

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 20th August 2014

- Present:** Dr N Andrew, Mr M Bromby, Dr B Ellis, Dr M Ferguson, Mr J Gaughan, Mrs M Kelt, Ms L McAleavy (Vice Prof. Gartland), Dr N McLarnon, Mr L McCabe, Ms C Mowat (Vice Ms Ward), Mr I Stewart, Prof R Whittaker (Chair), Prof. B Wood.
- Apologies:** Mr I Butchart, Prof. L Creanor, Prof. K Gartland, Mrs M Henaghan, Mr M Jones, Ms J Main, Dr J Nally, Dr A Nimmo, Dr S Rate, Mr K Ward, Ms M Ward, Prof. J Wilson.
- By Invitation:** Mr A Wersun, Mr A MacKinlay
- In Attendance:** Mrs L Clark, Department of Governance and Quality Enhancement (Secretary)

Chair's Opening Remarks

The Chair welcomed new and existing members to the first meeting of the academic session. She noted that the timing of the meeting had triggered a number of apologies and wished to remind members of the importance of their attendance at meetings including arriving on time.

Prior to commencing business the Chair advised that the addendum to the agenda (A13 Sustainability Literacy Test (SLT)), circulated by email the previous morning, would be elevated up the agenda to come before item A1. This was to allow Dr Wersun, who had been invited to talk to the paper, to leave following consideration in order to attend a previously arranged external appointment.

Sustainability Literacy Test (SLT)

14.001 Considered: A paper from Dr Alec Wersun (GSfBS) outlining the proposal for the University to officially sign up to the Sustainability Literacy Test, a United Nations PRiME- related initiative.

(Doc LTSC14/23/1)

14.002 Reported: The Chair welcomed Dr Wersun (GSBS) to the meeting and invited members to consider a proposal to pilot the SLT and, where appropriate, make recommendations that the paper be forwarded to the Academic Policy Committee for approval.

Dr Wersun provided members with background information on the SLT and noted the following:

- SLT is a tool that allows PRiME signatories worldwide to assess the degree to which their curricula are designed in a way to produce “sustainability literate” graduates.
- Adoption of the proposal will reinforce GCU’s commitment to producing “global citizens” and its commitment to PRiME.
- SLT is voluntary tool, accessed via web link, consisting of 50 multiple choice questions randomly selected from a bank of 150.

- Information collected is institutional, no league tables are produced, data is not published external and results are aggregated and confidential.

14.003 Discussed: The following points were noted in discussion:

- University level data would be of limited use and an ability to disaggregate would be preferable. It was however acknowledged that disaggregating data would reduce confidentiality as students would require to be tracked via matriculation number.
- Mr Gaughan (VP Education, Student's Association) advised that students were already required to complete a number of surveys it would therefore be more engaging to embed the SLT.
- The SLT was thought to be a good fit with HEAR
- Members queried the incentive for students to complete the SLT. It was noted students would engage more fully should completion be acknowledged in some way, via certificate etc.
- A consistent approach to what is being measure would be required. For example, a University level sample versus module level may not think in the same way.
- It would be useful to sample students at point of entry and track at stages through the year to measure progress.
- It is hoped that a baseline could be established as a result of a pilot.
- Members noted they would wish the following to be included in the paper prior to approval by APC:
 - The paper should be clearer on what the Committee is being asked to approve
 - Clarification is required on the benefits of the SLT
 - Confirmation on whether it is up to school to determine which model used is required
 - Numbers to be aimed for in the first year should be specified

14.004 Resolved: Members were content that, subject to clarification on and inclusion of the above discussion points, the paper be forwarded to APC with a recommendation to approve the pilot of the SLT.

Appointment of Vice-Chair

14.005 Considered: A proposal that Prof. L Creanor, Head of Blended Learning, GCU LEAD, be appointment as Vice-Chair of the Learning and Teaching Sub-Committee.

14.006 Resolved: Members welcomed the proposal and were in agreement that Prof. Creanor be appointed as Vice-Chair.

Minutes

14.007 Considered: The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 26th June 2014.

14.008 Resolved: That the minutes be confirmed as a correct record.

Matters Arising

Module Evaluation and Feedback (Arising 13.099)

14.009 Reported: By Mr Stewart, ADLTQ (SEBE), that work continued on this and that several possible solutions were being explored. He advised it would be doubtful that implementation would be possible this year however evaluation was being carried out across the University at a modular level.

14.010 Noted: By the Chair, that an action plan would be required, preferably this trimester, in order to meet ELIR requirements.

14.011 Resolved: That a working group be established, led by Mr Stewart, and a proposal be submitted for consideration by APC.

Chair's Report

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

Enhancement Led Institutional Review (ELIR)

ELIR would be a strong focus this academic session and the collaborative work already underway was to be commended. The Chair noted that the draft ELIR Reflective Analysis would also be going to October Senate for consideration.

AshokaU

Following a yearlong process of preparation, Prof. Wilson and Prof. Teasdale were leading the University in the final assessment stage, in San Francisco, and it was hoped that accreditation would subsequently be granted. The embedding of social entrepreneurship within the curriculum will form a key part of the Sfl operational plan.

Quality Enhancement Institutional Lead's Reports

14.013 Noted: By the Chair, that in accordance with recent changes to the Committee's Terms of Reference, reports from the Institutional Lead's for Curriculum for Excellence (CfE), Enterprise and Entrepreneurship and Quality Enhancement Themes would be considered as a standing item on the agenda. She noted that it would be at the discretion of the individual lead as to whether these reports are written or verbal.

14.014 Reported: Prof. Bruce Wood, Enterprise Education Lead, provided a verbal report to the Committee updating on the work of the Enterprise Education Team. It was noted that the team are working on an initiative aimed to help students/graduates share ideas and work together on plans to develop their businesses. He noted that a dedicated space was being utilised in Buchanan House, which currently housed 6 students, and that support had been received from Santander, which may include an amount of enabling funds. The intention was to employ guest speakers and seek support from staff and external entrepreneurs in providing advice and guidance to students/graduates on setting up business accounts, websites etc.

14.015 Noted: By Mr John Gaughan, Vice President Education, that the Student's Association were very supportive of this initiative as many students have the ability but lack the necessary support.

14.016 Resolved: That Prof. Wood invite Mr Gaughan to be part of the Enterprise Team.

Draft Strategy For Learning 2014/15 Operational Plan

14.017 Considered: The draft Strategy for Learning (SfL) 2014/15 Operational Plan.
(Doc LTSC14/01/1)

14.018 Reported: By the Chair, that following discussion and feedback from the Learning, Teaching and Quality Enhancement Network on the draft 2014/15 Operational Plan, the Committee were requested to discuss and provide feedback for a refresh prior to the submission to the October meeting of Academic Policy Committee.

14.019 Noted: The following points were noted in discussion:

- Not all Schools currently have an Equality and Diversity Committee at present. SHLS does however Equality and Diversity Champions in other Schools have been charged with progressing actions plans and reporting to SMG.
- Equality impact assessment is not being carried out across the University. Screening exercises have been done and Adrian Lui is keen to have this prioritised. Recommendation that Adrian Lui be asked to review.
- Guidelines are required for module approval and review to ensure programmes/modules are accessible and minimum criteria is met. Dr Ferguson noted that a small focus group is currently taking this forward.
- Amendment required to page 5/H - double entry of Student's Association.

14.020 Resolved: That subject to the above feedback and recommendations being acknowledged in the refresh, the 2014/15 Operational Plan should now be submitted to Academic Policy Committee for consideration.

Draft Student Performance Feedback Policy

14.021 Considered: A draft revised policy on Student Performance Feedback.
(Doc LTSC14/02/1)

14.022 Reported: By Ms Lesley McAleavy, representing the Feedback Enhancement Group (FEG), that the previous policy was now outdated and it had therefore been agreed that the revised policy should reflect the Feedback for Future Learning principles. Ms McAleavy asked the Committee to consider the draft and make any recommendations prior to submission to Academic Policy Committee for consideration.

14.023 Noted: The following points were noted in discussion:

- Mr Gaughan queried how students could enforce the timescale attached to feedback. It was clarified that this should be taken forward via class reps in the first instance and then could be raised further with module or programme leaders as required.
- Mr Gaughan queried the views on online feedback. Ms McAleavy noted that the SA were keen for this however the FEG felt that they were not there yet and further input on this would need to come from a higher level.

- Clarification was sought on the wording of Section 1.4 and it was agreed that this bullet be deleted.
- Clarification was sought on the wording of Section 1.3 and it was agreed this should be refined in that “*all forms of assigned work*” should be removed.

14.024 Resolved: That subject to acknowledgement of the recommendations noted in discussion members were content that the revised GCU Policy on Student Performance Feedback be forwarded to Academic Policy Committee for consideration.

Summary Report of the Annual Monitoring, Quality Assurance and Enhancement of Programmes 2012/13

14.025 Considered: The Summary Report of the Annual Monitoring, Quality Assurance and Enhancement of Programmes 2012/13.
(Doc LTSC14/03/1)

14.026 Resolved: That the Summary Report of the Annual Monitoring, Quality Assurance and Enhancement of Programmes 2012/13 be approved and forwarded to Academic Policy Committee for information as issues noted by the Committee in considering the report are already being addressed.

Enhancement Led Internal Subject Review (ELISR)

Glasgow School for Business and Society: Department of Social Sciences, Media and Journalism

14.027 Considered: The report of the ELISR of the Department of Social Sciences, Media and Journalism held on 26-27 March 2014 and the School’s action plan response.
(Doc LTSC14/20/1)

14.028 Resolved: That the report, response and action plan be approved.

Clerk’s Note: A separate paper “*Enhancement Led Internal Subject Review – Items for University Consideration*” was later considered at the October 2014 meeting of APC.

Enhancement Led Internal Subject Review (ELISR) Progress Reports

Glasgow School for Business and Society: Department of Business and Management; Department of Law, Economics, Accountancy and Risk

14.029 Considered: An update on progress on the School’s action plan responses to the outcomes and areas for enhancement arising from the ELISRs of the Department of Law, Economics, Accountancy and Risk (19-20 June 2012) and the Department of Business and Management (6-7 February 2013).
(Doc LTSC14/21/1)

14.029 Resolved: That the response and action plan progress reports be approved.

Clerk’s Note: A separate paper “*Enhancement Led Internal Subject Review – Items for University Consideration*” was later considered at the October 2014 meeting of APC.

Overview Report of Programme Approval and Re-approval Activity 2013/14

14.030 Considered: The Overview Report of Programme Approval and Re-Approval Activity 2013/14.
(Doc LTSC14/04/1)

14.031 Resolved: That the Committee considered and noted the key themes and issues contained in the report.

GCU Languages: Annual Report 2013/14 from City of Glasgow College

14.032 Considered: The annual report on the delivery of GCU Languages modules by the City of Glasgow College for students at GCU during academic session 2013/14.
(Doc LTSC14/05/1)

14.033 Noted: The following points were noted in discussion:

- That the partnership continues to be successful with continued growth, including new language areas, and uptake.
- That there was no reference to External Examiner reports or student feedback contained in the report.
- Mr Gaughan queried whether modules were being delivered on a long thin basis. It was clarified that Session 14/15 would be the first delivery of this and impact on student experience would not be assessed until the end of session.

14.034 Resolved: That the Committee considered the report and the additional information noted in discussion would be requested for future reports.

PART B (FOR FORMAL APPROVAL)

Outcome of Joint Multiprofessional Programme Re-approval Event ***Allied Health Professions and Social Work Programmes (School of Health and Life Sciences)***

14.035 Approved: The report of the outcomes of the Joint Multiprofessional Programme Re-Approval Event for Allied Health Professions and Social Work programmes held on 1-3 April 2014 and the Programme Team's responses to the conclusions, requirements and recommendations of the Joint Programme Re-Approval Panels.
(Doc LTSC14/06/1)

Outcome Programme Approval Event ***PgD Advanced Practice in District Nursing with Specialist Practitioner Qualification (School of Health and Life Sciences)***

14.036 Approved: The report of the outcomes of the Joint (with NMC) Programme Approval Event for the PgD Advanced Practice in District Nursing with Specialist Practitioner Qualification programme held on 28 May 2014 and the Programme Development Board's response to the conclusions, requirements and recommendations of the Joint Programme Approval Panel.
(Doc LTSC14/07/1)

Outcome of Programme Re-approval Event: ***BSc/BSc (Hons) Applied Psychology (formerly BSc/BSc (Hons) Psychology) including the pathway of Applied Psychology with Interactive Entertainment; Graduate Diploma in Psychology (School of Health and Life Sciences)***

14.037 Approved: The report of the outcomes of the Programme Re-Approval Event for the BSc/BSc (Hons) Applied Psychology (formerly BSc/BSc (Hons) Psychology) including the pathway of Applied Psychology with Interactive Entertainment; and the Graduate Diploma in Psychology held on 12 June 2014 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel.
(Doc LTSC14/08/1)

Outcome of Programme Re-approval/Re-accreditation Event:

BSc Oral Health Sciences (School of Health and Life Sciences)

14.038 Approved: The report of the outcomes of the Programme Re-Approval/Re-Accreditation Event for the BSc Oral Health Sciences programme held on 2 June 2014 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel.
(Doc LTSC14/09/1)

Outcome of Programme Re-approval Event:

BSc/BSc (Hons) Professional Studies in Nursing (School of Health and Life Sciences)

14.039 Approved: The report of the outcomes of the Programme Re-Approval Event for the BSc/BSc (Hons) Professional Studies in Nursing programme held on 14 May 2014 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel.
(Doc LTSC14/10/1)

Outcome of Programme Approval/Re-approval Event:

Undergraduate CCIS Programme Suites (School of Engineering and Built Environment)

14.040 Approved: The report of the outcomes of the Programme Approval/Re-Approval Event for the Undergraduate CCIS Programme Suites held on 13 May 2014 and the Programme Team/Development Board's response to the conclusions, requirements and recommendations of the Programme Approval/Re-Approval Panel.
(Doc LTSC14/11/1)

Outcome of Programme Approval/Re-approval Event:

BSc Health and Safety Management/BSc (Hons) Health, Safety & Environmental Management (School of Engineering and Built Environment)

14.041 Approved: The report of the outcomes of the Programme Approval/Re-Approval Event for the BSc Health and Safety Management/BSc (Hons) Health, Safety & Environmental Management held on 14 May 2014 and the Programme Team/Development Board's response to the conclusions, requirements and recommendations of the Programme Approval/Re-Approval Panel.
(Doc LTSC14/12/1)

Outcome of Programme Approval Event:

MSc Advanced Internetwork Engineering (School of Engineering and Built Environment)

14.042 Approved: The report of the outcomes of the Programme Approval Event for the MSc Advanced Internetwork Engineering programme held on 15 May 2014 December 2013 and the Programme Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel.
(Doc LTSC14/13/1)

Outcome of Programme Approval/Re-approval Event:

MSc Web Systems Development (.NET) and MSc Information Technology (Oil & Gas) (School of Engineering and Built Environment)

14.043 Approved: The report of the outcomes of the Programme Approval/Re-Approval Event for the MSc Web Systems Development (.NET) and MSc Information Technology (Oil & Gas) programmes held on 15 May 2014 December 2013 and the Programme

Team/Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel.

(Doc LTSC14/14/1)

Outcome of Programme Re-approval Event:

BA/BA (Hons) Multimedia Journalism and BA/BA (Hons) Media and Communication (Glasgow School for Business and Society)

14.044 Approved: The report of the outcomes of the Programme Re-Approval Event for the BA/BA (Hons) Multimedia Journalism and BA/BA (Hons) Media and Communication programmes held on 25 March 2014 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel.

(Doc LTSC14/15/1)

Outcome of Programme Approval/Re-approval Event:

BA/BA (Hons) Social Sciences and BA/BA (Hons) Social Sciences and Media (Glasgow School for Business and Society)

14.045 Approved: The report of the outcomes of the Programme Approval/Re-Approval Event for the BA/BA (Hons) Social Sciences and BA/BA (Hons) Social Sciences and Media programmes held on 22 May 2014 and the Programme Team/Development Board's response to the conclusions, requirements and recommendations of the Programme Approval/Re-Approval Panel.

(Doc LTSC14/16/1)

Clerk's Note: Members were content that at future meetings consideration of approval/re-approval events be reduced to table format as there was no real need for the Committee to receive the considerable associated documentation.

Extension to Period of Approval

14.046 Approved: The requests from Schools for the extension to the period of approval of the following programmes:

School of Health and Life Sciences

BSc (Hons) Clinical Physiology programme.

(Doc LTSC14/17/1)

GCU LEAD

Postgraduate Certificate in Learning and Teaching in Higher Education

Post Experience Certificate Supporting Student Learning

(Doc LTSC14/18/1)

Associate Lecturers

14.047 Approved: The appointment of the following Associate Lecturers*:

Stephen Freeman (SCQF level 9 module: Railway Economics)

BSc Railway Operations Management programme (GCU LEAD) delivered in partnership with the Institution of Railway Operators (IRO).

Katherine Hill (NHS Greater Glasgow and Clyde Practice Development)

BSc/BSc (Hons) Professional Studies in Nursing (SHLS)

*In accordance with University procedure the CV has been scrutinised by the respective Host School/Academic Unit and confirmed as meeting the essential criteria for Associate Lecturer.

PART C (FOR INFORMATION)

Membership Updates 2014/15

14.048 Received: The updated membership of the Learning and Teaching Sub-Committee for 2014/15
(Doc LTSC14/19/1)

GCU London Campus Board

14.049 Received: The confirmed minutes of the meetings of the GCU London Campus Board held on:

30 October 2013 **(Doc LCB13/11/1)**
10 March 2014 **(Doc LCB13/2/19)**

Chair's Action

14.050 Received: The following Chair's Action taken since the last meeting:

Approval of Associate Lecturers

BSc (Hons) Professional Studies in Nursing

The appointment of 17 Associate Lecturers for the BSc (Hons) Professional Studies in Nursing programme.
(Doc LTSC14/22/1)