

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 22nd June 2016

- Present:** Prof. N Andrew, Mr K Campbell, Mr C Daisley, Prof. L Creanor, Prof. K Gartland, Dr K Halcro, Mr M Jones, Mr I Stewart, Mr K Ward, Dr M Welsh, Prof. R Whittaker (Chair), Prof. B Wood.
- Apologies:** Mr M Bromby, Dr M Ferguson, Mrs M Kelt, Ms J Main, Dr R Marciniak, Dr N McLarnon, Ms C Mowat, Dr J Nally, Dr A Nimmo, Dr S Rate, Prof. V Webster, Mrs M Wright.
- By Invitation:** Mrs Daly, Mr D Steed.
- In Attendance:** Mrs L Clark, Department of Governance (Secretary).

Chair's Opening Remarks

The Chair welcomed members to the last meeting of the academic session and congratulated Mr Daisley and Mr Campbell who were now in post as Vice Presidents of the Students' Association for SEBE and SHLS respectively. The Chair also welcomed Mr Steed and Mrs Daly who were in attendance to talk to items on the agenda.

The Chair advised members that Mrs Kelt had been unable to attend the meeting unexpectedly and that item A.5 edShare@GCU would be carried forward for consideration at the August 2016 meeting.

Minutes

- 15.147 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 9th March 2016.
(Doc LTSC15/55/1)
- 15.148 Noted:** The following points were noted in respect of the minute:
- That prior to the start of the March meeting it was noted that there were insufficient members present to form a quorum. As such the Secretary circulated the relevant papers, which had been considered and approved in principle by the members present, to members not present. No comments or objections were received and approval of these papers was confirmed.
 - That Mr Campbell's name had been omitted from the list of apologies.
- 15.149 Resolved:** That, subject to amendment to the apologies recorded, the minute be confirmed as a correct record.
Action: Mrs Clark

Matters Arising

- 15.150 Considered:** Any matters arising from the above minutes not otherwise covered on the agenda.

LTSC Membership
(Arising 15.142)

- 15.151 Reported:** That Mr M Johnston (IT) had been invited to join LTSC as a member or to nominate a suitable member of staff from his department. As yet no response had been received but this would be followed up.
Action: Secretary

Member Query

- 15.152 Reported:** By the Chair, that Ms Mowat had been unable to attend the meeting however had forwarded queries on three items on the agenda. These queries were read out to members at the meeting. Written responses were received from the authors of these papers in advance of the meeting and where not addressed in the minute are attached in Appendix 1.

- 15.153 Noted:** The following points on these queries were also noted at the meeting:
- That in respect of the Articulation Report no direct comparison of progression rates for articulating students compared with students who entered GCU at Level 1 was carried out. It was noted that the prior learning of distinct cohorts differs and similar comparisons were previously found to be damaging and unfair.
 - That in respect of the SfL action plan accessibility is being considered at all stages in the development of on-line learning. All technologies and software utilised for online delivery are assessed and tested in respect of accessibility.

Chair's Report

- 15.154 Considered:** A verbal report from the Chair on the following matters of interest to the Committee including, where appropriate, information arising from recent meetings of APC and Senate:
- SfC Outcome Agreements
 - HESA PIs
 - KIS
 - Updates on the Common Good Curriculum Development and the SfL Operation Plan were considered by Senate and are included as Part C items for information.
 - The Draft Digital Strategy was approved at Senate and would be considered at Court on 23rd June. A detailed programme of work would supporting its implementation would follow and LTSC would be involved and this would be factored in to committee work for next academic session.
 - ELIR report
 - PGR Student Experience
 - Academic Pillars
 - A revised QEA Handbook is to be considered at October Senate with consideration at LTSC and APC prior to this.

- The Online Similarity Checking Process has now been approved and commendations received in respect of the work carried out.

Articulation Report 2015-16

15.155 Considered: The Articulation Report 2015-16.
(Doc LTSC15/56/1)

15.156 Noted: The following points were noted in discussion:

- That the majority of articulating students come from City of Glasgow College, Glasgow Clyde College and Glasgow Kelvin College.
- That the increase in strategic partnerships may be indicative of the increase in articulation from these colleges.
- That a breakdown of articulation from colleges at programme level would be useful and would allow programme teams to track hot spots for action.
- That GCU pathways are not yet tracked and an overview therefore would be useful.

15.157 Resolved: That the report be noted and the comments received be noted by Strategy and Planning.
Action: Mrs Daly

Enhancement Led Internal Subject Review

School of Engineering and the Built Environment: Department of Construction and Surveying

15.158 Considered: The report of the Enhancement Led Internal Subject Review of the Department of Construction and Surveying of the School of Engineering and the Built Environment, held on 3-4 March 2016 and the School's action plan response. The report also identified some areas for University consideration (included for information). In line with QEA Handbook procedures, these will be progressed to APC for consideration, following consideration and approval by LTSC of the School's action plan response.
(Doc LTSC15/57/1)

15.159 Noted: The following points were noted in discussion:

- That this had been an extremely positive event involving a week of reviews for the entire department.
- Feedback noted that this was an extremely collegiate process, that the event was well chaired with members feeling free to speak openly.
- Feedback from students noted that some were not aware of University support services but that this was not necessarily negative as if in doubt they would seek support from academic staff.
- Concern was again expressed regarding a lack of University wide mechanism for recording feedback. It was discussed that this was an ongoing University wide issue and it was hoped this would be addressed in the programme of work associated with the Digital Strategy.

15.160 Resolved: That the report and action plan response be approved and areas for University consideration be progressed to APC for further consideration.
Action: Department of Quality Enhancement

Back to Basics with Quality Assurance

15.161 Considered: Evaluation of the cross university 'Back to Basics with Quality Assurance' initiative 2015/16.
(Doc LTSC15/58/1)

15.162 Noted: The following points were noted in discussion:

- 244 members of staff attended sessions offered during Session 2015/16. These sessions consisted of 20 minute trigger presentation with the added value of speaking to colleagues face to face.
- The sessions were well evaluated with a vigorous feedback loop in place and a number of recommendations were recorded.
- Mr Stewart noted that feedback from SEBE staff had been good, specifically that the sessions were not School based which facilitated the sharing of best practice and ensuring consistent practice.
- It was queried whether these sessions would run again and if student engagement could be increased. It was hoped these or similar sessions would run again and the Policy and Development Officer, Lesley McAleavy, would be responsible for taking this forward.

15.163 Resolved: That members considered the report and recommendations.

Research-Led Teaching Thresholds Examples

15.164 Considered: A paper providing examples of the range and diversity of Research-Led Teaching examples being used at GCU and how they relate to the Senate approved Research - Led Teaching Thresholds.
(Doc LTSC15/59/1)

15.165 Resolved: The report was noted by the Committee and thanks to contributors, as noted in page 43 of the report, was recorded.

External Examiner Overview Report 2014-15

15.166 Considered: An overview report on External Examiner activity for 2014-15.
(Doc LTSC15/60/1)

15.167 Noted: The following points were noted in discussion:

- The online publishing of External Examiner reports is being investigated and review of similar practices in other institutions is being undertaken.
- The External Examiners induction event, held in London, was well received.
- Induction materials used in the event have been translated for use in the Oman context.

15.168 Resolved: That the report was considered.

Quality Enhancement Institutional Lead's Reports

15.169 Considered: Update reports from the Institutional Lead's for:

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

15.170 Noted: The following points were noted in discussion:

1. Curriculum for Excellence (CfE) – Prof. K Gartland

- That contact with ADLTQs schools, admissions and Advanced Higher Hub noted that no issues were identified for a 3rd or 4th time in a row.
- It was noted by the Chair that if the Admissions Subcommittee are not raising any issues then this may no longer be a matter for LTSC concern. This should be addressed in considering the Committee's objectives for Session 2016/17.

2. Enterprise and Entrepreneurship – Prof. B Wood

- Prof. Wood reported that Uhatch now had 18 companies with all Schools and backgrounds covered and at least one of these could be considered a social enterprise.
- Companies were being encouraged to develop a plan on where to go next.
- An application has been submitted for an Enterprise and Entrepreneurship conference to be held at GCU.
- That no physical home for Uhatch had yet been agreed.

3. Quality Enhancement Themes – Dr A Nimmo

The Chair noted that Dr Nimmo had submitted her apologies and noted the following in respect of Quality Enhancement Themes:

- 2-4 scholars projects were now underway/ongoing.
- A number of colleagues had presented at the recent Enhancement Themes conference .

Clerk's Note:

From this point forward the meeting was inquorate. It was agreed that the Secretary would circulate Part B items to those not in attendance requesting any objections or comments be received electronically.

PART B (FOR APPROVAL)

Programme Review

BSc/BSc (Hons) Environmental Civil Engineering

15.171 Approved: The report of the Programme Review event, held on 1 March 2016: Conclusions, Requirements and Recommendations and Programme Team's response to the Programme Review Panel.
(Doc LTSC15/61/1)

Programme Review

MSc Human Resource Management & MSc International Human Resource Management

15.172 Approved: The report of the Programme Review Event held on 21st April 2016: Conclusions, Requirements and Recommendations and the Programme Team's responses to the Review Panel.
(Doc LTSC15/62/1)

Programme Review

PG Programmes GSBS Department of LEAR

15.173 Approved: The report of the Programme Review Event held on 25th February 2016: Conclusions, Requirements and Recommendations and the Programme Team's responses to the Review Panel.
(Doc LTSC15/71/1)

Programme Approval

MSc Digital Brand Marketing

15.174 Approved: The report of the Programme Approval Event held on 23rd March 2016: Conclusions, Requirements and Recommendations and the Programme Team's responses to the Review Panel.
(Doc LTSC15/72/1)

Programme Review

UG Programmes GSBS

15.175 Approved: The report of the Programme Review Event held on 28th April 2016: Conclusions, Requirements and Recommendations and the Programme Team's responses to the Review Panel.
(Doc LTSC15/73/1)

Outcomes of Programme Review Event

School for Work Based Education: Undergraduate and Postgraduate Framework for Applied Work Based Learning Programmes

15.176 Approved: The report of the outcomes of the Programme Review event for the Undergraduate and Postgraduate Framework for Applied Work Based Learning Programmes held on 30 June 2015 and the Programme Team's response to the conclusions, requirements and recommendations of the Review Panel.
(Doc LTSC15/63/1)

Associate Lecturers

15.177 Approved: The appointment of the following Associate Lecturers in the School of Health and Life Sciences:

Jane Miller
Symptom Assessment and Management in Palliative Care Module
BSc/BSc (Hons) Professional Studies or on a standalone CPD basis

Lynne Robertson
Deteriorating Adult Patient module
Offered at SCQF Levels 9 & 10 either as part of the BSc / BSc (Hons) Professional Studies in Nursing programme or on a standalone CPD

(Doc LTSC15/64/1)

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

15.178 Noted: Concern was expressed regarding the format of the paperwork submitted in respect of Associate Lecturer approval given the documentation presented contains personal information in the form of CVs. It was noted that this had been discussed at a previous meeting, where the personal information had been removed by the Secretary, where members had noted they would be unable to assess the appropriateness of a candidate without the relevant background information. It was suggested that the approval process therefore be reviewed as part of the wider review of the Quality Enhancement and Assurance Handbook.

15.179 Resolved: That the approval process for the appointment of associate lecturers be revised as part of the wider review of the Quality Enhancement and Assurance Handbook.

Action: Department of Quality Enhancement

Programme Approval Extension

BA (Hons) Interior Design

15.180 Approved: A recommendation for the SEBE School Board to extend the current approval of the BA Interior Design for one year to allow completion of the negotiations with City of Glasgow College concerning the future operation of the programme.
(Doc LTSC15/65/1)

Programme Re-approval Amendments

BEng/BEng (Hons) Networked Systems Engineering

BSc/BSc (Hons) Cyber Security and Networks

BEng/MEng Digital Security and Ethical Hacking

15.181 Approved: Recommendations by the SEBE School Board for postponement of periodic internal re-approval of the BEng/BEng (Hons) Networked Systems Engineering and BSc/BSc (Hons) Cyber Security and Networks programmes by one year (to 2017) and bringing forward of periodic re-approval of BEng/MEng Digital Security and Ethical Hacking (from 2018 to 2017).
(Doc LTSC15/66/1)

PART C (FOR INFORMATION)

Chair's Actions

15.182 Received: Notification that the following was approved via Chair's Action since the last meeting:

- i. School for Work Based Education: Associate Lecturer Approvals
(Doc LTSC15/67/1)
- ii. Railway Operations Management: Programme Review/Approval Event January 2016
(Doc LTSC15/68/1)
- iii. MSc Cloud Computing: Review (formerly MSc Computer Science)
(Doc LTSC15/69/1)

Learning and Teaching Quality Enhancement Network (LTQEN) Annual Report

15.183 Received: The Learning and Teaching Quality Enhancement Network (LTQEN) Annual Report.
(Doc LTSC15/70/1)

GCU London School Board

15.184 Received: The confirmed minute of the meeting of the GCU London School Board held on 24th February 2016.
(Doc GCUL/SB/15/22/1)

Strategy for Learning Operational Plan

15.185 Received: The annual update on the Strategy for Learning Operational Plan.
(Doc LTSC15/74/1)

Common Good Curriculum Development

15.186 Received: An update on the Common Good Curriculum Development.
(Doc LTSC15/75/1)

Date of Next Meeting

15.187 Received: Notification that the next scheduled meeting of the Learning and Teaching Sub Committee will be held on 17th Wednesday August 2016, venue to be confirmed.

Any other business

15.188 Reported: The following points were raised by members:

- SharePoint access issues were highlighted by two members of the Committee who had experience problems both on and off campus which had not been highlighted in advance of meeting.
- A member requested that the option of a “download all” button on SharePoint be investigated.

15.189 Resolved: That the above issues would be raised with IT.
Action: Secretary

APPENDIX 1

Queries from C Mowat

Articulation Report

Query Do we know how progression rates for articulating students compare with students who entered GCU at level 1? Are they better/worse or no different?

Response *Mary Daly, Strategy and Planning*

“Comparisons between articulation students and level 1 entrants to university are not exact due to the differing natures of the students higher education experiences and should be treated with caution.

2014-15 progression for full-time undergraduate students showed that Level 1 progression has remained consistent at 87% and Level 2 progression has decreased slightly by 1% to 86%. Progression at Level 3 has remained at 78%, with the proportion exiting with an ordinary (non-honours) degree static at 9%. Completion at Level 4 also remains consistent at 89% with the proportion of students exiting with an ordinary (non-honours) degree from Level 4 remaining low at 1%.

Articulation progression at Level 2 has decreased marginally by 1% to 81% while Level 3 articulation progression has increased significantly from 67% to 73% and the proportion of students who completed with an ordinary (non honours) degree has reduced by 3% to 12% in 2014-15. Performance at School level shows improvements at Level 2 in GSBS and SEBE with performance on par with the overall undergraduate population. Performance at Level 3 has improved across all Schools with SEBE in line with their overall undergraduate population performance.

A report on progression rates across full-time undergraduate students at GCU for 2015-16 will be available in December 2016”.

Programme Reviews

Query I’m wondering why programme accessibility and inclusiveness is not a key consideration in all cases? Also, is it possible to get any more detailed feedback on how issues of accessibility are being considered? For instance, is the checklist being used for guidance? Do the review panels feel they have sufficient understanding of barriers to accessibility to be able to make judgements?

Response Jenni Davison, Quality Enhancement

Accessibility and Inclusiveness is a key consideration during both Programme Approval and Review and in the guidance issued in the handbook programme teams are asked to address this in Section 5.4 of their programme approval submission documents. Consideration to these issues is given in line with the University guidance on this matter which is highlighted in the work of the FAIR Curriculum Project led by GCU LEAD, the details of which can be found on the GCU website (<http://www.gcu.ac.uk/lead/themes/faircurriculum/>). With regards to a checklist, the webpages also publish a teaching checklist (<http://www.gcu.ac.uk/media/gcalwebv2/gculead/InclusiveandAccessibleLearningandTeachingChecklist.PDF>) . How the programme team meet with this guidance and checklist should be articulated in the programme approval submission document in the relevant section (Section 5.4). With regards to Panel awareness and understanding of the barriers to accessibility, all Panel Members are given access to this same information to allow them to be furnished with an understanding sufficient to be able to make the required judgements. Moving forward this aspect of the approval and review process will be included in the work of the Quality Team over the summer period as we take forward the learning, teaching and quality principles paper endorsed by Senate.