

## LEARNING AND TEACHING SUB-COMMITTEE

### Minutes of the meeting held on 26<sup>th</sup> October 2016

**Present:** Prof. N Andrew, Mr C Daisley, Miss K van Dongen, Dr G Gibson (Vice Dr McLarnon), Ms D Joyce (Vice Mr Stewart), Dr A Nimmo, Dr S Rate, Mrs K Roden, Mr K Ward, Dr M Welsh, Prof. R Whittaker (Chair), Ms A Williams, Mrs M Wright.

**Apologies:** Mr K Campbell, Dr K Halcro, Mrs M Kelt, Ms J Main, Dr R Marciniak, Dr N McLarnon, Prof. V Webster.

**By Invitation:** Ms S Fraser-Robertson.

**In Attendance:** Mrs L Clark, Department of Governance (Secretary).

### Chair's Opening Remarks

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

The Chair advised members that Mrs Kelt had been unable to attend the meeting and that the edShare@GCU item would be carried forward for consideration at the January 2017 meeting. Should members have any queries regarding this paper in the intervening period they should send these directly to Mrs Kelt.

**Action: Secretary**

### Minutes

**16.01 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 22<sup>nd</sup> June 2016 2016.  
**(Doc LTSC15/55/1)**

**16.02 Resolved:** That the minute be confirmed as a correct record.  
**Action: Mrs Clark**

### Matters Arising

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

### LTSC Membership (Arising 15.141)

**16.04 Reported:** That Ms Shelaine Fraser-Robertson has now been appointed as the IT representative to the Committee in a by invitation capacity.

### LTSC SharePoint (Arising 15.188)

**16.05 Reported:** In respect of issues raised by members regarding the LTSC SharePoint site:

- i. IT confirmed there were no issues reported with SharePoint access in advance of the June meeting. Members were advised that should they experience access issues they should notify IT or the Secretary as soon as the issue is identified.
- ii. IT confirmed that a “download all” button was not possible at present on SharePoint.

#### Articulation Report 2015-16

(Arising 15.157)

**16.06 Reported:** By Mrs Roden that reporting at programme level and on GCU Pathways would be available going forward.

#### Chair’s Report

**16.07 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:

- Student Experience Action Plan 2020

The 2020 Student Experience Action Plan, the key driver for which is the NSS. The plan has been considered by University Executive Board and University Court and it is hoped a finalised version of plan will available for the inclusion on the January 2017 agenda. The Student Experience Framework is also being refreshed with a focus on a student partnership agreement which will tie into 2020 action plan.

- Refresh QEA Handbook

At its meeting on 7<sup>th</sup> October 216 University Senate agreed to approve the Quality Assurance and Enhancement Handbook subject to further discussions regarding Section 6 and that the results of these discussions be reported back to Senate in December. The revised handbook will be circulated to LTSC in due course.

- RPL Policy Change

At its meeting on 7<sup>th</sup> October 216 University Senate approved an amended Recognition of Prior Learning (RPL) Policy. The Chair advised that a copy of this would be circulated to members in advance of the January 2017 meeting.

**Action: Secretary**

- Common Good Curriculum

- Module Evaluation

eXplorance Blue will be used for module evaluation with a phase 1 roll out with a programme from each School in trimester A, and then full rollout in trimester B. This system was noted to be superior to Evasys, previously piloted in the University, due its ability aggregate data at programme, department, school and university levels

#### Learning and Teaching Sub-Committee Annual Report: Session 2015/16

**16.08 Considered:** The Learning and Teaching Sub-Committee Annual Report 2015/16.  
(Doc LTSC16/1/1)

- 16.09 Noted:** The following points were noted in discussion:
- Consideration would be required in respect of reporting on College Connect going forward as this now sits with GCU Outreach. The Chair agreed to discuss with Eleanor Wilson.  
**Action: Prof. R Whittaker**
  - In respect of the Committee membership it was agreed that reference to the exclusion of student members from the quoracy calculation be removed.  
**Action: Secretary**
  - That the following amendments be made to the Committee’s objectives for Session 2016/17:
    - i. Inclusion of reference to 2020 Student Experience Action Plan and Student Experience Surveys where appropriate.
    - ii. Amendment to bullet point 9 to read as follows:  
  
*“Monitoring of the effective management of the QAA Quality Enhancement Themes: regular reports from the Quality Enhancement Themes Institutional Lead”.*  
  
**Action: Secretary**

**16.10 Resolved:** That the report be approved, subject to the above amendments, and be forwarded to Academic Policy and Practice Committee (APPC) approval.  
**Action: Secretary**

**Plagiarism Annual Report: Session 2014/15**

**16.11 Considered:** The Plagiarism Annual Report for Session 2014/15.  
**(Doc LTSC16/18/1)**

**16.12 Resolved:** That the Committee noted the report.

**GCU Languages Annual Report 2015/16**

**16.13 Considered:** The GCU Languages Annual Report 2015/16.  
**(Doc LTSC16/26/1)**

**16.14 Noted:** The following points were noted in discussion:

- Members noted feedback on last year’s report had been taken account of and welcomed the fuller report.
- Student members welcomed the section on student feedback.

**16.15 Resolved:** That the Committee noted the report.

**New National Student Survey (NSS)**

**16.16 Considered:** An overview of the new National Student Survey (NSS) questionnaire that will be introduced in January 2017. LTSC is invited to note the changes to the NSS.  
**(Doc LTSC16/25/1)**

**16.17 Noted:** The following points were noted in discussion:

- Following a review of the NSS which commenced in 2014 the new National Student Survey (NSS) questionnaire will be introduced in January 2017. This is the first time that substantial changes have been made to the NSS since its inception in 2005 (GCU has participated in the NSS since 2008).

Changes to the 2017 survey include:

- new sections on learning opportunities, learning community and student voice,
  - nine new questions on student engagement,
  - updated questions on assessment and feedback and learning resources,
  - removal and transfer of personal development questions to the optional question banks,
  - removal of two duplicative questions to ensure the survey remains short.
- The funding bodies intend to review the impact of the new survey on providers and students. The outcome from this work will inform whether any revisions to the survey are required for NSS 2018, including if any additional support and guidance is required for students or HE providers.
  - That any feedback on the new NSS should be submitted to Mrs Roden, Deputy Director Strategy and Planning.
  - That the survey will be communicated to students when questions have been finalised.

**16.18 Resolved:** That the Committee noted the changes to the NSS.

## **PART B (FOR APPROVAL)**

### **LTSC Terms of Reference and Composition & Membership Session 2016/17**

**16.19 Approved:** The revised Terms of Reference and Composition & Membership of the Learning and Teaching Sub-Committee for Session 2016/17 (**Doc LTSC16/3/1**) was approved subject to the following amendments:

- In respect of the Committee membership it was agreed that reference to the exclusion of student members from the quoracy calculation be removed.
- That the Terms of Reference and Composition & Membership be amended to reflect the recent renaming of APC to the Academic Policy and Practice Committee.
- That bullet point 8 of the Terms of Reference 2016/17 be amended to read:

*“To endorse conferment, following approval by the recognition panel, of professional recognition of staff achieving Fellowship through GCU’s Accelerate CPD Framework in teaching and supporting student learning (UKPSF11)”.*

- That the following amendments be made to the Committee’s objectives for Session 2016/17:
  - i. Inclusion of reference to 2020 Student Experience Action Plan and Student Experience Survey where appropriate.
  - ii. Amendment to bullet point 9 to read as follows:
 

*“Monitoring of the effective management of the QAA Quality Enhancement Themes: regular reports from the Quality Enhancement Themes Institutional Lead”.*

**Action: Secretary**

### **Appointment of Vice-Chair of LTSC Session 2016/17**

**16.20 Noted:** That, following approval by APC of the revised LTSC Composition and Membership, Professor Nicky Andrew has been appointed as Vice-Chair of LTSC for the period up to 31 July 2017.  
**(Doc LTSC16/10/1)**

### **Associate/Guest Lecturers**

**16.21 Approved:** The appointment of the following Associate/Guest Lecturer(s) in the School for Work Based Education:

**Kevin Thompson**

Associate Lecturer

*Safety Law and Management 1 module (SCQF level 8) and Safety Law and Management 2 module (SCQF level 9) on the BSc Railway Operations Management programme.*

**Jo Lewis**

Associate Lecturer

*Safety Law and Management 1 module (SCQF level 8) and Safety Law and Management 2 module (SCQF level 9) on the BSc Railway Operations Management programme.*

**Mark McAteer**

Guest Lecturer role

*Leadership in Management module (SCQF level 11) and Advanced Leadership module (SCQF level 11) on the MSc Applied Leadership and Management (Public Services) programme.*

*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.*

**(Doc LTSC16/11/1)**

### **Credit Rating of External Education within the School of Work Based Education**

**16.22 Approved:** Credit rating activities currently offered by the School of School Work Based Education.  
**(Doc LTSC16/22/1)**

### Programme Approval

#### *BA (Hons) Counselling*

#### *BA (Hons) Cognitive Behavioural Therapy*

*Delivered in partnership with the institute of counselling*

- 16.23 Approved:** The outcomes from the event held on 23 August 2016 to approve the BA (Hons) Counselling and BA (Hons) Cognitive Behavioural Therapy programmes (from January 2017).  
(Doc LTSC16/23/1)

### Programme Review

#### *MSc International Project Management*

#### *MSc Quantity Surveying*

*MSc Construction (new general degree for the Masters Suite; no core modules)*

- 16.24 Approved:** The outcomes from the event held on 2 March 2016 to approve the above programmes (from September 2017).  
(Doc LTSC16/24/1)

### Professional Recognition of Teaching and Supporting Student Learning

- 16.25 Approved:** The conferment for professional recognition of teaching and supporting student learning (UKPSF 2011) for GCU staff (Doc LTSC16/27/1) was ratified.

### Top-up to Masters in HRM

- 16.26 Approved:** That the proposed changes to the structure of the recently validated (April 2016) MSc Human Resource Management (HRM) which will allow two new routes to a top-up to Masters programme (Doc LTSC16/28/1) be approved subject to the following amendment:
- That the wording in Section 1.8 Paragraph two be replicated within the following paragraph to reinforce the requirement that candidates will have previously completed a significant piece of research in the form of a project or dissertation to ensure alignment with Master's requirements.

## PART C (FOR INFORMATION)

### Chair's Actions

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

- i. Programme Review  
*BSc (Hons) Environmental Management*  
*MSc Environmental Management with pathways:*
  - *MSc Environmental Management (Waste)*
  - *MSc Environmental Management (Oil and Gas)*
  - *MSc Environmental Management (Water)*
  - *MSc Environmental Management (Energy)*

A report of the programme review event, held on 2 March 2016: Conclusions, Requirements and Recommendations and Programme Teams' response to the Programme Review Panel.  
(Doc LTSC16/7/1)

ii. Cancellation of 17<sup>th</sup> August 2016 LTSC Meeting

A Chair's Action to approve a number of papers submitted for approval at the cancelled meeting of LTSC scheduled for 17<sup>th</sup> August 2016.

**(Doc LTSC16/19/1)**

iii. Associate Lecturer Approval SHLS

Approval of the following Associate Lecturers for the BSc (Hons) Clinical Physiology, School of Health and Life Sciences.

Sarah-Anne Corney  
Aline Russell  
Andrew McConnell  
Joanne Cusack  
Christopher Stevenson  
Stephen Willment  
Evelyn Dunlop

*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.*

**(Doc LTSC16/20/1)**

iv. Graduate Diploma Low Vision Rehabilitation

A report of the programme approval event, held 30<sup>th</sup> August 2016: Conclusions, Requirements and Programme Development Board's response to the Programme Approval Panel.

**(Doc LTSC16/21/1)**

**Review of the Learning and Teaching Sub-Committee**

**16.28 Received:** A proposal considered and approved by APC, at its meeting of 14<sup>th</sup> September 2016, to reconfigure the terms of reference and composition of the Learning and Teaching Sub-Committee.

**(Doc APC16/08/1)**

**Quality Enhancement Institutional Lead's Reports**

**16.29 Received:** Update reports from the Institutional Lead's for:

1. Curriculum for Excellence (CfE)

CfE Implementation Preparations Update.

**(Doc LTSC16/9/1)**

2. Quality Enhancement Themes

Update on the University's engagement with the QAA Scotland Enhancement Theme: Student Transition.

**(Doc LTSC16/4/1)**

*Clerk's Note: These reports were submitted for consideration at the cancelled 17<sup>th</sup> August 2016 meeting of LTSC and are now submitted for information.*

## HESA Employment Indicator 2016

**16.30 Received:** An overview of the University's Employment PI.  
**(Doc LTSC16/2/1)**

*Clerk's Note: This reports was originally submitted for consideration at the cancelled 17<sup>th</sup> August 2016 meeting of LTSC and is now submitted for information.*

## Schedule of Meetings Session 2016-2017

**16.31 Received:** Notification that the scheduled of remaining meetings of the Learning and Teaching Sub Committee for Session 2016-2017 are as follows:

<i>Wednesday 18 January 2017</i>	<b>Room M401</b>
<i>Wednesday 8 March 2017</i>	<b>Room CEE 4</b>
<i>Wednesday 21 June 2017</i>	<b>Room CEE 4</b>

All meetings will commence at 14:00 Hrs.

## Any Other Committee Business

**16.32 Noted:** The following not otherwise accounted for on the agenda:

- The annual Learning and Teaching Excellent event is scheduled for 12<sup>th</sup> December 2016. Dr Nimmo invited the Students' Association to present a ten minute slot on "What does good teaching look like at GCU from a student perspective".
- Student Experience Action Plan 2020 feedback pause. Members noted a number of different approaches and that more guidance would be required in Trimester B.
- That the Student Experience Submit was scheduled for 4<sup>th</sup> November and the intended focus would be on student partnership agreements.