College of Science and Engineering  
College Learning and Teaching Committee  
Minutes of meeting held on 19th January 2016

Present
Prof G Reid Convener, Dean of Learning and Teaching  
Dr P Bailey School of Chemistry  
Dr T Bailey School of Mathematics  
Ms J Candlish Head of Academic Affairs  
Dr M Gallagher School of Biological Sciences  
Prof J Hardy School of Physics & Astronomy  
Ms L Henderson Academic Affairs Officer  
Dr B Franke School of Informatics  
Dr G McDougall Dean of Quality Assurance  
Dr A Maciocia Dean of Students  
Mr S Warrington School of Engineering

Attending:  
Mrs L Archibald Secretary  
Prof L Yellowlees Item 5  
Dr B Nelson Item 5

1. **APOLOGIES**

Apologies were received from Prof W Williams (School of GeoSciences)

2. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 17th November 2015 were approved as a correct record, subject to minor amendments.

2.1 **MATTERS ARISING**

There were no matters arising

3. **CONVENERS REPORT**

**Special Circumstances**

- The Special Circumstances Task Group had produced an Interim Report which will be discussed at the CSPC. This report will also consider extensions to coursework and any impact this may have, a view on mental illness and medical certificates with a view to giving more clarity on documentation required in support of Special Circumstances. CSE’s guidance on what does and does not constitute special circumstances was thought to be extremely useful.

**Learning & Teaching**

- New Learning and Teaching pages on the web have been produced. These will highlight positive aspects of Learning and Teaching across the University.
SLICC

- It has been proposed that a second, much larger, pilot be launched. A paper has been produced for CSPC and if approved will be implemented quickly for students who may be interested in taking part over the Summer.

- The format of these will be very much like that of the previous year and it is hoped to have around 100 students taking part in this second pilot. These will consist of 10 credit courses, which would have to satisfy DTP requirements.

- During the first pilot, a relatively small number completed courses, compared to those who signed up.

- Running over Summer can be a problem as students often want a break from studies. Many students currently undertake placements that are not for credit. It should be emphasised to students that their CV will be enhanced by summer work whether or not it earns formal credit.

Student Representation

EUSA are currently undertaking a democracy review, considering how their democracy can be enhanced. Consideration is being given on whether they can have someone with a focus on Science and Engineering, perhaps part time. It was felt that Science & Engineering students, particularly at KB generally feel unrepresented.

4. PLANNING ROUND PRE-MEETING

Items for discussion were identified as:

- Student numbers
- Teaching estate and appropriate space
- Pastoral Care
- Monitoring Tier 4 Students
- Internationalisation Policy
- Visiting Students/Exchanges

5. PLANNING ROUND

The Committee considered issues and priorities for taught provision for the next planning round. The notes of this discussion are contained in the Appendix attached.

6. MSC FEE DEPOSIT PROPOSAL

Members were asked to consider a proposal from the School of Informatics regarding MSc fee deposits (Paper C)

It was noted
- The School of Informatics had been overwhelmed this year in week 1. While 180 students were expected, 300 students arrived, which put a great deal of pressure on the School to find Personal Tutors and allocate rooms.

- While the School does not wish to reduce numbers, a more accurate figure of expected students was necessary ahead of the start of induction week.

- The School of GeoSciences currently runs a system which requests a fee deposit for MSc students. An offer is sent to the student and when this is accepted, a deposit is required. This is seen as more of a ‘commitment’ and students may wish to withdraw at this stage. A refunds procedure may be considered in the event of withdrawal to avoid discouraging students.

- It is the School of Informatics intention to closely follow the existing model of GeoSciences. Finance and Student Fees would be consulted, along with Recruitment and Admissions.

The Committee generally supported this proposal, subject to defining administrative and financial processes. The School was asked to resubmit this proposal to a future College Learning and Teaching Committee for formal approval.

7. **TERMS OF REFERENCE**

Members were asked to approve the draft Terms of Reference for College Learning & Teaching Committee and Concessions Sub-Committee (Paper D – D2)

It was noted:

- The Terms of Reference have followed the format and content from Senate Committees in order to improve consistency across the Committees within College.

- Additional information has been added to the Terms for College Learning and Teaching Committee, including
  
  - the identification of a Deputy Convener (Dean of Students),
  - the quorum for meetings
  - establishing who the Committee reports to
  - clarification of sub-Committees

The Terms of Reference was AGREED by Committee, subject to some editorial amendments. Joy Candlish will update the document and provide a final copy to members.

- The Terms of Reference for Taught Programme Concessions Sub-Committee is separate from Postgraduate Research, which has alternative procedures.

- Changes and clarification to these Terms included
- Addition of the Dean of Students to the Committee
- quorum for decision making processes

The Terms of Reference was AGREED by Committee, subject to some editorial amendments and addition of the Dean of Students to the Committee membership. Joy Candlish will update the document and provide a final copy to members.

8. **ARRIVALS POLICY**

Members were asked to approve the draft Arrivals Policy for 2016/17 (Paper E)

It was noted:

- Confusion had occurred in the previous year with the interpretation of the Arrivals Policy. Some of the terminology and definitions have now been changed to avoid any misunderstandings.

- It is the intention that students should be in place and have met with their PT by the end of Friday in order to start studies on the first Monday. To simplify this, the timing has been changed from mid-day to 5.00 p.m. on Friday. Students who are unable to meet the 5.00 deadline will need to submit an application for late arrival as per the policy.

- Requests for arrival after the send of the second week of semester should now come to College with School support. Schools should agree a designated person (or team) who would refer these to the College.

- Students should be made aware that it is their responsibility to make up any lost studies due to late arrival and that this is not a basis for special circumstances. The draft policy should be amended to note that credit cannot be obtained for missed assessments that are scheduled prior to the student’s arrival.

This Policy was AGREED by Committee, with amendments noted above and with the suggestion that the Policy be amended to generic references to the period/weeks within a semester, and a table of specific dates, to avoid a new policy being developed each year.

**Action:** Joy Candlish to update Policy, liaise with Admissions and then final version to be circulated to Schools.

9. **SENATE COMMITTEES / WORKING GROUPS**

The Working Group considering Innovative Learning Week had sent their report to Senate Learning and Teaching which would meet this week.

The general tone of this Report is that Schools may schedule any kind of activity they wish during this week.

This issue would be discussed in more detail at the next College Learning and Teaching Committee in February.
10. **ANY OTHER BUSINESS**

**Flexibility in timing for changes to degree re-structuring**

- The School of Chemistry is preparing a change to one of their programmes, with industrial placements moving to the final year of studies.

- Clarification was needed as to what the limitations are on this change, given students are already enrolled on the degree and there has been advice that changes such as this cannot be imposed on students already enrolled. The result is potentially a 6 year lead-in time, which makes structural changes very difficult

- It was agreed it is possible to run the existing programme in parallel to the new one, to allow students the choice to remain in existing programme or moved to the new one.

- The prospectus will have a description of the new programme but programmes will need new titles and UCAS codes

- Although the sections of the programme will be moved around, the content will essentially not change.

**Action:** Lynda Henderson to prepare a summary for CLTC on the limitations on making programme changes.

**Misconducts / Disciplinary Issues**

It was noted that there had been a large rise in the number of Academic Misconduct cases and exam disciplinary issues reported compared with the previous year.

It was agreed that the College Academic Misconduct Officer should be invited to a future meeting of the College Learning and Teaching Committee to lead a discussion on issues and potential solutions.

**Action:** Lynda Henderson to arrange for statistics of both academic and exam misconduct cases to be provided to CLTC, and invite Heather McQueen (CAMO) to future CLTC meeting.

11. **DATE OF NEXT MEETING**

23 February 2016

13.00 Programme Approval Meeting
14.00 College Learning & Teaching Committee