

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 23rd October 2019

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

Chair's Opening Remarks

The Chair welcomed members to the second meeting of Session 2019/20. She noted there were no new members to welcome on this occasion however advised that Claire McGuinness would join the Committee when she takes up her new post of Assistant HoD LTQ (SHLS) at the end of November. Claire had hoped to attend the meeting but unfortunately had to submit her apologies.

The Chair advised members that Item B.03 would be elevated for consideration at the beginning of the agenda to allow Dr Choromides to attend another meeting.

Minutes

- 19.42 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 14th August 2019.
(Doc LTSC19/18/1)
- 19.43 Resolved:** That, subject to minor amendments, the minutes be approved as a correct record of the meeting.
Action: Secretary

Matters Arising

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

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 and 19.05)

- 19.45 Noted:** That Chair's action has now been taken to approve the proposed programme change.

LTSC Annual Report 2018/19

(Arising 19.08)

19.46 Noted: That the LTSC Annual Report 18/19 had now been submitted to APPC.

LTSC Forward Look 2019/20 - ELIR

(Arising 19.11.ii)

19.46 Noted: That the draft ELIR Reflective Analysis was included as Part C item on the agenda by way of an update.

Programme Change

MSc Diagnostic Imaging

(Arising 19.29)

19.47 Noted: That the programme team are now proposing to revise the programme and will be progressing to a full review in February 2020 which will incorporate the part-time route. As such this item can be closed off.

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

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

i. Graduate School **(Doc LTSC19/19/1)**

19.49 Noted: It was noted that completion rates were not included within the report. It was recommended that, for completeness these should be included.

19.50 Resolved:

i. That, subject to inclusion of completion rates, the report be approved.

Action: Dr Halcro

ii. That any areas for wider University consideration, additional to those already considered in other 18/19 annual monitoring reports, be taken forward to the March meeting of the APPC as appropriate.

Action: Professor Andrew

GCU Survey Timetable

19.51 Considered: The GCU Student Survey Timetable 2019/20.
(Doc LTSC19/20/1)

19.52 Resolved: That members welcomed and noted the report.

Student Surveys and Module Evaluation Overview 2018/19

19.53 Considered: An overview of the Student Surveys and Module Evaluations 2018/19.
(Doc LTSC19/21/1)

19.54 Resolved: That members welcomed and noted the report.

GCU Module Evaluations Questionnaire 2019/20

19.55 Considered: An overview of the revised Module Evaluation Questionnaire.
(Doc LTSC19/22/1)

19.56 Resolved: That members welcomed and noted the report.

Progression and Completion 2018/19

19.57 Considered: An overview of 2018/19 progression and completion for full-time undergraduate student following second diet assessment.
(Doc LTSC19/23/1)

19.58 Resolved: That members welcomed and noted the report.

External Examiner Overview Report 2018/19

19.59 Considered: An interim overview report of External Examiner activity during session 2018/19.
(Doc LTSC19/24/1)

19.60 Noted: The following was noted in discussion:

- Concern was expressed regarding the reporting of poor attendance of external examiners at assessment boards. Members noted that whilst external's could contribute to and attend boards in different modalities, there were occasions where repeated non-attendance had gone unreported. It was recommended that where poor attendance was identified that the relevant Academic Quality Business Partner be notified in order that appropriate action may be taken.
- It was also noted that whilst the External Examiner Annual Report provides a check box for examiners to confirm if they were in attendance at an Assessment Board, a slight amendment to the form could assist in more accurate recording of the modality of attendance.

19.61 Resolved:

- i. That members welcomed and noted the report.
- ii. That a discussion point on general awareness raising of the roles and responsibilities of External Examiners and potential amendment to the annual report form be included at the next Academic Quality Business Partner meeting.

Action: Professor Andrew

Enhancement Theme Update

19.62 Received: A verbal Enhancement Theme Update.

19.63 Noted: That the closing date for proposals for the next QAA Enhancement Theme Conference is 25th October 2019 and colleagues should be encouraged to take part.

19.64 Resolved: That members welcomed and noted the update.

PART B (FOR APPROVAL)

Programme Refresh

MA Multimedia Journalism

19.65 Considered: A recommendation for indefinite approval of the MA Multimedia Journalism with effect from September 2020.
(Doc LTSC19/25/1)

19.66 Noted: That the programme team had considered and responded to feedback from Dr Nimmo in advance of the meeting Appendix 1. It was proposed that the inclusion of the word “critical” in the module learning outcomes would better align with SCQF Level 11, as indicated in the programme specification, which asks for a demonstration of ‘critical’ evaluation, appraisal, reflection.

19.67 Resolved: That the minimal programme change and inclusion of “critical” in the module learning outcomes be approved in principle subject to confirmation with the GSBS Academic Quality Business Partner that this was permissible under the minimal change process.

Action: Mrs White and Mrs Varley

Secretary’s Note: Mrs Varley confirmed immediately following the meeting that the proposed change of wording was permissible under the terms of the minimal programme change process.

Programme Refresh
MA TV Fiction Writing

19.68 Approved: A recommendation for indefinite approval of the MA TV Fiction Writing with effect from September 2020.
(Doc LTSC19/26/1)

Minimal Programme Change
INTO GCU Pathway Programmes

19.69 Approved: A minimal change to the INTO Foundation in Business and INTO Foundation in Computing programme structures to align with delivery within the Host Schools of GSBS and SCEBE.
(Doc LTSC19/27/1)

Enhancement-led Internal Subject Review
School of Health and Life Sciences, Department of Psychology

19.70 Considered: The outcome report and action plan of the ELISR of the Department of Psychology.
(Doc LTSC19/28/1)

19.71 Noted: By Mrs Williams that some of the terminology relating to Student Wellbeing was out of date and required amendment. She offered to provide the Secretary with a list of required amendments to be passed on to Academic Quality.

19.72 Resolved: That the outcome report and action plan of the ELISR of the Department of Psychology be approved subject to the above noted amendments.
Action: Mrs Williams, Mrs Clark and Academic Quality

Associate Lectures

19.73 Approved: The appointment of 3 Associate Lecturers – Railway Operation Management suite of Programmes (South Africa).
(Doc LTSC19/29/1)

PART C (FOR INFORMATION)

Chair’s Action

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

- i. MEng/BEng (hons) Computer Aided Mechanical Engineering module changes
- ii. MEng/BEng (hons) Mechanical Systems Engineering
- iii. MEng/BEng (hons) Mechanical and Power Plant Systems
- iv. BEng (hons) Engineering: Design and Manufacture (GA)

(Doc LTSC19/30/1)

Conferment of professional recognition of teaching and supporting student learning (UKPSF, 2011) to GCU staff

19.75 Received: Notification of conferment of professional recognition of teaching and supporting student learning (UKPSF11) for GCU staff.
(Doc LTSC19/31/1)

19.76 Noted: The Chair wished to note the Committee's congratulations to the successful candidates.

ELIR Reflective Analysis

19.77 Received: The working draft Reflective Analysis.
(Doc LTSC19/32/1)

Student Survey & Module Evaluation Policy

19.78 Received: The Student Survey & Module Evaluation Policy (as approved at Senate on 18/10/19).
(Doc LTSC19/33/1)

GCU London Minutes

19.79 Received: The confirmed minutes from the under-noted meetings GCU London School Board:

- i. 14 November 2018 **(Doc GCUL/SB/18/11)**
- ii. 6 March 2019 **(Doc GCUL/SB/19/03)**
- iii. 8 May 2019 **(Doc GCUL/SB/19/05)**

Date of Next Meeting

19.80 Received: Notification that the next scheduled LTSC meeting will be held on Wednesday 11th March 2020.

Feedback received from Iain Muego following discussion with programme leader

With regards to MA Multimedia Journalism

In response to Alison's queries to learning outcomes for the two new 15-credit modules; following discussion with governance it was advised that the learning outcomes should remain the same as for the 30-credit module they replace, but if the LTSC is OK with a change to the wording as recommended then I'm sure the programme team would support this. The programme leader can revise the descriptors and ask the Programme coordinator to output new versions if that would help, although perhaps the sub-committee would wish to consider the material already supplied?

The Hill & Bradshaw book which is suggested would be a welcome addition to reading lists and the programme leader agrees that in some cases the texts on these lists may look dated – however, they are the most recent editions. With online work especially the particular software used for both production and newsgathering can change very rapidly, and the programme team are supportive in updating the teaching approaches by both industry and the accrediting bodies; for example the heads of digital news at both STV and the Herald & Times will take classes this week to show the latest ways in which their teams use social media and create online content, while staff members attended NCTJ workshops at the UK headquarters of both Facebook and Google in the 18-19 academic year and specialists from the Google News Initiative (<https://newsinitiative.withgoogle.com/>) have also taken guest classes.

Colleague

Feedback for Ian:

The programme is at M level and is mapped in the programme specification to this appropriately. However the active verbs in the actual modules could be more aligned ie SCQF Level 11, as indicated in your programme specification, asks for a demonstration of 'critical' evaluation, appraisal, reflection. This word 'critical' could usefully be added to the module learning outcomes which some might argue are currently reflecting UG performance.

The reading lists are rather dated. Given the context it would be appropriate to reflect on whether the reading lists a. need to be updated with more contemporary sources particularly given the subject discipline and b. whether the reading lists should be differentiated by module; currently they list the same titles I think? For example given the prevalence of fake news and social media I would guess that this is covered in the teaching approach - <https://www.amazon.co.uk/Mobile-First-Journalism-Producing-Social-Interactive/dp/1138289310> might be of interest.

Hope this is useful. Sounds like a highly successful programme with high levels of graduate employability so obviously working well.

Best

Alison