

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 19th August 2015

- Present:** Dr N Andrew, Mr M Bromby, Mr K Campbell, Prof. L Creanor, Dr M Ferguson, Mr J Gaughan, Ms B Kelly, Mrs M Kelt, Dr N McLarnon, Dr J Nally, Dr A Nimmo, Mr I Stewart, Mr K Ward, Dr M Welsh, Prof. R Whittaker (Chair).
- Apologies:** Dr L Carey, Dr Amrane-Cooper, Prof. K Gartland, Ms J Main, Ms C Mowat, Prof. V Webster, Prof. B Wood, Mrs M Wright.
- By Invitation:** Mr G Burns, Mrs M Henaghan.
- In Attendance:** Mrs L Clark, Department of Governance (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the first meeting of the Committee in Session 2015/16. She also welcomed new members, Mr Burns and Mr Campbell, to their first meeting as members of the Committee.

The Chair advised members of the following prior to the commencing business:

- i. That an addendum to the agenda, circulated by email on Monday 17th August, included a paper on the review of the PgD Specialist Community Health Nursing (Public Health Nursing) as a Part C item (C.4) and was for information only.
- ii. That hard copies of papers marked on the agenda as "to follow" had been tabled.
- iii. That a revised coversheet and additional report relating to Agenda item B.8 had been tabled.

Minutes

- 15.01 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 29th April 2015.
(Doc LTSC14/61/1)
- 15.02 Noted:** The following amendments to the minute were required:
- That minute 14.301 be amended and "requirement" replaced with "recommendation".
 - That minute 14.305, bullet point 4, be amended to include "*Members were assured however that the School had experience of running a number of programmes in this mode*".
 - That minute 14.320 required correction as the issues raised relate to the MSc Risk Management (Oil and Gas) programme only.

15.03 Resolved: That, subject to the above amendments, the minutes be confirmed as a correct record.
Action: Mrs Clark

Matters Arising

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes Session 2013/14 (Arising 14.299)

15.04 Reported: By the Chair that it was noted at the June meeting of LTSC that the holistic reviews of INTO and SfWBE would cover the issues relating to the annual monitoring reports and that these reports would be submitted to the August meeting of LTSC.

15.05 Reported: By Mrs Henaghan, that these reports were a work in progress and due to pressures of work were not yet ready. She advised that whilst the INTO review has been completed INTO have not yet had sufficient time to respond.

15.06 Resolved: That these reports would be submitted to LTSC in due course.
Action: Department of Quality Enhancement

Programme Approval (Arising 14.321)

15.07 Reported: The extract minute had been circulated to Professor Hilton who has advised she will take this up with the HoD LEAR.

15.08 Reported: By Mrs Henaghan, and as discussed in terms of the amendment to minute 14.320, the minute required amendment to take account of the fact this issue did not cover all three programmes submitted for approval under one heading. This related to the MSc Risk Management (Oil and Gas) programme only.
Action: Mrs Clark

Schedule of Meetings: Session 2015/16 (Arising 14.327)

15.09 Reported: By the Chair, that further to notification of the Schedule of Meetings for Session 2015/16 at the June meeting of LTSC, colleagues should note that the meeting scheduled for 9th September 2015 had now been cancelled. This date had been put in place to accommodate a meeting dedicated to consideration of the Annual Monitoring process for Session 2014/15. An alternative date for this dedicated meeting was being sought and is likely to be held in November 2015.

15.10 Resolved: That the date and further arrangements for this meeting be issued to members in due course.
Action: Mrs Clark

Draft Evaluation Report from the Evasys Module Evaluation Pilot (Arising 14.300)

15.11 Reported: By Mr Gaughan, that it was not clear to students what measures were being put in place for module evaluation in Session 2015/2016.

15.12 Noted: The following points were noted in discussion:

- That review of options for module evaluation are being considered as part of wider review of IT systems. This review, conducted in June/July 2015, will inform

the Digital Strategy under development and could potentially be addressed in the context of the new student records system.

- That there is a facility within GCU Learn that can be used for module evaluation as an interim measure.
- That whilst a facility exists this is not being used in the same way across all schools.
- Concern was expressed that staff may believe that module evaluation has stopped which requires to be addressed. It was suggested that ADLTQs take action to ensure staff are aware of the interim facilities available to them.
- That whilst a variety of methods of evaluation are being employed across schools, the institutional level reporting required is not supported by the current approach.
- It was recommended that the Student Vice Presidents for each School ensure students are notified that interim measures for module evaluation are in place.

15.13 Resolved: That staff and students be notified that an interim facility for module evaluation is available within GCU LEARN.

Action: ADLTQs and School Vice Presidents

Chair's Report

15.14 Received: A verbal report from the Chair on the following matters of interest to the Committee arising from the last APC meeting :

- i. Strategy 2020
- ii. GCU's academic partnership with African Leadership Unleashed

Learning and Teaching Sub-Committee Annual Report

15.15 Considered: The Learning and Teaching Sub-Committee Annual Report 2014/15.
(Doc LTSC15/19/1)

15.16 Reported: By the Chair that LTSC were invited to comment on the Annual Report before submission to APC for approval. She invited members to comment on accuracy, suggest required amendments and recommend items of relevance in relation to the Committee objectives going forward.

15.17 Noted: The following points were noted in discussion:

- The report recognised that the Terms of Reference and scope of the Committee had been expanded.
- That Section 4, bullet point 12 be amended to read as follows:

"Monitoring of the implementation of the QAA Quality Enhancement Themes: regular reports from the Quality Enhancement Themes Institutional Lead".

- That Section 4, bullet point 10 be removed as the Blended learning road map requires to be replaced however would now be encompassed by the Strategy for Learning and the Digital Strategy.

- That Section 4, bullet points 9, and 11 be deleted. Bullet point 9 relates to the Feedback Enhancement Group which is no longer convened and bullet point 11 was a duplicate of bullet point 8.
- That Section 4 required a further two objectives in respect of GCU NY and CCE Oman which should be similar to that of bullet point 7 relating to GCU London.
- That Section 4 require a further objective regarding the monitoring of collaborative provision.
- That Section 4 require a further objective in respect of INTO joint academic provision.
- That Section 4, bullet point 13 be discussed with Professor Wood regarding its relevance going forward and any amendment made to the report accordingly.
- That Appendix 2 be amended as Marion Welsh's title "Dr" had been omitted.
- That the percentage attendance in Appendix 4 be reviewed for accuracy.
- That the scheduling of LTSC had conflicted with a number of other School meetings for some members.

15.18 Resolved: That the above recommendations and amendments be taken into account prior to submission of the report to APC for approval.

Action: Mrs Clark

Programme Approval and Review Overview Report

15.19 Considered: An Overview Report of Programme Approval and Review Activity, Session 2014/15.
(Doc LTSC15/11/1)

15.20 Reported: By Mrs Henaghan that the purpose of the paper is to provide an overview of the key themes and issues emerging from the approval and review of undergraduate and taught postgraduate programmes during session 2014/2015. She noted this covered a considerable amount of work with a number of recurring themes being identified. She invited the Committee to consider the report specifically the main themes identified.

15.21 Noted: That the following points were noted in discussion:

- That the quality of programme documentation requires to be improved. For example, it is common for a module title, repeated throughout the documentation, to be different in varying places.
- Timings placed on the approval process can force documentation to be "ran with" without these minor changes being addressed.
- That there is the potential for over assessing and this could be assisted in amending templates. This would be covered in an on-going review of the Quality Enhancement and Assurance Handbook.
- That IT systems could better support this process and reduce paperwork. Members were advised that Strategy and Planning were currently working on improving this.

- That there is little to no guidance available on the desk top review process. This was again noted to be addressed in the review of the Quality Enhancement and Assurance Handbook.
- That embedded CPD could be utilised to support staff where “over assessment” had been identified. That good practice could be shared following training.

15.22 Resolved: That the above comments be addressed and the necessary amendments made within the Quality Enhancement and Assurance Handbook.
Action: Department of Quality Enhancement

Quality Enhancement Institutional Lead’s Reports

Curriculum for Excellence

15.23 Considered: A report on Curriculum for Excellence Implementation Preparations Update.
(Doc LTSC15/1/1)

15.24 Reported: By the Chair, that Professor Gartland had submitted his apologies and was unable to present this paper. She invited members to note the report.

15.25 Noted: That the update report may be relevant for submission to the Admissions Sub-Committee.

15.26 Resolved: That the update report be forwarded to the Admissions Sub-Committee for consideration subject to approval by Chair of the Sub-Committee.
Action: Mrs Clark

Enterprise and Entrepreneurship

15.27 Considered: An Enterprise and Entrepreneurship Update.
(Doc LTSC15/14/1)

15.28 Reported: By the Chair, that Professor Wood had submitted his apologies and was unable to present his paper. She invited members to note the report.

Quality Enhancement Themes

15.29 Considered: An update report on Quality Enhancement Themes.
(Doc LTSC15/20/1)

15.30 Reported: By Dr Nimmo, that LTSC was invited to note the end of year report submitted to the QAA earlier in the year and to consider the future engagement of the University over the coming academic Year.

15.31 Noted: That the following points were noted in discussion:

- That a working group has been established to identify key priorities going forward.
- That SAGE involvement has been on-going.
- That the Student President and Vice Presidents were now participating the QAA student network.
- That the QAA is keen for GCU to work collaboratively with other institutions. This is being explored.

Nullification of a Module

15.32 Considered: A report on the nullification of the module Rich Internet Applications (MHG412774) for the BSc Computer and Electronic Systems Engineering Programme (Levels 3 and 4).
(Doc LTSC15/21/1)

15.33 Reported: By Mrs Henaghan, that nullification of a module is an extremely rare occurrence with this action having been taken for a small cohort of circa seven students on this occasion. The report provides background to this action being required, namely that students were given a substitute module for which they did not have the correct underpinning knowledge to allow the learning outcomes to be met effectively. She noted that an “exceptional interpretation” of UG Assessment Regulation 13.3.1 was applied in this case as the rules on nullification were not a complete fit for this situation. Mrs Henaghan advised she was satisfied that due process had been undertaken and LTSC were therefore invited to comment on the report and action points moving forward, prior to the submission of the report to Senate.

15.34 Noted: The following points were noted in discussion:

- That strict interpretation of the UG Assessment Regulations pertaining to nullification of a module (13.3.1) should result in the module being nullified for all students. This would have disadvantages students on other programmes that had performed well and already had the correct underpinning knowledge. As such the module was nullified for students on the BSc (Hons) Computer and Electronic Systems Engineering only.
- That the UG and PG Assessment Regulations pertaining to nullification of a module be reviewed. It was acknowledged that whilst the Assessment Regulations have recently undergone a thorough revision it was thought this section may be historical specifically relating to the operation of Programme Assessment Boards (PAB) and Subject Area Assessment Boards (SAAB).
- That whilst the programme external examiners were fully supportive of the decision the module external examiner did not have the opportunity to contribute. It was suggested that reintroduction of a SAAB may in future assist addressing the issues relating to the separate consideration of the module by external examiners who were not allocated responsibility for the academic standards of the module. Members agreed that a recommendation should therefore be made to APC regarding the potential for the reintroduction of SAABs.
- That module monitoring reports are not currently made available to external examiners. These reports are also not available until after the Assessment Board has met. It was felt that these reports should be issued to external examiners and the possibility of earlier reporting be explored.
- That “exceptional interpretation” of the regulations may not be the best term. Alternative suggestions included “valid”, “valid use” and “valid application”. Mrs Henaghan agreed to review and amend the paper prior to submission to APC.
- It was queried whether the students affected were able to graduate and if their honours classifications were effected. Members were reassured that the students were not disadvantaged but that without this intervention they would have failed the module.

- That whilst it could not be absolutely guaranteed this situation would not arise again, ensuring accurate descriptions within module/programme documentation and that any prerequisites are clearly identified would assist.
- It was queried how the result for this module will appear on a student's transcript. It was clarified that the transcripts will record a pass for the module however students have been issued a letter from the Dean providing an explanation of the circumstances. The intention being this may be presented to prospective employers should the pass mark be queried.
- That advice regarding the process for withdrawal of a module or programme could be clearer.

15.35 Resolved:

- i. That the above comments and feedback be taken into account and the report be submitted to Academic Policy Committee for comment prior to submission to Senate.
Action: Mrs Henaghan
- ii. That a formal recommendation be made to the Academic Policy Committee regarding the potential for the reintroduction of Subject Area Assessment Boards.
Action: Mrs Henaghan

Online Programme Developments: Update Report

15.36 Considered: An update report on the on-going development of fully online postgraduate programmes.
(Doc LTSC15/12/1)

15.37 Reported: By Professor Creanor, that the update report outlines the curriculum design process which has taken place, and the CPD opportunities and resources that have been developed. Based on the development process to date, a number of recommendations have now been made with regard to: time and resources, professional development; tools and techniques; quality and consistency; and online student support. She invited members to discuss the report.

15.38 Noted: The following points were noted in discussion:

- That significant costs may be incurred in terms of licensing issues associated with online programmes.
- That the IT applications jukebox was not available out of the UK proving problematic.
- That there were attendance monitoring issues associated with delivery of online programmes.
- That a number of further costs associated with online delivery are not being fully recognised.
- How student representation would work was queried.
- That it may be beneficial for staff developing online courses to experience a short online course themselves. This would allow an opportunity for CPD and prepare staff in online environments.

- That a co-coordinating group may be required.
- Clarification was sought on how online student support, induction and academic advising would be managed.
- That a number of implications relating to the Strategy for Learning and the Digital Strategy had been identified and consideration of appropriate funding for strategic activity may require review by the Professor Webster and Ms Kelly.
- That online delivery of programmes has the potential to enhance the University's reputation.

15.39 Resolved: That the implications identified in respect of appropriate funding for strategic activity be raised with Professor Webster and Ms Kelly.
Action: Professor Creanor

Turnitin Policy and Guidance

15.40 Considered: The TurnitinUK Policy developed by the Turnitin Working Group on behalf of LTQEN. This policy aims to clarify the University's expectations on the use of TurnitinUK to support a more consistent student experience.
(Doc LTSC15/13/1)

15.41 Reported: By Professor Creanor, that guidance for staff and students had been developed to provide more detail on the practical use of TurnitinUK. She noted that the School for Engineering and the Built Environment had previously developed their own policy however University wide guidance was required to ensure consistency of approach.

15.42 Noted: The following points were noted in discussion:

- That the University needs to be clear to students on why we use Turnitin.
- That a consistent approach across the University to the number of submissions permitted would be appropriate.
- That it should be highlighted that this is not just a similarity match tool but can be used for feedback.
- Guidance on the interpretation of originality reports for staff would be welcomed.
- That a template statement for module handbooks would be useful.
- That resources and any guidelines be made fully available on the website.
- That the process to archive Turnitin reporting should be kept in line with other records retention schedules within the University.

15.43 Resolved: That further consideration was required at School Learning and Teaching Committees and LTQEN prior to further consideration of implementation being given by LTSC and then APC.
Action: Professor Creanor

Plagiarism Overview Report

15.44 Considered: The overview reports on plagiarism offences for Sessions 2011/12, 2012/13, 2013/14.
(Doc LTSC15/18/1)

15.45 Reported: By Mrs Clark, that in a general review of LTSC business in previous sessions it was identified that the reporting on plagiarism had not been brought forward since April 2012. Accordingly, overview reports for Session 2011/12, 2012/13 and 2013/14 were submitted for consideration by the Committee.

She advised that the format of the reporting was basic and going forward the Department of Governance hoped to produce more detailed reports. She advised members verbally of the statistics for these sessions based on the HESA full-person equivalent (Headcount) as follows, for information:

	2011/12	2012/13	2013/14
UK	87%	88%	87%
EU	3%	3%	4%
Overseas	10%	9%	9%

15.46 Noted: The following points were noted in discussion:

- That the Session 2013/14 report contains a typo on page one. The total number of offences by overseas students should read “62%” and not “622%”.
- That plagiarism from overseas students is easier to detect than from home students.
- That the reports do not contain statistics relating to offences of ghost-writing. Whilst the deliberate use of commissioned material is explicitly referenced under the definitions of plagiarism contained in the University Regulations Regarding Plagiarism and Cheating it was noted that the process for investigating these offences is conducted via the Senate Disciplinary Committee in that it constitutes a Major Offence under the terms of the Code of Student Discipline. The statistics relating to ghost-writing are therefore contained within annual report on cases considered by the Senate Disciplinary Committee.
- That a number of issues regarding process have been raised via the LTQEN.
- That the current process and regulations are explicit however the loss of experienced members of academic staff within schools has reduced the ability for guidance to be sought informally.

15.47 Resolved: That the above amendments be made to the report and recommendations be taken into account for future reporting.

Action: Mrs Clark

PART B (FOR APPROVAL)

Vice Chair of LTSC

15.48 Approved: A recommendation from the Chair that Prof. Linda Creanor be re-appointed as Vice Chair of LTSC for the period up to 31 July 2016.
(Doc LTSC15/17/1)

Programme Review

Undergraduate and Postgraduate Biological Sciences Programmes

15.49 Approved: A report of the programme review event, held on 29-30 April 2015: Conclusions, Requirements and Recommendations and Programme Team's response to the Programme Review Panel. **(Doc LTSC15/2/1)**

Programme Review

BSc (Hons) Biomedical Science/Applied Biomedical Science, MSc Biomedical Science

Joint Review Event with the Institute of Biomedical Science

15.50 Approved: A report of the joint programme review event, held on 29-30 April 2015: Conclusions, Requirements and Recommendations and Programme Team's response to the Joint Programme Review Panel.
(Doc LTSC15/3/1)

Programme Approval

PgD Chief Social Work Officer

Delivered in Partnership with the University of Dundee

Joint Approval Event with the Scottish Social Services Council

15.51 Approved: A report of the programme approval event, held on 24 April 2015: Conclusions Requirements and Recommendations and Programme Development Board's response to the Joint Programme Approval Panel.
(Doc LTSC15/4/1)

Programme Review

BSc/BSc (Hons) Clinical Physiology

15.52 Approved: A report of the programme review event, held on 11 June 2015: Conclusions, Requirements and Recommendations and Programme Team's response to the Programme Review Panel.
(Doc LTSC15/5/1)

Programme Review

MSc Digital Health (formerly MSc Telehealth)

15.53 Approved: A report of the paper-based programme review, undertaken in May/June 2015.
(Doc LTSC15/6/1)

Extension to Period of Approval

15.54 Approved: A request for the extension of period of approval of MSc Public Health programme (School of Health and Life Sciences).
(Doc LTSC15/7/1)

Programme Review

MSc Theory of Podiatric Surgery

Joint Award with Queen Margaret University

15.55 Approved: A report of the programme review event, held on 10 April 2015: Conclusions, Requirements and Recommendations and Programme Team's response to the Programme Review Panel.
(Doc LTSC15/8/1)

Programme Review

BSc (Hons) Human Nutrition & Dietetics; PgD/MSc Dietetics; MSc Clinical Nutrition & Health

- 15.56 Approved:** A report of the programme review event, held on 25 March 2015: Conclusions, requirements and Recommendations and Programme Team's response to the Programme Review Panel.
(Doc LTSC15/9/1)

Programme Approval and Review

Undergraduate and Postgraduate Pre-Registration Nursing Programmes

Joint Approval and Review Event with the Nursing and Midwifery Council (facilitated by Mott MacDonald)

- 15.57 Approved:** A report of the joint programme approval/review event, held on 6 May 2015: conclusions, Requirements and Recommendations and Programme Development Board's response to the Joint Programme Approval/Review Panel.
(Doc LTSC15/10/1)

PART C (FOR INFORMATION)

Chair's Action

- 15.58 Received:** Notification that the following Chair's Action has been taken since the last meeting:
- Enhancement of the MSc International Economics and Finance to attract International Development applicants
- A proposal that the module Theories, Concepts and Trends in International Development be incorporated as an option on the MSc International Economics and Finance
(Doc LTSC15/15/1)

Membership Updates 2015/16

- 15.59 Received:** The updated membership of the Learning and Teaching Sub-Committee for Session 2015/16.
(Doc LTSC15/16/1)

London Campus Board

- 15.60 Received:** The confirmed minutes of the meetings of the London Campus Board held on:
- | | |
|-----------------|-------------------|
| 22 October 2014 | (Doc LCB 14/8/1) |
| 16 March 2015 | (Doc LCB 14/23/1) |

Date of Next Meeting

- 15.61 Received:** Notification that the next meeting of the Learning and Teaching Sub Committee will be held on **Wednesday 28th October 2015 in Room B024 (Britannia Building)**.

Any Other Business

- 15.62 Noted:** There being no other business the Chair closed the meeting.