College of Science and Engineering
College Learning & Teaching Committee
Minutes of meeting held on 27th March 2012 at 2.00 p.m..

Present
Prof S Bates               Convener
Dr T Bailey             School of Mathematics
Dr W Hossack        School of Physics & Astronomy
Ms L M Henderson  Academic Affairs Officer
Prof G Reid          School of Biological Sciences
Mr K Kantor         Student Representative
Mr K Nicol          IS User Services (for W Kerr)
Prof C Pulham      School of Chemistry
Mr M Shaw           Student Representative
Prof M Summerfield School of GeoSciences
Dr S Warrington    School of Engineering
Dr D Williams       Head of Academic Affairs

In attendance:
Mrs L Archibald    Minutes Secretary

1.1 APOLOGIES

Apologies were received from W Kerr (IS User Services Division), G McDougall (Dean of Quality Assurance),

2. MINUTES OF PREVIOUS MEETING

The minutes of the meetings held on 21st February were approved, subject to minor amendments.

2.1 Matters arising

2.1 Training and Support for Tutors
An IAD Working Group had been set up to address this issue which would meet within the next few weeks. The Convener would report to the next meeting.

9. AOB – RUK
This matter had been raised at the CSMC.

3. CONVENERS REPORT
Postgraduate Taught experience Survey (PTES)

Members would already be aware that the response rate to this survey was below 20%. While it was appreciated that there were problems with the length and timing of this survey, Schools were asked to encourage people to make every effort to participate.

The closing date of this Survey is mid June.

Distance Education Initiative

Schools had received e-mails from the DEI Steering Group inviting proposals for Option 2 bids.

Schools can apply for a small amount of funding (up to £50k) which can be used to pump-prime longer-term research effort/staff time. It is the expectation that a fuller bid will then be proposed. Any initial funding advance will be taken from the total amount granted.

The Schools of Informatics and Chemistry were currently working on proposals but there was no limit on how many Schools can apply for these. First-time proposals would also be given priority.

It would be helpful, for both those Schools who have firm proposals and those considering a bid, to have Committee input. Schools who wish to participate should put forward their proposal to be considered at the CLTC meeting in April.

SACS/EUCLID

The Convener had been approached by Bruce Johnson from SACS who would like to contact DoTs and TOAs regarding SACS and EUCLID developments.

It was proposed that a presentation be given which covered IT related teaching, EUCLID and other teaching, student and curriculum related systems around the University and any issues arising.

The planned date for this was 24\textsuperscript{th} April at 1.00 p.m. This would begin with an open session and run onto the general CLTC meeting at 2.00 pm. This would be confirmed next week.

If any member has a suitable room available for this session, please contact the College Office as soon as possible.

Clickers

The preferential partnership agreement with this supplier ends on 31\textsuperscript{st} July and it is envisaged that clickers may be difficult to source after that date. A move to a mobile alternative was not possible at this time.
In the meantime, 300 more clickers have been ordered from the supplier and it was thought that this stock should be adequate for some time.

**Personal Tutors**

*Baseline Data*

The SSIG were currently gathering baseline data. Members should again encourage students to respond to this questionnaire.

Some interesting and useful comments had been received through the free-text boxes and indications are that students are satisfied with services on the whole.

Schools may wish to introduce their own bench-marks to compare in the future to measure progress.

TOAs and members of the SSWG who are registered with the Bristol Online Survey will already be able to view the data collected. Other members of staff who wish to have access to this data should contact the Convener.

*Job Descriptions*

The deadline for job descriptions was still end March. One School had already submitted a job description and this had been graded as expected. The turnaround for the Job Review Group was 6 days in this instance.

*IT Tools*

SSWG had received a paper regarding IT tools which had been prepared mainly as a discussion document. It was unclear precisely what IT developments are envisaged at present but would be discussed in greater details at the next meeting.

In the interim period, a note facility for meetings with students (not sensitive information) and the scheduling of meetings would be developed within EUCLID. There were no automated cross-school reporting facilities.

This resource was intended for Schools who did not currently have any facility for this purpose and Schools may use their own online systems if preferred.

*School Implementation Plans*

The SSIG have requested School Implementation Plans. The purpose of this request is to give an indication of how systems are being implemented differently across schools.
The Convener would e-mail members of the SSWG and TOAs shortly to ask them to forward a new School Plan (1 or 2 pages) by 1st May.

4 **NATIONAL STUDENT SURVEY**

Received:

Presentation from Paul Bennett, Academic Lead (Surveys and Consultancy) Higher Education Academy on enhancing NSS assessment and feedback.

Noted:

- An additional question has been introduced to the NSS Questionnaire regarding student union satisfaction

- A new PGT NSS questionnaire may be introduced;

- 8 items from the NSS will be included in Key Information Sets;

- Widgets on course home page will include 9 data items, which may include NSS feedback;

- NSS data may be best used to compare with other like institutions;

- Comparison of data across Schools is thought less useful, due to diverse range of practices;

- Benchmarking within institutions is useful, although more detailed analysis is needed;

- Investigation is needed into the student interpretation of questions;

- The involvement of students and student-led investigative working groups is needed to consider possible solutions;

- Reports will be published by end of May which includes a report for each of the 65 disciplines for question 22 by anonymous institution;

- Universities will be able to see a subject breakdown to JACS level 3 but unable to view by individual student;

- The introduction of prospective pages including widgets will be in use as a pilot from September 2012 and then formally from 2013;

- Irene Bruce from Registry will be reporting to the CSMC regarding KIS and it is hoped that Schools will be able to view their KIS mock-up in May.
INNOVATIVE LEARNING WEEK

Received:

Presentation from Shelagh Green and Steve Norman, Careers Service, regarding post Innovative Learning Week and employability issues, copy of handout filed with the minutes.

Noted:

Employability

- Careers support and employability is increasingly important in the University;

- Information (via HESA) regarding the destination of University leavers, salary, destination etc, is grouped into those seeking work, those in employment and those in graduate employment;

- As the information is gathered on a particular census date, students who are intending to take up a job in the near future were often reported as still 'seeking employment'; it was thought that 6 months after graduation may be a little early to gather this information;

- There is variability in the data between years for individual Schools; some areas are vulnerable to large changes because of small numbers, others because of the nature of the employment market in that discipline; a comparison with similar Universities would be useful;

- Thought needs to be given as to how the College can accelerate the position of a graduate for employment; the current initiative in Student Support is an opportunity to embed employability issues from the start of a student’s academic career; Personal Tutors can have an important role in this (e.g. in group meetings) but will need to call on other professional services in the University, such as the Careers Service;

- Development and Alumni have a new mentoring programme which would allow the University to identify previous students who may be willing to give presentations regarding employability.

Innovative Learning Week (ILW)

- Many Schools had made a considerable effort to devise interesting activities and engage students, although attendance at some events had been disappointing;

- A fairly high proportion of students who signed up electronically for events did not attend; and a large number of students had appeared to view ILW as time to catch up on studies;

- Careers and employer-led events were fairly well attended; it was
suggested that scheduling Careers Service events at the beginning rather than the end of the week would be preferable; Innovative Learning Week should be used as ‘an’ opportunity to utilise the Careers Services, rather than the ‘only’ opportunity;

- The placement of ILW in the middle of semester was not thought to be the ideal time;

- Schools should give early consideration to plans for ILW 2013 as it was important that this was not viewed as a ‘repeat’; it was suggested that a centrally organised campaign for ILW with a theme, perhaps of an interdisciplinary cross-College nature, might be simpler to resource.

- There appears to be a worrying culture amongst many students of a lack of engagement with activities unless they are assessed.

6. **SUMMER 2012 DEVELOPMENTS AT KB**

   Received:

   Paper regarding Library and study space developments at KB in Summer 2012 (Paper B)

   Noted:

   - Building work on KB Library will be finished in early June for occupation in mid August;
   - Staged redevelopment works were planned for KB Centre;
   - Ongoing developments continue at the Darwin Library upper floor, which will be re-branded as a ‘Learning and Teaching Cluster’;
   - Schools may wish to send an e-mail round to students promoting these space developments as a positive long-term move. It was hoped this would head-off any potential problems with perceived ‘removal of community space’.

7. **CONSIDERATION OF CONCESSIONS / APPEALS**

   Received: Report of Student Academic Appeals 2010/11 (Paper C)

   Noted:

   - Science and Engineering has a fairly good record in terms of the proportion of appeals upheld;
   - 80% of appeals had been withdrawn before consideration
- It was thought that a ‘common sense guide’ similar to the guidance issued for special circumstances should be prepared.

Agreed:

David Williams would prepare a guidance note for the consideration of appeals which would be issued to Schools.

Concessions

Noted:

- Information given to the Concessions Sub-Committee was often not strong or complete enough to make considered decisions;

- A group of appropriate volunteers was sought to form a working group to address this issue and set up proper guidance for Schools.

Agreed:

Committee members would contact Lynda Henderson with the names of possible working group members.

8. **REPORTS FROM SENATE COMMITTEES**

**Curriculum and Student Progression Committee (CSPG)**

Noted

- A presentation was received from Jeff Hayward on Open Education practices, covering future possibilities of incorporating online courses, from here or elsewhere, into the curriculum;

- Enhancing student support was discussed and the need for changes in terminology in Regulations, Policy Documents etc.;

- BSc General : the College proposal to withdraw BSc General from 2012/13 was approved;

- Working Group on Withdrawal and Exclusion: The draft policy was supported. Minor changes will be incorporated and put to the next CSPC meeting.

**Senate Quality Assurance Committee (SQAC)**

Noted

- The Complaints procedure has now been divided from Appeals. Some changes had also been made to the complaints guidance and
the procedure simplified.

Senate Learning and Teaching Committee (SLTC)

Noted

– Senate held a discussion on data protection issues, raising awareness of the dangers of using e-mail to transmit unencrypted marks, loss of laptops etc.;

- A new draft Strategic Plan was available online. Committee members were invited to view this document and filter any comments through the Convener.

9. **ANY OTHER BUSINESS**

**MSc in System Level Integration**

Noted:

- This was a collaborative MSc between the University of Edinburgh, three other Scottish Universities and the Institute for System Level Integration (ISLI). The programme has been closed to new students since 2010.

- The University has been informed that ISLI will close. Heriot Watt have currently taken over administration of the programme which will conclude when the last student leaves at the end of next year when the remaining students have finished their studies;

- This arrangement may require an extension to the Memorandum of Agreement to cover this period.

**New Courses**

- Several new courses were currently awaiting Level 2 approval. Members were asked to view these through EUCLID and give comments/approval to the College Office as soon as possible.

20. **Date of Next Meeting**

Programme Approval - 3rd April @ 1.00
CLTC – 24th April @ 14.00 (this time may change)