

## LEARNING AND TEACHING SUB-COMMITTEE

### Minutes of the meeting held on 28<sup>th</sup> October 2015

**Present:** Dr N Andrew, Mr M Bromby, Mr K Campbell, Prof. L Creanor, Dr M Ferguson, Prof. K Gartland, Mr J Gaughan, Mr M Jones, Mrs M Kelt, Ms J Main, Dr N McLarnon, Dr A Nimmo, Mr K Ward, Dr M Welsh, Prof. R Whittaker (Chair).

**Apologies:** Mr J Gaughan, Dr K Halcro, Mrs M Henaghan, Ms B Kelly, Dr R Marciniak, Ms C Mowat, Dr J Nally, Dr S Rate, Mr I Stewart, Prof. V Webster, Prof. B Wood, Mrs M Wright.

**By Invitation:** Mr G Burns, Mr A MacKinlay (Vice Mrs Henaghan).

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

### Chair's Opening Remarks

The Chair welcomed members to the second meeting of Session 2015/16.

The Chair noted two new members had joined the Committee since the last meeting in August, namely Dr Ruth Marciniak, GCU London, replacing Dr Amrane-Cooper and Dr Keith Halcro, Graduate School, replacing Dr Carey. Dr Halcro had submitted his apologies and Dr Marciniak was joining via phone.

*Clerk's Note: Due to technical difficulty Dr Marciniak was unable to join the meeting by phone and her apologies were noted.*

### Minutes

**15.63 Considered:** The unconfirmed draft minute of the meeting of the Learning and Teaching Sub-Committee held on 19<sup>th</sup> August 2015.  
**(Doc LTSC15/22/1)**

**15.64 Resolved:** That subject to the following amendments the minutes be confirmed as a correct record:

- i. It was noted that Mr Kevin Campbell listed in attendance as "Mr C Campbell" be amended to read "Mr K Campbell".
- ii. That minute 15.25 be amended to make reference to the "Admissions Sub-Committee".
- iii. Following clarification of minute 15.26 this resolution be amended to read as follows:

*"That the update report be forwarded to the Admissions Sub-Committee for consideration subject to approval by Chair of the Sub-Committee".*

**Action: Mrs Clark**

## **Matters Arising**

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

### Annual Monitoring, Quality Assurance and Enhancement of Programmes Session 2013/14

(Arising 15.06)

**15.66 Reported:** By Mr MacKinlay:

i. INTO

That after discussion within the Department of Quality Enhancement the decision had been taken to no longer route the report of the outcomes of the QE review but instead bolt this onto the outcomes of any future formal review of the academic provision delivered through INTO GCU i.e. the sum of both parts would be better received together to provide contextual scene setting against provision.

All programmes delivered through INTO GCU are subject to annual monitoring and in line with all other provision we will receive these outcomes as defined for the 14/15 monitoring cycle.

ii. School for Work Based Education (SWBE)

That KPIs were considered at the review event for the revised UG PG Framework for Applied WBL programmes. The Head of School is currently drafting the response to the outcomes of the review which will come to the Committee as standard.

Mr MacKinlay recommended that Chair's Action be taken on completion of the outcome response rather than awaiting approval at the next scheduled meeting.

**15.67 Resolved:** That Chair's Action be taken on completion of the outcome response from the School for Work Based Education rather than awaiting approval at the next scheduled meeting of the Committee.

**Action: Mr MacKinlay**

### Schedule of Meetings: Session 2015/16

(Arising 15.10)

**15.68 Reported:** By the Chair, that the dedicated meeting to consider Annual Monitoring process for Session 2014/15 had not yet been confirmed. She noted that the deadline for submission of these reports had previously been set as 31<sup>st</sup> October 2015.

**15.69 Noted:** The following was noted in discussion:

- That colleagues in Academic Schools only had been informed of an extension to this submission deadline of 18<sup>th</sup> December 2015.
- That the Department of Quality Enhancement circulate the relevant staff members with notification of the revised deadline for submission of the reports in.
- It was suggested that consideration of these reports be incorporated into the scheduled meeting of LTSC in January 2016.

- 15.70 Resolved:** That the Department of Quality Enhancement circulate the relevant staff members with notification of the revised deadline for submission of the reports in due course and confirm if the reports are to be considered at the January meeting of LTSC.  
**Action: Department of Quality Enhancement**

Draft Evaluation Report from the Evasys Module Evaluation Pilot  
(Arising 15.13)

- 15.71 Reported:** By the Chair, that the following updates had been received from Associate Deans Learning Teaching and Quality on local arrangements for module evaluation within their respective Schools:

i. School of Engineering and the Built Environment

*“Given the lack of a University wide system, SEBE are ensuring that all modules will be set up with the GCU Learn module feedback tool. This is part of our NSS action plan as well. Most modules did already use this but the coverage was not complete. This has been discussed and agreed with the SMG and the AHoDs and will be rolling out over the next couple of weeks for deployment at the end of the trimester. The university wide issue remains”.*

ii. School of Health and Life Sciences

*“Meetings have been arranged with the HoDs to confirm a school system for monitoring Module Feedback. It is also within the School NSS action plan.*

*Additionally, the ADLTQ will be emailing all staff a timely reminder at the end of week 8 to remind them of the local feedback mechanisms that are available in the absence of a University one”.*

iii. Glasgow School for Business and Society

*“GSBS has always implemented the MEQ via GCU Learn – like the other two Schools, we are going to put measurement mechanisms in place to ensure that the application is consistent across all modules”.*

- 15.72 Noted:** The following points were noted in discussion:

- That discussion is on-going regarding a University wide system.
- That the School of Engineering and the Built Environment have been reviewing what constitutes “timely feedback”.

Chair’s Report

- 15.73 Considered:** A verbal report from the Chair on the following matters of interest to the Committee including information arising from recent meetings of APC and Senate :

i. Draft Strategy for Learning (SfL) Operational Plan

Following Senate approval of the refreshed SfL in June 2015, it was agreed that it will be supported by an Annual Operational Plan, which is agreed with the Schools and reflects key priority areas identified at University, School and Programme levels, and monitored by the Academic Policy Committee (APC) through biannual progress reporting.

It is proposed that for 2015/16 the annual operational plan is focused on two priority areas of learning and teaching development: Digital Learning and the Common Good Curriculum.

At present the plan is with ADLTQs for feedback and will be submitted for consideration at the November meeting of APC.

ii. National Student Survey 2015

A number of areas for improvement have been identified including Assessment and Feedback and Organisation and Management and these would drive improvements for the 2016 NSS. Bespoke action plans are therefore to be developed, for the first time, at School level to target improvement.

iii. SFC Outcome agreement

Senate received a summary of the guidance from the SFC for the completion of Outcome Agreements for 2016/17. Limited revisions and additions would be required for 2016-17 which included improving gender balance and retention of students with care experience.

iv. African Leadership Academy: GCU Strategic Partnership Update

- Progress has been made to develop the inaugural campus in the Republic of Mauritius.
- The rapid development of four online programmes was underway.
- That development of online modules for future application was a high priority for the University.
- Senate was informed that discussions with Deans were underway to develop a long term plan regarding resources to support online learning.

v. Research Led Teaching Thresholds

- Senate approved Proposals to guide research-led teaching both at GCU and at partner institutions from which students enter GCU with advanced standing.
- Further discussion involving academic staff and partner colleges would take place to develop the thresholds and develop guidance for staff.

vi. Circulation of Committee Papers: Going Paperless

- The Chair reminded members of the importance of adhering to the deadlines for submission of papers to LTSC and noted that the deadline is typically 2 calendar weeks prior to the meeting. This is with the intention that agenda and papers can be circulated in good time and no less than 7 days in advance of the meeting.
- The Chair advised members that Senate had agreed that Senate and Standing Committees would move to a paperless system when circulating committee papers. Hard copy papers will now only be issued in exceptional circumstances. A SharePoint site is under development which will be used to access papers.

## Quality Enhancement Institutional Lead's Reports

### Curriculum for Excellence (CfE)

**15.74 Considered:** A report on Curriculum for Excellence Implementation Preparations Update.  
**(Doc LTSC15/31/1)**

**15.75 Reported:** By Professor Gartland, that University Schools, Global Recruitment, Outreach and Community Engagement were asked to comment on their preparedness for CfE student applications and entry to the University. Responses received from the School of Engineering and Built Environment, the School of Health and Life Sciences, the Global Recruitment and Outreach and Community Engagement business indicated their satisfaction relating to CfE preparedness at this time and no difficulties are expected in the current session.

### Enterprise and Entrepreneurship

**15.76 Considered:** An Enterprise and Entrepreneurship update report.  
**(LTSC15/34/1)**

**15.77 Reported:** By the Chair, that Professor Wood had submitted his apologies and was unable to present the paper.

### Quality Enhancement Themes

**15.78 Considered:** An update report on Quality Enhancement Themes.  
**(Doc LTSC15/33/1)**

**15.79 Reported:** By Dr Nimmo, that LTSC were invited to note GCU intentions and those of QAA Scotland for the next year. She advised of the following in relation to the paper:

- That on page two the following author comments regarding actions should be removed:

*“Action – what might this be? Speak to Michael. Conference – evidence our work and our collaborative work”.*

- That reference to “US” in the document relates to Universities Scotland.
- That the annual GCU Action Plan to be sent to QAA Scotland would relate to GCU activity focussed on supporting student transition through and out of HE given that this year GCUY has focussed, like the sector predominantly, on transitions into HE.
- That GCU’s significant student contribution stands out with 15 students attending the first meeting considering different transitions and topics.
- That Universities Scotland is undertaking work on an Enterprise and Employment commitment Plan which will give range of enterprise definitions and applications. They would welcome examples of institutional work in this area. The next meeting is on 1 December 2015 when institutional teams are expected to attend.
- That Dr Nimmo may wish to liaise with Professor Bonnie Steves as GCU’s Universities Scotland representative as she is coordinating the provision of examples from across the University.

## **GCU Languages: Annual Report 2014/15**

- 15.80 Considered:** The annual report on the delivery of GCU Languages modules by the City of Glasgow College for students at GCU during academic session 2014/15.  
**(Doc LTSC15/32/1)**
- 15.81 Reported:** By Mr MacKinlay, that this report had been a standing item for around ten years which would continue following partnership approval for 2015-2020. He noted two specific developments for Session 2014/15 in respect of changes to the GSBS undergraduate portfolio and introduction of the GSBS Languages programme. Performance and feedback overall was noted as being very good.
- 15.82 Noted:** The following was noted in discussion:
- That going forward a detailed breakdown of module performance, by School, would be beneficial.
  - That approval has recently been given for delivery of post graduate language provision.
- 15.83 Resolved:** That going forward a detailed breakdown of module performance, by School, would be required.  
**Action: Mr MacKinlay**

## **Enhancement Led Internal Subject Review (ELISR) Progress Reports** **Glasgow School for Business and Society, Department of Social Sciences, Media and Journalism**

- 15.84 Considered:** An Action Plan Progress Report on the ELISR which took place in March 2014.  
**(Doc LTSC15/23/1)**
- 15.85 Noted:** The following points were noted in discussion:
- That in respect of feedback it would be useful to be informed of which tools specifically were used to encourage students to complete as a number of methods are employed across the University.
  - It was queried whether reference to GCU LEAD support should be included in the learning and teaching support section.

## **Enhancement Led Internal Subject Review (ELISR)** **School of Engineering and the Built Environment: Department of Engineering**

- 15.86 Considered:** The report of the Enhancement Led Internal Subject Review of the Department of Engineering of the School of Engineering and the Built Environment held on 16-17 April 2015 and the School's action plan response.  
**(Doc LTSC15/27/1)**
- 15.87 Noted:** The following points were noted in discussion:
- That the School were being proactive in addressing gender imbalance as part of the University's Athena Swan application.
  - That an upcoming event had been planned for female students with commitment from female staff to support this.

## Support for Developing Online Learning

**15.88 Considered:** Principles and Guidance to support the development of online programmes.

- i. A set of Principles for the Online Learning Experience at GCU.  
**(Doc LTSC15/28/1)**
- ii. Curriculum Design Guide for fully online modules.  
**(Doc LTSC15/29/1)**
- iii. A Guide to developing fully online modules in GCU Learn.  
**(Doc LTSC15/30/1)**

**15.89 Reported:** By Professor Creanor, that following the update provided at the previous meeting of LTSC, three sets of guidelines had been prepared for comment and feedback. Schools had also been requested to review these guidelines with a view to submitting to APC for approval in due course.

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

- That the use of “principles” may be confusing as curriculum design principles are also referred to in the Strategy *for* Learning. It was suggested that “commitments” may be an appropriate alternative.
- That clarification would be welcomed as to whether these principles are the same as those for blended learning or face to face. Strengths such as student support would wish to be replicated.
- That discussion of how to get policy into practice is discussed at programme board level to assist in embedding into new programme development.
- Students undertaking online programmes are looking for a different experience and a different customer experience is expected.
- That support for distance learning/online students be reviewed including support provided by LDCs.
- That the guide to developing fully online modules in GCU Learn aims to cover the basic principles of developing online modules including activities, communication and engagement. There is an expectation that this can be adopted and developed to suit different contexts and is aimed at those involved in all online modules.
- That a University wide model/template for online modules would be beneficial, in order to ensure a consistent look and feel.

*Clerk’s Note: The meeting was inquorate from this point forward. Verbal confirmation had been received from members leaving the meeting at this point that they were content that Part B items be approved. For completeness the Secretary confirmed this via email following the meeting.*

## Programme Review

**15.88 Approved:** A report of the programme review event to consider the change of mode of module delivery to taught postgraduate and undergraduate programmes within the Department of Business Management, held by correspondence during July 2015.

- Change of Mode of Module Delivery for specified postgraduate and undergraduate programmes

- Amended Programme Structure for MSc International Fashion Marketing and MSc International Marketing.

**(Doc LTSC15/24/1)**

### **Associate Lecturers**

**15.89 Approved:** The appointment of the following Associate Lecturers\*:

**Dr Jeff Allan**

**BSc Railway Operations Management**

**Train Movement & Control Systems (M3N223781), 10 Credit module, SCQF Level 9**

\* In accordance with University procedure the CV has been scrutinised by the respective Host School/Academic Unit and confirmed as meeting the essential criteria for Associate Lecturer.

### **Chair's Action**

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

- i. Amendment to the Programme Structure for BA (Hons) International Business with Languages.  
**(Doc LTSC15/25/1)**
- ii. Changes to the PgD Specialist Community Public Health Nursing (Public Health Nursing).  
**(Doc LTSC15/26/1)**

**15.91 Noted:** By Dr Welsh, that there were two changes required to the documentation associated with the Chair's Action regarding Changes to the PgD Specialist Community Public Health Nursing (Public Health Nursing).

**15.92 Resolved:** That Dr Welsh forward a note of the required changes to the Secretary in order that the Chair's Action may be amended.

**Action: Dr Welsh and Mrs Clark**

### **Date of Next Meeting**

**15.93 Received:** Notification that the next scheduled meeting of the Learning and Teaching Sub Committee will be held on **Wednesday 20<sup>th</sup> January 2015 in Room B024 (Britannia Building)**.