College of Science and Engineering
College Learning and Teaching Committee

Meeting to be held on Tuesday 20th November at 2.00 pm
in the Old Faculty Meeting Room, Kings Buildings
(The Old Faculty Building is the single story building opposite the multi-storey car park near Gate 1.
The entrance is opposite the entrance to the car park).

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING
   To approve: draft Minutes of the meeting of 23 October 2007 (Paper A)
   Matters Arising
   To consider: matters arising from the Minutes

3. REPORT ON LEARNING AND TEACHING STRATEGY PROJECT
   To receive: an oral report from Daniela Gachago (E-Learning Advisor) on current status and
   future activities, particularly the links with personal development planning.

4. TEACHABILITY
   To receive: A background note on Teachability (Paper B)
   To consider: Action Reports from Schools (Paper C1 - C7 - to follow)

5. COURSEWORK STICKERS FOR STUDENTS WITH SPECIFIC LEARNING DIFFICULTIES
   To report: Directors of Teaching should draw the attention of markers to the purpose of
   coursework stickers for students with specific learning difficulties. The marker should not
   adjust the marks because of the presence of a coursework sticker. A paper outlining the
   policy can be found at: http://www.aaps.ed.ac.uk/Committees/Senate/ugsc/20072008/
   20070926/PaperMCourseworkStickers.pdf

6. STRUCTURE OF BOARDS OF EXAMINERS
   To consider: Assessment Administration Working Group Guidance (Paper D1)
   College Proposals for Implementation (Paper D2 – to follow)

7. SPECIAL CIRCUMSTANCES
   To discuss: A paper from the Convenor (Paper E – to follow)

8. CHANGES TO COLLEGE ORDINARY DEGREE REGULATIONS
   To consider: proposals to amend College UG Regulations for Ordinary Degrees in
   Designated Disciplines (Paper F)
9. **NEW COURSES**

   **To Note** the following new course was approved by Nick Hulton on Convenor's action: (U03889) Sustainable Energy Group Design Project

   **To consider:** Courses to be approved: *(Paper G)*

10. **NEW PROGRAMMES**

    **To consider:** a new MSc in Carbon Management from the School of GeoSciences *(Paper H - to follow)*

11. **CONCESSIONS**

    **To consider:** reports from School representatives on the operation at School level of procedures for the award of concessions (for undergraduate and taught postgraduate students).

        [http://www.scieng.ed.ac.uk/Admin/Temp/Concessions.asp](http://www.scieng.ed.ac.uk/Admin/Temp/Concessions.asp)

12. **OFF CAMPUS EXAMINING POLICY**

    **To consider:** a proposal from Dr Stuart Anderson *(Paper I – to follow)*

13. **EUCLID**

    **To receive:** an oral report on relevant activities.

14. **Convenor’s Report**

    **To receive** An oral report from the Convenor of arising issues.

15. **ANY OTHER COMPETENT BUSINESS**

16. **DATE OF NEXT MEETING**

    Tuesday 22 January at 2.00 p.m. in the Hodgson Room, Weir Building