

## LEARNING AND TEACHING SUB-COMMITTEE

### Minutes of the meeting held on 13 June 2012

- PRESENT:** Dr N Andrew, Ms D Borrett (VP Education-elect), Prof L Creanor, Mrs M Kelt, Ms J Main, Ms C Mowat (vice Mrs M Ward), Dr J Nally, Ms K Thomson, Ms E Todorova, Mr S Ward, Prof R Whittaker (Chair)
- APOLOGIES:** Dr B Beggs, Ms K Dalgarno, Mr N Dennis, Mr M Jones, Mr J Murray, Mrs E Smith, Ms M Turnbull, Mr K Ward, Mrs M Ward
- BY INVITATION:** Mrs S McKinnon (item A5), Ms A Nimmo (item A6)
- IN ATTENDANCE:** Mrs M Henaghan, Mr A MacKinlay (Secretary), Mrs B McMahon

### CHAIR'S OPENING REMARKS

The Chair welcomed Miss Danielle Borrett, Vice-President Education-elect (GCUSA) attending alongside Mr Simon Ward and Ms Catriona Mowat, Positive Living and Disability Manager for Mrs Margaret Ward.

### MINUTES

- 11.200 Considered The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 25 April 2012 (Doc LTSC11/56/1).
- 11.201 Resolved That the minutes be approved as a correct record.  
**(Action: AMK)**

### MATTERS ARISING

#### Student Representation on Academic Committees (arising on 11.178(iii))

- 11.202 Reported By Mr S Ward, that confirmation of the future source of funding for the School Officers positions had yet to be confirmed and would be taken forward to the PVC Learning and Teaching for discussion and final resolution.  
**(Action: SW/KW)**

#### Thematic Audit (arising on 11.192)

11.203      Reported                      By the Secretary, that some members had provided comments and a note of additional themes. A draft forward programme of thematic audit activity would be developed and forwarded to the PVC Learning and Teaching for initial comment and thereafter approval at a future meeting of the Sub-Committee early in the new academic session.  
**(Action: AMK)**

Outcome of Programme Approval Event: MSc International Development (arising on 11.194)

11.204      Reported                      That the points of accuracy and currency noted in the approval of the response had been forwarded to the relevant School-facing Governance and Academic Quality Officer for GSBS to progress as part of the post-approval activity for the programme and final submission of the Approved Programme Document.

External Assessors Sub-Committee (arising on 11.199)

11.205      Reported                      By Mrs M Henaghan, that the process to identify an appropriate Chair for the Sub-Committee was ongoing and for information, the number of current external assessors which required to be replaced for the forthcoming academic session, due to their period of tenure concluding this academic session, was in the region of seventy.

**MATTERS ARISING FROM THE ACADEMIC POLICY COMMITTEE (APC)**

11.206      Reported                      By the Chair, that there were a number of items from the last meeting of the Academic Policy Committee held on 23 May 2012 for the attention of LTSC to be reported but that the draft minute was still to be finalised and agreed. It was suggested and agreed that for future meetings a key highlights paper of APC items would be prepared by the Secretary and provided to members in place of the verbal reporting of items by the Chair.

**CHAIR'S REPORT**

11.207      Reported                      By the Chair, the following items for the attention of LTSC:

- That an Enhancement Led Institutional Review (ELIR) sector wide event to launch the third QAA cycle of ELIR would be taking place at GCU on 20 June;
- That a paper on the review of the current provision and a proposal for a new GCU wide approach to academic advising was considered at the last meeting of APC. The recommendations to be considered for introduction across the University from academic session 2012/13 had been approved by APC and a working group would be established shortly to take these forward. The inaugural meeting of the working group would take place on 19 June.
- That work to develop a GCU wide mentoring strategy and consolidate all mentoring activity currently established across the University into a single framework was underway. This was being led by the Director of Student Experience who reported that there already existed a lot of good practices in this area which would continue and that the strategy would focus around the role of the mentor/mentee, general training requirements and agreement

around the principles of mentoring.

### THIRD SECTOR INTERNSHIP SCOTLAND PROJECT (TSIS)

11.208	Considered	A report from GCU LEAD on the Third Sector Internship Scotland Project (TSIS) (Doc LTSC11/59/1).
11.209	Reported	<p>By Mrs Sabine McKinnon, Lecturer in Employability (GCU LEAD) and author of the report, that:</p> <ul style="list-style-type: none"><li>• the TSIS project was one of four projects currently being funded by the Scottish Funding Council under their 'Learning to Work 2' programme and was the largest of the projects receiving just under £2 million of investment;</li><li>• the two hundred internships established through the project would all be in the voluntary and third sector. The longest internship would be up to ten weeks but could be shorter;</li><li>• this was the half way stage report, the project having commenced in 2010;</li><li>• GCU already has established links with the Scottish Council for Voluntary Organisations (SCVO) including the new MSc Citizenship and Human Rights programme and MSc Social Enterprise. It would be beneficial to capitalise on and extend our partnership working with the SCVO;</li><li>• Internship opportunities were not subject specific but of a wider generic nature. They would be awarded through a competitive recruitment process and the experience to student would be good for improving employability;</li><li>• In light of the benefits, it would be important to promote the opportunities that the TSIS project provided to students and staff across the University;</li><li>• Proposed internships were initially established by the voluntary sector who develop a brief and send to the central TSIS project team which is then advertised on the TSIS website;</li></ul>
11.210	Discussed	<p>Members welcomed the report which provided a useful overview of the project and the opportunities available to students. Some points noted from the discussion around the opportunities for increasing awareness of the project included:</p> <ul style="list-style-type: none"><li>• Schools could consider and tie in the opportunities available through the TSIS project in future module development and delivery e.g. PDP activity, professional orientation and practice related modules;</li><li>• Contextualisation would be important in the broader promotion of employability activity across the University;</li><li>• Confirmation that the internships were available to both undergraduate and postgraduate students.</li><li>• Employability Officers in Schools were suggested as a useful channel to disseminate information on the TSIS project to students in parallel to promoting wider academic staff engagement in the project.</li></ul>
11.211	Resolved	That the report be noted and the five recommendations promulgated as described.

(Action: GCU LEAD/ADsLTQ/J Main)

**AcceleRATE CPD (LEARNING AND TEACHING) FRAMEWORK**

11.212	Considered	A paper from GCU LEAD on AcceleRATE (Recognising Achievement in Teaching Excellence) – GCU Accredited CPD (Learning and Teaching) Framework (Doc LTSC11/63/1).
11.213	Reported	<p>By Ms Alison Nimmo, Senior Lecturer, Professional Activities (GCU LEAD) and author of the paper, that:</p> <ul style="list-style-type: none"><li>• the new AcceleRATE Framework builds on the CPD (L&amp;T) Framework approved by Senate in 2008 which outlined formal CPD opportunities for staff;</li><li>• the University had set a target of 75% of eligible staff gaining professional recognition in teaching and learning by 2015;</li><li>• the AcceleRATE CPD Framework had been developed collaboratively by a cross-institutional development team;</li><li>• at the national level, the UK Professional Standards Framework for Higher Education was currently managed by the Higher Education Academy (HEA);</li><li>• the University's PgC LTHE programme was currently accredited and recognised for HEA Fellow status and the Post Experience Certificate in Support Student Learning for Associate Fellow status;</li><li>• the UK Professional Standards Framework for Teaching and Supporting Learning in HE (UKPSF, 2011) now had four categories of Fellow status and accreditation could now be gained through taught and informal (RPL) structured routes;</li><li>• The proposed Framework would allow GCU to confer professional recognition in all the four categories; currently a pass list of staff successfully completing the PgC LTHE is provided to the HEA which then subsequently processed the conferment of the relevant level of recognition. This would now be completed internally within GCU under the Framework;</li><li>• staff seeking recognition through the RPL route would be supported by staff in GCU LEAD to prepare a portfolio of evidence to be considered by the internal GCU 'Recognition Panel';</li><li>• an AcceleRATE Framework Board would be established to confer recognition of the appropriate category of fellowship status;</li><li>• The proposed Framework would be presented for accreditation to the HEA in July. If approved, the CPD (L&amp;T) Framework approved by Senate in 2008 would be updated and revised for approval by Senate;</li><li>• It is proposed that the AcceleRATE Framework Board would report to LTSC;</li><li>• In the future the AcceleRATE Framework would be aligned with the Academic Promotions Process and PDAR;</li><li>• The acquisition of an electronic portfolio system licence to support the AcceleRATE Framework and specifically staff seeking recognition via the informal RPL Route 2 was strongly recommended. Prof Creanor advised that the Chief Information Officer (CIO) was currently looking into the purchase of a University wide licence for <i>ePortfolio</i> and that a pilot would be</li></ul>

undertaken in the SHLS from September. It would also be useful to consider other open source software options.

- 11.214 Resolved
- i. That the proposed AcceleRATE Framework be endorsed;  
**(Action: GCU LEAD)**
  - ii. That LTSC are supportive of the need for an e-portfolio system to be in place to support the AcceleRATE Framework;  
**(Action: GCU LEAD/CIO)**
  - iii. That the proposed reporting line from the AcceleRATE Framework to LTSC be approved.  
**(Action: GCU LEAD/AMK)**

#### **BLENDED LEARNING ROADMAP 2012/13**

- 11.215 Considered A Blended Learning Roadmap from GCU LEAD outlining the key priorities and actions for blended learning over academic session 2012/13 (Doc LTSC11/58/1).
- 11.216 Reported By Prof Creanor (GCU LEAD) that:
- the Roadmap for 2012/13 had been drafted based on the recommendations of the Blended Learning Report considered by APC in March 2012;
  - The (2011/12) map had been updated for the new academic session and outlined key specific actions (translated from the higher level recommendations reported to APC), future priorities, responsibilities for action and timelines for blended learning across the University.
- 11.217 Noted By Ms Mowat, that staff are aware that increasing moves to use social media in learning and teaching must take cognisance of all student user groups in terms of accessibility.
- 11.218 Resolved That the Blended Learning Roadmap for 2012/13 be approved.  
**(Action: GCU LEAD)**

#### **GCU LONDON: QUALITY ENHANCEMENT VISIT**

- 11.219 Reported By the Chair, that this item had been withdrawn from the agenda and would be considered at a future meeting.

#### **OUTCOME OF PROGRAMME RE-APPROVAL EVENT: BSc Ophthalmic Dispensing (School of Health and Life Sciences)**

- 11.220 Approved The report of the outcomes of the Joint Programme Re-approval/Accreditation Event with the General Optical Council (GOC) for the BSc Ophthalmic Dispensing programme held on 23 March 2012 and Programme Team's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC11/60/1).

#### **OUTCOME OF PROGRAMME RE-APPROVAL EVENT: Bachelor (Hons) of Law (LLB) (Glasgow School for Business and Society)**

- 11.221 Approved The report of the outcomes of the Programme Re-approval Event for the Bachelor (Hons) of Law (LLB) programme held on 28 March 2012 and

Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC11/61/1).

#### **OUTCOME OF PROGRAMME RE-APPROVAL EVENT:**

##### **Master of Business Administration (MBA) (Glasgow School for Business and Society)**

11.222      Approved              The report of the outcomes of the Programme Re-approval Event for the Master of Business Administration (MBA) programme held on 25 April 2012 and Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC11/62/1).

#### **OUTCOME OF APPROVAL PANEL VISIT**

##### **Delivery of the BSc Railway Operations Management by Learning Contract programme to Transnet Freight Rail (TFR) – a quadripartite collaboration between GCU, TFR, the University of Johannesburg and the Institution of Railway Operators (IRO)**

11.223      Approved              The report of the outcomes and response to the conclusions and requirements of the Approval Panel Visit to Transnet Freight Rail (TFR) School of Rail, Johannesburg, South Africa held on 20 March 2012 to consider the approval of the quadripartite collaboration between GCU, TFR, the University of Johannesburg and the Institution of Railway Operators (IRO) for the delivery of the BSc Railway Operations Management by Learning Contract programme to Transnet Freight Rail. (Doc LTSC11/68/1)

11.224      Noted                      i.      By Prof Creanor, that in relation to Requirement 4 and the response from the Programme Team, the proposed support to be provided to the Associate Lecturers by the GCU Learn team needed to be clarified. It was not explicitly clear in the response if the locus of the support was expected from staff from GCU LEAD or the School Learning Development Centre.  
**(Action: AMK)**

ii.      By Mrs Kelt, that the Library be fully consulted when any future expansion of student numbers is being considered to ensure that the availability and access to GCU library resources, e-journals and any relevant licences to support the delivery of the programme can be met under the current financial arrangements i.e. extra funding could be required for library support and provision.  
**(Action: AMK)**

#### **PRINCIPAL'S AWARD FOR LEARNING AND TEACHING**

11.225      Received              A paper from GCU LEAD on the Principal's Award for Learning and Teaching (Doc LTSC11/64/1).

#### **ACADEMIC POLICY COMMITTEE MINUTES**

11.226      Received              The confirmed minutes of the meeting of the Academic Policy Committee held on 7 March 2012 (Doc APC11/57/2).

#### **CHAIR'S ACTIONS**

11.227      Reported              That the following Chair's Actions have been taken since the last meeting:

**PROPOSAL FOR THE INTRODUCTION OF 'AND' ROUTE (JOINT DEGREE)  
PATHWAY WITHIN THE EXISTING BA/BA (HONS) BUSINESS PROGRAMME**

The above proposal from the Glasgow School for Business and Society.  
(Doc LTSC11/65/1)

**EXTERNAL ASSESSORS SUB-COMMITTEE (EASC)**

**ACADEMIC POLICY COMMITTEE MINUTES**

11.228      Received              Notification of External Assessor appointments (including re-  
allocation/extension to duties and extension to period of tenure) recently  
approved (including Chair's Action) by the EASC operating as a sub group  
of LTSC (Doc LTSC11/67/1).