Present
Prof G Reid  Convener
Dr T Bailey  School of Mathematics
Dr M Gallagher  School of Biological Sciences
Ms L Henderson  Academic Affairs Officer
Dr W Hossack  School of Physics & Astronomy
Prof C Pulham  School of Chemistry
Prof A Murray  Dean of Students
Dr I Stark  School of Informatics
Dr S Warrington  School of Engineering
Dr D Williams  Head of Academic Affairs
Prof W Williams  School of GeoSciences

In attendance:
Mrs L Archibald  Minutes Secretary

ACTION

1. **APOLOGIES**

   Dr G McDougall (Dean of Quality Assurance)

2. **MINUTES OF PREVIOUS MEETING**

   The minutes of the meeting held on 16 October 2012 were approved as a correct record.

2.1 **Matters Arising**

   **Current Marking Guidelines**

   Schools were reminded to send a note of their current marking guidelines to the Convener.

   **External Examiners**

   Relevant extracts from the summary of External Examiners comments would be fed into the University Special Circumstances Working Group at its next meeting.

   **MSc Dissertation Leave of Absence**

   The new guidance regarding MSc Dissertation Leave of Absence would be incorporated into the College Website as soon as possible.

3. **Conveners Report**

   **Surveys**

   A meeting had been held recently with Dai Hounsell. Prof Hounsell is
currently leading a project with three other Russell Group Universities looking at feedback and assessment in specific disciplines.

The Schools of History and Biological Sciences are being analysed in Phase 1. A meeting would be held with David Leach next week and the Convener would report any developments to Committee.

Gordon McDougall is also currently involved in a project to set up an Institution-wide survey for non-final year undergraduate students (i.e. those not taking part in the NSS). Concern was expressed that this survey contained too many questions. As Dr McDougall was not present at this time, a brief verbal report would be given at the meeting in January.

**Estates**

The Darwin Learning & Teaching Cluster is currently designated study space. It should be noted that mid next year, this area will be modified to have a café.

It is important to note that from April part of this area will be closed to allow work to begin. Alternative access to the quiet area and downstairs level will be granted until the end of examination period. Schools have been asked to identify suitable alternative study space and the Convener would keep Committee up to date with developments.

Plans are underway for Biological Sciences lab space to be created in the ex-Robertson Library decant space in JCMB. The old JCMB Library will be developed as teaching space, a small teaching studio and other teaching rooms. JCMB will also be used during examinations.

**Learning and Teaching Enhancement Strategies**

As an outcome of ELIR, a School Learning and Teaching Enhancement Strategies Group lead by Ian Pirie has been developing a template for University and College strategies.

A volunteer School was sought from each College to act as a pilot. It is not envisaged that this will generate any extra work which would not be part of the normal School planning round.

The document received would be circulated to Members and any School willing to act as the pilot should contact him as soon as possible.

**Planning Round Meeting**

There will be a Planning Round Meeting to be held again on 22nd January as part of the scheduled College Learning and Teaching Committee with the Head of College and College Registrar. It was thought that this was an effective way of addressing any issues
Schools may have.

The College Learning and Teaching Committee would have a meeting directly before the Planning Meeting to identify any matters that we may wish to discuss and Members were also asked to give consideration to any issues they wish to raise.

4. **INTAKE NUMBERS**

Intake numbers for 2012 and the implications for future planning were considered. Peter Phillips, Deputy Director of Planning, Governance and Strategic Planning led the discussion on this issue.

It was noted:

- Concerns over intake, particularly in the longer term had been expressed. External obligations on the University this year led to many more students in particular areas.

- Funding Councils had allocated more places for STEM subjects which took away a certain amount of flexibility. Funded places must be filled in case of permanent elimination of these spaces. The University therefore is required to recruit as close to the amount of subsidised places as possible.

- Recruitment tends to be planned based on up-swing and down-swing and GASP would put together options in the next planning round to avoid problems for future intakes.

- Physical space remains a problem for all Schools in the College and double teaching should be avoided with staff already facing heavy workloads. Planning ahead of time for higher numbers was also crucial due to space constraints.

- Although numbers for Scottish Funding Council students are constant, often unexpected situations (such as the 200 extra STEM places this year) arise. Choices can be made on both numbers and fee levels for other markets the College wishes to explore.

- Fluctuations in numbers can give a poor impression to students with the possibility of inequality being noted in the level of quality of teaching given.

- The University was trying to increase other funding such as international students and online delivery to diversify income. It was hoped that the next planning round would encourage longer term forecasting for student numbers and teaching space.

5. **ASSESSMENT METHODS**

It would be useful to look at innovative assessment methods that are currently being carried out to give the opportunity to discuss best practice. Pressures have been experienced, particularly in the area of
A Taskgroup had been created, Chaired by Ian Pirie which would be reviewing learning methods and exploring alternative methods of assessment.

Brief discussions had been held at previous College Learning and Teaching Committee meetings which had been positive. However, the Committee needs to consider the academic aspects of looking at alternative means of assessment.

It was agreed that members should give examples and ideas on means of assessment within their School which may be of interest. This will be discussed fully at the next meeting.

6. **INNOVATIVE LEARNING WEEK**

Innovative Learning Week (ILW) was originally planned for three years with a review, currently being initiated, to assess its impact. ILW 2012 had limited success and it was hoped that experience gained from this would be useful to Schools in planning for the year ahead.

Members were reminded that a small amount of finance was available for Schools to aid with the organisation and running of events.

Professor Alan Murray was currently investigating the possibility of Staff/Student Conferences and the School of Biological Sciences had agreed to pilot this during ILW.

In addition to Innovative Learning Week, the School of Chemistry introduced a Consolidation Week this year where no formal teaching was arranged in week 8 of Semester 1. Colleagues were given the opportunity to catch up on any outstanding items and to carry out research collaborations. Many students used this time to attend interviews for industrial placements, complete lab reports or visit family.

This had been a very positive experience for both staff and students and overwhelming support had been received for a similar event next year.

The Convener asked that the School of Chemistry forward their report on Consolidation Week to Committee for information.

7. **RESEARCHER AND POSTGRADUATE DEVELOPMENT FUNDING**

Schools had been given a budget and indicative figures of how these funds may be used. Schools are not obliged to use the indicative figures between PGR and PGT as specified.

As fairly small amounts of money are involved, the opportunity to create a College-level initiative by pooling these funds may be considered.

It was agreed that this item would be discussed in greater detail,
including Professor Murray, once Schools have had a chance to consider their budgets in more detail.

8. **College Level Student Concessions**

   Received: Updated College Procedures

   It is intended that these four papers will streamline and give more clarity to the College student concession procedures

   **Paper 1: Operation of Devolved Authority**
   - This is a technical document listing sections where procedures are devolved to College with links to particular policy documents. This should be used a reference document and provide the regulatory authority routes for College procedures

   **Paper 2 : Devolved Academic Administration Roles**
   - This paper provides some details about the authority in Schools and responsibilities.
   - It should be noted that this involves roles rather than job titles and it is not intended that this be prescriptive in how Schools operate. The purpose is to be clear who has authority for concessions and to assist Heads of Schools to ensure roles are covered.

   **Paper 3 : Revised remit of CLTC Sub-Committee**
   - Paper amended to reflect the revised procedure regarding Ordinary and General Degree progression.

   **Paper 4: College Concession Form**
   - It was felt that the current College procedure regarding concessions required a more formal procedure regarding evidence and paperwork which will be considered.
   - Any concessions for an individual student must now use the Concession Form and only the case on the form and documentation received will be considered. The decision will be made on the basis of this evidence and not deferred for further paperwork. If further evidence is available at a later time, the form and all paperwork must be resubmitted.

9. **Recording of Absences During Examinations**

   It was noted that differences in practice exist between Schools for cases where students submit coursework but do not attend examinations.

   While some Schools give a course mark, including zero for examination, others give an absent for the whole mark.

   It was thought that some consistency was necessary and clarity on this issue should be sought from Registry. David Williams would contact Registry and report back to Committee as soon as possible.
10. **UPDATES FROM UNIVERSITY COMMITTEES**

   **College Student Progression Committee (CSPC)**

   Several proposed Massive Online Open Courses (MOOCS) were discussed at this meeting and concern was expressed that these would not be subject to normal course approval and quality assurance procedures.

   6 MOOCs will be running across the University (2 in each College) from January.

   A paper on principles of moderation for taught courses was considered. It was felt that this did not reflect the good practice across the University and was referred back for further consideration.

   A paper regarding MSc progression issues had been issued to CSPC. Wider discussion was required on this paper and a Working Group had been set up involving David Williams. A report would be given at the next meeting of CLTC.

   **Senate Learning and Teaching Committee**

   Concerns were expressed regarding the recording of lectures.

   Guidance from Records Management confirmed that students recording lectures without permission, while impolite, was not committing an offence. An offence would only be committed where the recording was published or disseminated.

11. **ANY OTHER BUSINESS**

   Business Studies Rebrand

   It was noted that programmes titled ‘Business Studies’ would now be rebranded as ‘Business’ e.g. Mathematics and Business

12. **DATE OF NEXT MEETING**

   22\(^{nd}\) January
   13.00 – College Learning & Teaching Committee
   15.00 – Planning Meeting