

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 24 October 2018

Present: Prof R Whittaker (Chair), Prof N Andrew (Vice Chair), Dr C Choromides, Mrs M Daly, Mr J Docherty, Ms E Fulton, Dr K Halcro, Mrs M Kelt, Dr F Kennedy, Mrs M McCann, Dr M Maclachlan, Dr A Nimmo

Apologies: Ms C Craig, Ms J Main, Dr R Marciniak, Dr J Paterson, Prof V Webster, Ms A Williams

By Invitation: Mrs T Findlay, Ms S MacLean

In Attendance: Mrs L McGinley, Department of Governance (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the meeting. In particular, Mrs Mary Daly the acting Deputy Director of Strategy and Planning was welcomed to her first meeting. The Chair also offered congratulations to Margaret McCann on her recent appointment as the GSBS Associate Dean – Learning, Teaching & Quality.

Minutes

18.47 Agreed: That the unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 15 August 2018 were an accurate record subject to reflecting that Mrs Isabelle Noble and Mr David Steed had been in attendance and that Mrs Tracy Findlay had submitted apologies.
(Doc LTSC18/20/1)

Matters Arising

18.48 Considered: Any matters arising from the above minutes not otherwise covered on the agenda.

- 18.49 Reported:**
- i. Thematic Review of the Post-Graduate Research Student Experience
(minute 18.21)
That the recommendations were submitted to APPC and were approved and that a short-term working group would develop an action plan for the attention of APPC. The Vice-Chair reported that once the working group membership was confirmed they would be moving forward with the action plan.
 - ii. Change to Programme – BSc (Hons) Nursing Studies and BSc (Hons) Professional Studies in Nursing
(minute 18.43)
It was clarified that the Programme team were sure that the students able to access the module were adequately prepared and the revised paper had been submitted to Academic Quality.
 - iii. ELISR (GSBS) – Department of Business Management
(minute 17.137 from 20/06/18 meeting)

It was reported that these actions had been completed –

- Point 1 Action 3 – that the Project Lead had been contacted re the provision of a one-stop shop for external organisations to lodge their interest;
- Point 2 Action 4 – that there had been a meeting during which the action plans were analysed and it was confirmed that there was no duplication between the Blended Learning Leads and AQD work;
- Disability/Positive Living/Wellbeing were being used interchangeably – it was reported that the document had been amended to use only “Wellbeing”.

18.50 Received: An update from the Chair on various items that had been considered and approved at recent APPC and Senate meetings including:-

- The new approval of the new Academic Quality Policy & Practice which replaces the Quality Enhancement and Assurance Handbook. This new policy will only be available online with embedded links to guidance and templates. Any new programmes being introduced will use the new guidelines;
- The approval of a revised Mitigating Circumstances Policy which now included a University level group which would be used in exceptional circumstances only eg in cases where a student had severe psychological or physical factors. It also included details of the greater role Personal Tutors would have in relation to the Mitigating Circumstances applications. This revised policy was seen as being much improved and more compassionate and would work better for students. It was agreed that the new policy would be circulated to Associate Deans for cascading;
- A proposal to Senate to undertake an institutional consultation on “Beyond Lecture Capture” which would include exploring the benefits, challenges, opportunities and practicalities of developing an institutional “learning capture” system building on the use of Collaborate Ultra and the on-going development of more active forms of learning and teaching at GCU;
- That a refreshed, streamlined RPL (Recognition of Prior Learning) Policy would be submitted for approval at the next APPC meeting. This policy would link to how the revised way in which RPL will be managed by School Professional Services, Admissions and the academic Schools. This would then be followed by workshops for academic staff on how to manage RPL going forward;
- That we were currently piloting “Turning Point” voting technology as a means of enhancing the student experience. This should be used during the “Pause for Feedback” week.

18.51 Received: An update from the Vice-Chair that a revised ELISR programme review would be going to APPC. The Vice-Chair expressed her thanks to Isabelle Noble and David Steed on the enormous task of bringing this document together.

PART B (FOR APPROVAL)

Programme Approval

Graduate Apprenticeship in BA (Hons) Business Management and Degree Apprenticeship in BA (Hons) Business Management

18.52 Approved: Minor entry criteria changes subsequent to Programme Approval Event held on 13 June 2018 including higher level 2-entry and specifying prior learning in business related subject areas. Following the approval event, it was discovered that the entry level requirements for levels 7 and 8 were the same so these were amended.

(Doc LTSC18/21/1)

Programme Approval

Graduate Diploma in Psychology

- 18.53 Approved:** An extension to the period of programme approval and subsequent withdrawal of the Graduate Diploma in Psychology programme.
(Doc LTSC18/22/1)

Programme Approval

Postgraduate Certificate in Academic Practice (Post Experience, PEC, 30M)

- 18.54 Approved:** The creation of an exit award (Post Experience, PEC, 30M) at the midway point of the 60-credit PgCAP.
(Doc LTSC18/23/1)

- 18.55 Reported:** By the Chair that there were a few items “For Approval” which were not ready for presentation to and consideration by LTSC today but do seek University approval prior to the next LTSC meeting (in March 2019). These items would be circulated to LTSC members by email for their consideration and approval to allow “Chair’s Action” –

The Items expected are:

1. Outcomes of the GCU London Programme Approval Event for Global MBA and Applied Professional Practice MBA (delivered as Degree Apprenticeship). Approval Event was held on 5 October and was in the final stages of consideration by the Panel. The School hoped to commence the Programme in January 2019;
2. Outcomes of the SWEBE / SCEBE Programme Approval Event Degree Apprenticeship in BSc (Hons) Chartered Surveyor (Quantity Surveying). Approval Event was held on 18 September and was in the final stages of consideration by the Panel. The School hoped to commence the Programme in January 2019 for delivery in London;
3. Outcomes of the GCU London Programme Approval Event for MSc Insurance and Sustainable Risk Management. Approval Event was held on 30 August and was in the final stages of consideration by the Panel. The School hoped to commence the Programme in January 2019 for delivery in London;
4. Proposal to Amend Programme Structure to include updated modules for MSc Public Health (Part-time).

That these would be circulated as soon as possible with a deadline for response to allow for Chair’s Action. The Chair requested that the committee members reviewed and responded with feedback timeously.

PART C (FOR INFORMATION)

GCU Student Survey Timetable 2018-2019

- 18.56 Received:** The GCU Student Survey Timetable 2018-2019.

Chair’s Action

- 18.57 Received:** Notification of the following approvals via LTSC Chair’s action:

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

The conferment to GCU staff of professional recognition of teaching and supporting student learning (UKPSF, 2011) through the following route:

- PG Certificate in Learning and Teaching in HE (PgC LTHE)
- Post Experience Certificate in Supporting Learning and Student Engagement (PEC SLaSE) **(Doc LTSC18/25/1)**

ii. GA BSc (Hons) Software Development for Business & GA BSc (Hons) Information Technology Management for Business

A recommendation that the Programme Development Board's response to the conclusions, requirements and recommendations for the above programme approval event is satisfactory and that the above programmes are recommended for indefinite approval to LTSC with effect from September 2018, subject to the University's normal arrangements for monitoring and review. **(Doc LTSC18/26/1)**

iii. Graduate Apprenticeship in BSc (Hons) Civil Engineering (Environmental Civil Engineering)

The report of the above Programme Approval Event held on 11 June 2018; conclusions, requirements and recommendations and the Programme Team response to the Approval Panel. **(Doc LTSC18/27/1)**

Date of Next Meeting

18.58 Received: Notification that the next scheduled meeting will be held on:

Wednesday 6 March 2019 (Annual Monitoring ½ day session)	Room M401
Wednesday 19 June 2019	Room M401

Meeting requests have been issued to LTSC members via the Senate&Committees@gcu.ac.uk inbox.

AOB

18.59 Considered: That Curriculum & Quality Accreditation (CQA) proposed that they would provide LTSC with a summary report for Tri A and one for B as well as an overall Annual report in terms of RPL, MITs, LDC attendance etc. This would mean that the first Tri B report would be provided for the March meeting of LTSC. This was welcomed by the Committee.

Following close of business, the Vice-Chair announced to the Committee that the Chair, Professor Ruth Whittaker would be leaving GCU in mid-December to commence a new role at the University of Brighton. The Vice-Chair thanked the Chair for her outstanding contribution to LTSC and to GCU and for her personal support over the years and wished her well in her new job.

The Chair said that GCU had been a great place to work which had provided great opportunities and she thanked members for being fantastic colleagues.