

## LEARNING AND TEACHING SUB-COMMITTEE

Minutes of the meeting held on 24 August 2011

**PRESENT:** Dr L Creanor, Dr A S Eadie (Chair), Prof E McFarland, Dr J Nally, Mr R Stott, Ms E Todorova, Mr K Ward, Mr S Ward, Ms R Whittaker

**APOLOGIES:** Mr E B Ferguson, Mrs M Kelt, Ms E Smith, Ms K Thomson, Ms M Turnbull, Ms M Ward,

**IN ATTENDANCE:** Mrs J Ash (Secretary), Mr A MacKinlay, Ms B McMahon

### THANKS

The Chair thanked all members who no longer served on the Committee as a result of restructuring. Their contribution was noted.

### MINUTES

**11.001 Considered:** The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee meeting held on 22 June 2011 (**Doc LTSC11/01/1**)

**11.002 Resolved:** That, subject to the inclusion of Ms Todorova among those present, the minutes be approved as a correct record.

### MATTERS ARISING

#### Matters Arising - Working Party on feedback to students (Arising on 10.139)

**11.003 Discussion:** The Working Group would convene this session with the targets as set by Prof Gartland. There was some discussion on whether the new targets would be based on the SS responses for this year or last year. It was agreed that there was little variation in the responses on feedback for both years.

#### Matters Arising - Overview of External Assessors Reports Session 2008/09 – Review of viva examinations at undergraduate level (Arising on 10.140)

**11.004 Reported:** By the Chair, that this would take place next session. (**Action: ASE**)

**11.005 Reported:** By the Chair, that this would be addressed next session (**Action: ASE**)

Thematic Audit of Student Engagement – Substitutes/Student representation on Committees (arising on 10.143)

**11.006 Reported:** That representation would be considered next session with a review of the Committee structure (**Action: ASE/EBF**)

Overview of Questback Session 2010/11 (Arising on 10.144)

**11.007 Reported:** By the Chair, that a paper would be submitted to the Academic Policy Committee. It had emerged that students last academic session were asked to take part in 38 different surveys. As a consequence the Module Evaluation Survey (currently Questback) would no longer be issued. The response rate was generally low, around 25%, and there were better ways of obtaining feedback. The Students Association reported that students had not complained about the number of surveys; they just chose to ignore them instead. (**Action: ASE**)

Graduate Attributes (Arising on 10.117)

**11.008 Reported:** That the Implementation Group would take this forward. (**Action: ASE/KT**)

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

**11.009 Reported:** That APC had not met since the last meeting of LTSC.

Caledonian Scholars and Associates (arising on 10.148)

**11.010 Reported:** That work on an Action Plan for LTSC early in session 2011/12 was underway (**Action: LC**)

Outcomes from approval panel visit: Biological Sciences Masters suite (arising on 10.150)

**11.011 Reported:** By the VPE from the Students' Association, that he had taken steps to contact the Students' Association in Pune to discuss issues and help with the integration of the 70-80 students who would come from India to GCU in September and the 30 coming in January. He was also keen to liaise with the student Association in CCEO. The Chair indicated that he would assist in this (**Action ASE/SW**)

#### **CHAIR'S REPORT**

**11.012 Considered:** A report from the Chair on matters of interest to the Committee

1. Annual School Reports

**11.013 Reported:** That there were two outstanding reports. The full set of reports would be circulated electronically to members in due course.

## 2. Approvals

**11.014 Reported:** Outstanding Approvals That there were a number of outstanding reports and responses from approval events. Chair's action would be taken to approve these.

**11.015 Reported:** Responses and Module Descriptors That there was an emerging trend for Programme Team responses to be very brief. Such brief responses did not adequately address the issues raised and they often had to be returned for revision before they met the University's requirements. Responses should be viewed as a crucial part of the approval process. In addition, completion of detail in module descriptors was lacking. It was vitally important that the correct information was in the module descriptor, particularly in light of the UKBA requirements for contact time. Every programme and module put forward for approval was checked for compliance with UKBA requirements. It was clarified that UKBA required face to face teaching for 50% of a programme and this did not include online or blended learning. The Chair would take forward discussion on the UKBA requirements in this respect (**Action: ASE**).

### **OUTCOME OF PROGRAMME APPROVAL EVENT: BSc/BSc (Hons) Psychology**

**11.016 Approved:** The conclusions, requirements and recommendations and Programme Development Board's response to the Programme Approval event held on 18 May 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review. (**LTSC11/2/1**)

**11.017 Reported:** By the Panel Chair, Mr Stott, that Psychology had presented a strong and enthusiastic team, well supported by Externals and Students, and an accurate well-presented document.

### **OUTCOME OF PROGRAMME APPROVAL EVENT: BSc/BSc (Hons) Environmental Management BSc/BSc (Hons) Environmental Civil Engineering**

**11.018 Approved:** The conclusions, requirements and recommendations and the Programme Development Board's response to the Joint Programme Approval event held on 16 March 2011, the change of title from BSc/BSc (Hons) Environmental Management and Planning and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review (**LTSC11/3/1**)

### **OUTCOME OF PROGRAMME APPROVAL EVENT: BSc/BSc (Hons) Building Surveying**

**11.019 Approved:** The conclusions, requirements and recommendations and the Programme Development Board's response to the Approval event held on 15 March 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review (**LTSC11/7/1**)

**11.020 Reported:** That amendments had been required to the Programme Specification. The programme was RICS accredited.

**11.021 Discussion:** There was some discussion on Recommendation 2. Clarification was required as to whether students were accepted directly into Level 3 or not. The documentation said one thing and the website suggested something else. It was noted that as the placement was a crucial part of the programme, it was not advisable for students to enter directly into 3<sup>rd</sup> year.

**11.022 Resolved:** That clarification be sought and the website and documentation be in line.  
(Action: RS)

**OUTCOME OF PROGRAMME APPROVAL EVENT:**

**BSc/BSc (Hons) Quantity Surveying**

**MSc Quantity Surveying**

**MSc Construction Economics**

**11.023 Approved:** The conclusions, requirements and recommendations and Programme Team's response to the programme re-approval event held on 12 May 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review (LTSC11/8/1)

**11.024 Discussion:** The report contained a requirement on the University: The development of a University policy to secure the integrity of online assessment undertaken at an off-campus location. Members discussed the issues involved and agreed that they were no different from the usual issues encountered; was a submitted coursework actually the work of that student? Was a student actually who they said they were when part of an online discussion group? Perhaps a statement to be signed by distance learning students to say it was their own work could be drafted if it did not already exist. The Chair and Dr Creanor would discuss this and respond to the next meeting (Action: ASE, LC)

**OUTCOME OF PROGRAMME APPROVAL EVENT:**

**BSc/BSc (Hons) Fire Risk Engineering**

**11.025 Approved:** The conclusions, requirements and recommendations and Programme Team's response to the programme re-approval event held on 16 March 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review (LTSC11/9/1)

**OUTCOME OF PROGRAMME APPROVAL EVENT:**

**BSc/BSc (Hons) Construction Management (Glasgow Delivery)**

**MSc Construction Management (Glasgow and London Delivery)**

**MSc International Project Management (Glasgow and London Delivery)**

**11.026 Approved:** The conclusions, requirements and recommendations and the Programme Development Board's response to the Approval event held on 15 March 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review (LTSC11/10/1)

**11.027 Discussion:** It was noted that the reports specified the campus where a programme would run because there must be an adequate resource base at the campus for the programme to run. In addition, SFC money could not be used for programmes in London.

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

**BSc/BEng (Hons)/MSc Building Services Engineering and the rationale to fully integrate BEng provision and withdraw the BSc Building Services Engineering programme**

**11.028 Approved:** The conclusions, requirements and recommendations and Programme Team's response to the programme re-approval event held on 16<sup>th</sup> March 2011, and

indefinite approval from September 2011, subject to the University's normal arrangements for monitoring,

**11.029 Approved:** The review and the rationale to integrate the BEng into the Engineering Framework formerly of the School of Engineering and Computing, now the School of Engineering and Built Environment and withdraw the BSc Building Services Engineering programme which will remain in indefinite approval until all registered students have completed. (LTSC11/14/1)

**11.030 Reported:** That, as these programmes pre-empted the portfolio review, recommendation 2 indicated that this was an interim position.

**OUTCOME OF PROGRAMME APPROVAL EVENT:  
BSc/BEng (Hons) Network Security Engineering Suite**

**11.031 Approved:** The conclusions, requirements and recommendations and Programme Development Board's response to the programme approval event held on 25 May 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review. (LTSC11/15/1)

**OUTCOME OF PROGRAMME RE-APPROVAL EVENT:  
BSC/BSC (HONS) INTERIOR DESIGN**

**11.032 Approved:** The conclusions, requirements and recommendations and Programme Team's response to the programme re-approval event held on 24 May 2011 and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review, and the Associate Lecturers as outline in 11.036 below (LTSC11/16/1)

**OUTCOME OF PROGRAMME APPROVAL EVENT:  
MSc Public Health  
MSc Public Health with Social Action  
(for delivery in Glasgow and London)**

**11.033 Approved:** The conclusions, requirements and recommendations and Programme Development Board's response to the programme approval event held on 21 April 2011 and indefinite approval from September 2011 in Glasgow and by blended learning only at the London campus, subject to the University's normal arrangements for monitoring and review. (LTSC11/17/1)

**GLASGOW SCHOOL FOR BUSINESS AND SOCIETY:  
Rationale for approval of MSc International Business Suite (GCU London)**

**11.034 Approved:** The rationale and addition of the MSc International Business Suite (GCU London) to the University's portfolio. (LTSC11/12/1)

**11.035 Reported:** That this brought the number of possible postgraduate programmes at the London Campus to 16

**ASSOCIATE LECTURERS**

**11.036 Approved:** Associate Lecturer status for Ms Sukhada Samudra, Deccan Education Society, Fergusson College, Pune, India who have satisfied the criteria adopted by GCU for the granting of such a title only in regards to the award in which she is involved. (LTSC11/4/1)

**11.037 Approved:** The following School of Design Staff at City of Glasgow College (CGC) as Associate Lecturers of GCU in accordance with Section 9 of the Quality Assurance and Enhancement Handbook (V3, session 2011/11), for BSc/BSc(Hons) Interior Design

Paul Rillie  
Edward Carr  
David Howell  
Jacqueline McLew  
David McGill  
James McGrotty

**SCHOOL OF HEALTH:  
Amendment of Masters Level module pass mark**

**11.038 Approved:** The amendment of Masters level module pass mark to 50%. (LTSC11/5/1)

**11.039 Discussion:** Discussion on the different postgraduate pass marks with some at 40% and some at 50% had been ongoing for many years. It was stated that although a pass mark had at times differed within a single programme, students were not advantaged or disadvantaged as a pass mark was a pass mark regardless of the “number” attached to it. It was important, however, that students in the School of Health were made aware that the pass mark was set at 50% (**Action: ASE/KT**)

**11.040 Resolved:** That further discussion on pass marks at Masters level across the university take place later in the session (**Action: ASE**)

**ELISR TIMETABLE 2011-2016**

**11.041 Considered:** ELISR Timetable 2011-16 (LTSC11/13/1)

**11.042 Reported:** That the University was required to prepare a timetable for SFC. The Graduate School was included for the first time as it now had responsibility for all Prof D and MRes programmes.

**11.043 Discussion:** Prof McFarland from the business school asked that the dates change for some of the business, law and social science programmes. This would be discussed off line with the Quality Office. (**Action: EMCF/MH**)

It was noted that INTO programmes would be involved as part of the School delivery

**11.044 Resolved:** That subject to revisions to the programme dates in the Glasgow School of Business and Society, the timetable be approved

**11.045 Recommended (to Senate):** That the revised timetable be approved

**CHAIR'S ACTIONS**

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

**1. CREATION OF A NEW AWARD: PROPOSED STRUCTURE FOR THE ENVIRONMENTAL ENGINEERING (EE) PROGRAMME**

The creation of a new award combining the approved Environmental Civil Engineering (ECE) and Environmental Management (EM) programme modules was approved

## **2. OUTCOME OF APPROVAL EVENT: MSc CITIZENSHIP AND HUMAN RIGHTS (by Learning Contract)**

The report of the Programme Approval Event held on 23 June 2011 and the response from the Programme Team was considered and the MSc Citizenship and Human Rights was placed in indefinite approval from August 2011, subject to the University's normal processes for monitoring and review.

## **NOTIFICATION OF ACCREDITATION, BY GLOBAL ACCREDITATION CENTER FOR PROJECT MANAGEMENT EDUCATION PROGRAMS (GAC),**

**11.047 Received:** A letter confirming that accreditation has been awarded to.

- MSc in Construction Management
- MSc in International Project Management (LTSC11/6/1)

## **QUESTBACK**

**11.048 Received:** An overview of the on-line (Questback) module feedback process for Trimester B. Session 2010/11. (LTSC11/11/1)