1. **NEW PROGRAMMES/COURSES**

**School of Informatics** – New/Changed Courses (Paper 3)

Noted:
- A workload policy has been put in place describing 10 and 20 credit courses.

- All lecturers of 3rd year courses have been asked to put in paperwork to reapprove existing courses.

- Some 10 credit courses remain but coursework has been cut down and will contain more formative work.

- The School is seeking approval to change two courses from 10 to 20 credits.

- The subject of large practicals has been revisited in response to the TPR which suggested that these courses should contain more programming.

- The Machine Learning course incorporates a large programming element and approval was also sought to change this course from 10 to 20 credits.

- Approval was sought for a new course – Introduction to Modern Cryptography. This course contains material on computer security strategies which is currently very relevant and has received some interest.

- In general the School is hoping to re-establish some balance. While the unification of courses will reduce choice for students, it was felt that a great deal of variety still exists within the courses offered.
- The School will continue to monitor the situation and consider re-working courses for other years in the future.

The new courses and changes to existing courses were approved.

**School of Engineering** - BSc in Engineering Technology (Unaccredited Engineering Technology Degree) (**Paper 1**)

- This new degree is for students who fail more than 20 credits and are not able to achieve an accredited degree.

- The Unaccredited degree would only be available to final year BEng students who have failed 20 credits and who do not wish to return to resit for professional purposes.

The School of Engineering would send the College Office a list of programmes this degree would apply to.

The new BSc in Engineering Technology was **approved**.

**New Courses - (paper 2)**

The new courses were **approved**

**School of Mathematics** - New Courses

All new courses were **approved**

**School of GeoSciences** - New courses

Subject to a check to ensure the reading lists for Cape Town and Berlin were 'recommended', rather than required, the new courses were **approved**.

2. **APOLOGIES**

Apologies were received from Prof W Williams, School of GeoSciences and Dr G McDougall, Dean of QA.

3. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 23rd February were APPROVED.

3.1 **MATTERS ARISING**

**College concessions**

Meetings would be set up with the College Office and relevant staff in the remaining schools.

**Programme change guidelines.**

A meeting with Teaching Organisation staff would be held the next day and feedback will be gathered regarding programme changes and transfers.
Draft procedures would be brought to the CLTC meeting in September.

**Academic Misconduct**

The College Academic Misconduct Officer would be invited to address the Committee at the meeting on 24th May.

**Global Select**

Discussions are continuing with Admissions and RTC. A paper would be brought to the next meeting.

**Calculators and dictionaries**

The Regulations on calculators and dictionaries are currently being amended, which will allow dictionaries to be taken into examinations if this is permitted by the course organiser.

Concern was expressed regarding the checking and control of dictionaries to ensure no prohibited materials are brought into the examination hall.

The College Office would clarify the regulations and report back to the next meeting.

**Study Abroad**

Members were asked to consider what the College procedure should be for students on study abroad who do not wish to continue but may not have evidence for an interruption of studies.

It was noted:

- While CHSS favour permitting an interruption of studies, rather than withdrawal, the regulations regarding this are unclear.

- It was felt that little difficulty would be experienced where the School is able to put together an agreed curriculum which would allow a student to complete a semester and include assessment.

- In the event that a student returns from study abroad without permission and without documented justification, the situation is more complex.

- In these circumstances, a strong explicated narrative would be needed from the School, as part of a concession request to the College, in order to allow an interruption of studies.

**Arrivals Policy**

The updated draft policy had been tabled. A copy of policy had also been provided to Admissions for comment. It was noted:
- Any late arrival would require School support before College approval. The College Office would liaise with Schools to decide on a formal procedure for requests.

- It was agreed that the form currently used for Concessions would be utilised for late arrivals.

- Schools should provide a list of named contacts. All requests should be filtered through these contacts only.

- Where a School becomes aware of any possible issue which may affect student’s arrival time, the College Office should be advised as soon as possible.

- It could be incorrect to categorise all students within the same deadline and may depend on what impact late arrival would have on their studies.

- The University deadline for issuing of CAS is being worked towards but will have a knock-on effect to when offers are made.

- Bringing the date forward to the first date of semester may be more effective, Checks should be made to clarify when an offer to students becomes ‘binding’ (offer made, matriculated or in programme). Lynda Henderson would check this with Academic Services.

4. **CONVENERS REPORT**

   All items were covered elsewhere on the agenda

5. **CENTRE FOR SCIENCE EDUCATION**

   Judy Hardy tabled a paper and gave a verbal update on the activities of the Centre for Science Education.

   The current and planned activities included:

   i) Community Building
      - Teaching Development Workshops
      - Summer Studentship Scheme
      - CfSE Website

   ii) Learning & Teaching Enhancement
      - Digital Technology Fair
      - Laboratory Education
      - Online Resources

   iii) Online programmes and courses
      - MSc in Carbon Management
      - Sustainability
      - Learning Analytics
iv) Teaching Development & Education Research Projects

- Virtual Edinburgh
- Measuring & Supporting students self-regulated learning
- Supporting Higher Education to incorporate learning analytics (SHEILA)
- Learning Analytics Report Card
- Automated system for cognitive presence coding
- STACK (open-source system online assessment system for Mathematics)
- Conceptual understanding of Physics
- Ask, Answer, Assess : Peer Learning from student-generated content
- Learning Analytics in Chemistry (LACE)
- Development of Maths for Chemistry e-tutorials and resources
- A historical review of Chemistry A Level examination papers

It was noted that development of online programmes and courses within the College should be encouraged and a Forum for discussions on strategies would be beneficial.

Members with any thoughts or ideas should contact Judy Hardy.

6. **NEW STUDENT SURVEY RESULTS**

The New Student Survey Results (Paper B) was discussed by Committee. It was noted:

- Although the response rate to this Survey was relatively low, some useful themes have emerged.

- Students had highlighted the need for enhanced pre-arrival information.

- Although few students had taken advantage of the Induction to the Library from IS, those who had attended found it very beneficial. Schools should encourage students to take advantage of these events where possible.

- It was felt that Schools could provide more events in conjunction with the Disability Service. While Schools do organise such events, these are offered, rather than compulsory.

- The survey itself was considered to be very long. It was noted that only half of the students who began the survey completed all questions.

- Access to information and the ability to choose courses ahead of Freshers Week was highlighted. It was not known at which point students were permitted access to Learn pages and this access may not be possible.

- The University of Edinburgh are one of the few Universities who do not allow students to select courses before arrival. As there is a great deal of flexibility in our programmes with the inclusion of outside courses, pre-selection can be complex in terms of timetabling.
- A list of the most common and popular outside courses which could be given to students ahead of time would be helpful.

- Social events for students can be difficult with few venues large enough to accommodate such numbers, particularly during Freshers Week. Thought could be given to holding events for class members to meet each other at other times of the year.

- It was noted that student reviews on PATH are often very out of date and relate to a previous version of a course. The ability to remove the history would be beneficial. Schools should encourage current students to fill in these recommendations and reviews to give a better representation.

Members were asked to give a summary of any measures they intend to take as a result of this Survey. This will be discussed briefly at the next CLTC.

7. **Assessment in the College of Science & Engineering**

Members received an update on assessment in the College of Science and Engineering (Paper C) which had been sent to Charlie Jeffery. It was noted:

- Thought could be given to decreasing and discontinuing 10 point courses in pre-honours years, although this would limit the choice of courses.

- Some input from students/EUSA on this issue would be helpful and this could perhaps be raised at a meeting of Deans and student Representatives.

- Other than exams or coursework, transferrable skills and presentation skills could be considered.

The Review Group is still active and Members will be kept up to date with any developments.

Members were asked to continue taking this issue forward and report any updates at the next meeting of CLTC.

8. **PGT External Examiners Report**

This item would be presented at the meeting on 24th May 2016.

9. **Equality and Diversity**

Members received the EDMARC Report (Paper D) which was noted.

10. **Working Group Participation**
Following on from discussions with CHSS, it was noted that there did not appear to be any guidance or descriptor on the role of College Representative on working groups.

It is the expectation that the person would represent the College view and channel information and feedback between Committees.

It was agreed that a list of representatives on Working Groups should be set up. This List should also highlight which Committee should be reported to and point of contact in the College Office.

It was also agreed that a role descriptor/guidance be drafted in conjunction with Academic Services and presented to the Committee at a future meeting.

Members should advise the College Office of any new representatives so that the list can be maintained.

11. **COMMITTEES**

   **Senate Learning & Teaching Committee**

   The issue of GPAs had been discussed. The University has put the issue of providing GPAs as standard on hold for the time being. Should any student request GPAs, these can be provided ad hoc.

   **Special Circumstances Task Group**

   The new policy was approved and communicated recently.

   A uniform policy will be applied for extensions on late submission of work. One change is that the 5% per day reduction will be extended up to 7 days, which will allow for a 35% reduction before reducing to zero.

   This policy will be sent to Schools shortly for implementation in the next academic year.

   The issue of using Wednesday afternoons for teaching was discussed. However, more information was needed before making any decisions. A member of staff is currently undertaking modelling work and will seek ways to avoid Wednesday afternoon core teaching wherever possible.

   **Research Experience Committee**

   It was noted that a change has been made to the semester date for PGR students to 1st
Tier 4 Students

A fact sheet had been received regarding changes Tier 4 Immigration Status which will have some implications for the College. It was noted:

- Academic progression may be affected with students who wish to transfer back into a lesser degree (BSc to Ordinary, PhDs to MPhils)

- Engaging in business activities – this is becoming stricter with Tier 4 Students and Schools should be aware of the regulations regarding this.

The College Office was awaiting clarification on all issues from the International Office. An Information sheet with answers on common scenarios will also be provided to Members at the meeting in May.

13. Date of Next Meeting

24th May 2016
13.00 – Programme Approval Meeting
14.00 – College Learning and Teaching Committee