

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 28th January 2015

- Present:** Dr N Andrew, Dr B Ellis, Prof. K Gartland, Mr J Gaughan, Mr M Jones, Mrs M Kelt, Dr N McLarnon, Dr A Nimmo, Ms J Main, Dr J Nally, Dr S Rate, Mr I Stewart, Mr K Ward, Prof R Whittaker (Chair),
- Apologies:** Dr L Amrane-Cooper, Mr M Bromby, Miss C Mowat, Prof. L Creanor, Dr M Ferguson, Ms B Kelly, Mr L McCabe, Miss S Noble, Ms M Ward, Prof. V Webster, Prof. J Wilson, Prof. B Wood.
- By Invitation:** Mrs M Henaghan, Miss L McAleavy, Mr D Thomson.
- In Attendance:** Mrs L Clark, Department of Governance and Quality Enhancement (Secretary)

Chair's Opening Remarks

The Chair welcomed members to the first meeting of the Committee in 2015 and welcomed Dr Nimmo to her first meeting in her capacity as Institutional Lead for Quality Enhancement Themes. The Chair also welcomed Mr Duncan Thomson and Miss Lesley McAleavy who were in attendance to present items A.5 and A.6 respectively.

Minutes

- 14.111 Considered:** The unconfirmed draft minutes of the meetings of the Learning and Teaching Sub-Committee held on:
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|-------------------------------------|-------------------------------|--------------------------|
| 6th November 2014 | | (Doc LTSC14/34/1) |
| 5th December 2014 | <i>Extra ordinary Meeting</i> | (Doc LTSC14/42/1) |
- 14.112 Discussed:** That the following minor amendment was required to the unconfirmed minute of the 6th November meeting:
- **14.058** - Bullet point seven be amended to read "*School for Work Based Education*".
- 14.113 Resolved:** That subject to the above amendment the minutes be confirmed as a correct record.
Action: Mrs Clark

Matters Arising

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

Internal Institutional Research – Flexible Learning Pathways Research Report

(Arising 14.059)

14.115 Reported: By the Chair, that the confirmed recommendations were submitted to APC where it was agreed that GCU LEAD and the School for Work Based Education would implement the necessary actions. A policy statement and guidelines were in development to ensure the appropriate recording of RPL.

Quality Enhancement Institutional Leads's Reports

(Arising 14.073)

14.115 Reported: By Professor Gartland that, with the assistance of the Secretary to LTSC, the toolkit had now been circulated to ADLTQs and the LTQEN for information and consideration.

Peer Support

(Arising 14.082)

14.116 Reported: By Dr Nimmo, that it had been her intention that the Peer Support process be implemented as of the start of Trimester B, Session 14/15. She also advised that two workshops had now been arranged and an additional visit to London in connection with Peer Support had been arranged for February 2015.

Student and Staff Guidance: Audio and Video Recording of Lectures

(Arising 14.067)

14.117 Reported: By Mrs Kelt, that the draft guidance was undergoing a rewrite to take account of recent changes in copyright legislation.

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

(Arising 14.86, 14.90, 14.94, 14.98, 14.102, 14.105, 14.106)

14.118 Reported: By Mrs Henaghan, that in order to close the loop on areas for University action and further committee consideration a table of actions had been appended to the minute. She advised that predominantly these actions would require to be addressed by APC however some involvement with Strategy and Planning and the Assessment Regulations Working Group would also be necessary.

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

(Arising 14.107)

14.119 Noted: Concern was expressed by members regarding reports being considered by LTSC prior to consideration and approval at School Boards. Members wished to be reassured that there would not be a recurrence of this and that due diligence and proper governance was followed.

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

(Arising 14.106)

14.120 Noted: That the annual reports remained outstanding.

- 14.121 Reported:** By Mrs Henaghan, that the relevant Business Partner within the Department of Governance and Quality Enhancement was pursuing the submission of the outstanding reports.
- 14.122 Reported:** By the Chair, that the wording of the minute in respect of this should have stipulated which future meeting of LTSC the reports would be submitted to.
- 14.223 Resolved:** That the outstanding reports be submitted to the next meeting of LTSC scheduled for 29th April 2015.
Action: Mrs Clark and Department of Governance and Quality Enhancement

Chair's Report

- 14.224 Reported:** By the Chair, the following items of relevance:

Enhancement Led Institutional Review (ELIR)

The Chair noted that preparations for ELIR were well underway with the preliminary visit scheduled for 21st -22nd January. She wished to thank all those involved in preparations for their considerable efforts.

She noted that the key themes from the mock ELIR would be discussed at an upcoming Management Breakfast and that the overall outlook for the ELIR was positive with no great concerns expressed giving an assurance that our quality assurance procedures are robust.

Programme Leader's Event

That a Programme Leaders event was being held in week commencing 2nd February, organised by Dr Nimmo, and Programme Leaders had been strongly encouraged to attend. The event is to be presented by Programme Leaders taking account of feedback from previous sessions in relation to the the top down approach previously adopted.

Accelerate Strategy 2020

- 14.225 Considered:** A paper outlining a number of key change enablers to enhance the engagement of staff in professional development in teaching. The paper also outlined the 2020 aims for the Accelerate Strategy.
(Doc LTSC14/49/1)
- 14.226 Reported:** Dr Nimmo provided members with a summary to the paper noting that minor amendment to the procedures for programme approval, PDAR, selection and promotion criteria and recognition processes were proposed. LTSC were therefore asked to approve the proposed changes and the overall Accelerate Strategy 2020.
- 14.227 Noted:** The following points were noted in discussion:
- Concern was expressed regarding academic staff workload with a number of staff over 100% in respect of the workload model. It was this was a progressive step however needs to be managed with care to give staff an opportunity they didn't have before.

- Concern was expressed that there was a suggestion that the hardest way to be promoted is via the teaching route.
- An allocation for CPD was noted to exist within the workload model and this should be addressed by Schools.
- Concern was expressed regarding the use of the term “requirement” in bullet point 1, page 1. It was felt it would be more appropriate to replace with “target” or “expectation”.
- Members queries whether bullet point 1, page 1 had been risk assessed by HR. It was confirmed this had been reviewed by HR but it was unclear whether a risk assessment had been conducted.
- It was recommended that the CV proforma could be adapted and completion of this be actively encouraged. It was felt this should also be given prominence in the Quality Assurance and Enhancement Handbook.

14.228 Resolved: That the above comments be taken into account and the following actioned:

- i. Amendment made to bullet point 1, page 1 to replace “requirement”.
- ii. That the cv proforma be adapted and included in the Quality Assurance and Enhancement Handbook.

Action: Dr Nimmo and Department of Governance and Quality Enhancement

Embedded Approaches to Supporting Student Mental Wellbeing

14.229 Considered: A report on embedded sessions developed and delivered by the Positive Living Team and the School of Health & Life Sciences in Academic Year 2013/14, in support of the Strategy for Learning and the development of ‘Broader and deeper learning’. A summary of feedback (from both students and academics) is included, along with recommendations, for discussion.

(Doc LTSC14/54/1)

14.230 Reported: By Mr Thomson, that a series of sessions had been delivered as pilot approaches to embedding support for mental wellbeing within the academic curriculum. Mr Thomson provided a summary of the paper and invited members to consider how further evaluation and review may be conducted.

14.231 Noted: The following points were noted in discussion:

- That with an increasing number of students struggling on placement, Positive Living and Disability Service had been approached for assistance by Schools.
- That this was a chance for schools to demonstrate a commitment to developing these skills within their students.
- That retention and burnout could be addressed and that this good place to demonstrate commitment to students.
- That there is a commitment for support within the Strategy for Learning and a this was a good opportunity to show commitment to students and demonstrate how they can look after themselves.
- With regard the final bullet on the last page clarification was requested on who ought to be doing this.

- It was recommended that a “train the trainer” programme be implemented in which staff could be trained to subsequently train other staff and students. It was felt that this would be beneficial as generic training could then be adapted to meet the needs of specific subject areas and address the differing nature of placements.
- It was though benefits from this support could improve progression and retention rates as there had been a recent rise in Mitigating Circumstances applications relating to anxiety and low mood during placement.
- That an LDC partnership approach could be utilised with a view to embedding this support within Schools.
- That online materials could be made available to staff and students through the Engage web links.
- That staff should be reminded that there are always times where they will still have to take further action to support students on placement.

14.232 Resolved: That the Committee welcomed the paper and the above comments and recommendations should be taken into consideration in developing this support further.

Draft Evaluation Report from the EvaSys Module Evaluation Pilot

14.233 Considered: A draft evaluation report from the EvaSys module feedback pilot, Trimester A 2014/15.
(Doc LTSC14/43/1)

14.234 Reported: By Ms McAleavy, that following the piloted use of the EvaSys automated survey tool LTSC are asked to consider whether the University should explore full implementation of EvaSys as either a paper-based or online system. The Committee were requested to consider the report and forward any recommendations to Academic Policy Committee for further consideration.

14.235 Noted: The following points were noted in discussion:

- That Module Leaders were impressed by the reports produced and recorded improved response rates.
- That one module questionnaire would not be an acceptable fit for all modules and therefore requires development to be more responsive the needs of the module.
- That the process is resource intensive which will require appropriate management. Roll out would additionally require operational support; Module Leader contact support needs require improvement and IT support with regards to integration needs to be taken into account.
- That appropriate staff resource must be committed in order to get the best out of this system. It was recommended that a central department or function would be therefore be required for this purpose.
- That the use of the online system would require appropriate staff to be trained in using EvaSys.

- Concern was expressed that where a response of 57% had been recorded a significant amount of data was not being gathered and useful data could therefore be missed.
- That EvaSys can offer licensing for hard copy and online systems, or both, however it was considered that the online system provides greater flexibility, holds more value and gives better quality feedback.
- It was suggested that going forward feedback could be issued to students advising that the previous year's comments have been taken into account and have resulted in a list of improvements/developments.
- That EvaSys has the ability to aggregate free text. Five major NSS questions can also be used which allows for benchmarking against other institutions.
- That during the recent visit the ELIR panel noted interest in this pilot and requested a copy of the report.
- That the University needs to take a decision on this at a more senior level due to the resourcing and operational implications
- That the implementation of EvaSys and the merging of other systems could result in economies and efficiencies of scale being made.

14.236 Resolved: That following consideration of the report and taking account of the above points the following resolutions were confirmed:

- i. That a recommendation now be made to Academic Policy Committee that the University seek to implement the online version of the EvaSys system.
- ii. That it be noted members were extremely supportive that an integrated surveys team would be required for this purpose with a dedicated central resource, including additional staff resource.
- iii. A definitive position from the University regarding the implementation was required.
- iv. That an operational business case be prepared for consideration by University Executive Board. with input and advice from IS in relation to systems integration

Action: Ms McAleavy to make necessary amendments to report and forward Academic Policy Committee for consideration. APC to take forward further actions where appropriate.

Thematic Review Report

14.237 Considered: The Department of Governance and Quality Enhancement Thematic Review Report. **(Doc LTSC14/44/1)**

14.238 Reported: By Dr Andrew, that the Committee are being asked to consider the report of the Thematic Review of Academic Development Support (GCU Learning Development Centres) specifically the Action Plan detailed in Appendix 5.

14.239 Noted: The following points were noted in discussion:

- That a number of recommendations relating to LDCs were being discussed with the PVC Learning and Student Experience and it was hoped an appointment would

soon be made in order to take this forward. A number of actions with Schools were also outstanding and an update would be provided to LTSC in due course.

- That the ELIR panel had expressed interest in the review and would be following up in their Stage 2 visit.
- That page 3, recommendation 4, bullet 3 and page 12 recommendation 9.4, bullet 3 be amended to read:

“The LTSC should introduce the requirement to receive an annual LDC report”.

- It was recommended that a meeting to consider annual LDC reports be held in the Autumn towards the start of the Academic Session. This would coincide with consideration of School Annual Monitoring Reports and could be combined in a half day or full day event.
- That representatives from each School should be appointed to take the lead on bringing forward the reports.
- That standardised report formats would be useful to provide a template for reporting.

14.240 Resolved: That the above recommendations be taken forward.

Action: Associate Deans Learning, Teaching and Quality and Department of Governance and Quality Enhancement.

Clerk’s Note: From this point forward the meeting was no longer quorate as a number of members had to attend to other commitments.

Scottish Funding Council Consultation on the Review of the Quality Enhancement Framework (QEF)

14.241 Considered: SFC Consultation on the Review of the Quality Enhancement Framework (QEF).
(Doc LTSC14/46/1)

14.242 Reported: By Mrs Henaghan, that this item had been brought forward for the Committee’s information. It was noted that the funding council were expecting an institutional response and a draft paper had therefore been circulated to the principal’s group which would facilitate the completion of the institutional response.

14.243 Noted: The following points were noted in discussion:

- That the frequency of Enhancement Led Institutional Review should be extended to every five or six years as opposed to four.
- That enhancement themes do not always filter down to students.
- That a statement from the Student’s Association was required in institutional response which was in development.
- It was requested that the draft paper be circulated to Schools for consideration at SMG.

14.244 Resolved: That the final paper be circulate to LTSC for feedback.
Action: Department of Governance and Quality Enhancement.

Academic Appeals Overview 2013/14

14.245 Considered: A statistical overview of Academic Appeals received for Session 2013/14.
(Doc LTSC14/48/1)

14.246 Reported: By Mrs Henaghan, that the overview report has identified a dramatic reduction in the number of Academic Appeals received in Session 2013/14 which is as a direct result of the changes to the Consideration of Mitigating Circumstances Regulations.

14.247 Noted: The following points were noted in discussion:

- That going forward the report should contain more qualitative analysis.
- That in previous years this report had included an appendix with a breakdown of Academic Appeals received by School, Programme, Level etc. Members requested that his information be included in future reports and the data for Session 2013/14 be extracted and circulated to members as an addendum to the report.
- That it would be useful for any learning outcomes identified during the course of the academic session to be identified in future reports.

14.248 Resolved: That the above recommendations be taken into account in future reporting and that an appendix be circulated to members providing a breakdown of the data for Session 2013/14 by School, Programme, Level etc.
Action: Department of Governance and Quality Enhancement

Quality Enhancement Institutional Lead's Reports

14.249 Considered: Verbal reports from the Institutional Lead's for:

1. Curriculum for Excellence (CfE)
2. Enterprise and Entrepreneurship
3. Quality Enhancement Themes

14.250 Reported: Prof. Gartland provided a brief update in respect of students taking the new higher. Schools, Admissions, Registry and other support services were preparing for planned implementation.

14.251 Reported: By the Chair, that Prof. Wood was unable to attend the meeting however had submitted the following bullet point list which would have been the basis for his verbal report.

U Hatch Launch

- The Principal and Humsa Yousaf MSP; Minister for External Affairs and International Development.
- On January 19th in the U Hatch location in Buchanan House.
- Over 70 visitors including students, staff, interested parties, SME and Social Enterprises.
- Overall a successful event.

- Good press coverage.
- New student based ventures are slightly increasing.
- A new student society is being launched, Innovation and Entrepreneur Society, U Hatch will attend the launch.
- A planned set of GCU Campus wide activities is in progress.

Clerk's Note: Dr Nimmo presented her report earlier in the meeting as she had to leave to attend a prior engagement. For the purposes of the minute the note of her report has been included sequentially as set out in the agenda.

14.252 Reported: Dr Nimmo presented a brief update on the following:

- Programme Leaders Event.
- College Connect Roadmap.
- Student experience summit.
- Transition group £2000 empower assist.
- Caledonian enhancement theme scholarship projects.

PART B (FOR APPROVAL)

Quality Assurance Visit to GCU New York

14.253 Approved: The outcomes from the QA event held on 20/21 October 2014 undertaken to evaluate the physical and human resources available to the students on the programmes it is proposed to deliver at GCU New York.
(Doc LTSC14/51/1)

Outcome of Approval Event: Glasgow School for Business and Society (update to mode of delivery of Masters Programmes)

14.254 Approved: The report of the outcomes of the approval event held on 18 June 2014 to consider the approval of the update to the mode of delivery of four Masters programmes offered by the Glasgow School for Business and Society.
(Doc LTSC14/53/1)

PART C (FOR INFORMATION)

Chair's Action

14.255 Reported: That the following Chair's Action has been taken since the last meeting:

OUTCOME OF OVERVIEW OF PROGRAMME AMENDMENTS (BY CORRESPONDENCE) BEng (Hons) Construction Engineering, Caledonian College of Engineering, Oman

The outcomes of the paper based overview of amendments made to the above programme in light of Ministry of Higher Education (Oman) comments and response from SEBE and CCEO.
(Doc LTSC14/47/1)

Online Publication of Good Practice Guidelines

14.256 Received: Notification of the online publication of Good Practice Guidelines on Department of Governance and Quality Enhancement Portal.
(Doc LTSC14/45/1)

Quality Enhancement Review - Caledonian College of Engineering

14.257 Received: The report on the Quality Enhancement Review of Caledonian College of Engineering Oman from 23rd to 24th November 2014. This report is received for information and the response to the report will be submitted to a future meeting of LTSC.
(Doc LTSC14/50/1)

Register of INTO GCU Associate Lecturers

14.258 Received: Register of INTO GCU Associate Lecturers (ALs) as at January 2015 covering academic programmes and English language provision.
(Doc LTSC14/52/1)

Date of Next Meeting

14.259 Received: Notification that the next meeting of the Learning and Teaching Sub Committee will be held on **Wednesday 29th April 2014 in Room B024 (Britannia Building)**.