

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 14th August 2019

- Present:** Prof N Andrew (Chair), Miss S Docherty (SA), Mrs T Findlay, Dr F Kennedy, Mrs H Marshall, Dr J Paterson, Dr M Phillipson, Mrs K Roden, Mrs S White, Ms A Williams.
- Apologies:** Dr C Choromides, Mr C Davidson, Dr G Gibson, Dr Halcro, Ms J Main, Dr Marciniak, Dr McLachlan, Mr I Muego, Dr A Nimmo, Prof V Webster.
- By Invitation:** Mrs I Noble
- In Attendance:** Mrs L Clark, Department of Governance (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the first meeting of Session 2019/20 and welcome the following new members was also extended:

Mark Philipson, first meeting as SCEBE elected member
Susan Docherty, attending for the first time in her capacity as Vice President SCEBE

Members were advised that an updated version of the agenda and item A.04 were circulated via email on 13th August as were two late paper, item B.06 and B.07, which were now included on the agenda for formal approval.

Minutes

19.01 Considered: The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 19th June 2019.
(Doc LTSC18/88/1)

19.02 Resolved: That, subject to the following minor amendment, the minutes be approved as a correct record of the meeting.

18.107 The last sentence of the third bullet, first paragraph be amended to read as follows:

"That consultation is ongoing regarding moving module evaluation to week 6 which will make it clearer to students that staff will see these comments."

Action: Secretary

Matters Arising

19.03 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 2017/18 (Arising 18.68 and 18.97)

19.03 Reported: By the Secretary that work on the revision of the Graduate School report is ongoing. The report will be submitted for Committee consideration in due course.

Action: Dr Halcro

Programme Change

SCEBE Modules

(Arising 18.119.i)

19.04 Reported: By the Secretary that the request for a change to the mode of delivery for module The Engineer and the Environment (M3H113325) has now been withdrawn.

Programme Change

MEng/BEng (hons) Computer Aided Mechanical Engineering

MEng/BEng (hons) Mechanical Systems Engineering

MEng/BEng (hons) Mechanical and Power Plant Systems

BEng (hons) Engineering: Design and Manufacture (GA)

(Arising 18.127)

19.05 Reported: By the Secretary the work on the revision of this paperwork was ongoing and would be submitted for Committee consideration and approval in due course.

Action: Dr Ferguson

LTSC Annual Report 2018/19

19.06 Considered: The LTSC Annual Report to APPC for Session 2018/19.
(Doc LTSC19/01/1)

19.07 Noted: The following minor amendments were noted during discussion:

- Section 1 - amendment to note the committee met on four occasions during Session 18/19 and not five.
- Section 1 – amendment to note that Professor Whittaker left the University in December 2018 and note December 2019.
- Section 3 – amendment to note that no credit rating activities were ratified by the Committee in Session 2018/19.
- Appendix 3 – amendment to note that the title of the Assistant Head of Learning Teaching and Quality, GSBS, is Mrs and not Dr.

19.08 Resolved: That, subject to the above amendments, members were happy to approve the report for submission to APPC.

Action: Secretary

LTSC Forward Look 2019/20

19.09 Considered: The LTSC forward work plan for Session 2019/20.
(Doc LTSC19/12/1)

19.10 Noted: That updates on the progress of Enhancement Led Institutional Review (ELIR) should be included at regular intervals in the coming academic year.

19.11 Resolved:

- i. That the forward work plan was welcomed by members and would be updated to include reference to receipt of update papers on ELIR during Session 2019/20.
Action: Secretary
- ii. That an update paper on ELIR be submitted for consideration at the October meeting of the Committee.
Action: Mrs Noble

Programme Approval and Review Activity Overview Session 2018/19

19.12 Considered: An Overview of Programme Approval and Review Activity Session 2018/19 including a comparison of Activity 2016-2019.
(Doc LTSC19/02/1)

19.13 Reported: By Mrs Noble, that the report, submitted annually to LTSC, provides an overview of key themes and issues emerging from the approval and review of undergraduate and taught postgraduate programmes during Session 2018/19. It was noted that common themes and issues were similar to those of previous years including assessment strategy and loading, engagement with external stakeholders, delivery modes, internationalisation, exceptions and Trimester B intakes. A number of areas for improvement were identified, but nothing of particular concern, as well as areas of good practice highlighted.

The second report also provides a summary and comparison of activity across the Schools and in the common themes highlighted at events for the period 2016/17 to 2018/19.

19.14 Noted: The following points were noted in discussion:

- That, following the recent programme of work, assessment loading will be carefully monitored over the next year to identify any positive feedback and improvement.
- That Academic Quality and Development are looking to support anyone planning to pilot the Tesla initiative.
- That during a recent EPAS visit the panel had a particular interest in internationalising the curriculum and was keen to see more evidence. A report of their recent visit will shortly be received to which a response to each of the outcomes will be required.

19.15 Resolved: That members welcomed and noted the report.

National Student Survey 2019 Results

19.16 Considered: A high level overview of the University's performance in the 2019 National Student Survey.
(Doc LTSC19/03/1)

19.17 Noted: Members discussed the report, at length, and shared their experiences of what impacts on overall satisfaction. The following points were noted:

- GCU achieved a response rate of 74% which is higher than the UK sector response rate of 67%.
- GCU overall satisfaction remains at 81%. Scores have remained static across most themes which is slightly disappointing given significant work in this area. Scores have improved slightly however for Learning Opportunities (+1%) and Student Voice (+1%).
- Strategy and Planning have introduced a sector dashboard to review individual subject areas.
- In SHLS a distinct relationship has been identified with a positive placement experience and good overall satisfaction. School action plans will focus on this.

- The open comments from MEQs are being used by the Wellbeing team to assess where support improvements can be made.
- That in relation to the student voice a paper on closing the feedback loop will be prepared for an upcoming meeting of LTSC.
- A member queries whether the Module Monitoring Report form should be updated to allow for follow up on action plans to close loop. An additional box was suggested which could assist with accountability.

19.18 Resolved: That members welcomed and noted the report.

Postgraduate Research GCU Experience Survey 2019

19.19 Considered: An overview of the Postgraduate Research GCU Experience Survey 2019 outcomes.
(Doc LTSC19/04/1)

19.20 Noted: The following points were noted during consideration of the report:

- This is now an internal GCU Survey as GCU previously participated in the Advanced HE Postgraduate Research Experience Survey (PRES).
- A response rate of 37% was achieved exceeding the 2017 PRES response rate of 35%. It is hoped engagement with the survey will grow with an aim of a 50% response rate.
- Overall satisfaction is at 84%.
- That this paper will be submitted to the University Research committee who will take forward any actions as required.

19.21 Resolved: That members welcomed and noted the report.

Progression and Completion 2018-19: First Diet

19.22 Considered: An overview of progression and completion for students on full-time undergraduate programmes following the first diet assessment.
(Doc LTSC19/05/1)

19.23 Noted: Members discussed the report and shared their experiences of what impacts on progression and completion. The following points were noted:

- That level 1 progression had decreased from 72% to 63%
- That in respect of the current hot topic on grade inflation members had received increased feedback from externals in using the full range of marks available.
- That some dips in first year progression rates will hopefully be addressed following the programme of work on assessment loading.
- That SHLS LDC had seen an increased usage this summer and it would be interesting to identify if there are any relationships between this and progression rates going forward.
- That ongoing work on improving the student experience is hoped to contribute to improved progression and completion rates going forward.

19.24 Resolved: That members welcomed and noted the report.

LTSC Composition, Membership and Terms of Reference 2019/20

19.25 Approved: The proposed LTSC Composition, Membership and Terms of Reference 2019/20 prior to formal approval by APPC.
(Doc LTSC19/06/1)

19.26 Reported: By Dr Kennedy that she would be moving to a new role from October 2019 and the Committee would be notified of a replacement member in due course.

19.27 Resolved: That subject to a minor change to the role title of Ms Williams, the Composition, Membership and Terms of Reference 2019/20 be approved and submitted for formal approval by APPC.
Action: Secretary

Programme Change

MSc Diagnostic Imaging

19.28 Received: A proposal to create a part time option for MSc Diagnostic Imaging (and pathways) with a Trimester A and Trimester B intake.
(Doc LTSC19/07/1)

19.29 Resolved: It was identified by Mrs Noble that the proposed change had not been through due process and should be removed from the agenda. Academic Quality would liaise with the School and the item would be brought back to LTSC for approval via Chair's Action.
Action: Mrs Noble/Secretary

Programme Change

MSc International Banking, Finance and Risk Management.

19.30 Approved: A proposal to replace the currently running Applied Professional Practice module with a new module Commercial Banking.
(Doc LTSC19/08/1)

Associate Lecturers

19.31 Approved:

i. Appointment of Associate Lecturer – Railway Operations Management suite of Programmes (South Africa).
(Doc LTSC19/09/1)

ii. Appointment of Associate Lecturers - Railway Operations Management suite of Programmes (UK).
(Doc LTSC19/10/1)

Note: In accordance with University procedure, as set out in Appendix 10 (g) of the Quality Enhancement and Assurance Handbook, the CVs have been scrutinised by the respective Host School/Academic Unit and confirmed as meeting the essential criteria for Associate Lecturers.

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

19.32 Noted: Conferment of professional recognition of teaching and supporting student learning (UKPSF11) for GCU staff.
(Doc LTSC19/11/1)

Outcomes of Quality Assurance Event

Off-campus and online supported delivery of the GCU Global MBA delivered in partnership with the Intelli Education Group Campus (IEG Campus), Malaysia (July 2019)

19.33 Approved: The outcomes of the Approval Panel Visit held on 4 July 2019 and programme team response for the approval of the off-campus and online supported delivery of the GCU Global MBA delivered in partnership with the Intelli Education Group Campus (IEG Campus) in Malaysia.
(Doc LTSC19/16/1)

19.34 Noted: It was queried whether the students would require access to GCU Library facilities as they would not be covered by our current licences.

19.35 Resolved: That the paper be approved and the issue regarding library access be addressed offline.
Action: Mrs Noble

Minimal Programme Change

INTO International Foundation in Science - Pathway in to BSc (Hons) Applied Psychology

19.36 Approved: A minimal change to the INTO Foundation in Science Programme, which would provide an alternative articulation route in the BSc (Hons) Applied Psychology Programme.
(Doc LTSC19/17/1)

Chair's Action

19.37 Received: Notification that the following was approved by Chair's Actions since the last meeting of the Committee:

- i. U2B Programme Name Change
(Doc LTSC19/13/1)
- ii. SHLS Assessment Loading Module Changes
(Doc LTSC19/14/1)
- iii. Programme Change Paramedic Science
(Doc LTSC19/15/1)

Complaints Annual Report 2017/18

19.38 Received: The Annual Report on Complaints for Session 2017/18.
(Doc S18/53/1)

Senate Disciplinary Committee Annual Report 2017/18

19.39 Received: The Senate Disciplinary Committee Annual Report for Session 2017/18.
(Doc S18/52/1)

Date of Next Meeting

19.40 Received: Notification that the next scheduled LTSC meeting will be held on Wednesday 9th October 2019 in Room M401.

Any Other Committee Business

19.41 Noted: The Chair expressed thanks to Dr Kennedy for her contribution to the Committee during her time as a member and wished her well in her new role.