

## LEARNING AND TEACHING SUB-COMMITTEE

### Minutes of the meeting held on 26 October 2011

**PRESENT:** Mr M Andrews (vice Mr S Ward), Mr M Cox (vice Dr L Creanor for LTSC11/21/1), Ms K Dalgarno, Dr A S Eadie (Chair), Mrs H Marshall (vice Mrs M Kelt), Prof E McFarland, Dr J Nally, Ms A Nimmo (vice Dr L Creanor for LTSC11/22/1), Ms E Smith, Ms E Todorova, Ms M Turnbull, Mr K Ward

**APOLOGIES:** Dr L Creanor, Mr E B Ferguson, Mrs M Henaghan, Mrs M Kelt, Ms K Thomson, Ms M Ward, Mr S Ward, Ms R Whittaker

**IN ATTENDANCE:** Mr A MacKinlay, Ms B McMahon

### CHAIR'S OPENING REMARKS

The Chair welcomed Ms Katrina Dalgarno, who had recently been appointed as the postgraduate student representative, to her first meeting of the Committee. The Chair also advised members that this was the first meeting to be managed and administered by the recently formed Governance and Academic Quality Unit.

### TERMS OF REFERENCE AND COMPOSITION 2011-12

- |        |            |   |
|--------|------------|---|
| 11.049 | Considered | The Terms of Reference and updated composition of the Learning and Teaching Sub-Committee for 2011/12. (Doc LTSC11/20/1)  |
| 11.050 | Discussion | There was some discussion around the status of the composition in response to the reprofiling and restructuring activity across the University. In addition to some minor updates to the membership including designations, it was proposed and agreed that one additional staff representative from each School be nominated to sit alongside the Associate Dean (Learning, Teaching and Quality) (ADsLTQ). A minor update would also be required to the fourth Term of Reference, namely, the Student Experience Project and its current alignment with the Moving Forward Project. |
| 11.051 | Resolved   | That, subject to the following amendments, the Terms of Reference and composition be approved for forwarding to APC: <ul style="list-style-type: none"><li>i. Fourth Term of Reference to be updated to remove reference to the Student Experience Project, now subsumed within the</li></ul>   |

Moving Forward Project;

- ii. Head of Centre for Learning Enhancement and Academic Development to be removed from the membership. The Development Director (Professional Practice) was now confirmed as the LEAD representative with the Head of Centre a full member of APC;
- iii. Academic Registrar to be replaced with the Interim Director of the Student Experience;
- iv. The inclusion of another staff representative from each School to sit alongside the ADLTQ. The staff member would be nominated by the ADLTQ, agreed with the Chair and added to the composition of LTSC, for approval by APC.  
**(Action: AMK)**

11.052 Recommended (To APC): That the updated Terms of Reference and composition for 2011/12 be approved.

**MINUTES**

11.053 Considered The unconfirmed draft minutes of the meeting of the Learning and Teaching Sub-Committee meeting held on 24 August 2011. (Doc LTSC11/18/1)

11.054 Resolved That the minutes be approved as a correct record.  
**(Action: AMK)**

**MATTERS ARISING**

Working Party on feedback to students (arising on 11.003)

11.055 Reported By the Chair, that the Working Party was now operational and the first meeting of the Feedback Enhancement Implementation Group would take place next week.

Review of viva exams at undergraduate level (arising on 11.004)

11.056 Reported By the Chair, that the review of viva exams would be incorporated into the scope of the working group set up to review the University Assessment Regulations. It is anticipated that the outcomes and recommendations of the working group would be reported by the end of the year.  
**(Action: ASE)**

Overview of External Assessors Reports Session 2008/09 – Plagiarism Assessors (arising on 11.005)

11.057 Reported By the Chair, that the pool of Plagiarism Assessors needed to be increased as soon as possible, especially in light of School mergers and the subsequent consolidation of Heads of Learning, Teaching and Quality posts (from six to three). It was agreed that the Secretary would write to Executive Deans to request additional nominations to the pool.  
**(Action: AMK)**

Thematic Audit of Student Engagement – Substitutes/Student representation on Committees (arising on 11.006)

- 11.058      Reported                      By the Chair, that at the recent meeting of Senate, it was recommended that a working party be established to consider Senate composition and membership and that the side issue of substitutes and student representation would be referred to this group.  
**(Action: ASE)**

Overview of Questback Session 2010/11 (arising on 11.007)

- 11.059      Reported                      By the Chair, that a paper would be tabled at this meeting on the future of Questback and feedback.

Graduate Attributes (arising on 11.008)

- 11.060      Reported                      By the Chair, that the first meeting of the Implementation Group would take place on Tuesday 1<sup>st</sup> November 2011.  
**(Action: KT)**

Outstanding Approvals (arising on 11.014)

- 11.061      Reported                      By the Chair, that all the outstanding reports and responses from approval events coming forward after the meeting in August had now been formally approved by Chair's Action.

Module descriptors (arising on 11.015)

- 11.062      Reported                      By the Chair, that a briefing document for staff on UKBA Tier 4 requirements had recently been published. In the context of programme approval, the document includes statements with respect to the interpretation of the 50% rule for placement activity, in addition to work based and blended learning. A schedule of road shows would be taking place across the University to supplement the virtual document. One member who had recently attended a road show advised that a number of questions had been raised during the session. The Chair advised members that he would discuss and confirm clarity of the document with the Academic Registrar.  
**(Action: ASE)**

Outcome of Programme Approval Event (LTSC11/8/1) – Development of policy to secure integrity of online assessment undertaken off-campus (arising on 11.024)

- 11.063      Reported                      By the Chair, that discussion and development of policy ongoing.  
**(Action: ASE/LC)**

School of Health: Amendment of Masters level module pass mark (arising on 11.040)

- 11.064      Reported                      By the Chair, that in light of the School of Health and Life Sciences proposed amendment to the pass mark for M-level modules, wider discussion of the proposal and any subsequent University wide implementation would be undertaken by the Assessment Regulations Working Group.  
**(Action: ASE)**

### ELISR Timetable 2011-2016 (arising on 11.045)

11.065      Reported                      By the Chair, that the timetable had been approved by Senate.

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

#### External Assessors – Period of Tenure (arising APC 11.033-11.035)

11.066      Reported                      By the Chair, that APC at its last meeting on 22 September 2011 had approved a paper proposing a five year period of tenure for External Assessors on the onset of appointment. This substantive change was proposed on the basis that for most, External Assessors apply for an extension to period of tenure after the current four year period and thus the proposal for the upfront five year tenure with no possibility of extension would streamline the current process. The change would be effective from 2011/12 and incorporated into the Assessment Regulations.

### **CHAIR'S REPORT**

11.067      Considered                      A report from the Chair on matters of interest to the Committee.

#### Learning Development Steering Group

11.068      Reported                      By the Chair, that the Chair of APC had requested a Learning Development Sub-Committee be established to monitor and focus on the work of the Learning Development Centres in Schools. The Associate Dean of Learning, Teaching and Quality for the School of Engineering and Built Environment had been invited to chair the steering group and would now set out to define terms of reference and membership.

#### Student Mobility

11.069      Reported                      Similarly, the Chair advised that the Acting Associate Dean of Learning, Teaching and Quality of the Glasgow School for Business and Society, again at the request of the Chair of APC, had been invited to establish a working group that considered the academic issues around student mobility.

### **ANNUAL PROGRAMME MONITORING PROCESS 2009-10**

11.070      Considered                      Annual Reports from Schools on Monitoring, Quality Assurance and Enhancement of Programmes for academic session 2009-10. (Doc LTSC11/19/1)

11.071      Reported                      By the Chair, that the first two sections of the executive summary provided statements of confirmation of compliance with the programme monitoring process and listed the key themes emerging from the scrutiny of the individual reports received from Schools. The summary highlighted areas of good practice identified across Schools and these details would be published on the (Quality Office) website. The final section of the executive summary, as standard, provided a list of key areas identified by Schools for specific consideration by LTSC.

11.072      Discussion                      The points raised during the Sub-Committee's discussion included the

following:

IT infrastructure: An initial point of concern was the length of time taken at the start of class teaching to get logged on to lectern workstations and also the difficulties accessing personal network space (H drive) versus the local user access route. There were also some issues related to communication and in particular that some staff when accessing IT in teaching rooms and labs did not know how best to use the facilities available and similarly, staff were not always aware of the updated technology available to them. It was noted that the IT department had emailed Schools to request details of any IT related problems. Students highlighted that access to facilities continues to cause frustration, especially the lack of extended opening hours of labs with access to specialist software. Despite the concern, it was noted that health and safety issues may preclude full access provision. The Chair advised that the issues highlighted would be referred to the Chief Information Officer for attention.

Data: The provision of improved data remains an ongoing area of activity between the relevant central support departments and Schools.

Feedback: The Chair noted that the addendum to the agenda included a paper on module feedback and which would consider some of the issues identified in the annual report.

Academic Development Tutors: It was agreed the vital role that the ADTs are undertaking within Schools to support students and that this role should remain.

Communication gap between language of LTAS: It was acknowledged, in some areas, that a perceived 'private' language of learning and teaching existed and which led to some disconnect with staff not immersed in LTAS strategy and development. This was not a major issue of concern but noted that it should be the responsibility for the ADLTQ to translate and disseminate LTAS related 'language' across the School.

M-level module pass mark: The issue and application of a standard pass mark for M-level modules would be discussed by the Assessment Regulations Working Group.

Motivation of UG student and re-sit culture: The ADLTQ for SEBE advised members that the School was conducting an analysis of SEBE re-sit culture, and specifically the number of students that were moving direct to a re-sit (second) attempt and subsequently depending on this attempt to pass their module. It was noted that more than 50% of students did not achieve a pass on first diet. The analysis would also encompass issues related to assessment loading and student aspiration.

ISIS: The impact of the implementation of ISIS remains ongoing.

11.073 Resolved

That the IT issues be forwarded to the Chief Information Officer to address.

**(Action: AMK/JM)**

## **BLENDED LEARNING ROADMAP**

- 11.074 Considered A Blended Learning Roadmap from the Centre for Learning Enhancement and Academic Development (LEAD) outlining the key priorities and actions for blended learning over academic session 2011-12. (Doc LTSC11/21/1)
- 11.075 Reported By Mr Cox, Blended Learning Co-ordinator (LEAD), who attended the meeting to talk to the paper in the absence of Dr Creanor, that the Roadmap had been drawn up by the Centre for Learning Enhancement and Academic Development (LEAD) in consultation with Schools. The paper outlined the plans for blended learning over the 2011/12 session. At the time of writing the new Learning Technologists had taken up their posts in Schools and their role had been incorporated into some of the proposed actions points. The role of the Learning Technologist would be to support all blending learning activity in Schools and for those staff who had undertaken a more technical, as opposed to technologist, role in their past employment, an additional element of action to bring them fully up to speed would be facilitated by LEAD. A number of road shows had taken place in May to launch the updated GCULearn virtual learning environment and future activity would concentrate on new aspects and interactive elements including blogs, wikis, interactive video and clicker.
- 11.076 Discussion It was hoped that following their establishment in Schools, the Learning Development Centres (LDCs) would play an active role in disseminating GCULearn developments and best practice. It was noted that the Learning Technologists would be responsible for rolling out all blended learning initiatives across their School and would also co-ordinate staff development activity. Mr Cox confirmed that another series of road shows would be taking place and their focus would concentrate on other aspects of blended learning and extend beyond GCULearn. In addition a pilot would run exploring the use of mobile technologies.
- 11.077 Resolved That the Blended Learning Roadmap 2011/12 be approved.

#### **CALEDONIAN SCHOLARS AND ASSOCIATES INITIATIVE**

- 11.078 Considered An action plan from the Centre for Learning Enhancement and Academic Development for the further development of the Caledonian Scholars and Associates Initiative. (Doc LTSC11/22/1)
- 11.079 Reported By Ms Nimmo, Senior Lecturer (Professional Activities) (LEAD), who attended the meeting to talk to the paper in the absence of Dr Creanor, that following Senate endorsement of the report and approval of its recommendations at its meeting held on 17<sup>th</sup> June 2011, further development in the form of an action point for each recommendation had been taken forward. Building on the success of the initiative, a new senior scholar role would be introduced and would map to the HEA's UK Professional Standards Framework. Ms Nimmo updated members with the details of applications received in 2010/11 annual call and reported that these were all at the Scholar level and also team applications. The two key themes of enhancing student feedback and embedding blended learning formed the locus of the applications and two of the applications were submitted as cross-School collaborations.
- 11.080 Discussed There was some discussion around the issue of impact of the initiative

across the University. It was intended that one theme would be published on GCULearn to raise awareness and another potential area would be to encourage Scholars and Associates teams to work together but it was acknowledged that this could be harder to manage. The application form had also been revised to allow applicants to demonstrate the impact of their project. Members welcomed the introduction of the senior Scholar level.

11.081 Resolved That the Action Plan be approved.

#### **CITY OF GLASGOW COLLEGE LANGUAGES PROVISION: ANNUAL REPORT 2010-11**

11.082 Considered The annual report from the City of Glasgow College on the delivery of GCU languages modules during academic session 2010/11. (Doc LTSC11/27/1)

11.083 Reported By the Chair, that the collaboration between GCU and the City of Glasgow College for the delivery of languages modules had been extended twice and was now due to end in July 2012. Professor Hughes of the Glasgow School for Business and Society had recently concluded chairing a working group which had been set up at the request of APC to review languages provision and that the report and outcomes of the review would be considered through the committee cycle as appropriate. The agreement with the City of Glasgow College is now in its seventh academic session of delivery and student enrolments on languages modules in 2010/11 confirm an increase in numbers from 2009/10. Students again commended the language provision provided by the City of Glasgow College.

11.084 Resolved That the annual report for 2010/11 be noted and approved.

#### **NATIONAL STUDENT SURVEY 2011 – ANALYSIS OF RESULTS**

11.085 Considered The breakdown of the 2011 National Student Survey results examining trends in student satisfaction and areas of high and low satisfaction within GCU. (Doc LTSC11/28/1)

11.086 Reported By Mr Andrews, Student President, that the results for 2011 show a 1% point drop in overall student satisfaction from last year. A significant fall in satisfaction was recorded against organisation and management and from student comments linked to the academic year change and winter exam diet. It should be noted that scores as low as 25% were recorded in some areas.

11.087 Discussion The NSS is one of the key elements which informs league table performance. It is therefore key that any area recording low scores be improved. The ADsLTQ would note programmes in their Schools which are under-performing. Schools had been asked to produce subject area action plans in response to the survey for submission to the Policy and Planning Unit by mid-November.

11.088 Resolved That the report be noted.

#### **MODULE FEEDBACK**

11.089	Considered	The discontinuation of the University Module Feedback Questionnaire (Questback). (Doc LTSC11/35/1)
11.090	Reported	By the Chair, that the requests for student feedback via surveys and questionnaires across the University had significantly increased as evidenced by the Policy and Planning Unit with circa thirty-six separate requests recently for feedback. In relation to the Module Feedback Questionnaire (Questback), the response rate to date has never been above 30% and this was regarded as too low to provide a meaningful analysis of module delivery for module leaders and also the effort to administer the questionnaire. Given the overlap with other surveys including the NSS and Student Barometer, which will continue, other established mechanisms to obtain feedback on modules should be considered. It would be proposed that much of the current module feedback questions could be discussed at a Student Staff Consultative Group (SSCG) and that any issues of concern could be immediately acted on following the meeting.
11.091	Discussion	Student representatives expressed some concerns relying solely on the SSCGs. It was highlighted that this mechanism would allow for only a representative sample of student feedback based on the SSCG composition requirements. The importance of the student representative role would need to be strengthened. To ensure that all students were provided with the opportunity to feed back their comments on modules to representatives, email or GCULearn could be used. In some Schools such as the School of Health and Life Sciences, the configuration of the MFQ did not provide the opportunity for Module Leaders to ask specific questions more relevant to individual modules. There was a view that the MFQ did not actually provide any added value. Following the SSCG meeting, Module Leaders could provide direct feedback as it related to their module through GCULearn with details of the actions taken to address any issues raised. It would be hoped that this mechanism would provide a better opportunity for a more fluent dialogue. The Students' Association agreed that the 30% response rate was poor. In addition to some of the weaknesses identified that might undermine the proposal, if the SSCG route would be the way forward, then the election of student representatives to SSCGs across Schools would need to be timely to ensure GCUSA training for representatives could be completed.
11.092	Resolved	That the recommendations be noted and further consultation undertaken before the matter is considered by the Academic Policy Committee. <b>(Action: Chair)</b>

#### LTSC ANNUAL REPORT 2010-11

11.093	Considered	The Annual Report of the Learning and Teaching Sub-Committee for academic session 2010-11. (Doc LTSC11/23/1)
11.094	Discussion	That the future activities for the 2011/12 academic session would include the following: <ul style="list-style-type: none"> <li>– Follow up 'one year on' review of GCU London;</li> <li>– Review of GCU languages provision;</li> <li>– Realising the objectives of the Student Feedback Enhancement</li> </ul>

Implementation Plan;

- Any follow up activity associated with ELIR report, implications and outcomes in liaison with APC;
- Fulfilment of 2011-12 programme of activity of approval/re-approval and internal subject review;
- Review of the Assessment Regulations;
- Outputs of 21<sup>st</sup> Century Graduate Attributes Implementation Group.

11.095 Resolved That subject to the inclusion of the 2011/12 future activities, the annual report be approved for forwarding to APC.  
**(Action: AMK)**

11.096 Recommended (To APC): That the annual report for 2010/11 be approved.

#### **MSC GENERAL BUSINESS (GENERIC AWARD)**

11.097 Approved The introduction of a new generic Masters level final award titled MSc General Business for inclusion in the portfolio of the Glasgow School for Business and Society. (Doc LTSC11/24/1)

11.098 Reported By the Chair, that the provision of a generic Masters level final award has already been established in the School of Health and Life Sciences.

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

##### **BSc (Hons) Degrees in Built Environment and Engineering, Caledonian College of Engineering (Oman) (CCEO)**

11.099 Approved The report of the outcomes of the Programme Re-approval Panel Visit to the Caledonian College of Engineering Oman (CCEO) in May 2011 and Programme Team response to the recommendations of the Panel and indefinite approval from September 2011, subject to the University's normal arrangements for monitoring and review. (Doc LTSC11/25/1)

In recognition of the proposed revisions and restructuring of the current suite of BSc (Honours) Degrees in Built Environment or Engineering and to be considered and approved during 2011-12 for implementation in September 2012, and which will replace the current BSc (Honours) provision, the recommendation of approval outlined in the conclusions of the report (and Chair's sign-off sheet) be noted.

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

##### **Masters of Research (MRes) Framework**

11.100 Approved The report of the outcomes of the Programme Approval/Re-Approval Event for the Masters of Research (MRes) programme held 2 September 2011 and Programme Team response to the conclusions, requirements and recommendations of the Panel and limited approval of three academic sessions from October 2011 and subject to the normal monitoring processes of the University. (Doc LTSC11/26/1)

#### **OUTLINE FORWARD PROGRAMME OF APPROVAL AND RE-APPROVAL ACTIVITY FOR 2011-12**

11.101 Approved The outline Forward Programme of Approval and Re-approval for 2011-12 be approved, subject to confirmation and update of SEBE activity.

(Doc LTSC11/30/1)

It should be noted that the last meeting of LTSC for 2011/12 is scheduled for the 13<sup>th</sup> June 2012. Schools must ensure in liaison with the Governance and Academic Quality Unit the timely scheduling of all programme approval/re-approval events by no later than Friday 4 May 2012. This will allow sufficient time for post-event activity to be concluded and recommendation for approval (or not) to LTSC at its scheduled June 2012 meeting.

#### **EXTENSION OF PERIOD OF APPROVAL (SCHOOL OF HEALTH AND LIFE SCIENCES)**

- 11.102      Approved              The requests from the School of Health and Life Sciences for the extension of period of approval of the following awards:
- BSc/BSc (Hons)/Graduate Diploma/MSc Advancing Practice in Primary Care;  
BSc/BSc (Hons)/PgD Specialist Community Public Health Nursing: Public Health Nursing or Occupational Health Nursing;
  - MSc Healthcare Education/PgD Healthcare Education (Qualified Teacher – NMC).
- (Doc LTSC11/31/1)

#### **TERMINATION OF EXTERNAL ASSESSOR'S CONTRACT**

- 11.103      Approved              The early termination of contract of Professor George Stonehouse as External Assessor appointed to the MBA Assessment Board. (Doc LTSC11/32/1)
- 11.104      Resolved                That, as laid out in the Assessment Regulations, the Chair would write to the External Assessor informing him of the University's decision.  
**(Action: ASE)**

#### **BSC (HONS) BIOMEDICAL SCIENCE: FORMALISATION OF PART-TIME MODE OF DELIVERY**

- 11.105      Approved              The part-time mode of delivery of the BSc (Hons) Biomedical Science programme. (Doc LTSC11/34/1)

It should be noted that full consideration of all modes of delivery must be considered as part of the programme approval and re-approval process.

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

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

##### **PROGRAMME APPROVAL EVENT: BSC/BSC (HONS) PROPERTY MANAGEMENT AND VALUATION**

The conclusions, requirements and recommendations and the Programme Team's response to the Programme Re-Approval Event held on 15 March 2011 was considered and the BSc/BSc (Hons) Property Management and Valuation was placed in indefinite approval from August 2011, subject to the University's normal processes for monitoring and review.

## **COLLABORATION BETWEEN GCU AND THE INSTITUTE OF HEALTH SCIENCES OF THE MINISTRY OF HEALTH IN OMAN**

- i. The report and Programme Team's response to the conclusions from the paper-based approval process for the extension to the collaboration between GCU and the Institute of Health Sciences of the Ministry of Health in Oman, to introduce two honours level awards of BSc (Hons) Radiotherapy Studies and BSc (Hons) Medical Laboratory Sciences Studies was considered. The two additional programmes of BSc (Hons) Radiotherapy Studies and BSc (Hons) Medical Laboratory Sciences Studies were approved for a period of two years from September 2011, subject to the normal monitoring processes of the University. The approval for a period of two years is to align with the initial period of approval conferred on the BSc (Hons) Physiotherapy Studies (from September 2010) and Memorandum of Agreement between GCU and the Ministry of Health in Oman.
- ii. Approval of the following staff from the Institute of Health Sciences (IHS) of the Ministry of Health in Oman as Associate Lecturers of GCU in relation to the extension of the collaboration between GCU and the IHS (BSc (Hons) Radiotherapy Studies and BSc (Hons) Medical Laboratory Sciences Studies):

Houda Al-Kindi  
Salim Al Hashmi  
Mujtaba Al Lawati  
Hassan Sadek  
Hasnaa Al-Muslahi  
Asilah Al-Obeidani  
Asya Al-Lamki  
Khalid Al-Mahrooqi

### **ASSOCIATE LECTURERS**

- i. Approval of the following City of Glasgow College staff as Associate Lecturers of GCU for languages:

Birgit Hoffmann  
Katrin Uhlig  
Roseline Quin

Approval of the following as Associate Lecturers and/or Teaching Assistants of GCU for the BSc Railway Operations Management programme delivered in partnership between the Scottish Centre for Work Based Learning (Glasgow School for Business and Society) and the Institution of Railway Operators:

Toby Rackliff (Associate Lecturer)  
Robin Styles (Associate Lecturer)  
John Roffey (Teaching Assistant)  
Richard Lennon (Teaching Assistant)

- ii. Approval of the following as Associate Lecturer of GCU for the MSc Leadership and Management of Public Services programme delivered in partnership between the Scottish Centre for Work

Based Learning (Glasgow School for Business and Society) and  
North and South Lanarkshire Councils:

Allison Scott

#### **UPDATE ON THE REAL WORLD PROJECT**

11.107 Received The final four project reports on the Real WoRLD internal development grants funded in academic session 2010-11. (Doc LTSC11/29/1)

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

11.108 Received The confirmed minutes of the meeting of the Academic Policy Committee held on 25 May 2011. (Doc AP11/02/2)

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

11.109 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 LTSC11/33/1)