

LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 21 August 2013

- PRESENT:** Dr N Andrew, Dr B Beggs, Mr N Clark, Prof L Creanor, Ms A McCulloch (vice Ms J Main), Dr J Nally, Mrs S Rate, Mrs E Smith, Ms K Thomson, Mr K Ward, Prof R Whittaker (Chair)
- APOLOGIES:** Dr B Ellis, Dr M Ferguson, Mrs M Henaghan, Mr M Jones, Mrs M Kelt, Ms J Main, Mrs B McMahan, Mr C Shaw, Ms M Ward
- BY INVITATION:** Mrs K MacFarlane (item A10), Mrs Sabine McKinnon (items A7 and A11)
- IN ATTENDANCE:** Mr A MacKinlay (Secretary)

CHAIR'S OPENING REMARKS

The Chair welcomed members to the first meeting of the new academic session and made the following announcements and introductions.

The Chair welcomed Neill Clark, Vice President Education to his first formal meeting of the Committee having replaced Danielle Borrett; Audrey McCulloch, Head of Careers and Employability attending for Ms Jackie Main, Director of Student Experience; and Shirley Rate, recently appointed Associate Dean of Learning, Teaching and Quality for the Glasgow School of Business and Society. At this point the Committee wished to formally record their thanks to Mr Noel Dennis for his contribution to the work of the Committee.

The Chair advised members that Cameron Shaw had recently been elected as the undergraduate student representative, replacing Emilia Todorova, but had sent his apologies for this meeting. The Committee again wished to formally record their thanks to Miss Todorova for her contribution to the work of the Committee. Members were advised that a postgraduate student representative was yet to be elected.

The Chair confirmed to the Committee that the two elected staff members, Dr Jane Nally and Dr Morag Ferguson, period of tenure would shortly be coming to an end this September. The process to appoint new academic staff representatives would shortly commence. The Committee wished to formally thank both Drs' Nally and Ferguson for their contribution to the work of the Committee throughout their period of tenure.

The University were currently in the process of recruiting to the post of Chief Information Officer and therefore a vacancy for this constituency remained.

In light of the above the fully updated membership would be presented at the next meeting of the Committee on 23 October 2013 once elections for the academic staff representatives completed. The Chair confirmed that the terms of reference for the Committee were unaltered.

MINUTES

- 13.001 Considered The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee held on 24 April 2013 (Doc LTSC12/40/1).
- 13.002 Resolved That subject to checking for some minor typographical errors the minutes be approved as a correct record.
(Action: Secretary)

MATTERS ARISING

Feedback Enhancement Group (arising on 12.115)

- 13.003 Reported By the Chair that the outcomes of APC consideration of the progress report would be included in the report of items and matters arising from the meeting of APC held on 22 May 2013 to be considered later on the agenda. In brief, the main outcome from discussions was that a University policy on module evaluation and feedback should be developed.

Thematic Review of Blended Learning (arising on 12.119)

- 13.004 Reported By Prof Creanor that the outcomes of the review were embedded in the Strategy for Learning and relevant actions would be incorporated in the draft Blended Learning Roadmap. The draft Roadmap had been circulated to the Learning Technologists for initial comment. The Chair also advised that the University were in the process of appointing and recruiting staff to the Blended Learning team in GCU LEAD.

Review of the Student Experience of the GCU Distance Learning infrastructure (arising on 12.122)

- 13.005 Reported By the Secretary that the desk-based review work had now been completed. The outcomes of the review and analysis of information provided by distance learning (DL) programme leaders was not as fruitful as perhaps envisaged in terms of providing a good baseline of information to start working with. The outcome of the desk-based review was that fully refreshed web pages be developed and to include appropriate signposting to all the key DL support elements.

It was also noted that the draft University Operational Plan 2013/14 to support the implementation of the SfL to be considered later on the agenda also listed under University systems the output of the DL Short Term Working Group (SLWG) with an action timescale of September 2013-December 2013 attached. The DL SLWG had initially been working towards full implementation of its recommendations by September but realistically this had now not been possible. Some recommendations had already been completed during the life of the group. The addition now to year end to consolidate activity was therefore welcomed.

It had also recently been confirmed by the PVC Learning and Teaching that the life of the STWG had now come to an end and that the monitoring of the ongoing actions and implementation would revert to

LTSC under the terms proposed for the draft SfL operational plan.

Accessibility of Web and Multimedia Resources (arising on 12.126)

13.006 Reported By the Chair that at the last meeting the proposal to establish a working party to discuss GCU wide issues around accessibility had been supported and that further consideration had been given to extending the remit of the group to include wider learning and teaching in support of the new SfL and Operational Plan. In response to discussions a project proposal: The Flexible, Inclusive and Accessible Curriculum, had been developed. The proposal would be considered later on the agenda.

MATTERS ARISING FROM THE ACADEMIC POLICY COMMITTEE (APC)

13.007 Considered A report of items and matters arising from the meeting of APC held on 22 May 2013 (Doc LTSC13/1/1).

13.008 Discussion **Student Experience Framework**

Following approval by APC and Senate of the Framework, the Committee queried some points in relation to how the Framework would be launched, the Student Passport and in general how staff across the University were to be appraised of the Framework. The Chair advised that an implementation plan was being drafted. It was agreed that the Secretary would follow up the points raised by members with the Student Experience Project Manager and report back.

(Action: Secretary)

[Secretary's note: the following commentary was provided by the Student Experience Project Manager in an email to the Secretary on 22 August 2013:

SEF Launch: A graduate intern will be joining the Department of Governance and Quality shortly to assist with the launch of the SEF. This will include both the staff and yet to be written student facing version and will involve working closely with colleagues in the Department of Marketing on the communications strategy.

Student Passport: Passports will be distributed to Schools as soon as they are ready which are currently with PDS. Some Passports will also be available after Fresher's week and Schools may choose to hold some for January as well as make available through the LDCs. Only the Library are stamping the Passport. Other competitions require the student to search for 'missing information' which they will write on the prize draw ticket. Removing the centre pages will allow the passport to have a longer life-span than Fresher's week as there will only be a single brief reference to the Fresher's competition at the front.

The SEF Implementation Plan is being drafted.]

CHAIR'S REPORT

13.009 Reported By the Chair that items of relevance to update the Committee would be covered through the consideration of the substantive items on the agenda.

ANNUAL PROGRAMME MONITORING PROCESS 2011/12

13.010	Considered	A summary report of the Annual Reports from Schools and GCU LEAD on Monitoring, Quality Assurance and Enhancement of Programmes for academic session 2011/12. (Doc LTSC13/2/1).
13.011	Reported	By the Chair, that the Committee were invited to consider the overview report, drawing reference to any emerging themes, and areas identified for specific consideration by the University extracted from the individual reports from Schools and GCU LEAD.
13.012	Reported	<p>By the ADLTQs, some of the key points from their respective School reports, including:</p> <p>GSBS</p> <ul style="list-style-type: none">• The development of the undergraduate and postgraduate portfolio and accreditation of programmes was a key feature of the monitoring output. <p>SHLS</p> <ul style="list-style-type: none">• ePortfolio – this item had been on the agenda for a long time; discussions got so far and then did not seem to progress further.• Residual culture of special factors – volume remains high but hopefully the School would see a reduction following implementation of new mitigating circumstances process.• Increase in electronic marking and feedback – how this could be integrated into ISIS needed explored.• Student assessment – availability of ISIS and impact of downtimes during busy periods had caused issues.• Submission of External Assessor reports – earlier in the session would be better.• Forthcoming academic calendar shift e.g. on examinations and impacts on staff and students was a feature in monitoring reports.• The implications of long thin module delivery. <p>SEBE</p> <ul style="list-style-type: none">• The report evidenced the continued issues around UG full time L3 progression.• The residual issues around a resit culture as highlighted in previous reports. The School hoped that the change in the academic calendar for exams in January may shift dependency from students.• Many of this issues highlighted in the report were School specific and would be considered and actioned at that level.• The School continued to engage in all University level learning and teaching initiatives to support their enhancement planning activity.

At this point the Chair advised members of the research currently being undertaken by CRLI in relation to progression to honours. A paper would be presented at the next meeting of APC around the proposed research project. The project team would want to meet with Schools to discuss the report recommendations.

The University's articulation targets were also going to be increasing in the short to medium term; support for students in transition and progression would be a key feature around our monitoring arrangements of this widening access population.

GCU LEAD

- Resourcing for the PgC LTHE programme continued to cause concern. The issues around staffing had again been highlighted by the EA as a recommendation of practice to be enhanced.
- The model of delivery still relies heavily on the goodwill of staff across the University.
- In light of these concerns the appointment of two new members to support CPD learning and teaching activity should be noted.

13.013 Resolved That the annual reports be noted and the issue of the re-sit culture highlighted in the report from SEBE be included in appendix 1 of the executive summary to ensure the monitoring of this area in future years.

DRAFT ENGAGE: STRATEGY FOR LEARNING ANNUAL OPERATIONAL PLAN 2013/14

13.014 Considered The draft *Engage* Strategy for Learning (SfL) Annual Operational Plan 2013/14 developed by GCU LEAD to underpin a university-wide curriculum change initiative to support cross-university co-ordination and collaborative to achieve the objectives of the SfL (Doc LTSC13/3/1).

13.015 Reported By the Chair, that the plan would be presented to APC for consideration and approval at its meeting on the 18 September. The individual action points stem from the 'Enablers' section of the SfL. The greatest enabler of action centres on staff and the development and implementation of various initiatives to support learning and teaching, for example, the proposed new initiative to support the development of inclusive and flexible curriculum; the expansion of the current focus of the Enterprise Education Sub-Committee to include application to Ashoka U.

13.016 Discussion The following specific action points were raised by the Committee:

Enterprise Education Sub-Committee

Clarification of School representation on the Committee.

(Action: Secretary)

Annual learning and teaching event

The ADLTQ, SHLS reminded members of the success of its School's already established annual event for learning and teaching and to what extent its running would be affected by the proposed annual event outlined in the operational plan. It was suggested that the University event could perhaps be shifted to a biennial event. While members welcomed the proposed annual event, it was noted that the event's detail and timing would require to be scoped further before becoming firmly embedded within the 2013/14 and future plans.

Development of online learning programmes

The outcome to approve at least two online learning programmes in each School was noted. In particular, University level expectation to actually meet this outcome especially in terms of how resource intensive online programme development and delivery can be. The Chair advised that the action and outcome had stemmed from discussions around the 'GCU

Online' initiative and ambitions to roll out high quality online programmes. Prof Creanor advised that support to Schools from GCU LEAD for online developments would be written into the role profile of the Senior Lecturer (Blended learning). It was noted that online programme developments would need to be carefully considered in terms of demand, competition and an acceptance that there were some areas within the current portfolio which did not necessarily lend themselves to full online delivery. Prof Creanor advised that the commitment to 'GCU Online' especially in terms of resources had not yet been fully explored and was very much still a concept.

The Chair proposed that the plan and the monitoring of its progress would become a standing item on the Committee's agenda.

Members generally welcomed the draft plan.

- 13.017 Resolved
- i. That the draft plan and the proposal for the future monitoring of its progress by the Committee be noted.
 - ii. That consideration be given to including a glossary of definitions within the plan.
(Action: Chair)

DRAFT STRATEGY FOR LEARNING DEVELOPMENT TOOL

- 13.018 Considered
- The draft Strategy for Learning (SfL) Programme Development Tool developed by GCU LEAD as part of the university-wide curriculum change initiative *Engage* to support the implementation of the SfL (Doc LTSC13/4/1).
- 13.019 Reported
- By Mrs S McKinnon, GCU LEAD, that:
- The reflective tool had been designed to be used by programme teams in the development and review of their programme(s);
 - Not all programmes would necessarily be able to address all the ten design principles;
 - The tool sets out three reflective questions for programme teams to consider as they embed the design principles in curriculum.
- By the Chair that the section in the tool to list professional development needs would contribute to Schools' enhancement planning processes.
- 13.020 Discussion
- There was brief discussion around how progress to embed the design principles would be reported and the mechanisms for this. It was envisaged that the tool would be embedded into the University's existing quality enhancement processes for programme approval/re-approval; subject review and module and programme monitoring.
- 13.021 Resolved
- That the Programme Development Tool be noted and circulated by Schools through their respective governance arrangements and forum for learning and teaching.

QUORUM

The Committee Secretary informed that due to Committee members leaving during the course of the meeting, that the meeting was now inquorate. It was agreed to continue with the remaining business on

the agenda.

EVALUATION OF THE BENEFITS OF INTERNATIONAL MOBILITY TO STUDENTS WITH PARTICULAR REGARD TO EMPLOYABILITY

- 13.022 Considered A summary report from GCU LEAD on interim findings of an ongoing research project: evaluation of the benefits of international mobility to students with particular regard to employability (Doc LTSC13/5/1).
- 13.023 Discussion While noting the context and rationale for the evaluation, members had some slight concern that they were being asked to consider a number of University level recommendations based on the outcomes of interviews with just five students. It was suggested that the report could be reframed, to set out the evaluation outcomes in the context of a case study. A final follow-up with the five students interviewed for the project could also be undertaken and to inform the proposed case study.
- 13.024 Resolved That consideration be given to reframing the summary report into a case study.
(Action: GCU LEAD)

THE FLEXIBLE, INCLUSIVE AND ACCESSIBLE CURRICULUM PROJECT

- 13.025 Considered A project proposal from GCU LEAD for developing an inclusive curriculum as part of the University's *Engage* initiative to support the implementation of the Strategy for Learning (Doc LTSC13/6/1).
- 13.026 Reported By the Chair, that the project proposal had been drafted by GCU LEAD in support of the implementation of the Strategy for Learning and the Equality Outcomes Framework.
- 13.027 Resolved That the project proposal be supported for subsequent consideration by APC.

GENDER STUDY – PHASE 1

- 13.028 Considered A report from GCU LEAD on Phase One of a study which establishes the current gender profile of GCU students and explores the issues surrounding the bias in favour of female students when compared with the sector average (Doc LTSC13/7/1).
- 13.029 Reported By Mrs K MacFarlane, GCU LEAD, that the study was undertaken in line with the agreed outcomes from the 2012/13 Outcomes Agreement with the Scottish Funding Council under the widening participation and equality and diversity strands. The Department of Policy and Planning had assisted with the data gathering exercise and would be forwarded a copy of the final completed report being presented at the meeting. In relation to section ten of the report, and specifically, corresponding target numbers data for STEM (Science, Technology, Engineering and Mathematics) subjects, Mrs MacFarlane advised that she had tried to find out what these were for inclusion in the report but had been unable to confirm the details at this stage.
- 13.030 Discussion Members welcomed the report which highlighted the need to consider more contemporary issues in this area. For example, what a nursing degree may be perceived to be now is much different from what it was in

the past. Questions such as how to make traditional vocational degrees, for example, those in the fields of nursing, midwifery, other health and welfare areas, as delivered today and this reflected in a greater spread across the gender balance should be explored. Nursing today was much more about the technical practitioner and this message needed to be tied into promotion around employability and career choice for prospective students in this field. A member queried the usefulness to compare the University's portfolio against competitors but at the same time being mindful about perhaps setting GCU goals as a result of any sector comparison activity. Some work around the report findings and how these could be translated into pre-entry guidance and support for students provided by the UK Recruitment and Outreach department.

- 13.031 Resolved That the key points and recommendations outlined in the report be noted as the project moves forward to its second phase.

GLOBAL PERSPECTIVES PROJECT ON INTERNATIONALISING THE CURRICULUM AT GCU

- 13.032 Considered A summative report from GCU LEAD of the results of the scoping study undertaken in the first phase of the project (Doc LTSC13/8/1).
- 13.033 Reported By Mrs S McKinnon, that the report provided an overview of the results of a study which was undertaken in the first phase of the project, in particular, the outcomes of the Programme Leaders online survey and from interviews with staff and students across Schools. The report provided a comparison of staff and student responses under the three themes explored and confirmed that there was a gap between the University's strategic learning and teaching goal to embed internationalisation in the curriculum and current practice on the ground. Staff and students both identified key challenges towards achieving this goal. In moving forward, the need to have practical examples of where internationalisation had been embedded well, needed established and through case studies. In terms of student engagement in their peer class setting it was queried whether there had been anything formalised in this regard in the University's induction processes i.e. who students would interact with during their study.
- 13.034 Resolved That the report be noted as the project continues into its final two years and that the points raised regarding induction be considered further through the induction planning process.

OUTCOME OF PROGRAMME RE-APPROVAL EVENT:

MSc Real Estate Management (School of Engineering and Built Environment)

- 13.035 Approved The report of the outcomes of the Programme Re-approval Event for the MSc Real Estate Management programme held on 1 March 2013 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC13/9/1).

OUTCOME OF PROGRAMME RE-APPROVAL EVENT:

MA 3D Design for Virtual Environments (School of Engineering and Built Environment)

- 13.036 Approved The report of the outcomes of the Programme Re-approval Event for the MA 3D Design for Virtual Environments programme held on 30 April 2013 and the Programme Team's response to the conclusions, requirements

and recommendations of the Programme Re-approval Panel (Doc LTSC13/10/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

MEng Electrical, Electronic and Energy Engineering; MSc Electrical and Electronic Engineering (School of Engineering and Built Environment)

13.037 Approved The report of the outcomes of the Programme Approval Event for the MEng Electrical, Electronic and Energy Engineering and MSc Electrical and Electronic Engineering programmes held on 17 May 2013 and the Programme Development Board's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC13/11/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

MSc Oil and Gas Suite (School of Engineering and Built Environment)

13.038 Approved The report of the outcomes of the Programme Approval Event for the introduction of new 'Oil and Gas' pathways to the existing approved MSc Energy and Environmental Management, MSc Applied Instrumentation and Control, MSc International Project Management and MSc Maintenance Management programmes held on 30 May 2013 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Approval Panel (Doc LTSC13/12/1).

OUTCOME OF PROGRAMME RE-APPROVAL EVENT:

MSc Networking Suite (School of Engineering and Built Environment)

13.039 Approved The report of the outcomes of the Programme Re-approval Event for the MSc Networking Suite comprising the MSc Advanced Computer Networking, MSc Network Security and MSc Telecommunications Engineering programmes held on 24 May 2013 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC13/13/1).

OUTCOME OF PROGRAMME APPROVAL EVENT:

Glasgow School for Business and Society (Postgraduate Portfolio)

13.040 Approved The report of the outcomes of the Postgraduate Programme Approval Events for the Glasgow School for Business and Society held on 8-10 May and 19 June 2013 and the School's response to the conclusions, requirements and recommendations of the Programme Approval Panels (Doc LTSC13/14/1).

OUTCOME OF PROGRAMME RE-APPROVAL EVENT:

MSc Diabetes Care and Management (School of Health and Life Sciences)

13.041 Approved The report of the outcomes of the Programme Re-approval Event for the MSc Diabetes Care and Management programme held on 30 April 2013 and the Programme Team's response to the conclusions, requirements and recommendations of the Programme Re-approval Panel (Doc LTSC13/15/1).

OUTSTANDING ITEMS FOR APPROVAL

13.042 Approved A summary paper of outstanding 2012/13 items for approval and the

request for the respective items to be subsequently approved by Chair's Action (Doc LTSC13/16/1).

[Secretary's note: post-meeting, the following items were subsequently added to the list of items to be approved by Chair's Action:

BSc (Hons) Midwifery (online) – extension to period of approval to September 2014

MSc Health History – extension to period of approval to September 2014].

EXTENSION TO PERIOD OF APPROVAL

13.043 Approved The requests from Schools for the extension to the period of approval, to September 2014, of the following programmes:

BSc Computing Suite (School of Engineering and Built Environment)
(Doc LTSC13/17/1)

BSc Oral Health Sciences (School of Health and Life Sciences under the accredited programme arrangement with the School for Dental Care Professionals at the Glasgow Dental Hospital and School)
(Doc LTSC13/18/1).

DATE OF NEXT MEETING

13.044 Reported The next meeting of the Committee would take place on Wednesday 23 October at 1400 in M401.