LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 6th November 2014

Present:	Dr N Andrew, Prof. L Creanor, Dr B Ellis, Mr J Gaughan, Mrs Dora Howes (Vice Dr McLarnon), Dr J Nally, Mrs M Kelt, Prof. K Gartland, Mr L McCabe, Dr S Rate, Mr I Stewart, Mr K Ward, Prof R Whittaker (Chair).
Apologies:	Mr M Bromby, Mr I Butchart, Dr M Ferguson, Mrs M Henaghan, Mr M Jones, Ms J Main, Ms S Noble, Dr A Nimmo, Ms M Ward, Prof. J Wilson, Prof. B Wood.
By Invitation:	Mrs J Brown, Ms A Fitzsimons, Mrs H Lauder, Ms J Malcolm, Mrs S McKinnon.
In Attendance:	Mrs L Clark, Department of Governance and Quality Enhancement (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the meeting and noted two new appointments to the membership namely, Dr Linda Amrane-Cooper (Dean GCU London) and Ms Stephanie Noble (Taught Postgraduate Student Representative). Unfortunately both new members had sent their apologies however she welcomed Mr Thomas Pescken who was attending in place of Dr Amrane-Cooper.

The Chair noted that Mrs Julie Burns, Mrs Sabine McKinnon, Ms Anita Fitzsimons and Mrs Hazel Lauder were also attending the meeting, by invitation, to speak to papers for consideration under Part A of the Agenda.

The Chair also welcomed Prof. Kevan Gartland to his first meeting of LTSC as Quality Enhancement Institutional Lead for Curriculum for Excellence.

Minutes

14.051 Considered: The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 20th August 2014. **(Doc LTSC14/24/1)**

14.052 Resolved: That the minutes be confirmed as a correct record.
Action: Mrs Clark

Matters Arising

Module Evaluation and Feedback (Arising 14.009)

14.053 Reported: By Mr Stewart, that progress on Module Evaluation and Feedback had been limited since the last meeting of the Committee. It was noted however that an online pilot was in place for use by 10 departments throughout Trimester A. Further work had been halted given this was a major piece of work for Information Services and as implementation would be a real challenge further development remained on hold until the new Chief Information Officer took up post.

AshokaU (Arising 14.012)

14.054 Reported: By the Chair, that GCU has now been awarded Ashoka U Change Maker status and that a formal launch would be held in February at the University of Maryland, USA. The GCU launch event will be held in March A Change Team has been established and an action plan relating to the Strategy for Learning will now be prepared.

Chair's Report

14.055 Reported: By the Chair, the following items of relevance:

Enhancement Led Institutional Review (ELIR)

That several LTSC members are heavily involved in working towards the ELIR. It was noted that the Reflective Analysis will be submitted to the QAA on 21st November. This will include the Advanced Information Set and two case studies. The Chair wished to thank all those who have contributed and noted that following this submission the first ELIR visit will be in January 2015 with a second in March2015 and a mock ELIR will be held in between these visits.

Centre for Research in Lifelong Learning (CRLL)

That the Centre for Research in Lifelong Learning has now become part of GCU LEAD (Learning Enhancement and Academic Development).

Internal Institutional Research - Flexible Learning Pathways Research Report

14.056 Considered: A report of the findings and recommendations of a recently completed institutional research project which aimed to explore the extent to which flexible learning policy at GCU was being translated into flexible learning practice.
(Doc LTSC14/25/1 and tabled addendum)

14.057 Reported: By Mrs Brown that APC had commissioned research into the extent to which the Flexible Learning Policy within GCU is translated into effective practice. She noted that LTSC was now invited to consider the research report and associated recommendations. Following consideration of the report by LTQEN some small amendments had been made to the report recommendations and a tabled addendum had been therefore been submitted.

14.058 Noted: The following points were noted in discussion:

- That some inconsistencies had been identified in the definitions of flexible learning used and only Recognition of Prior Learning (RPL) had been appropriately defined within the RPL policy which contains clear guidance.
- That there were inconsistencies in the formal recording of RPL at present specifically in the recording of data on University systems and the point at which data is recorded during an academic year. This requires to be recorded for all students including work based learning and distance learning students as well as RPL and that this information should also be recorded at the point of entry.

  It was noted that the recording of RPL and articulation were being confused and separate fields for recording these were therefore required. It was recommended that discussion with the Operational Business Support Unit (OBSU) was required in order to establish appropriate mechanisms for recording. Strategy and Planning and Admissions should also be consulted.

- That reference to Flexible Distributed Learning had been noted within GCU but that no definition of this was available. Concern was expressed that terms of this nature should not be used unless their meaning was clearly defined.

- That there was limited awareness of RPL practice. The current practice therefore requires to be enhanced with the principles appropriately embedded. That named contacts for RPL should be identified and RPL training should be given to support staff.

- Concern was expressed that a Flexible Learning Strategy would create an additional level of reporting given the Strategy for Learning and the RPL Policy are already in place. Members agreed that a Flexible Learning Policy should therefore be developed with an accompanying set of good practice guidelines.

- That development of the Quality Enhancement and Assurance Handbook was on-going and as part of this a series of good practice guidelines were being established which would be a suitable home for the good practice guidelines.

- That GCU LEAD, the School for Work Based Education, LTQEN and SAGE group be consulted in developing the good practice guidelines.

- That the ADLTQs also be involved in addressing awareness, where to find the document, inclusion in programme design etc.

14.059 Resolved: That a GCU wide Flexible Learning Policy with accompanying good practice guidelines be developed and, taking account of the above, the report recommendations be approved and forwarded to APC for consideration.
Action: Mrs Brown

Embedding Global Learning

14.060 Considered: A report presenting the results of three pilot studies funded by the Global Perspectives Project aimed at investigating how internationalisation can be embedded in the curriculum.
(Doc LTSC14/26/1)

14.061 Reported: By Mrs S McKinnon, GCU LEAD, that the report outlined the results of three pilot studies conducted during academic session 2013/14 which aimed to investigate how internationalisation can be embedded in the curriculum.

14.062 Noted: The following points were noted in discussion:

- That students recognised the importance of internationalisation. They linked this to employability and saw value in improving their cultural skills for a global employment market.

- That certain elements of internationalisation may impact on professional body accreditation however professional bodies themselves were unwilling to engage in discussion on internationalisation.

- That students are less willing to engage or dedicate their time to studies of this nature unless there is a credit bearing aspect or recognition for participation.

14.063 Resolved: That the report recommendations be approved.
Action: Mrs McKinnon

Student and Staff Guidance: Audio and Video Recording of Lectures

14.064 Considered: Draft guidance on issues and acceptable behaviours surrounding the practical use of new and emerging technologies in lectures, small groups and meetings.
(Doc LTSC14/32/1)

14.065 Reported: By Mrs Lauder, that in the absence of guidance in respect of students recording lectures there have been a number of issues recently where student actions have had a negative impact on academic staff. This paper has therefore been prepared to provide a practical guide to staff and students on issues and acceptable behaviours surrounding the use of new and emerging technologies in lectures, small groups and meetings. She invited LTSC to consider and, where appropriate, approve the guidance.

14.066 Noted: The following points were noted in discussion:

- That this is a live issue with small groups practicing recording methods routinely across the sector.

- That staff require an understanding of their rights whilst being inclusive and providing accessible learning in the face of fast changing audio and video technologies.

- That the guideline has been informally worded in order to be clear and understandable for staff and students.

- The consequences of inappropriate recording would involve referral and consideration under the appropriate University disciplinary procedures. Inappropriate use can also be a breach of copyright and data protection legislation. The Senate Disciplinary Committee should therefore be consulted regarding the potential for disciplinary action following inappropriate recording.

- Recommended that this guidance be embedded in module/programme handbooks.

- That there is a larger movement towards digital education at present incorporating the use of social media. It may also be a matter of course that lecturers are recorded without their knowledge. Behavioural guidelines are therefore welcomed on what is acceptable.

- A recommendation was received that students be advised to destroy any recordings made for personal use at end of their programme of study.

- Members were in agreement that the recording of lectures was a positive way for students to improve their learning .

- It was noted that the recording of lectures could also be beneficial for peer learning (lecturer to lecturer). Members were supportive of this however it was noted this should be a guideline rather than a policy and option to opt out should always be available.

- That social media guidance aimed primarily at staff had been previously developed and could be developed for students.

14.067 Resolved: That subject to the above being taken into account the draft guidance was approved.
Action: Mrs Lauder, Ms Fitzsimons, Ms Mowat and Mrs Kelt

Learning and Teaching Sub-Committee Annual Report 2013/2014

14.068 Considered: The Learning and Teaching Sub-Committee Annual Report 2013/14.
(Doc LTSC14/27/1)

14.069 Noted: The following points were noted in discussion:

- That page numbers be included in future annual reports
- That the Committee dates on the first page be amended from "25th June 2013" to "25th June 2014"
- That "implementation" be removed from the table in Appendix 1, row 10, to read "Feedback Enhancement Group"
- That the table in Appendix 1, row 11, be amended to read "Blended Learning Roadmap 2014-15"

14.070 Resolved: That subject to the above amendments being made the report should be forwarded to APC for approval.
Action: Mr MacKinlay/Mrs Clark

Quality Enhancement Institutional Lead's Reports

14.071 Consider: Verbal reports from the Institutional Lead's for:

1. Curriculum for Excellence (CfE)
2. Enterprise and Entrepreneurship
3. Quality Enhancement Themes

14.072 Noted: By Professor Gartland, that he wished the "Curriculum for Excellence and its Impact on Higher Education in Scotland: A Toolkit for Institutions" to be circulated for information.

14.073 Resolved: That the toolkit be circulated to ADLTQs and the LTQEN for information and consideration.
Action: Prof. Gartland

Draft Strategy for Learning (SfL) Operational Plan 2014/2015

14.074 Considered: The Draft Strategy for Learning Operational Plan for 2014/2015.
(Doc LTSC14/30/1)

14.075 Reported: By the Chair, that the Strategy for Learning Operational Plan for 2014/15 would be submitted for final approval at the December meeting of the Academic Policy Committee. The Committee were therefore being provided a final opportunity to comment on the plan and make any recommendations.

14.076 Noted: The following points were noted in discussion:

- That on Page 1 "OER database" should be amended to "repository"
- That on Page 3, Row 3 of table typo "July 3015" should be amended to read "July 2015"
- That on Page 4, under Analysis of Student Survey Results there is no reference to the PRES (PG student satisfaction survey)

14.077 Resolved: That subject to above amendments the Strategy for Learning Operational Plan for 2014/15 be forwarded, with a brief update, to Academic Policy Committee for approval.
Action: Chair

National Student Survey – Action Plans 2015

14.078 Considered: A paper on the National Student Survey Action Plans 2015.
                           (Doc LTSC14/31/1)

14.079 Resolved: That the noted the National Student Survey Action Plans 2015 were noted.

Peer Support

14.080 Considered: A refreshed, optional CPD process for Peer Support for use by all staff with teaching and/or student learning support roles.
                           (Doc LTSC14/33/1)

14.081 Noted: The following points were noted in discussion:

- Members were supportive of the feedback model.
- That this was model was optional for staff given academic staff workloads any additional pressure would not be welcomed.
- It was queried whether this would be taken account of in the workload allocation model.
- It was recognised that this model is trying to be as accessible as possible.
- Concern was expressed regarding the launch time as implementation in November without prior notice or lead in was felt to be too soon. It was recommended that Dr Nimmo discuss an appropriate launch time with the ADLTQs.

14.082 Resolved: That the committee were supportive of the feedback model and approved implementation subject to the above being addressed.
                           Action: Dr Nimmo

Clerk's Note: *It was noted at the meeting that the Part C (included on the agenda for information only) items had been omitted from circulation of the e-agenda sent to members on 31st October. These documents were circulated following the meeting.*

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Membership Updates 2014/15

14.083 Received: The updated membership of the Learning and Teaching Sub-Committee for 2014/15.
                           (Doc LTSC14/28/1)

GCU London Campus Board

14.084 Received: The confirmed minutes of the meeting of the GCU London Campus Board held on 18th June 2014.
                           (Doc LCB13/3/26)

Chair's Action

14.085 Reported: That the following Chair's Action has been taken since the last meeting:

                                     Outcome of Joint Programme Re-Approval Event

Nursing and Midwifery Council/Mott MacDonald
Programme: Return to Practice
(Doc LTSC14/29/1)