

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 19th June 2019

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

Chair's Opening Remarks

The Chair welcomed members to the fourth and final meeting of Session 2018/19. Welcome to the following new members was also extended:

Heather Marshall, attending for the first time as Library Representative
Iain Muego, elected member for GSBS commencing Session 2019/20 also attending as vice for Mrs White
Mark Phillipson, elected member for SCEBE commencing session 2019/20
Sara MacLean, Student Voice Team Lead

The Chair also welcomed Dr Morag Ferguson, ADLTQ SCEBE, attending by invitation to speak to SCEBE item B.09.

Members were advised that item B.14, a late paper, had been circulated via email following the agenda circulation of 12th June. A further late paper had also been circulated via email however this item was removed from the agenda as further review of the item was required prior to Committee consideration. An updated version of item A.07 was also circulated to members following identification of an error in the paper.

The Chair noted that Dr Marciniak required to leave the meeting at 2.45PM and Ms Findlay also had another meeting to attend at 3PM. As such, item A.07 would be considered at the start of the meeting to allow Ms Findlay to talk to the paper.

Minutes

- 18.93 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 6th March 2019.
(Doc LTSC18/63/1)
- 18.94 Resolved:** That subject to the below minor amendment, the minutes be approved as a correct record of the meeting.

Inclusion of apologies from Dr Gillian Gibson.

Matters Arising

18.95 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 18.66)

18.96 Reported: By Prof. Andrew that this action had been completed and areas for wider university consideration were presented to the March meeting of APPC.

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2017/18 (Arising 18.68)

18.97 Reported: By Prof. Andrew that the Graduate School paper had been received however required further review prior to committee consideration. This would now be submitted to the August meeting.

Action: Dr Halcro

(Arising 18.71.i)

18.98 Reported: By Mrs Clark that two separate communications had been forwarded to People Services regarding this however no response had yet been received. Mrs Clark will continue to follow up.

Action: Mrs Clark

(Arising 18.71.ii)

18.99 Reported: By Ms Williams that work is ongoing with IT to resolve an issue related to the University firewall. She and Mr Quidu have been in regular dialogue regarding the issue and a manual work around is in place at present until the matter can be resolved.

Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2017/18

18.100 Considered: Annual Reports on Monitoring, Quality Assurance and Enhancement of Programmes for Session 2017/18.

i. U2B (formerly School for Work Based Education)

(Doc LTSC18/64/1)

External Examiners Overview Report 2017/18

18.101 Considered: The updated overview report of External Examiner activity during session 2017/18 following presentation of the interim report to LTSC in August 2018.

(Doc LTSC18/65/1)

Academic Appeal Overview Reports

18.102 Considered: Academic Appeal Overview Reports for 2017/18 (final) and 2018/19 (interim).

(Doc LTSC18/66/1)

Business Management Enhancement-Led Internal Subject Review (ELISR) Year-on Progress Report

18.103 Considered: The year on progress report on the action plan, which was approved by LTSC June 2018, of the Business Management ELISR which took place within the Glasgow School for Business and Society in April 2018.

(Doc LTSC18/67/1)

Recognition of Prior Learning (RPL) and Mitigating Circumstances (MITS) - Trimester B Report 18/19

18.104 Considered: The Recognition of Prior Learning (RPL) and Mitigating Circumstances (MITS) - Trimester B Report 18/19.
(Doc LTSC18/68/1)

18.105 Noted: That an end of year report will be submitted for LTSC consideration in Session 2019/20 which will include Trimester C and Post Graduate Board MITS review including Retrospective MITS.
Action: Mrs Findlay

GCU Experience Surveys and Module Evaluations

18.106 Consider: An overview of the 2018 International Student Barometer (ISB), the 2019 GCU Experience Surveys (GCUES) for undergraduate and taught postgraduate students, and the 2018-19 Trimester B module evaluations.
(Doc LTSC18/69/1)

18.107 Noted: The following points were noted in discussion:

- Members appreciated the efforts of Strategy and Planning in respect of surveys and module evaluation and wished to pass on their thanks to the team.
- That Strategy and Planning are working on development of a Surveys Policy in order to provide better guidance for staff.
- Members expressed concern about the harm of open comments to the staff involved. It was noted that this was problematic and efforts were ongoing to improve guidance to staff and students. A restriction to the number of characters within open comments has already been put in place. That consultation is ongoing regarding moving module evaluation to week 6 which will make it clearer to students that staff will see these comments.

Increasing student awareness of the Dignity at Work and Study Policy and University Values is key to reducing these kinds of comments. Work in this area is ongoing within the survey steering group and following discussion at Senate around the complaints handling process.

Plagiarism Overview Session 2017/2018

18.108 Considered: An overview report of plagiarism offences investigated during Session 2017/18.
(Doc LTSC18/70/1)

Programme Change

BSc (Hons) Audio Technology (FT)

18.109 Approved: Minimal Changes to P03156 BSc (Hons) Audio Technology (FT).
(Doc LTSC18/71/1)

Programme Change

MSc Cyber Security GA programme

18.110 Approved: Minor change to the MSc Cyber Security GA programme.
(Doc LTSC18/72/1)

Programme Change

Cyber Security and Networking UG Suite

18.111 Approved: Minimal changes to cyber security and networking UG suite.
(Doc LTSC18/73/1)

Programme Change

BEng programmes delivered by CENU Oman

18.112 Approved: Minimal programme changes to GCU accredited BEng programmes delivered by the College of Engineering, National University of Science and Technology in Oman.
(Doc LTSC18/75/1)

Programme Change

BEng (Hons) Engineering (Design and Manufacture) GA

18.113 Approved: Changes to “BEng (Hons) Engineering (Design and Manufacture)” Graduate Apprenticeship programme.
(Doc LTSC18/79/1)

Programme Change

MSc Environmental Management

18.114 Approved: Minimal change to MSc Environmental Management.
(Doc LTSC18/80/1)

Programme Change

Electrical, Electronic and Energy Engineering (EEEE) Programme

18.115 Approved: Minimal changes to the Electrical, Electronic and Energy Engineering (EEEE) Programme.
(Doc LTSC18/81/1)

Programme Change

MEng. Electrical, Electronic and Energy Engineering (EEEE)

MSc. Electrical and Electronic Engineering (EEE)

18.116 Approved: Minimal changes to the MEng. Electrical, Electronic and Energy Engineering (EEEE) and the MSc. Electrical and Electronic Engineering (EEE) Programmes.
(Doc LTSC18/82/1)

Programme Change

SCEBE Modules

18.117 Received: Changes to SCEBE Modules following Assessment Loading Review.
(Doc LTSC18/83/1)

18.118 Noted: The following was noted in discussion:

- The change to mode of delivery and weighting of module The Engineer and the Environment (**M3H113325**) was queried.
- The Students’ Association expressed thanks for the work undertaken on assessment loading and requested that feedback be given back to students to let them know what has been taken forward.

18.119 Resolved:

- i. That a review of the weighting for module The Engineer and the Environment be circulated to members for consideration and approval via email.
Action: Dr Ferguson
- ii. That all other module changes be approved.
Action: Dr Ferguson
- iii. That student' receive feedback on actions taken forward in respect of assessment loading.
Action: ADLTQs

Programme Change

18.120 Approved: Moderate Change: Graduate Apprenticeship and Degree Apprenticeship in BA (Hons) Business Management.
(Doc LTSC18/74/1)

Programme Change

BA Social Science Level 1 Modules

18.121 Approved: Minimal Programme Change - BASS L1 modules moving from year-long to trimester-long delivery.
(Doc LTSC18/78/1)

Programme Approval

BSc (Hons) Entrepreneurial Leadership

18.122 Approved: Report of the Programme Approval Event held 24 April 2019: Conclusions, Requirements and Recommendations and the Programme Development Board's responses to the Approval Panel.
(Doc LTSC18/77/1)

Associate Lecturers

18.123 Approved: Approval of Associate Lecturer – Transnet Freight Rail.
(Doc LTSC18/76/1)

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.

18.124 Noted: It was queried whether the above had been approved via programme board. Following the meeting it was confirmed that the programme board has approved the appointment.

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)

18.125 Received: Proposed changes to 7 modules for the above programmes.
(Doc LTSC18/87/1)

18.126 Noted: By Dr Ferguson that there had been some confusion regarding the paperwork for these proposed changes and this required to be reviewed prior to approval.

18.127 Resolved: That the revised paperwork be submitted to the Secretary for approval via Chair's Action.
Action: Dr Ferguson

Chair's Action

18.128 Received: Notification that the following have been approved by LTSC Chair's Action since the last meeting of the Committee:

Programme Approval - GCU London International Diplomacy Suite of Masters Programmes:

- MSc International Diplomacy and the Digital State
- MSc International Security and Diplomacy
- MSc International Business, Trade and Diplomacy

(Doc LTSC18/84/1)

GCU ELIR 4

18.129 Received: The GCU ELIR 4: LTSC Update Terms of Reference and Risk Register.
(Doc LTSC18/85/1)

Thematic Review of the Articulating Student Experience -Action Plan

18.130 Received: The Thematic Review of the Articulating Student Experience (Appendix 1) was discussed at APPC on the 27th of March. This paper provides an outline of the associated Action Plan.
(Doc LTSC18/86/1)

Date of Next Meeting

18.131 Received: Notification that the next scheduled LTSC meeting will be held on Wednesday 14th August 2019 in Room M401 at 14:00 Hrs.