College of Science and Engineering
College Learning and Teaching Committee
Minutes of meeting held on 17th January 2017

PRESENT
Prof G Reid Convener, Dean of Learning and Teaching
Dr P Bailey School of Chemistry
Dr T Bailey School of Mathematics
Prof M Gallagher School of Biological Sciences
Dr B Franke School of Informatics
Dr Ross Galloway School of Physics & Astronomy
Prof Wyn Williams School of Geosciences
Mr S Warrington School of Engineering
Dr Gordon McDougall Dean of Quality Assurance

IN ATTENDANCE
Ms L Henderson Secretary
Ms A Laidlaw Head of Academic Affairs
Prof Lesley Yellowlees Head of College (for item 5.1)
Dr Bruce Nelson College Registrar (for item 5.1)
Ms Mhairi Leask Acting Head of Recruitment and Admissions (for item 5.1)
Prof S Rhind Assistant Principal (Assessment and feedback) (for item 6.1)

1. APOLOGIES

Apologies were received from Dr L Kirstein (GeoSciences), Prof J Hardy(Physics & Astronomy) and Dr A Maciocia Dean of Students

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 22nd November 2016 were approved as a correct record.

3. MATTERS ARISING NOT COVERED ELSEWHERE IN THE AGENDA (22.11.2016)

Review of Academic Criteria for the award of Ordinary Degree

An updated paper was presented. The committee agreed the new criteria, with one amendment.

The new criteria would apply to students who were unable to progress from Junior Honours to Senior Honours at the June diet 2016/17 for completion in academic year 2017/28.

Students currently registered on Ordinary degrees would be required to fulfil the award criteria as operational in the current academic year until they have completed their study/maximum examinations attempts.

4. CONVENER’S COMMUNICATIONS

University Learning and Teaching Strategy

The University Learning & Teaching Strategy document had now been finalised.
University Regulations for the use of Calculators in Examinations- confirmation of SCE College position

The University set out updated regulations for the use of calculators in examinations starting in this academic year. The Regulations now required the Board of Studies to approve the use of calculators and the models of calculators that can be used. This had not been well signposted which had caused a few issues prior to the December examinations. The College Office had issued instructions for that diet but agreement and clarity of practice is needed for the main diet.

It was agreed that it would not be helpful to have several different lists across the College as this would lead to confusion for students and the invigilators.

Action: Schools would consider the current College list at their next Board of Studies meetings. The approved lists would be submitted to the College Office AA section, who would collate the lists.

5 Discussion

5.1 Planning Priorities

The Head of College and the College Registrar joined the meeting for a discussion on planning issues. The discussion largely focussed on the demand on the teaching estate from increased student numbers, and stress on teaching administrations expected to deal with the increased numbers in parallel with the introduction of new systems/processes from the centre.

The Head of School confirmed that the College management had agreed to set ‘teaching’ will be one of the main focuses in the College's planning submission for the 2017 planning round. A major initiative will be the conversion of a significant portion of Murchison House (the previous British Geological Survey building) to student study/teaching space in time for academic year 2018/19.

The work of the development of the KB Nucleus was also advancing well and the ‘feasibility study’ had presented some very interesting and exciting ideas and possibilities. These plans included teaching space with flexibility built in to accommodate new and future pedagogical changes in teaching in future years and a wider range of catering facilities, shops, bars and sport areas. The development would take place on existing ‘brown sites’ and will preserve the current green spaces.

The College was also looking to have more detailed conversation with Schools during this and future planning rounds to manage the expansion of student numbers (up to 40% by 2025).

The College management stated that in future there would be efforts taken to adjust the balance of new academic: administrative staff to support the effective running of the Teaching Organisations. The College would therefore be willing to consider affordable requests for administrative staff. The College was also aware that there were developing issues with the capacity and numbers of highly skilled technical staff in Schools.

5.2 CL&TC agenda items for semester 2 academic session 2016/17

The Committee were asked to confirm the items and priority for committee consideration in semester 2. Committee members agreed the items as presented.
6. **Presentation**

6.1 **Presentation to update the committee on developments in assessment and feedback.**

Professor Rhind gave a presentation on the latest developments in assessment and feedback.

The implementation of a University wide deadline for return of Feedback has generally worked well, however some issues remain to be addressed. Timely response must be clearly linked with the quality of the feedback and the feedback should ideally be designed to provide guidance and suggestions to assist students to gain a deeper learning experience. It is noted that this will involve more development work with IAD, Schools etc. to educate the students on constructive use of feedback to advance their own learning.

This year, three research assistants are looking at the qualitative data from the recent NSS survey to see if any overarching trends could be identified. This is being carried out per School and the Schools will receive their findings in March.

7. **Standing Items**

**Senate Learning and Teaching**
No meeting had taken place since the last CL&TC meeting

**Senate Curriculum and Student Progression Committee**
The Senate Committee has approved the new Chemistry Degree structure.

**Report from Senate and College Quality Assurance Committee**

**Report from Dean of Students**
This item was deferred to the February meeting

8. **Any Other Business**

There was no business considered

9. **Date of Next Meeting**

21st February 2017

Programme Approval Meeting at 1.00pm (paper submission date 10th February)

CL&TC meeting at 2.00 pm.