College of Science and Engineering
College Learning & Teaching Committee
Minutes of meeting held on 18th March 2008 at 2.00 p.m.

Present:
Dr N Hulton Convenor
Ms R Atherton School of Geosciences (on behalf of S Rigby)
Dr S Anderson School of Informatics
Dr S Bates School of Physics
Dr J Bond School of Biological Sciences
Dr T Bruce School of Engineering & Electronics
Dr J Byatt-Smith School of Mathematics
Prof R Fisher PGT Adviser
Ms L M Henderson Academic Affairs Officer
Dr J Martin Deputy Head of College
Dr M Paton School of Chemistry
Dr D Williams Head of Academic Affairs
Ms L Burns Minutes Secretary

1. APOLOGIES

Noted:
Apologies were received from Prof J Ansell, Dean of Undergraduates Studies HSS,
Dr S Rigby, School of Geosciences and Mr S Martin, Student Representative UG.

2. MINUTES OF PREVIOUS MEETING

Considered:
The minutes of the College Learning and Teaching Committee held on 19th February
2008 (Paper A)

Resolved:
The minutes of the meeting were approved as a correct record.

2.1 Matters Arising

Noted:
i) A spreadsheet containing details of ongoing committee action points had been
circulated to members. This would be further sorted to show only ongoing issues.

ii) EUCLID (Item 3). David Williams had compiled a list of concerns which had been
passed to Moira Stewart, EUCLID Project Team.

iii) Learning & Teaching Planning Session (Item 4) A paper would be considered by
CSMC at its next meeting. The Convenor would report back to the April meeting.

iv) Teachability (Item 5) A report would be sent to the University Teaching Working
Group which will meet again in June.

v) Special Circumstances (Item 7)
This paper had now gone to Academic Assessment Working Group. There
continued to be differences in the proposed approach between Colleges. Senatus
would reconsider this matter in June. Implementation would be for the next academic
session.
vi) PGT Questionnaire Data (Item 9)
A number of very useful responses had been received from DOTs on this issue. These examples had been passed to SPGSC, who were due to discuss this issue at its next meeting. This issue would be reported at the next meeting of the CL&TC in April. (ACTION DW)

3. INFORMATICS – QUINQUENNIAL REVIEW

Received: The Report on the Quinquennial Review of the School of Informatics and the School’s formal response to the Quinquennial Review. These reports had already been considered by the CSMG (Paper B).

Noted:
- The School had found the review to be beneficial in highlighting problems within the School
- The exercise had proven to be a good opportunity for the school to reflect and give focus for discussion across the different teams within the School
- The provision of Taught Masters programmes was going well with numbers strong and growing
- Issues had been identified within Research programmes
- Students should be encouraged to regard the Graduate School as their first point of contact
- A more uniform approach to the provision of service for students was required
- It was important to discourage the perception in some areas of the School that greatly extended timescales for the completion of PhDs was acceptable
- Firmer topic proposals and more scheduled development of project plans will be implemented to ensure that the work is achievable within the allowed timescale
- The priority should be the welfare of students making sure wherever possible work is completed on time with appropriate funding

Agreed:
CSMG had required the Secretary of the Panel to determine an Action Plan. It was proposed that an informal review of the situation would be held in 6 months time. A formal report would be given to both the CMSG and CL&TC in 12 months. This was agreed. (ACTION LH)

4. TAUGHT POSTGRADUATE RECRUITMENT

Received:
A presentation from Lorna Halliday, Recruitment and Admissions Manager, regarding the current status and future plan for taught postgraduate recruitment.

Noted:
- Important areas to be considered were:
  - What is the need for taught postgraduate recruitment
  - the need for ‘University Branding’
- At present the College is not capitalising on the potential fee income of taught postgraduate and international students
- There is a clear market demand for postgraduate taught programmes
- The University has failed to capitalise on the growth market while our comparator Universities appear to have developed greater choice and number of programmes.
- The College needs to have comprehensive recruitment strategies and clear operational plans for PG taught programmes
- The College should decide if it wishes to pursue the development of ‘renowned’ niche programmes or whether additional programme options should be provided.
- More attention should be given to the opportunities of distance learning and flexibility
- More emphasis should be put in place in Schools to encourage undergraduate students to continue their learning with the University.
- Consideration should be given to what interaction we have with industry and maximise those links. Industrial placements and recruitment should also be taken into account
- Market research is vitally important - full advantage should be taken of the Market Research Manager in Communications and Marketing
- Thought should be given to the title of a programme, making use where possible of current popular terminology.
- The branding of the University is an essential consideration.
- The University must deliver what is promised and meet expectations
- The recruitment messages should be a menu of statements, encapsulating key features such as career prospects, the University location and its excellence
- The power of ‘word of mouth’ should not be underestimated, for instance ‘blogging’ on web sites.
- PGT admissions centralisation: Admissions will come up with database for PGT programmes / training for staff and 1-2 years assistance & academic selectors. This will provide a faster turnaround, reduce the admin burden on TO in Schools and assist in the accurate collection of PGT statistics

5. **Employability / Careers and Curriculum**

**Received:** A presentation from Tina Allen and Ruth Donnelly from the Careers Service

**Employability**

**Noted:**
- Funding had been obtained to develop a strategy to allow all students to benefit from employability.
- The focus would be on employability with lifelong capabilities rather than employment.
- Students need be made more aware of the skills they are developing. They are being equipped for high personal and business achievement and given knowledge and personal attributes however many are not good at recognising their skills level.
- Attention should be given to the method of articulating these skills to others in such medium as CV and interviews. Assumptions cannot be made that a student simply becomes highly employable.
- The Employability Working Group has the remit of developing an Institutional Strategy and to develop a catalogue of ‘graduate attributes’ that the University expects all students to achieve. All developments must be sustainable.
- Career development learning is essential and students should be encouraged to gain vocational experience to help their overall University experience.
- A shared web portal could be implemented, mapping what is occurring employment-wise in schools.
**Careers and Curriculum.**

**Noted:**

- Pilot of years 1st and 2nd last year. It was very successful where the sessions were integrated with curriculum and the DOS had been encouraging and supportive.
- Expanded this year to include 3rd, 4th and 5th year
  The students had reported that the courses had fulfilled their expectations and had been useful
- This scheme needs the support of the schools to be really successful. Support of academics is needed to spur on students.
- There had been some problems with getting slots within timetables
- The students particularly appreciated sessions that had been tailored for their subject area
- More colleagues who would be willing to give curriculum time and integrate into courses were needed
- Publicity about the sessions by Schools has helped.
- The themes of reflection and articulation were similar with the work of the Learning & Teaching Strategy.
- The timing of the sessions were also very important as interviewing skills were just as important for students in second year looking to secure placements as it was to students in later years looking to secure future employment
- All the issues were equally important to postgraduate students and ways to extend this to PG should be sought. Currently the focus and the funding was directed to the development in the UG curriculum

6. NEW COURSES

**Considered**

New Courses to be approved (Paper C):

i) Chemistry - 7 new / replacement courses
ii) Mathematics – 6 new courses
iii) Engineering & Electronics – 18 new / replacement courses
iv) Informatics – 2 new courses
v) Physics – 12 new / replacement courses

**Resolved:**

i) All new courses were approved with the following regulation:

- Mathematics - Course Code U04251
  It was recommended that this course be given approval for a one year trial and then formally re-assessed by the Committee after that period.
  (ACTION DOT, MATHS)

ii) A report would be prepared on discussions on changes to the joint MSc Financial Mathematics programme with Heriot Watt. This would be given to the committee at its meeting in April (ACTION DOT, MATHS)

iii) It was agreed that a list of withdrawn or closed courses should be circulated by all Schools to Committee for information (ACTION LH)

iv) Members of the Committee were reminded that, where possible, papers should be circulated to the College Office at least one week before the meeting for collation purposes

7. PROGRAMMES
i) Chemistry
Considered:
New programme in MSc Materials Chemistry and MSc Medicinal and Biological Chemistry (Papers D1)

Resolved
These programmes were approved

ii) Geosciences
considered:
Proposal to close Geoscience MSc programmes (Paper D2):
- MSc (T) Remote Sensing and Image Processing
- MSc (R) Quantitative Earth Observation
- MSc (T) Geoscience and Remote Sensing

Resolved
The phased closure of these programmes was agreed and would be forwarded to SPGSC for consideration. (ACTION DW/LH)

iii) Informatics

Considered
New MSc specialism in Music Informatics

Noted:
The programme would give the opportunity of a degree with expertise in the creation of music/machine learning and AI or Informatics. This specialism will give the option of undertaking projects which could be a performing or composing project supporting by HSS as an alternative to a project based in the School of Informatics. The area of digital media was considered to be a growth area.

Resolved
The creation of this new specialism was agreed.
The College Office raised concerns over whether the current format of the DPT could accommodate such a specialism and the School was requested to review the current DPT accordingly. (ACTION DOT, INFORMATICS/LH)

8. COLLEGE STRUCTURE FOR QA

This item would be discussed at the next Learning & Teaching Committee on 22nd April

9. COLLEGE QUALITY ASSURANCE COMMITTEE

This item would be discussed at the next Learning & Teaching Committee on 22nd April

10. CONVENORS REPORT

Nothing to report.

11. ANY OTHER COMPETENT BUSINESS

i) Library Learning Resource Centre (LLRC)
- It was reported that design team, Austin Smith, had been appointed to work on this project would commence later in the week.

- The sub committee LLRC had asked that three Directors of Teaching should be recruited to represent Schools at this group. Interested members should e-mail John Martin as soon as possible (ACTION DOT)

12. **DATE OF NEXT MEETING**

    Tuesday 22\(^{nd}\) April 2008, Hodgson Room, Weir Building
    Confirmed change of date for May Meeting – 27\(^{th}\) May, Old Faculty Building