Present
Prof G Reid          Convener, Dean of Learning and Teaching
Dr P Bailey         School of Chemistry
Dr M Gallagher      School of Biological Sciences
Ms L Henderson       Academic Affairs Officer
Dr W Hossack        School of Physics & Astronomy
Dr A Maciocia       School of Mathematics
Dr M Rovatsos       School of Informatics
Dr S Warrington     School of Engineering
Dr D Williams       Head of Academic Affairs
Prof W Williams     School of GeoSciences

In attendance:
Linda Archibald     Secretary

1. APOLOGIES

Apologies were received from Alan Murray (Dean of Students), Gordon McDougall (Dean of QA) and Toby Bailey (School of Mathematics)

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 25th March were approved.

2.1 Matters Arising

There were no matters arising not covered elsewhere on the agenda

3. CONVENERS REPORT

Leading Enhancement in Assessment and Feedback (LEAF)

Three Schools from the University had been involved in this project, including the School of Biological Sciences.

An Edinburgh Workshop had taken place which had been well attended by staff including honours programme and course organisers.

The Workshop formed various focus groups, considering issues such as feedback. Suggestions on how things could be improved had been collected and some ideas will be implemented.

A meeting would be held in Glasgow on 13th June with other participating institutions where information can be shared. This will also give the opportunity to identify any issues which are unique to Edinburgh.

It was hoped that this project could be expanded to other Schools if funding is available.
Clickers

A recent meeting convened by Mark Wetton had suggested that the College proceed with the proposal of students using their own devices with a supply of units for those unable or unwilling to use their own.

Although no progress has been made on the procurement side, it is likely that the College will take this route and the Head of College is happy with this solution in the short term. In the event that other Colleges also wish to implement this system, a centralised service would be explored.

Some investment may be needed in terms of financial hardship so students may use or chose their own tablets in a similar way to calculators. The University may also be able to source reasonably priced units for this purpose.

As the current clicker handsets are no longer supported, a new system needs to be in place as soon as possible. The Convener would advise members when a proposal is received from Mark Wetton.

Assessment software pilots

Some members had attended a demonstration of TAG software for ‘Adaptive Comparative Judgement, ‘Red Pen’ which allows the marking of scripts and another called ‘Live Assess’.

It was thought that these pieces of software were excellent tools and easy to use.

The Assistant Principal for Learning and Development was keen to organise some pilot schemes and Schools were welcome to try these systems out. A list of different options were available from the website at: www.tagassessment.com

4. Regulations and New Policies

Members had received a document on proposed changes to degree regulations and assessment regulations (Paper B). It was noted:

- The changes to Regulation 30-32 were highlighted. The Convener of CSPC was keen to make progression procedures more unified across the University. Where previously less than 120 credits would fall into the ‘failure to make adequate progress’ category, this now states that if a student has 80 credits, they are entitled to progress to 2nd year. From second year 200 credits entitles a student to move to 3rd year.

- The criteria for core and compulsory courses still remain, although these would have to be specified in the programme handbook. Handbooks can be website based, rather than printed and an appendix may be employed.

- It was recommended that Schools have Progression Boards that make progression decisions each year.
- It was noted where students had experienced difficulties with their studies and it was considered not in their best interest to progress, students should be given assistance and advice to ensure they are aware of all options available to them.

- A meeting to discuss both Progression Boards and the interpretation of this regulation would be extremely helpful. David Williams would contact members to set up a meeting of relevant staff in late June.

- Amendments to Regulation 34 were highlighted. Where additional level 7 and 8 courses were taken, they would not count towards academic progression.

- More information was needed on this Regulation to clarify if flexibility is allowed and whether it is possible to distinguish additional courses that may be used. This flexibility was important for some Schools within the College.

- David Williams would contact the CSPC regarding Regulation 34 and ask for more discussion.

A number of issues were highlighted in the Taught Assessment Regulations

- Regulation 16 states that examinations will not be scheduled during winter or spring vacations.

- Regulation 24 has a significant change in that a maximum of 4 attempts are permitted. This would incorporate a first attempt and entitlement to a maximum of 3 resits.

- While the number of resits permitted will ultimately be the decision of the progression board, it was possible that confusion could be caused by the use of the word 'entitled' in this regulation. It was thought that the phrasing should be clarified.

- Regulation 43 has now been amended in light of the new policy regarding the publication of results. Further amendments were likely to be made to this regulation in the following year and this would be discussed at the Resit & Progression Meeting in late June.

- Changes to a paragraph in Regulation 52 deals with the issue of pass or fail. Concern was expressed over the final sentence regarding a 40% pass mark. David Williams would seek to clarify this regulation and advise at the meeting in June.

- Student attendance, engagement and monitoring have also been considered and guidelines have been agreed for Tier 4 students.

- A policy is also being developed by the International office for all students. Concern has been expressed regarding the practical elements of this, highlighting that many contact points already exist throughout the year for all students.
- The requirement that MOOCs be approved by Boards of Studies has also been included in updated Regulations

5. **PROGRAMME AND COURSE INFORMATION MANAGEMENT PROJECT**

**Project Proposal**

This project has been proceeding in consultation with Colleges and members had received the draft paper (paper C) for general approval or comments. It was noted

- A system will be put in place which will replace the current DRPS, although the transition timeline is not known at present.
- More fields will be available, including more optional user defined fields.
- A 'golden copy' will be held at University level and School handbooks will be linked to this.
- It was thought there may be some overlap with items which are included in handbooks which should be ironed out.

**Timelines of New Programmes**

Revised time schedules were needed for College Programme Approval meetings to coordinate with various University deadlines.

The preparation of programme proposals and their set-up require longer lead times to allow proper review by Committee Members and the consideration and resolve of any issues.

Volunteers were sought to assist in the creation of a timeline document for new programmes. Consideration would also be given to procedures on the setting up of programmes and new courses.

The Director of Teaching from Informatics would nominate an administrator and any other volunteers should contact Lynda Henderson as soon as possible.

M Rovatsos

6. **ESES SURVEY**

Schools had now received the outcome of this Survey.

Members were asked to generate a School response in the region of 1 or 2 pages. Consideration should be given to what the overall messages are, what areas are successful and improvements that could be made.

A further breakdown of the survey by year and subject area would be very useful and David Williams would investigate this.

Responses should be returned to the Convener as soon as possible to allow the sharing of information between Schools.
7. **REPORTS FROM SENATE COMMITTEES**

**CSPC**

Among the items discussed were:
- PCIM
- student attendance, engagement and monitoring
- assessment regulations
- assessment and resits
- MOOCs

The College and Schools will be consulted on these proposals during the year:
- the possibility of ending zero credit courses
- the issues of having an MSc with merit as well as distinction

**SLTC**

This Committee had not met since the last meeting of CLTC.

8. **ANY OTHER BUSINESS**

**Curriculum for Excellence**

A Seminar had taken place in Glasgow for SQA on Curriculum for Excellence.

This event had been very useful and had reassured attendees that, although student qualifications may be different, no major curriculum changes were envisaged.

Views had been sought on the impact the CFE would have on Schools, although no appraisal can be made until the exact curriculum changes are known.

It is likely that criteria for student offers will be altered and more information will be distributed to Schools when available.

**Innovative Learning Week**

A draft report has now been completed. These events will take place next year but the long-term future of Innovative Learning Week is still uncertain.

**Director of Teaching – Physics and Astronomy**

Dr Judy Hardy will be taking over from Will Hossack as Director of Teaching. Dr Hardy will shadow Dr Hossack from September and take over formally in January 2015.