report is due to be submitted and will be circulated for information in due course.
- That the Student Transition Theme video was created to satisfy a QAA Scotland requirement that a digital artefact be produced. The video presents a range of students' views and experiences in a number of areas where GCU has developed support for student transition. The video will be linked to the GCU case studies on the QAAS Enhancement Theme website.
- GCU was very well represented at the recent international Enhancement Theme conference with 56 members attending. 16 presentations, 2 plenaries and 5 posters were presented by GCU. The Students' Association also used the conference as part of their FTO induction.
- A final Enhancement Theme Scholar project is being developed which will offer pre induction online support and will run for two weeks prior to first teaching week in September.

- Other scholarship projects based on student transitions completing shortly are being undertaken by staff in GCU Glasgow, GCU London and the Students' Association. The Scholar project findings will also inform the forthcoming PG Student thematic review and the 2020 Student Experience Action Plan.

16.104 Resolved: That the final report and relevant website links be circulated to members in due course.

Action: Secretary and Dr Nimmo

PART B (FOR APPROVAL)

Associate Lecturer

16.105 Approved: The appointment of Dr Cornel Malan as an Associate Lecturer on the Railway Operations Management suite of programmes delivered as a partnership with Transnet Freight Rail, University of Johannesburg and GCU'S School for Work Based Education.

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 LTSC16/56/1)

Enhancement Led Internal Subject Review (ELISR)

16.106 Approved: The report of the Enhancement-Led Internal Subject Review of the Department of Law, Economics, Accountancy and Risk within the Glasgow School for Business, held on 4-5 April 2017, and the School's action plan response.

(Doc LTSC16/57/1)

GSBS Programme Change Proposal – MSc International Business Management

16.107 Approved: A proposal to change a module on the approved MSc International Business Management.

(Doc LTSC16/58/1)

16.108 Resolved: That the proposal be approved in principle pending receipt of additional documentation. Chair's action will be taken on receipt.

Action: Secretary and Dr Rate

GSBS Programme Change Proposal – BA (Hons) International Supply Chain Management

16.109 Approved: A proposal to change a core module on the approved BA (Hons) International Supply Chain Management.

(Doc LTSC16/59/1)

16.110 Resolved: That the proposal be approved in principle pending receipt of additional documentation. Chair's action will be taken on receipt.

Action: Secretary and Dr Rate

GSBS Programme Change Proposal - Master of Business Administration (MBA)

16.111 Approved: A number of proposals for the approved Master of Business Administration including a proposed extension to the review cycle.
(Doc LTSC16/60/1)

Programme Approval - MSc Electrical Power Engineering

16.112 Approved: The report of the Programme Approval Event held on 28th March 2017: Conclusions, Requirements and Recommendations and the Programme Team's responses to the Review Panel.

The MSc Electrical Power Engineering programme is recommended for indefinite approval from September 2017 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC16/61/1)

Programme Review - Joint Programme Review (GCU and HCPC) - Dip He Paramedic Practice

16.113 Approved: The outcomes from the joint GCU/HCPC event held on 6-7 April 2016 to review the DipHE Paramedic Practice programme delivered by the Scottish Ambulance Academy (awarded by GCU).

The Programme Team has met the requirements and recommendations of the Panel and the programme is recommended for indefinite approval from June 2017 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC16/62/1)

Programme Review - Network and Security Programmes Suite

16.114 Approved: The outcomes from the event held on 16th March 2017 to approve the following programmes (from September 2017):

- BEng (Hons) Computer Networking (formerly BEng (Hons) Network Systems Engineering)
- BEng (Hons) Digital Security and Forensics (formerly BEng (Hons) Digital Security, Forensics and Ethical Hacking)
- BSc (Hons) Cyber Security and Networks

The Programme Team has met the requirements and recommendations of the Panel and the programmes are recommended for indefinite approval from September 2017 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC16/68/1)

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

16.115 Noted: Conferment of professional recognition of teaching and supporting student learning (UKPSF11) for GCU staff. Previously approved by the recognition panel and LTSC Chair's action.

(Doc LTSC16/63/1)

16.116 Approved: And endorse conferment, following approval by the School of Health and Life Sciences Masters Framework 1st Diet Assessment Board on 31st May 2017, of professional recognition of teaching and supporting student learning (UKPSF11) for GCU staff.

(Doc LTSC16/64/1)

Programme Review - Joint Programme Review (Nursing and Midwifery Council and the Consortium for the Accreditation of Sonographic Education)

16.117 Approved: The outcomes from the event held on 26th April 2017 to approve the following programmes (from September 2017):

POSTGRADUATE SUITE OF PROGRAMMES:

- PgC Education in Academic and Practice Settings (NMC Accreditation)
- PgD Specialist Community Public Health Nursing (Health Visiting) (NMC Accreditation)
- MSc Medical Ultrasound (CASE Accreditation)

The Programme Teams have met the requirements and recommendations of the Panel and the programmes are recommended for indefinite approval from September 2017 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC17/73/1)

Programme Review

16.118 Approved: The outcomes from the event held on 31st March 2017 to approve the MSc Investigative Ophthalmology and Vision Research programme (formerly MSc Clinical Ophthalmology and Vision Research), with pathways in Therapeutics and Diabetes (from September 2017).

The Programme Team has met the requirements and recommendations of the Panel and the programme is recommended for indefinite approval from September 2017 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC17/74/1)

Programme Review - BSc (Hons) Forensic Investigation

16.119 Approved: The report of the Programme Review Event held on 22nd March 2017: Conclusions, Requirements and Recommendations and the Programme Team's responses to the Review Panel.

The BSc (Hons) Forensic Investigation programme is recommended to remain in indefinite approval from September 2017 subject to the University's normal arrangements for monitoring and review.

(Doc LTSC17/75/1)

PART C (FOR INFORMATION)

Chair's Action

16.120 Received: Notification that the following has been approved via Chair's action since the last meeting of the Committee:

Graduate Certificate of Ophthalmology Nursing

The Graduate Certificate Ophthalmology Nursing programme has been placed in indefinite approval, retrospectively from January 2017, to include students currently undertaking the 60-credit Ophthalmic Nursing Module (Theory and Work Based Learning) module.

(Doc LTSC16/66/1)

Learning and Teaching Subcommittee Membership 2016/17

16.121 Received: The updated Learning and Teaching Subcommittee Membership 2016/17.
(Doc LTSC16/65/1)

Senate and Standing Committee Calendar of Meetings Session 2017/18

16.122 Received: The updated Senate and Standing Committee Calendar of Meetings Session 2017/18 as approved by Senate on 2nd June 2017.
(Doc S16/50/2)

Handbook for Review of University-wide Learning, Teaching and the Student Experience

16.123 Received: A Handbook for Review of University-wide Learning, Teaching and the Student Experience.
(Doc LTSC16/67/1)

GCU London School Board Minutes

16.124 Received: Confirmed minutes from the meeting of the GCU London School Board held on 7th December 2016.
(Doc GCU/LSB/16/2)

Student Information Management System Project Board Report

16.125 Received: The following Student Information Management System Project Board Update Reports for information:

- i. 21st March 2017 (Doc LTSC16/69/1)
- ii. 23rd May 2017 (Doc LTSC16/70/1)
- iii. 27th April 2017 (Doc LTSC16/71/1)

Update on GCU Common Good Curriculum development

16.126 Received: An update on GCU Common Good Curriculum development.
(Doc LTSC16/72/1)

Schedule of Meetings Session 2016/17

16.127 Received: Notification that the schedule of meetings of the Learning and Teaching Sub Committee for Session 2016/17 will be held at 14:00 Hrs on the following dates unless otherwise noted:

Wednesday	16 August 2017	Room CEE4
Wednesday	25 October 2017	Room CEE2
Wednesday	7 March 2018 (Annual Monitoring ½ day session)	Room CEE4
Wednesday	20 June 2018	Room CEE4

Clerk's note: Following the meeting the venues for these meetings were revised to ensure a larger and more comfortable venue was available for members. The revisions are noted below:

Wednesday	16 August 2017	Room CEE1
Wednesday	25 October 2017	Room CEE2
Wednesday	7 March 2018 (Annual Monitoring ½ day session)	Room B024
Wednesday	20 June 2018	Room CEE1