

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 25th October 2017

- Present:** Prof. N Andrew (Vice Chair), Dr C Choromides, Dr M Ferguson, Dr G Gibson, Mrs M Kelt, Dr F Kennedy, Dr R Marciniak, Mrs M McCann, Dr A Nimmo, Mr B Owen, Dr J Paterson, Mrs K Roden, Miss R Simpson, Ms A Williams.
- Apologies:** Dr K Halcro, Ms J Main, Mr P Stalker, Prof. V Webster, Prof. V Whittaker (Chair).
- By Invitation:** Ms M Aitken, Ms T Findlay, Ms S Fraser-Robertson.
- In Attendance:** Mrs L Clark, Department of Governance (Secretary).

Chair's Opening Remarks

The Chair welcomed members to the third meeting of the academic session.

She welcomed Mrs Tracey Findlay, Head of Programmes and Planning (SEBE), attending LTSC for the first time in her new role and as part of cross directorate and cross school responsibilities for Curriculum, Quality & Accreditation.

The Chair also welcomed Ms Margaret Aitken, Curriculum Head Languages, City of Glasgow College who had been invited to present item A.4 GCU Languages Annual Report 2016/17.

Minutes

- 17.75 Considered:** The unconfirmed draft minute of the additional meeting of the Learning and Teaching Sub-Committee held on 21st September 2017.
(Doc LTSC17/30/1)
- 17.76 Noted:** That minor amendments were required to minute 17.53 and 17.54 to correct a spelling error.
- 17.77 Resolved:** That, subject to the above amendments, the minute be confirmed as a correct record of the meeting.

Matters Arising

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

Plagiarism Overview Report 2015/16
(Arising 17.17 and 17.55)
- 17.79 Noted:** Following the September meeting it was highlighted, offline by Dr Marciniak, that the statistics presented for GCU London headcount were incorrect. Revised headcount figures have now been received from Strategy and Planning and are presented in the following table:

Breakdown of offences by school				
School	Number of Offences	% of offences	Total students	% students offending
GSBS	39	41	4606	0.85
SEBE	16	17	3729	0.43
SHLS	26	27	6125	0.43
GCU London	13	13	286	4.55
Graduate School	2	2	120	1.67
Total	96	100	14866	

Concern was also expressed by Dr Marciniak that plagiarism offences relating to GSBS owned programmes were being attributed to GCU London. Mrs Clark clarified that these statistics should be used to identify areas with a high proportion of offences in order to ensure appropriate academic support is provided for students. These are not intended to apportion blame but to ensure improved support is provided in a geographical location.

17.80 Resolved

- i. Governance will liaise with Strategy and Planning on how best to tackle the programme ownership issue for future reporting.
Action: Mrs Clark and Mrs Roden
- ii. That an item be included on the GCU London Learning and Teaching Committee agenda to consider how academic support in respect of plagiarism can be improved.
Action: Dr Marciniak

Programme Approval

DPsych Health and Wellbeing Psychology

DPsych Sports and Exercise

(Arising 17.40 and 17.59)

17.81 Noted:

That confirmation of HCPC approval has been received and a copy included within the committee files.

Chair's Report

17.82 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 APPC and Senate:

- Senate Effectiveness Review

Members were advised that a number of recommendations have been made following the Senate Effectiveness Review which are intended to improve the operation of Senate. Implementation of these recommendations may have a knock on effect on the operation of Senate Standing Committees, Sub-Committees and Boards of Senate. It was noted that the Committee coversheets will be revised and consideration will be given as to what training should be offered to new committee members. A greater focus on dissemination of information following meetings, particularly to students, will also be employed.

In discussing the above members agreed that no formal training was required to new members to LTSC but would be supportive of this for members of more senior committees.

- Annual Reports from School Boards and Standing Committees of Senate
- Student Surveys
- Academic Development Framework
- Annual Statement on Enhancement Led Internal Subject Review & Quality Arrangements 16-17

GCU Languages Annual Report 2016/17

17.83 Considered: The GCU Languages Annual Report for Session 2016/17.
(Doc LTSC17/31/1)

17.84 Reported: Ms M Aitken presented the report and the following was noted in discussion:

- That the collaboration between GCU and City of Glasgow College has been running since 2005 with an average of 350 students a year taking language modules at the college.
- In 2015-16 the language provision was extended from being an option within a programme and extra modules may now be taken by students. The opportunity for staff to take language classes was also included.
- The collaboration fits with University strategy in respect of internationalisation and cultural awareness. It has recently identified that cultural flexibility is a desired attribute in a prospective employee and is a valuable asset to graduates.
- Feedback across the language modules is generally good with some achieving a 100% success rate. Students are predominantly satisfied or extremely satisfied with modules however a few negatives have been raised in relation to timetabling.
- Future changes will result in the number of students being capped at 370. Those with language as a programme option will be prioritised over students wishing to take an additional module.
- Mandarin and Portuguese were introduced in the provision a few academic sessions ago but are no longer offered. External examiner reports are therefore not included within the report for these modules.
- Italian modules will now only run at Levels 1 and 2.
- That four module evaluation reports are now available from Strategy and Planning and will be shared with City of Glasgow College colleagues.

17.85 Noted: Ms Aitken wished to note her thanks to the University and GCU colleagues who have made the collaboration successful.

Overview Report of Programme Approval and Review Activity for 2016/17

17.86 Considered: Overview Report of Programme Approval and Review Activity Session 2016/17.
(Doc LTSC17/32/1)

17.87 Noted: That the soon to be established cross school team for curriculum, quality and accreditation will feed into the programme approval and review processes going forward. It is hoped this team will underpin the work of the academic quality team and ensure a consistency of approach and standardisation of documentation.

PART B (FOR APPROVAL)

Application for External Credit Rating of Gaelic Books Council

17.88 Approved: To ratify recommendations from the GSBS LTQC in relation to an application for external credit rating of the Gaelic Books Council.
(Doc LTSC17/33/1)

Deferral of Validation Event

MSc Forensics

17.89 Approved: A one year deferral of the periodic validation of the MSc Forensics programme.
(Doc LTSC17/34/1)

Conferment of Professional Recognition of Teaching & Supporting Student Learning (UKPSF, 2011)

17.90 Noted: Conferment of professional recognition of teaching and supporting student learning (UKPSF11) for GCU staff.
(Doc LTSC17/35/1)

Programme Re-Approval Deferral

MSc Electrical and Electronic Engineering

17.91 Approved: A one year deferral to the re-approval of the MSc Electrical and Electronic Engineering.
(Doc LTSC17/36/1)

17.92 Resolved: It was noted that the timing of the re-approval of the MEng/BEng Electrical and Electronic Engineering and MEng/BEng Electrical, Electronic and Energy Engineering was stipulated as 2019/2020. As such the department should consider whether the re-approval of these programmes requires to be brought forward by one year in order to allow the MSc Electrical and Electronic Engineering to be integrated into the review of the MEng programmes.
Action: Professor McMeekin

PART C (FOR INFORMATION)

Academic Development Framework

17.93 Received: The GCU Academic Development Framework paper is presented for information following approval at APPC and Senate.
(Doc APPC17/10/02)

Annual Statement on Enhancement Led Internal Subject Review and Quality Assurance Arrangements for the Academic Session 2016-2017

17.94 Received: The Annual Statement on Enhancement Led Internal Subject Review and Quality Assurance Arrangements for the Academic Session 2016-2017 is presented for information following consideration at University Court and Senate.
(Doc UC17/07)

GCU London School Board

17.95 Received: The confirmed minutes of the meeting of the GCU London School Board held on 29th March 2017.
(Doc GCUL/SB/17/3)

Schedule of Meeting Session 2017/18

17.96 Received: Notification that the next scheduled meeting of LTSC will be held on Wednesday, 7 March 2018 (Annual Monitoring ½ day session) in Room B024.

Any Other Committee Business