LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 20th January 2016

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

Chair's Opening Remarks

The Chair welcomed members to the meeting and noted that the primary focus would be on consideration of Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2014/15.

The Chair welcomed Dr Ruth Marciniak (joining the meeting by telephone from GCU London) and Mr Christopher Daisley (newly appointed PG student representative) to their first meeting as members. The Chair also welcomed Mr I Butchart in attendance to present the INTO Annual Monitoring report.

Minutes

15.94 Considered:	The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 28th October 2015. **(Doc LTSC15/34/1)**	
15.95 Resolved:	That subject to the following minor amendment the minute be confirmed as a correct record: That the list of attendees be amended to correct Professor Gartland's title from "Mr" to "Professor". **Action: Mrs Clark**	

Matters Arising

15.96 Considered: Any matters arising from the above minute not otherwise covered on the agenda.

LTSC Minutes
(Arising 15.64.iii)

15.97 Reported: That the update report had been forwarded to the Chair of the Admissions Sub-Committee.

GCU Languages: Annual Report 2014/15
(Arising 15.83)

15.98 Reported: That feedback had been forwarded to Margaret Aitken, City of Glasgow College, and a detailed breakdown will be included in reports going forward.

Chair's Action
(Arising 15.92)

15.99 Reported: That the required changes had been received and the Chair's Action amended accordingly.

Annual Monitoring, Quality Assurance and Enhancement of Programmes Session 2013/14
(Arising 15.67)

15.100 Reported: By Mrs Henaghan, that this action remained outstanding.

15.101 Resolved: That the Department of Quality Enhancement would follow up on this for the next meeting of the Committee.
Action: Mr MacKinlay

Chair's Report

15.102 Considered: A brief 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:

- Strategy *for* Learning update
- African leadership college
- ELIR annual report response
- Successful implementation of a paperless approach to Committees

Quality Enhancement Institutional Lead's Reports

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

i. Curriculum for Excellence (CfE)

A brief verbal report from Professor Gartland on Curriculum for Excellence Implementation Preparations.

ii. Enterprise and Entrepreneurship

Professor Wood was unable to attend the meeting however the Chair provided a brief verbal update on Enterprise and Entrepreneurship in terms of UHatch developments .

iii. Quality Enhancement Themes

An update report on Quality Enhancement Themes from Dr Nimmo.
(Doc LTSC15/35/1)

Strategy *for* Learning Operational Plan 2015/16

15.104 Considered: The Strategy for Learning Operational Plan 2015/16.
(Doc LTSC15/36/1)

15.105 Noted: The following points were noted in discussion:

- That the Strategy for Learning Operational Plan 2015/16 had now been approved by APC.
- That the plan would focus on two priority areas of Enhancing Digital Capability and Capacity and the Common Good Curriculum.
- That a progress report will be submitted to APC in March, which will be submitted to LTSC after this. The draft annual report will be submitted to APC in May and to University Senate in June.
- It was queried how increased digital competency would be measured.

15.106 Resolved: That a progress report be submitted to the next meeting of LTSC.
Action: Chair

Enhancement Led Internal Subject Review (ELISR)
School of Engineering and the Built Environment: Department of Computer, Communications and Interactive Systems

15.107 Considered : The report of the Enhancement Led Internal Subject Review of the Department of Computer, Communications and Interactive Systems of the School of Engineering and the Built Environment, held on 13-14 April 2015 and the School's action plan response.
(Doc LTSC15/37/1)

15.108 Noted: The following points were noted in discussion:

- That the review was conducted during a period of major restructuring within the department and as such the positive outcome was to be commended.
- That deliberate steps were being taken to enhance the student experience and continued support from student representatives was extremely valuable in this respect.
- That a number of areas for University consideration be taken forward for consideration by APC.

15.109 Resolved: That the report be approved and a separate report of the areas for University consideration be forwarded for consideration by APC.
Action: Department of Quality Enhancement

Academic Appeals Overview Session 2014/2015

15.110 Considered: A statistical overview of Academic Appeals received for Session 2014/15.
(Doc LTSC15/38/1)

15.111 Noted: The following points were noted in discussion:

- That a significant drop in the number of academic appeals received had been reported.
- The drop in number was a result of the changes made to the Academic Appeals and Mitigating Circumstances regulations.
- That it would be beneficial for a more detailed and qualitative report to be received in future. It would be useful for the number of Academic Appeals rejected in connection with Mitigating Circumstances to be reported.
- That the Assessment Regulations Working Group would be reviewing the Academic Appeals Regulations in due course and student representation would be welcomed.

15.112 Resolved: That a more detailed and qualitative report be received in future.
Action: Department of Quality Enhancement

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2014/15

15.113 Considered:	Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2014/15:

      i. School of Health and Life Sciences   **(Doc LTSC15/42/1)**
     ii. School of Engineering and Built Environment **(Doc LTSC15/43/1)**
   iii. Glasgow School *for* Business and Society   **(Doc LTSC15/44/1)**
   iv. GCU LEAD   **(Doc LTSC15/39/1)**
    v. INTO   **(Doc LTSC15/45/1)**

Reports were presented by Associate Deans of Learning, Teaching and Quality or other appropriate person. The presentations received at the meeting will be uploaded to the LTSC SharePoint site for information.

15.114 Noted:	The following points were noted in discussion in addition to the areas for University consideration outlined within the reports:

School of Health and Life Sciences presented by Dr N McLarnon

- It was queried whether progression increases at Level 1 and decreases at Level 2 were being further interrogated. It was confirmed that this was being addressed at departmental level.
- That an action plan would be prepared in response to the International Student Barometer results.
- That in session reporting was welcomed however the process requires review.
- It was queried whether the SHLS report had been considered by the School Board. It was confirmed that timings did not allow for this however the report had been considered at SMG as an alternative.
- That the role of External Examiners required review. It was noted that this would be fed into the Assessment Regulations working group.
- That problems in accessing/obtaining relevant data have delayed effective reporting. It was reported there is no institutional system to permit statistics to be obtained to see part time students as a whole. The Data that is available requires time consuming manual manipulation in order to be fit for purpose. It was agreed that this issue required to be formally flagged to APC for consideration.

School of Engineering and Built Environment presented by Mr I Stewart

- That reporting on Caledonian College of Engineering is partly covered within the SEBE report.
- That a number of generic points were identified within the SEBE report which had already been discussed in relation to the SHLS report.
- That the role of the Learning Development Centre has proven to be a crucial form of support. That LDCs have assisted in identifying issues which can be addressed and solutions embedded in programmes and to develop support available to students.
- That the terminology used in Section 5.2., bullet point 7, requires to be revised as was found to be confusing.
- That the SEBE report had not been considered by the School Board.

Glasgow School for Business and Society presented by Dr S Rate

- That the report for Session 2014/15 requires revision to include GCU London information. Dr Rate agreed to liaise with Dr Marciniak on the revision.

- That a number of generic points were identified within the GSBS report which had already been discussed in relation to the SHLS and SEBE reports.
- That international student progression and completion was a priority for the School.
- That EPAS accreditation had been secured for the BA (Hons) Business suite and MSc International Fashion Marketing but that the School would have to continually make improvements to retain this as reaccreditation would require a review after only three years.
- The GSBS report had not been considered by the School Board.

GCU LEAD

- That Dr Nimmo had submitted her apologies due to teaching commitments and was unable to present the report.
- That student feedback has welcomed an increase in technology used whether blended or online methods.
- That the requirement for 0.5 day/week remission was not always honoured.
- That the University support and guidance process and programme approval process should be reviewed to ensure that they evolve and encompass development.

INTO presented by Mr I Butchart

- The use of IELTs requirements was queried. Mr Butchart confirmed that this was dependent on School requirements and therefore varied.
- That it would be useful to establish the average IELTs score for students graduating from INTO.
- That being able to produce a cohort analysis of students through INTO and into GCU and to their overall exit award would be desirable. This would also assist in assessing language support required on degree programmes.
- That LTSC be informed of relevant discussion from the Joint Venture Board.

15.115 Resolved:

i. That the areas for University consideration, as outlined in the reports received, be presented to APC and other relevant forums for further consideration and action.
Action: ADLTQs and Department of Quality and Enhancement

ii. That the following actions resulting from the above discussions also be noted:

- That problems in accessing/obtaining relevant data have delayed effective reporting. It was reported there is no institutional system to permit statistics to be obtained to see part time students as a whole. The Data that is available requires time consuming manual manipulation in order to be fit for purpose. It was agreed that this issue required to be formally flagged to APC for consideration.
Action: ADLTQs and Department of Quality and Enhancement

- That the terminology used in Section 5.2, bullet point 7, requires to be revised as was found to be confusing.
Action: Mr Stewart

- That the GSBS report for Session 2014/15 requires revision to include GCU London which only became an independent academic School as of Session 2015/16.
Action: Dr Rate and Dr Marciniak

- That LTSC be informed of relevant discussion relating to INTO from the Joint Venture Board.
  Action: Clerk to the Joint Ventre Board

PART B (FOR APPROVAL)

Associate Lecturers

15.116 Approved: The appointment of the following Associate Lecturer:

Keely Marsh
BSc Railway Operations Management
Railway Engineering related modules
(Doc LTSC15/46/1)

PART C (FOR INFORMATION)

Chair's Action

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

i. GCU London Programme Approval.
   (Doc LTSC15/40/1 attached)

ii. MSc Nursing: Advancing Professional Practice.
    (Doc LTSC15/41/1 attached)

London Campus Board

15.118 Received: The confirmed minute of the meeting of the London Campus Board held on 9th June 2015.
(Doc LCB 14/30/1)

Date of Next Meeting

15.119 Received: Notification that the next scheduled meeting of the Learning and Teaching Sub Committee will be held on **Wednesday 9th March 2016 in Room B024 (Britannia Building)**.