**PRESENT**

Prof. Graeme Reid Convener, Dean of Learning and Teaching  
Dr Philip Bailey School of Chemistry  
Dr Toby Bailey School of Mathematics  
Dr Bjoern Franke School of Informatics  
Professor Judy Hardy School of Physics & Astronomy  
Dr Linda Kirstein School of GeoSciences  
Ms Alex Laidlaw Head of Academic Affairs, CSE  
Dr Filipe Teixeira-Dias School of Engineering  
Prof. Maurice Gallagher School of Biological Sciences  

**IN ATTENDANCE**

Professor Siân Bayne Assistant Principal Digital Education (for item 6.1)  
Dr Ann Haley School of Biological Sciences Teaching Organisation  
Ms Angharad Jenkins Committee Secretary  
Ms Sheila Williams Director, Student Disability Service (for item 6.2)  
Professor Robin Wallace Dean, International (for item 6.3)  

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1. **APOLOGIES**

Apologies were received from Dr Antony Maciocia (Dean of Students), Gordon McDougall (Dean, QA), Mr Stephen Warrington (School of Engineering), Julian Vercruysse (Student Rep.).

Dr Filipe Teixeira-Dias was welcomed to the Committee, to represent the School of Engineering in Mr Warrington’s place.

2. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 21st February were approved as a correct record.

3. **MATTERS ARISING (and not elsewhere on the agenda)**

3.1 **Proposal for an amendment to the Assessment Regulations for the Award of Postgraduate Merit and Postgraduate Distinction (item 5.3 CLTC 16-17 2)**

Alex Laidlaw informed the Committee that the proposal had been sent to Academic Services and will be sent for review by the other two Colleges. Academic Services had advised that if the proposal proves controversial, it would be difficult to implement the proposed change in time for the 2017/18 session.

Action: Alex Laidlaw to update the Committee on progress at the next meeting.

4. **CONVENER’S COMMUNICATIONS**

4.1 **Lecture Capture**

The Convener updated the Committee on the appointment of a Policy Officer (Neil McCormack) in Information Services, who would be focusing initially on the development of a Lecture Capture Policy. Prof
Reid, Professor Judy Hardy and Ms Laidlaw had been invited to join Senate Learning and Teaching Committee’s Lecture Recording Policy Task Group. It was also noted that an overarching Lecture Recording Programme Board had been established to have oversight of this initiative; CSE would be represented on this Board by Prof Reid.

Action: Alex Laidlaw to provide the Committee with a list of teaching venues due to be included in the first phase of lecture capture rollout, in September 2017.

5. FOR DISCUSSION

None

6. TO RECEIVE

6.1 Presentation on University Learning Analytics Policy

Professor Siân Bayne, Assistant Principal Digital Education, introduced the background to the Learning Analytics Policy. Prof Bayne advised the Committee that Senate Learning and Teaching Committee’s Learning Analytics Task Group had been gathering feedback from meetings with Schools, Colleges and other stakeholders to inform the Policy. In addition, c. 600 responses had been received from students during focus groups and in response to a survey; the key concern noted by students was the personalisation of their data.

Prof Bayne stated that the Task Group was aiming to finalise the Policy by late May, prior to presentation to Senate Learning and Teaching Committee and Knowledge Strategy Committee shortly thereafter.

The Committee raised a number of general questions, which included:

- What kind of data would be collected, and how?
- How would data be shared with students?
- Would students be able to opt in and out of sharing their data?
- What was the rationale for the University’s proposed use of learning analytics?

In discussion, the Committee noted the following:

- It was difficult to know what might be possible without any specific examples of how learning analytics had been used elsewhere in the sector
- A cautious approach would be required when communicating information to students, to avoid negative messages (e.g. a student ranking lowest in a cohort) and any unanticipated changes to behaviour as a result
- There may be limited application for learning analytics due to it only being feasible on a large scale (e.g. on a programme with upwards of 100 students) and difficulty in tailoring it so that it can be used to enhance an individual rather than a collective experience
- A large amount of data on student activity was already available in Learn, but time and resource pressures meant this had not been analysed or used creatively to positively influence the student experience

Prof Bayne agreed to report the Committee’s feedback to the Task Group.

6.2 Presentation and discussion on Student Disability Service support for CSE students

Sheila Williams, Director of the Student Disability Service, provided the Committee with an overview of the Student Disability Service and its support of disabled students.

Ms Williams noted that around 10.3% of the student population was currently disclosing a disability, and that the increase in numbers of students disclosing a disability represented an increasing proportion of the total student population. Of these students, just under 50% had disclosed a specific learning disability.
Committee members noted that greater granularity in relation to the figures presented would be beneficial. Ms Williams agreed to circulate more detailed figures to Directors of Teaching following the meeting.

**Action:** Sheila Williams to circulate detailed statistics on students declaring disabilities.

During discussion, Ms Williams confirmed that SDS would like to examine the feasibility of certain adjustments with individual Schools, and agreed that it could be challenging to ensure adjustments are met when a student is taking courses in more than one School. Ms Williams agreed to circulate a list of possible learning adjustments to Schools, and encouraged Directors of Teaching to notify her of any discipline-specific issues likely to affect the successful implementation of specific adjustments.

**Action:** Sheila Williams to send Schools list of available adjustments.

The Committee noted that students sometimes misinterpreted the purpose of certain adjustments (e.g. outline of lecture notes, reading lists) and agreed that it would be good to review the wording in the policy to clarify what was meant by some adjustments.

It was suggested that it may be useful for a colleague from SDS/Student Systems to attend a meeting of the College’s Teaching Organisation Managers’ Forum to discuss operational matters in advance of the imminent incorporation of Learning Profiles within EUCLID.

**Action:** Alex Laidlaw to liaise with Sheila Williams regarding SDS attendance at the TO Forum.

**Presentation and discussion on College Internationalisation Policy**

Professor Robin Wallace, Dean International, summarised some of the recent work carried out by the College Internationalisation Group in the context of the College’s International Strategy and the University’s new Global Engagement Plan. This work included enhanced efforts to develop networks within Latin America and Asia.

The Committee discussed the evolving approach to internationalisation in Chinese higher education, including changes to the types of collaboration being sought by Chinese universities with the encouragement of the Chinese government. Concerns were expressed by the Committee in relation to the speed of developments and the increasing pressure to sign-off on agreements in very limited timeframes. This could mean that potential collaborations were receiving less scrutiny than would be ideal. In addition, the Committee noted the need for better communication between staff across the University involved in the development of such agreements.

It was recommended that this item (international developments/collaborations) become a standing item for the next 6 months.

**Action:** Professor Robin Wallace and Professor Philip Bailey to discuss the changing approach to international collaborations with Dr Nini Yang (Director of China office) and report back to CLTC at a later date.

7. **STANDING ITEMS**

7.1 **Report from Senate Learning and Teaching Committee**

**Online resource/reading lists**

Prof Reid reported that SLTC had recently discussed the use of online resource lists, noting that the current Talis Aspire resource list service would be replaced by the new Leganto service in May. The Leganto service would be publicly available from 5 June. Prof Phil Bailey advised the committee that Angela Laurins, Library Learning Services Manager, had attended the School of Chemistry’s recent Learning and Teaching Committee to give a well-received presentation on the resource lists service.
The Committee was supportive of the use of online resource lists to improve the student experience, and agreed to encourage uptake of the service in CSE.

**Code of Practice on Tutoring and Demonstrating**
SLTC had also discussed the review of the Code of Practice on Tutoring and Demonstrating. Although SLTC had endorsed the Code of Practice, the committee had offered the strong view that the Code’s contents should be policy rather than a Code of Practice.

**Research-Led Teaching**
Prof Reid reported that SLTC’s Research-Led Teaching Task Group had recently met for the first time; however, there were no significant outputs as yet.

### 7.2 Report from Senate Curriculum and Student Progression Committee
CSPC had met twice since the Committee had last met. Prof Reid and Ms Laidlaw reported the following:

#### March meeting:
**Semester 1 courses/mark ratification**
Senate CSPC strongly endorsed the requirement for exam boards to be held for semester 1 courses early in semester 2, to ensure that marks were ratified at the earliest opportunity. Colleges had been asked to ensure their Schools were compliant with this requirement for undergraduate courses; it was recognised that there were some resourcing obstacles preventing full compliance for postgraduate taught courses.

**Coursework extensions policy**
The College of Arts, Humanities and Social Sciences had reported significant logistical challenges experienced by its Schools in operating the new policy. Representatives from the Students’ Association had also raised concerns that the infrequency of Special Circumstances Committee meetings was resulting in unreasonable delays for students hoping to find out whether late penalties had been waived for extensions of longer than 7 days. Although CSPC did not approve any changes in advance of the April/May diet, a thorough examination of the policy’s implementation was planned for 17/18.

#### April meeting:
**2017/2018 Undergraduate and Postgraduate Degree Regulations**
CSPC’s April meeting was held electronically to discuss and approve the Degree Regulations for 2017/18. It was noted that there were no controversial changes to the updated Regulations.

### 7.3 Report from Senate and College Quality Assurance Committee
As the Dean QA had submitted his apologies, no report on Senate QAC was available.

**Group marking software**
Ms Laidlaw reported that Dr Ross Galloway had demonstrated marking software designed to facilitate group marking of assessed work at the recent College QAC meeting. This software that had been created in-house by the School of Physics and Astronomy, and was proving extremely popular amongst academic staff in the School. The Committee agreed that it would be useful to invite a representative from the School of Physics and Astronomy to a future meeting of CLTC to demonstrate the software.

**Action:** Secretary to arrange marking software demonstration for the May meeting.

### 8. Any Other Business
No items were raised.

### 9. Date of Next Meeting
Tuesday 23rd May 2017 Hodgson Room, 2.00 – 5.00pm, Weir Building