

Learning and Teaching Committee

Open Minutes

Date of meeting: **Wednesday, 15 October 2014**
 Duration of meeting: **1.30pm to 4.30pm**
 Location: **G5.05, High Wycombe Campus**

Attendance

Name	Faculty / Directorate	Category of membership
Shân Wareing	Vice Chancellor's Office	Ex-Officio
Marcus Wood	Academic Quality Directorate	Officer
Robert Coldwell	Learning and Teaching Directorate	Officer
Barbara Dexter	Learning and Teaching Directorate	Ex-officio
Julie Irwin	Learning and Teaching Directorate	Ex-officio
Simon Lee-Price	Learning and Teaching Directorate	Ex-officio
Steve Hoole	Learning and Teaching Directorate	Ex-officio
Ursula Crow	Library	Ex-officio
Ruth Hickmott	Applied Management & Law	Nominated by HoS 2014-2016
Allen Stroud	Media Production & Performance	Nominated by HoS 2013-2015
Ray Batchelor	Design, Craft & Visual Arts	Nominated by HoS 2013-2015
Lesley Bridges	Advanced Health Care	Nominated by HoS 2014-2016
Miriam Moir	Academic Quality Directorate	Co-opted
Annette Gimbert	Human Resources Directorate	Co-opted

Apologies

Name	Faculty / Directorate	Category of membership
Kath Dunn	Learning and Teaching Directorate	Ex-officio
Connor Baker	Students' Union	Ex-officio
Teresa Moore	N/A	Ex-officio

Karen Harrison-White	Pre-Qualifying Nursing & Vocational Health Care	Nominated by HoS 2013-2015
Paula Kavanagh	Aylesbury College	Appointed by Chair 2014-2016

Absent

Name	Faculty / Directorate	Category of membership
Richard Jones	Enterprise, Security, Resilience & Computing	Nominated by HoS 2014-2015
Sue Ledington	Social Sciences & Education	Nominated by HoS 2013-2015

Welcome / Apologies for absence

- 14.35 The Chair welcomed members to the Committee.
14.36 There were five apologies for absence as noted above.

Declaration of conflicts of interest

- 14.37 No conflicts were declared.

Minutes of previous meeting (7-May-2014)

- 14.38 The minutes were approved as an accurate record.

Matters arising from the minutes not appearing on the agenda

- 14.39 There were no further matters.

Status of actions from the previous meeting

- 14.40 It was noted that the action relating to minute 14.25 should read 4 February 2015, not 2014. The status of the actions was otherwise noted.

Chair's Actions taken since the previous meeting

- 14.41 No Chair's Actions had been taken since the previous meeting.

Membership and Terms of Reference (Paper LTC14.21)

- 14.42 The Committee reviewed the Terms of Reference and Membership. The Chair highlighted the newly created Academic Enhancement section within the Learning and Teaching Directorate, and noted the need for some committee business to sit across QEC, SEC and the LTC (for example NSS results, Module Evaluations), with the best fit being decided sensibly on a case by case basis.
- 14.43 It was noted that Ruth Hickmott has resigned from the University and will be replaced as School representative.

Chair's Report

- 14.44 The Chair thanked all members for the level of engagement and the breadth and quality of the papers brought to the Committee meetings. She confirmed that student recruitment for 2014/15 had held its market share, and the budget planning was unaffected.

- 14.45 The Chair noted the long, medium and short term plans for implementing changes stemming from the 2013/14 NSS Survey results:
- a) Long-term – Fundamental changes to support staff (two examples being creation of Academic Enhancement posts and iPads/training for academic staff)
 - b) Mid-term – Improved dialogue with third year students to highlight improvements and identify issues
 - c) Short-term – Identifying courses scoring below potential and identifying if this is to do with unrealistic expectations or a reflection on staffing/resources.

The Chair introduced the concept of a “Shadow Committee” to the L&T Committee. This followed discussions between the Chair, the Director of Learning and Teaching and the SU Vice President (Education and Welfare). The Shadow Committee would consist of student representatives and would receive all papers and verbal updates due to be heard at the L&T Committee, so the SU representative could highlight issues around each item and better represent the student body during meetings. Members of the Committee expressed concern that this would disenfranchise a number of students from part-time flexible programmes who already found it difficult to attend scheduled meetings. After discussion a trial was agreed. The Chair agreed to take the concept forward with a view that the first Shadow Committee would take place a week before the next L&T Committee, the latter scheduled for 4/2/2015.

Action: Chair

NSS Results (Paper LTC14.22)

- 14.46 The paper was introduced by the Academic Enhancement Manager, with particular emphasis placed firstly on the need for further investigation into the significance of the survey results, and secondly implementing a strategy for making improvements. The plan was identified as follows:
- a) Clarify the students understanding of particular questions
 - b) Identify course content that is or isn't working
 - c) Improve the sharing of best practice to assist underscoring courses achieve improvements.
- 14.47 A report would be brought back to the Committee 4/2/2015 with an analysis of the results from the qualitative comments, along with an update on developing (alongside course teams) themes for enhancement.

Action: Julie Irwin

DLHE Survey Results (Paper LTC14.23)

- 14.48 The paper was introduced by the Director of Learning and Teaching, with attention drawn to the fact that 92% of DMM graduates and 94% of S&H graduates from 2012-2013 were in either full time employment or further study at the time of the survey.
- 14.49 It was noted that the Information Hub could provide staff with more details of the metrics, and the Careers and Employability Service could provide advice and support to academics wishing to add relevant content to courses.
- 14.50 The Chair noted that, overall, the results showed an 8% improvement on previous years which should show improvement in the University's league table position.

Learning and Teaching Directorate Annual Report (Paper LTC14.24)

- 14.51 The paper was introduced by the Director of Learning and Teaching. The Committee members commented on the quality and scope of the work demonstrated, and also the usefulness of having a clearly produced document highlighting the Directorate's achievements, ongoing work and future goals.
- 14.52 One of the plans discussed was the Head of Careers proposal to work on HEAR (Higher Education Achievement Record) with potential use of e-portfolios, points/badging/ Linked-in endorsements.
- 14.53 Committee Members discussed the need for all departments within the University to better communicate achievements and plans, with the use of posters and infographics suggested as potential way forward. It was agreed that future reports would include a much greater emphasis on visual rather than textual material.

Learning Resources Expenditure Update (Paper LTC14.25)

- 14.54 The paper was introduced by the Learning and Resources Representative. It was noted that the funding was in line with the sector, but that usage of library resources remained below the sector average despite year on year improvements. Further analysis via SCONUL (the Society of College, National and University Libraries) was ongoing and would be presented at the next L&TC meeting, 4/2/2015.
- 14.55 Implementing methods of accessing and promoting resources were also to be investigated (including the potential use of Student Ambassadors and user friendly Apps). The Learning Resources representative (supported by Richard Jones, Julie Irwin and the Learning Technology Student Ambassadors) was asked to form a task and finish group to investigate potential integration of technology to increase the use and effectiveness of students accessing library resources.

Action: Ursula Crow

The Academic Enhancement Manager was separately asked to review how academic staff engage with such resources.

Action: Julie Irwin

- 14.56 The Chair noted the success of the 24/7 library opening times and Bucks Temps Quiet Patrol staff, and confirmed that the laptop loan scheme was soon to be available at both Campuses.

Module Feedback Review (Paper LTC14.26)

- 14.57 The paper was introduced by the Academic Enhancement Manager, who highlighted the need for further analysis of the feedback and the creation of principles to underpin consistent methods of evaluation and ways of sharing best practice.
- 14.58 The current two year schedule was endorsed, with the committee members noting that a shorter timeframe would be counterproductive.
- 14.59 The AQD representative noted that student feedback was a driver for Module Exception Reporting under Programme Review and asked for Module Boards to be integrated. It was emphasised that feedback from students must be used for the direct enhancement of modules and feedback reports should form part of the core material presented at Module Boards.

Draft CPD Framework (Paper LTC14.27)

- 14.60 The paper was introduced by the Director of Learning and Teaching, with a more extensive draft paper planned for the next committee meeting, final submission set for spring 2015, and to be operational by September 2015.
- 14.61 It was noted that as the framework was a work in progress the Director of L&T would welcome contributions, and was available to mentor staff through the process of applying for senior fellowship. The significant contributions from HR, the SU and Faculties were noted.

Technology Enhanced Learning Strategy (Paper LTC14.28)

- 14.62 The Chair introduced the paper, noting the strategy supports the blended learning that is currently being used throughout the University, whilst addressing the future online markets and long term vision and investment.
- 14.63 The Committee endorsed the strategy, and the suggestion that it should be an appendix to the Learning and Teaching Strategy. The Secretary agreed to update the strategy and submit it to Senate for formal approval of the changes.

Action: Secretary

Lecture Capture Systems and iPads for Academic Staff

- 14.64 The Open4Learning Representative gave a verbal update on Lecture Capture systems and iPad for Academics:
- a) The Committee members supported the recommendation for the lecture capture system/software *Camtasia relay*, and agreed that the chosen system should empower the tutors themselves to capture what they wanted and to, and to build on the current hardware e.g. iPads. Emphasis was placed on the need for the system to underpin: ongoing pedagogical research, assessment, cost and the concept of the 'flipped classroom'.
 - b) iPad training had been taken up successfully, with iPads being allocated after 100 members of staff had been through two training sessions each. 250 academic staff in total had signed up for the training. A survey would be conducted to analyse the success of the training and the use of the tablets. Ongoing training would be offered, and an App store created to share recommended software.
- 14.65 The Chair and the Director of Learning and Teaching thanked Steve Hoole and his team for the hard work that had gone into planning and implementing the above programmes. They asked him to keep the Committee updated with future progress on the project.

University Assessment Regulations: Update (Paper LTC14.29)

- 14.66 The paper was introduced by the AQD Representative, noting the project was a long term, wide reaching endeavour. The Committee broadly agreed with the principles outlined in the paper as they affected assessment and supported the way forward outlined, although they asked for more emphasis on the involvement of academic staff in Principle 1. The Committee asked for a further update on progress at the next meeting.

Action: Miriam Moir

Integrated approach to Assessment and Feedback (Paper LTC14.30)

- 14.67 The Chair introduced the paper which she had piloted at her previous institution. The approach aimed to eliminate bias in assessment and to take clear account of pedagogy through a clear focus on generic university-wide assessment and marking criteria. As a result of the pilot feedback had been speeded up and 'feedforward' enabled, issues relevant to questions in the NSS.
- 14.68 The members discussed the need for giving consistent feedback to students on different courses, whilst appreciating the extensive range of academic subjects. The existence of individual departmental criteria was noted.
- 14.69 The Academic Enhancement Manager was asked to collate examples of assessment criteria in place across the University and to conduct a detailed analysis. Feedback would be given at a subsequent 'town hall' meeting to which staff and student representatives would be invited. Finally a pilot area would be agreed. An update would be presented to the Committee in one year.

Action: Julie Irwin

HERD Update

- 14.70 An update was provided by The Director of Learning and Teaching. The first HERD meeting of 2014/15 took place on 18 September 2014, with 34 members in attendance. The initial meeting discussed the agenda for the year included bidding for ESEP funding and event-planning for the full HERD network and for cluster meetings.
- 14.71 A full schedule of events is to be completed, with a probable 3 HERD events and 28 cluster workshops during 2014-15. The full network ones will focus on 'Copyright & IPP'; 'Getting published'; 'Learning from REF'. 70 members of staff are now part of the HERD network.

Cite Them Right Online: Web-based referencing resource (Paper LTC14.31)

- 14.72 The paper was introduced by the Learning Development Unit Representative, who informed the members that support was required to assist establishing the resources.
- 14.73 Concern was expressed that AQD had recently prepared a new format of Programme Handbook which had been rolled out across the University in September and which referenced older LDU materials.
- 14.74 The Committee agreed that the Handbook would be updated for September 2015 while the LDU would liaise with AQD over an interim solution to ensure students were not penalised in the interim.

Action: Simon Lee-Price

Executive Summary: Academic Year Planning Group

- 14.75 The Planning Group had not met by this point; the item would be revisited at a later Committee meeting.

Executive Summary: Timetabling Group (Paper LTC14.32)

- 14.76 The paper was received, and the Chair noted the new systems had been implemented successfully. It was noted that Timetabling were seeking to ensure Wednesday teaching was completed by 12pm to enable students to travel to sporting fixtures.

Any Other Business

14.77 There was one item of any other business:

- a) The Academic Enhancement Manager highlighted the need for a clearer understanding and definition of the term 'Work Related Learning', especially in relation to validations. The Chair proposed working with AQD to look at currently used definitions and asked for a statement to be produced for the next meeting.

Action: Julie Irwin

Date of next meeting

14.78 The next meeting of the Committee will be at 2:00pm, 4 February 2015 in Room 3.07, Uxbridge Campus.