1. APOLOGIES

Apologies were received from Alan Murray (Dean of Students), Lynda Henderson (College Office), Gordon McDougall (Dean of Quality Assurance).

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 21st January 2014 were approved.

2.1 Matters Arising

- **Resits for visiting students**

  David Williams is to write a paper for the next meeting of CSPC and will report back to Committee with the outcome.  
  
  D Williams

- **Appeals**

  The Convener has spoken to Dave Robinson regarding appeals. The suggestion of a single contact point within Schools to manage appeals has been taken on board.

- **Timetabling**

  A new body has been established to consider the future of academic timetabling. This group will meet on Friday 28th February and the College will be represented by Judy Hardy and Nick Hulton. The main task of this group will be to further develop and refine the current project into the next planning round. Members should advise...
on any priorities within their School.

- **Quality Assurance of MOOCS**

  The Dean of Quality Assurance will raise this with SQAC to request the guidance be amended.  
  
  **G McDougall**

- **Sports Clubs Scheduling Events**

  Michael Rovatsos will raise this issue with the Head of the Sports Union.  
  
  **M Rovatsos**

3. **CONVENERS REPORT**

- **Survey Response Rates**

  Data is being received on response rates. Schools must continue to ensure that action is being taken on any issues to enhance the future outcomes.

- **Employability Strategy Group**

  Johanna Holtan is currently on part-time secondment from EUSA to the IAD working on 3rd Space Project. This project will specifically focus on supporting students who will embark on a year abroad. A pilot scheme has been put in place this year to draw on the experiences of students who have returned from a year abroad. Talks will be given to students about their experiences abroad and it is hoped that this will facilitate the transition and overcome some of the common problems that occur during that year.

- **IAD Training Courses**

  IAD have expressed disappointment with uptake of places on courses and it was suggested that Members encourage staff in their School to take part in these. IAD are visiting Schools at present to address any training needs and Schools were asked to give thought to any requirements or ideas for these events. Consideration could also be given to organising joint or cross-School events.

- **Principal’s Teaching Award Scheme**

  Schools were reminded that the deadline for these is March 25th. Staff with potential projects should be encouraged to apply for these.

- **Curriculum for Excellence**

  Enhancement events associated with Curriculum for Excellence are
planned with the first in Edinburgh on 14\textsuperscript{th} March. Members attending these events were encouraged to report to the Committee on their experience.

- **DEI Funding**

Members were reminded that the deadline for DEI funding is 28\textsuperscript{th} April.

- **Partners in Assessment and Feedback**

A meeting of this group would be held on 3\textsuperscript{rd} April. While several people from this College were attending, not all Schools were represented. It was important that the College has wide representation at this meeting and Members may contact The Convener to confirm staff attendance.

- **Gather Festival**

This event has been designed particularly for international students during the last week of teaching to increase community development. A recent ‘Chemical Cultures’ evening, focussing on food had proved very popular.

- **Enhancement Theme**

A one day Annual Conference is planned on 12\textsuperscript{th} June at Riccarton and details are on the Enhancement web pages. The conference in 2015 will be an international event which Ian Pirie will be organising. Ian is keen to encourage papers to be submitted from Edinburgh colleagues.

- **Assessment**

The Head of College has stressed the need to reduce our dependence on written examinations. Work is ongoing through LEAF and it is hoped this will continue to advance our understanding and enable a coherent approach to changing assessment patterns.

- **Industrial Action**

Members should be aware that the UCU has announced a marking boycott from 28\textsuperscript{th} April. It is not known at present whether this action will present significant problems although Schools should be conscious of this situation and prepare as much as possible in advance.

4. **FUTURE OF ELECTRONIC VOTING SYSTEMS AT EDINBURGH**
The Committee considered a paper regarding the future of electronic voting systems at Edinburgh (Paper B)

Noted:

- The current clicker system is becoming obsolete with hardware reaching the end of its lifecycle. Therefore an alternative system must be considered should the College wish to continue the use of this technology.
- While the Committee cannot make a decision on a financial commitment, Members were asked to provide an academic argument for any required system.
- While it was thought to be advantageous for students to switch to their own devices, such as Smartphones, contingencies should be put in place for students who do not have, or do not wish to use, their own equipment. It would be necessary in any case to have a reserve supply of ‘clicker’ type handsets.
- The existence of the University’s free wifi should be promoted to encourage students to use their own devices and support can be put in place for connection eduroam and any necessary software.
- In terms of using a web site, practicalities such as large amounts of students logging into a website at the same time should be fully investigated. An app design may prove a quicker process and it should be borne in mind that a separate pin number would be required for every session.
- The route of implementing only new software would not be possible as this would not be compatible with the current handsets.
- A hybrid method was thought to be the best way forward as this would give the flexibility required.
- New hardware would have to be investigated for its compatibility with assistive technologies.
- The introduction of software would require an ongoing annual cost for licensing (institutional or site). Enquiries would be made with Senatus Learning and Teaching to ascertain whether this would be a University issue.

Agreed

- The Convener would contact the College Registrar to discuss funding for the purchase of handsets. Handsets should be purchased in moderation as a gradual move-over to other devices is likely.
- It is a priority that the procurement of a new system and its implementation should be in place for the next academic year.
- It would be advantageous to organise a project board or representative group to take this matter forward. This should comprise of staff who are familiar with the current system.
- Wesley Kerr would contact Directors of Teaching to seek nominations
5. **ASSESSMENT COMMUNICATION AND STORAGE OF MARKS**

Committee considered School procedures and arrangements to offer support to students following communication of final assessment results (Paper C)

Noted

- The University has developed a policy of how students’ final marks are communicated. This policy has been agreed by the CSPC and will be implemented for May/June for students’ final degree results.
- Guidance will be amended from course/programme and include marks, progression and classification.
- It is essential that all Schools have a policy in place regarding the upload and communication of marks.
- The more significant points are given below:

1. The EUCLID system will be the only way students can be informed of their final marks. Any unofficial notification (such as through PTs or meetings) is not permitted.
2. The original paper suggested the notification of failed students in advance of the rest of the cohort. This has been deemed unfeasible so is no longer required. Students who are not performing well in their studies should, as a matter of procedure, be forewarned by their Personal Tutor and understand their situation well in advance.
3. Schools must provide a document outlining how they will support students who are concerned or upset at their results and wish to discuss this in person. University guidance on the content of such a document will be provided. While Schools will provide static information on the web, they are also required to have a person(s) available for students to talk to when the results are issued.

   Schools must have a ‘live person helpline’ and thought should be given to who will perform this task, what support they might give and what options are available to students in the event of failure.

- The policy will come into effect this year and applies only to final degree outcomes. The full policy will be applied next year and it is the intention to apply this for all course marks.
- Guidance will be available from the Working Group who are developing templates, guidance and wording for Schools to communicate to students.
- Schools should give thought to their intended policy and report to the next meeting of College Learning and Teaching Committee.
6. **STUDENT ENGAGEMENT AND ATTENDANCE POLICY**

Members considered the draft Student Engagement and Attendance Policy (Paper D)

Noted:

- This draft University policy aims to put in place a system whereby all Tier 4 students have 10 contacts per year.
- The new policy is driven by the International Office and is compliance orientated but will also be of benefit to support and pastoral care for all students.
- There will be a firmer requirement for 10 contacts throughout the year and a greater emphasis on the evidencing of attendance and engagement. - Academic Registry currently run 3 census points for Tier 4 students and will expand these points to 5. This will leave engagement points for Schools to identify and the draft document outlines examples of points that Schools may wish to choose.
- Schools are now asked to produce a statement of how the recording of these points will be implemented.
- David Williams will be meeting with Teaching Organisation Administrators next week to discuss any practicalities.
- While it was thought that this new procedure may prove time consuming for the Teaching Office, it is the intention to include an additional tab on EUCLID identifying a student’s visa status which will provide assistance
- This procedure will come into effect at the start of the new academic year, so it was important that School procedures are in place well in advance.

7. **TEST OF ENGLISH AT MATRICULATION**

Members received a verbal report on Testing of English at Matriculation (TEAM Testing).

Noted

- Schools had been asked whether they felt that the current TEAM testing system was working well. The general consensus was that these courses were very valuable and were popular with students.
- It was noted that Schools themselves are not advised which students are required to take these tests. David Williams would raise this matter with the Admissions Office.
- It should also be noted that ELTC who arrange TEAM Testing often do not send results to the most appropriate people in Schools. The results were also thought to be in an unhelpful format which does not
clearly identify outcomes.
- For the coming year, the College would endeavour to improve the communications process with ELTC. The College would review any new systems at the end of the year to assess whether these have been successful.

8. **COLLEGE LEARNING AND TEACHING PRIORITIES**

Senate Learning and Teaching Priorities (Paper E)

- A paper was received from Senate summarising current priorities for Learning and Teaching.
- All Colleges have been asked to feed back any issues they consider priorities to be included in these activities.
- The LEAF project has been included in the Senate paper and the College would like to see this extended to all other Schools within Science and Engineering.
- Members were asked to contribute suggestions for any activities they feel are essential. The closing date for information to Senate is 7th March 2014.

Curriculum and Student Progression (Paper F)

- This document has outlined a possible review of the principles of assessment.
- If this review is undertaken, it would be important to have an input from the College, particularly bearing in mind the variation between Schools.
- Members should feed any thoughts or suggestions to the Convener. The closing date for any feedback to CSPC is 10th March 2014

9. **COLLEGE LEARNING AND TEACHING STRATEGY**

Members considered the College Learning and Teaching Strategy (Paper G)

- This document had not been reviewed for some time and thought should be given to re-evaluation of this Strategy.

- It was the Conveners intention to re-draft this document to be considered at the next College Learning and Teaching Committee.

- Members were asked to give comments on deficiencies of the current Strategy and any refinements that should be made to the Convener within the next week.
CSPC

– The Academic Year dates have now been fixed for 2015/16 with the revision week being reduced to 3 days. While it is accepted that this situation is not ideal, it was thought to be the most reasonable solution.
- This new information is available on the University website and it was important that this be actively communicated within Schools.
- It was felt that there should be a general review of the academic year as learning hours in semester 1 were below SCQF expectations.
- A Working Group regarding the process of setting up the examination timetable would meet as soon as possible and Members would be kept up to date with any developments.

Learning and Teaching Committee

- A discussion on Learning and Teaching Roles has suggested that the University have a description of the role of Director of Teaching but this was not felt to be worthwhile at this time.
- The Grade Point Average (GPA) Project has used an algorithm to look at historical data. Work is continuing on this and Members would be advised of any developments.

Assessment Regulations Review Meeting

- The Assessment Regulations Review was raised and it has been proposed that students should be entitled to three resits, rather than allowed a maximum
- Differences exist in the progression processes of Colleges within the University with the College of Science & Engineering allowing for expert academic judgement. Ian Pirie would like to explore if there could be greater consistency between Colleges and clearer guidance on when students can repeat a year.
- It was thought that Ian Pirie should be invited to attend a future College Learning and Teaching Committee to discuss this issue.

Credit for Study Abroad Task group (CSAT)

– Phil Bailey, Kristel Torokoff and Tom Bruce are representing the College on this task group.
- It has been suggested that role descriptors be implemented for International Exchange Co-ordinators, Personal Tutors and Programme Directors and how they interact.
- It was thought that some clarification was needed, particularly in reporting lines for Exchange Co-ordinators.
- CSAT will report to the Curriculum and Student Progression
Committee.

Global citizens programme group

– This group is progressing with focus on single-semester placements.
- Many Schools wish to advance to a full-year route and would set up pre and post placement programmes.
- It is intended that a member of staff be seconded to take this matter forward.

11. Any other business

Teaching Spaces

- Concern was expressed over the withdrawal of rooms within JCMB with very little communication to Schools. Contingency plans had to be put in place at short notice and many rooms were found to be locked.

- Problems are being experienced generally with the availability of appropriate spaces at required times. Tutorial rooms may be too small or large and may not have necessary equipment available. In addition, the room booking system is extremely unreliable with bookings often disappearing.

- Susan Cooper is representing the College on this issue and it would be useful to have input from all Schools to avoid a repetition of problems next year. Bruce Nelson has also contacted Scott Rosie to review timetabling issues.

Innovative Learning Week

- A review of Innovative Learning Week was due to be conducted although the date of this review was unclear.
- It was important that Schools are advised as soon as possible whether this Week will continue or be withdrawn in order to plan schedules.
- The Convener would report back with any information as soon as possible.

12. Date of Next Meeting
25th March 2014

G Reid