College of Science and Engineering  
College Learning & Teaching Committee  
Minutes of meeting held on 23 January 2014

Present
Prof G Reid Convener, Dean of Learning and Teaching  
Dr P Bailey School of Chemistry  
Dr T Bailey School of Mathematics  
Dr M Gallagher School of Biological Sciences  
Dr W Hossack School of Physics & Astronomy  
Dr G McDougall Dean of Quality Assurance  
Dr M Rovatsos School of Informatics  
Dr S Warrington School of Engineering  
Prof W Williams Head of Academic Affairs  

In attendance:  
Ms K Nicol Minutes Secretary

1. **APOLOGIES**  
   
   Apologies were received from Alan Murray (Dean of Students), Lynda Henderson (College Office) and James Ferguson (Lead Student Representative)

2. **MINUTES OF PREVIOUS MEETING**  
   
   The minutes of the meeting held on 19th November 2013 were approved subject to a minor amendment:

   Item 5 Innovative learning week, under Mathematics - ‘Owntool’ should read 'Zometool'

2.1 **MATTERS ARISING**

i) **Resits for visiting students**

   David Williams was awaiting the outcome from Curriculum Student Progression Committee (CSPC) and Ian Pirie on the issue of resits for visiting students. An update will be given to Committee when there is more news

   D Williams

ii) **TPR School of Geosciences**

   The School of GeoSciences had proposed the holding of a single TPR covering all UG and PGT programmes in the School. The Dean of Quality Assurance approved this suggestion

   Wyn Williams would contact Stephen Warrington to talk about
Engineering’s experience of having a single TPR for all UG and PGT programmes. GeoSciences were also encouraged to pursue this matter with Academic Services.

iii) Student Reassessments

This issue is being taken forward by a working group from CSPC.

iv) Learning Profiles

This item is ongoing and Lynda Henderson will report back in due course.

3. **CONVENER’S REPORT**

i) College review of appeals and complaints

Gordon McDougall reported on a College level review of appeals and complaints received in 2012/13. The rationale for the review was to see if there were any learning points for the College. It was noted that no complaints were received, 30 appeals were received of which 3 were upheld.

Key points –

- All upheld appeals and most the appeals that were not upheld concerned ‘information that was not available to the Board of Examiners for good reason,’ and most of these were late special circumstances cases.
- Gordon McDougall asked all Schools to review and strengthen where necessary their communications with students about the special circumstances procedure to drive home the message that these have to be submitted by the deadline.
- Noted that Academic Services encourages early resolution of appeals cases where possible – if it’s appropriate for a Board to reconvene they should do so.
- It was noted that most appeals were received by Informatics, particularly in the MSc cohort. Michael Rovatsos will take this back to the School and Gordon McDougall will arrange a meeting with the School to follow up on this.

Will Hossack suggested that it would be useful to have one point of contact in the School who is sent information about appeal cases. Graeme Reid and Gordon McDougall will recommend this to Dave Robinson, Academic Services.

ii) Structure of the academic year 2015/16
Graeme Reid reported that dates are soon to be confirmed by CSPC and it is likely that the year will start later than usual in 2015/16, leading to a compressed exam diet in December 2015. Solutions are being discussed at CSPC but Graeme Reid wanted to alert the committee to this now.

iii) Planning priorities from Curriculum and Student Progression and Learning and Teaching Committees

This is an opportunity for the committee to feed into the Senate Committees (CSPC and SLTC) planning process.

David Williams will circulate these to be discussed at the next CLTC meeting.

iv) Timetabling

Graeme Reid reported that the Project Board now has a parallel group which will continue after the project ends (summer 2014). The new group will look at longer term and additional needs beyond the life of the original project.

Graeme Reid is representing the College on the new parallel group and a second College representative is to be confirmed. Graeme Reid will continue to provide updates.

4. Planning Round Pre-Meeting

Items for discussion were identified as:

- Student numbers
- Teaching estate
- Assessment
- Recognition of teaching and related activities
- Study abroad
- Tutoring and demonstrating
- Timetabling
- Online / distance learning

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. Quality Assurance of MOOCs

David Williams noted that the paper from SQAC does not mention
College involvement in the approval process.

It was felt that there may be reputational risks if approval only takes place in the School: it was noted that previously approval has been done centrally, not at School level. David Williams noted that approval of MOOCs could be done outwith the usual Programme Approval meetings so that approval is not unnecessarily delayed by College.

Gordon McDougall will follow this up with SQAC.

It was queried whether there is an approval framework for MOOCs for Schools to use. David Williams confirmed that a template form has been developed.

7. **REPORTS FROM SENATE COMMITTEES/ WORKING GROUPS**

**Curriculum Student Progression Committee (CSPC)**

David Williams noted an item going to CSPC this Thursday on informing students of final aggregated summative assessment results.

The University is concerned about how students are informed of results, particularly final results, and whether they are getting appropriate support. David Williams and Graeme Reid are representing the College on a Working Group which has been formed to consider this issue.

A plan for 2014/15 is under development and Schools will be asked to put some measures in place in summer 2014. This will involve new software for uploading final results to Registry and a hotline for students when results are released.

There was some discussion of the importance of any new software working effectively. Student Systems have asked for a meeting with College and School representatives. It was thought important to have Teaching Organisation Administrators or appropriate administrative staff involved in this.

David Williams asked for volunteers to participate in a meeting with Systems staff. Will Hossack, Helen Hamer, Wyn Williams, Sarah McAllister and Laura Smith were suggested as School representatives and David Williams would forward these names to Student Services who will arrange the meeting.

It was generally felt that Student Support Officers were the most
suitable first contact for a hotline.

**Student Experience Project Group**

Graeme Reid reported this has now become a project board. Now that the project has reached halfway in its three-year funding period, the project board aims to identify deliverables for the remaining year and a half and seeking to ensure that successful outcomes were embedded into mainstream activities for the university. It was noted that student information points at KB remain an issue with some dissatisfaction over the current location of the desk.

8. **ANY OTHER BUSINESS**

**PCIM** - David Williams reported that a working group looking at course design and approval processes has been set up, as part of the Programme and Course Information Management project – he has circulated additional information by email. Academic and Administrative volunteers were requested. The working group will be active between January and June 2014, and it was agreed that the same person would not have to attend all meetings, as long as those who attended meetings passed on information effectively. Graeme Reid noted that he may have meeting dates – he will pass these to David Williams. Phil Bailey, Wyn Williams, and Toby Bailey said they would be willing to take part if their schedules allowed. David Williams will pass their names to Nichola Kett.

**Examples of Enhancements from Schools**

Phil Bailey reported that Peer-Assisted Learning groups have been set up in Chemistry, but there has been quite low attendance at meetings. Students have suggested via the Student-Staff Liaison Committee that they would like something like MathsBase. The School are somewhat concerned that this may not be something they should ask 4th year students to do, and asked for feedback from the rest of the committee. Some Schools involve PhD students and tutors in drop-in or other informal support sessions, but there were some queries about whether this undermines the ‘peer-support’ aspect. GeoSciences noted that they are building up an online peer support knowledge-base. Most Schools reported relatively low numbers taking up peer-support opportunities, and it was noted that some first year students have mentioned that having to come to King’s Buildings might be a disincentive.

**Sports clubs scheduling events in teaching time**

Some students have reported sports clubs scheduling events during teaching time. The committee were asked for their opinion: it was agreed that academic commitments take priority during teaching hours.
and Michael Rovatsos was asked to raise this with Head of the Sports Union, copying in Graeme Reid.

9. **DATE OF NEXT MEETING**

25th February
13.00 – Programme Approval
14.00 – College Learning and Teaching Committee