

UNIVERSITY OF ABERDEEN

UNIVERSITY COMMITTEE ON TEACHING AND LEARNING

**Minutes of the meeting held on 24 October 2003**

Present: Dr JG Roberts (Convener), Professor G Burgess, Ms J Duncan, Mr J Dunphy, Professor JH Farrington, Ms C Macaslan, Mrs H Jennings (*vice* Professor BD MacGregor), Mrs D McKenzie-Skene, Professor M Player, Professor AA Rodger and Mrs L Stephen with Professor S Bruce, Mrs J Wootten and Ms B Madill (*vice* Dr D Comber), Professor MA Cotter, Mr D Donaldson, Mr JLA Madden, Mr G Pryor, Ms M Rea, Dr N Spedding, Dr G Walkden, Dr T Webb and Dr G Mackintosh (Clerk) in attendance

Apologies for absence were received from Dr WF Long, Professor DW Urwin, Mrs KM Fowler, Ms D McDowall and Professor C Secombes

1. The Convener opened the meeting by welcoming new members. He informed members that the membership for the October meeting had been retained as for 2002/03 but would be reviewed once the College Directors of Teaching and Learning were appointed.

**MINUTES**

2. The Committee approved the Minutes of 23 May 2003.  
(*copy filed as UCTL/241003/446*)

**MATTERS ARISING**

- 3.1 In regard to minute 598.9, it was noted that the appeal route for a student wishing to appeal against failure to achieve a pass TAM mark would be to the Senate Undergraduate Academic Appeals Committee. Such an appeal could only be made on procedural grounds. The appellant would be permitted to sit any end-of-course assessment pending the outcome of an appeal.
- 3.2 In regard to minute 601.3, it was noted that the Students' Association had still to prepare leaflets for students giving advice on how to appeal or submit a complaint.  
**Action: JD**
- 3.3 In regard to minute 601.5, it was noted that the Guidance Note on 'Payment of Expenses Incurred by a Successful Appellant or Complainant' had been revised to take account of the status of distance learning students.
- 3.4 In regard to minute 601.6, it was noted that the Policy Documents and Guidance Notes had been discussed with the AAUT. Following this meeting, a number of issues had been discussed with Human Resources. The documents were now being passed to the AAUT and other University Unions to allow consultation with members with a view to the finalised documents being brought to the December UCTL.
- 3.5 In regard to minute 606.3, it was noted that the Undergraduate Programme Committees would be invited to consider the issue of compliance of Designated and non-Honours degrees with the SCQF at their December meetings.  
**Action: Clerk**

## **ASSURING AND ENHANCING QUALITY AND STANDARDS IN TEACHING AND LEARNING WHILE REDUCING THE BURDEN**

- 4.1 The Committee received a paper entitled 'Assuring and Enhancing Quality and Standards in Teaching and Learning while Reducing the Burden.'  
(copy filed as UCTL/241003/447)

- 4.2 The Convener informed members that the paper had been produced with the aim of reviewing all University Quality procedures with a view to reducing bureaucracy. He informed members that the paper had been considered by a meeting of Heads of School held on 9 October 2003. Heads of School had been broadly supportive of the recommendations.

- 4.3 The Committee approved the Recommendations as summarised below:

*Recommendation 1:* It was noted that, to date, the College of Physical Sciences had confirmed that Chemistry should be reviewed in 2003/04. Consideration was being given to a review of History & History of Art as the other parts of this School had recently undergone internal and external subject review. It was also noted that the College of Life Sciences and Medicine was giving consideration to whether Psychology or another School/Discipline within the College should be reviewed in 2003/04. [Minute 27 also refers]

*Recommendation 2:* Approved

*Recommendation 3:* Approved

*Recommendation 4:* Approved

*Recommendation 5:* Approved

*Recommendation 6:* It was noted that Heads of School had proposed that the Registry should chase up missing External Examiner reports sooner than is current practice in order to ensure that the deadlines set out in this Recommendation can be met for the consideration of External Examiner comments by ASCs.

It was further proposed that consideration should be given to highlighting examples of good practice in External Examiner reports in addition to identifying issues which require to be addressed. It was noted that this might require a review of the proforma used for External Examiner reports. It was agreed that the Registry would give consideration to this matter.

**Action: Clerk**

*Recommendation 7:* Approved

*Recommendation 8:* Approved

*Recommendation 9:* In regard to the timescale for review of the effectiveness of the Postgraduate *Grade Spectrum*, it was noted that this would be carried out annually.

*Recommendation 10:* Approved

*Recommendation 11:* Approved

*Recommendation 12:* It was noted that the Heads of School meetings were proving useful.

*Recommendation 13:* Approved

*Recommendation 14:* Approved

*Recommendation 15:* Approved

*Recommendation 16:* Approved

*Recommendation 17:* Approved

*Recommendation 18:* It was noted that as some Schools had not yet set up working committees that it may be difficult to meet the Planning Cycle deadline of 31 October 2003. Heads of School had been advised, where they anticipate problems, to raise their concerns with their College Registrar. It was further noted that the Registry would give consideration to whether the current timetable for the process of approval of Regulatory changes through the Omnibus Resolution could be reviewed in order to extend the deadline for the Planning Cycle. Heads of School had indicated that it would greatly assist staff if the Planning Cycle deadline could be moved to 30 November.

**Action:** TW/Clerk

*Recommendation 19:* Approved

*Recommendation 20:* Approved

*Recommendation 21:* It was noted that the proposals set out in this recommendation had strong support from the three Heads of College and the Heads of Schools.

*Recommendation 22:* Approved

*Recommendation 23:* It was noted that Heads of Schools had shared the view that scrutiny of Programme Aims and Learning Outcomes should be the responsibility of School Teaching and Learning Committees. Heads of School had proposed that rather than duplicating information, that Schools should be required to make Programme Aims and Learning Outcomes available to students on their website and in handbooks with only information regarding exit routes being added to the information provided in the University Calendar. It was further noted that these documents would replace the requirement for Programme Specifications. If Aims and Learning Outcomes are provided in course handbooks and School websites and not in the programme prescription in the University Calendar, the University would require to ensure that QAA Reviewers are informed as to where this information (previously provided in programme specifications) can be found.

*Recommendation 24:* Approved

## **EXAMINATION TIMETABLING**

- 5.1 The Committee received a paper reviewing the procedures and criteria for production of the examination timetables.

*(copy filed as UCTL/241003/448)*

- 5.2 The Convener informed members that this paper had been brought forward following, firstly, concern raised about the number of Saturday and evening examinations and secondly, in the light of comments raised by External Examiners about the tight timescale for marking in the May/June diet. Heads of School had agreed that both issues were important; however, they had acknowledged that it would be difficult to address both problems at once as changing one might impact on the other. They had therefore proposed that the most pressing issue was that of marking time as this could impact on the quality of assessment.

- 5.3 The Committee was invited to consider a number of proposed options for each of the three examination diets as outlined below:

*January diet*

Heads of School had given support to Recommendation 3. This view was endorsed by the UCTL. It was agreed that this should be implemented for the January 2003/04 diet. In discussion, it was proposed that the deadline for level 1 and 2 results should be revised to the Wednesday of week 3 to give students the option of making changes to their curriculum in the light of their examination results before the end of week 3. This revision would still increase the amount of marking time available. The Committee approved this revision.

*May/June Diet*

Heads of School, while wishing to address the problems encountered at the May/June examination diet for 2002/03, had acknowledged that it would be difficult to implement any of the Options set out for this diet. They had felt that Option 5 would not be popular with students and Options 6 and 7 would require either a change to the dates of July Graduations or a change to the term dates, neither of which could be implemented for this year.

Heads of School, however, had proposed that College Teaching and Learning Committees should be invited to discuss the matter towards the end of the second half-session once the impact of the changes to the January examination diet and the effect of the move to the use of new software for examination timetabling are known. The outcome of these discussions would then be conveyed to the UCTL for discussion in May 2004 with a view to implementation of any revisions in 2004/05 (or in 2005/06 if a change to term dates were to be required). The Committee endorsed this proposed approach.

**Action: Clerk**

It was further proposed that College Teaching and Learning Committees might be also invited to look at whether different forms of assessment could be used to reduce the requirement for formal examinations. It was also noted that one of the two Quality Enhancement Engagements for 2003/04 was looking at Assessment.

*August Diet*

Heads of School had given support to Option 9. They had, however, acknowledged that this would require additional staffing in the Registry to input resit applications, as the timing of receipt of these would clash with the preparations for Graduations. The Registry had agreed to explore whether Student Portals could be used to allow students to apply directly online for resits and to bring the outcome of these investigations to the December UCTL.

**Action: Clerk**

It was further noted that every year a number of students fail to register for resits and that this should be taken on board to ensure that students are given clear guidance about the importance of registering for resit examinations.

## **DRAFT UCTL ANNUAL REPORT TO SENATE**

- 6.1 The Committee received the draft Annual UCTL Report to Senate for 2002/03.  
(copy filed as UCTL/241003/449)
- 6.2 The Convener reminded members that, on an annual basis, the UCTL prepares a report to the Senate summarising the main issues which have been addressed over the previous year in regard to teaching and learning and also detailing statistical data in regard to appeals, discipline cases, withdrawals and cases considered by the

Students' Progress Committee. These reports have been produced for the past three years following a request that Senate be kept informed of teaching and learning issues. However, these reports have been essentially reflective and, in the main, summarise all the policy issues that Senate has agreed over the previous year. Furthermore, UCTL communications to Senate for each meeting have become increasingly detailed and in many cases, the contents of the annual report have largely reiterated the information contained in these communications rather than focusing on the future and on important statistical information.

- 6.3 In view of this, Heads of School had been asked to consider whether the format of the annual UCTL report to Senate should be revised, firstly to provide a forward look to the work of the UCTL in the forthcoming year and, secondly, to focus any reflective comment on statistical information in regard to appeals, complaints, discipline, withdrawals and cases from the Students' Progress Committees. Heads of School had endorsed this proposal and accordingly, the report for 2002/03 had been written in the revised format. The Convener had further agreed that, in view of these changes, ASC reports would no longer require to be submitted for consideration by the UCTL, as these were also largely reflective.

- 6.4 The Committee approved the revised format of the UCTL Report to Senate.

- 6.5 It was proposed that the timing of the report should be revised as it can prove difficult to obtain accurate information in regard to withdrawals (appendix 2) in time for the October meeting of the UCTL as the close proximity to the start of term means that it is not possible to determine the number of students who, whilst eligible to return, have chosen not to do so. It was therefore agreed that in future, the annual report would be presented to the December meeting of the UCTL and to the January meeting of the Senate.

**Action: Clerk**

- 6.6 In discussion of the report, it was noted that the data presented in Appendix 2, while still only provisional at this stage, indicated that the overall number of student withdrawals had increased. It was agreed that this data, once finalised, should be drawn to the attention of the Retention and Progression Team.

**Action: Clerk**

- 6.7 It was further agreed that it would be useful to present the total number of withdrawals as a percentage of the student population to allow a more effective comparison with data from previous years.

**Action: Clerk**

- 6.8 It was agreed that once the data in regard to withdrawals (appendix 2) was updated that the revised data should be brought to the December UCTL before being considered by the January Senate.

**Action: Clerk**

## **ENTRANCE REQUIREMENTS FOR HONOURS DEGREE PROGRAMMES**

- 7.1 The Committee received a paper setting out a number of recommendations in regard to Entrance Requirements for Honours Degree Programmes. These recommendations had been brought forward following a survey of Schools in regard to their Honours entry requirements. This survey had been conducted following a request from the Students' Association that the UCTL review 'the matter of entry into honours and the arbitrary thresholds imposed by certain departments within the University'.

*(copy filed as UCTL/241003/450)*

- 7.2 It was agreed, in regard to Recommendation 1, that a Working Group composed of the Vice-Principal (Teaching & Learning) (Convener), the three Directors of Teaching and Learning and the SA President be formed.

**Action: Clerk**

- 7.3 The Committee endorsed Recommendations 2 and 3.

- 7.4 In regard to the report on the outcome of the survey (annex 1), it was noted that the data in graph 2 (Relation between imposing additional requirements and degree classification) had shown some interesting results. It was agreed that it would be useful to look back at this data over a number of years.

**Action: Clerk**

### **POLICY ON PART-EXEMPTIONS**

- 8.1 The Committee received a paper setting out a number of recommendations in regard to exemptions from part of courses. These had been brought forward following a complaint made by a student in regard to part exemptions. The complainant had raised the point that the University did not have a clear policy in regard to this matter.  
*(copy filed as UCTL/241003/451)*

- 8.2 In discussion of the recommendations, a number of comments were raised as detailed below:

- It was proposed that there should be a limit on the maximum percentage of part exemption which could be given.
- It was further proposed that the introduction of this policy may encourage students who fail a course overall to seek exemption at resit from the parts they passed at the first attempt. It was however agreed that the UCTL had given consideration to resit policies in the past and had chosen not to introduce any. The new course proposal form seeks information in regard to the format of resit examinations. It was therefore agreed that the resit issue was not relevant to the part-exemption policy.
- Concern was expressed about the impact that part-exemption may have on the examination paper if, for example, the exam assessed different subject areas. A student given exemption from one of these subject areas may require a different exam paper.

- 8.3 In approving the recommendations, the Committee agreed that students would not have an automatic right to the part-exemption. The decision would rest with the Head of School as to whether to grant the exemption.

### **DRAFT INSTITUTIONAL C & IT STRATEGY FOR TEACHING, LEARNING AND ASSESSMENT**

- 9.1 The Committee received the Draft Institutional C & IT Strategy for Teaching, Learning and Assessment for consideration. The Strategy had been drafted by a Working Group.

*(copy filed as UCTL/241003/452)*

- 9.2 The Convener of the Working Group informed members that the document was not the final version but that the Group had agreed that it would be useful to seek the views of the UCTL at this stage. The Group aimed to finalise the report as soon as possible.

- 9.3 In endorsing the strategy, the Committee agreed that any members with specific comments should forward these to the Convener of the Working Group.

**Action: All**

- 9.4 Ms Macaslan sought guidance on the issue of 'approved projects' and the mechanism by which these would be identified. It was confirmed that these would be recommended by the College to the LTU Steering Group for consideration. It was therefore agreed that there would need to be effective articulation between the LTU and Colleges. It was agreed that as the School of Education was making significant use of distance learning that it should be specifically named in 2.4.
- 9.5 It was agreed that an early draft of the final report should be passed to Ms Macaslan.  
**Action: AR**
- 9.6 It was noted that the strategy would have resource implications. Mr Pryor informed members that DISS was looking at these. It was agreed that the once the UCTL had approved the final strategy, that the report would need consideration by the Information Management Committee (IMC) to assess the resource implications. If this assessment led to a change in the Strategy, a revised Strategy would be brought back to the UCTL. It was further agreed that the LTU Steering Group should be asked to consider the draft Strategy at its November meeting. It was further agreed that it would be useful to seek views of College Teaching & Learning Committees before the Strategy is brought back to the UCTL.  
**Action: AR**
- 9.7 It was further noted that the Strategy had been written taking account the existing University C & IT Strategy, though it was noted that this may need to be reviewed. It was further noted that in drafting the document, the Working Group had taken cognisance of the work of the E-Learning Group (minute 25.1 refers). This report sets out a number of recommendations which HEIs should follow. It was agreed that in finalising the Strategy that the Working Group would check that these recommendations had all been addressed.
- 9.8 In view of the above, it was agreed that the University would join the E-Learning Alliance.  
**Action: JGR**

**CLASS CERTIFICATES & TUTORIAL ATTENDANCE – PROPOSAL  
FOR EVALUATION OF TRIAL BY SCHOOL OF SOCIAL SCIENCE  
(Minute 598 refers)**

- 10.1 The Committee received a paper setting out proposals from the School of Social Science for evaluation of their Tutorial Performance Grade (TPG) system which would run in parallel with the two year trial abolition of Class Certificate refusal.  
*(copy filed as UCTL/241003/453)*
- 10.2 The Committee noted that the School intended to evaluate the views of students and tutors in regard to the system and in addition to analysing the performance of students as compared to that of previous years when Class Certificate refusal operated.
- 10.3 It was proposed that it would also be useful to collect the following information:
- ▪ How many students failed the course because they failed the TPG
  - ▪ How many students failed the TPG because they did not attend
  - ▪ How many students failed the TPG even though their attendance was satisfactory.
- 10.4 It was agreed that this additional information would enhance evaluation of the effectiveness of the TPG system.  
**Action: SB**

- 10.5 It was further proposed that it would be useful to analyse the range of marks awarded by tutor in order to assess whether there is any systematic variation in the evaluation by tutors. It was noted that the School of Social Science was already planning to undertake such analysis.

### **APPROVAL OF EXTERNAL EXAMINERS**

11. The Committee approved the revision to paragraph 9.6.1 of the Academic Quality Handbook concerning the appointment of External Examiners for undergraduate and postgraduate taught programmes that were nominated by Heads of School, as indicated below. The changes were proposed in light of the establishment of Colleges and also represented a streamlining of the approval process which, hitherto, had included all Deans and the Senior Vice-Principal. The proposal had been endorsed by the Senior Vice-Principal, the Vice-Principal (Teaching and Learning) and the Heads of College:-

*9.6.1 9.6.1 Nominations for the appointment of External Examiners are scrutinised by the Head of the relevant College (or his/her nominee) and by the Vice-Principal for Teaching and Learning who, in approving or rejecting nominations, will monitor that the criteria indicated in paragraph 9.5.5 above (not reproduced here) are applied.*

[Note: The criteria in paragraph 9.5.5 have been in place for many years and relate, *inter alia*, to the requirement that External Examiners should have substantial experience in teaching and learning and should hold an academic appointment of at least Senior Lecturer level].

### **MIGRATION TO COLLEGES: IMPLICATIONS FOR THE STUDENT RECORD SYSTEM**

12. The Committee approved a paper concerning migration to Colleges and the implications for the student record system.  
(copy filed as UCTL/241003/454)

### **REVISED REMIT & COMPOSITION EXISTING UCTL WORKING GROUPS**

13. The Committee approved the revised remit, composition and reporting schedule of the existing UCTL Working Groups as detailed.  
(copy filed as UCTL/241003/455)

### **DRAFT QUALITY ENHANCEMENT STRATEGY**

14. The Committee approved the draft Quality Enhancement Strategy which had been developed and approved by the Quality Enhancement Strategy Team (QUEST). The Convener drew the Committee's attention to the Appendix which details the action to be undertaken in 2003/04. These actions would be incorporated into the University's Operational Plan for 2003/04.  
(copy filed as UCTL/241003/456)

### **CLASS START AND END TIMES**

- 15.1 The Teachability Exercise was being rolled out across the University. As part of this exercise, academic staff had been reviewing the accessibility of their curricula and assessments for students with a range of impairments. This exercise had highlighted the practical matter of allowing sufficient time for students with mobility

difficulties to get from one class to the next, particularly where the latter was held some distance from the first.

- 15.2 In view of the above, the Committee approved the formal promulgation of the current informal convention that classes should begin five minutes after the hour and finish five minutes before the hour as official policy for the benefit of all students, but particularly those with impaired mobility.

#### **REMIT AND COMPOSITION FOR 2003/04**

16. The Committee noted the revised remit and composition of the UCTL for 2003/04, as approved by the Senate on 8 October 2003.

*(copy filed as UCTL/241003/457)*

#### **REVISED COURSE AND PROGRAMME PROPOSAL FORMS AND ASSOCIATED GUIDANCE NOTES**

- 17.1 The Committee noted the revised Course and Programme Proposal Forms and associated Guidance Notes which were approved by the Convener on behalf of the Committee in order that their use could commence with effect from the start of 2003/2004. The revised forms were prepared in consultation with Heads of College and ASC and UPC Conveners and were discussed at a meeting of Heads of School held on 9 October 2003. The revised Guidance Notes and Forms can be accessed on the University website at:

<http://www.abdn.ac.uk/registry/senas>

*(copy filed as UCTL/241003/458)*

- 17.2 In regard to the Guidance Note to Senas 1, it was noted that the Guidelines on the relationship between contact hours, level and credit points for level 2 non-practical based courses should read 'Normally 30 credit points requiring 48 contact hours for the course (pro rata)'. It was proposed that the wording of the descriptions for both non-practical and practical based courses should be revised with the insertion of 'at least' before the number of contact hours. There was no support for this revision. However, it was noted that these guidelines would be further reviewed with a view to a revised version being put to the Academic Standards Committees for approval in December.

**Action: Clerk**

#### **SHEFC CONSULTATION ON CAREERS EDUCATION, INFORMATION AND GUIDANCE**

18. The Committee noted the outcome of the SHEFC Consultation on Careers Education, Information and Guidance which can be accessed at:

<http://www.shefc.ac.uk/library/06854fc203db2fbd000000f675a364e4>

#### **PROVISION OF SPECIAL EXAM CONDITIONS (Minute 608 refers)**

19. At the May 2003 meeting of the UCTL, consideration of a memorandum from Professor J Hunter in regard to provision of special exam arrangements was deferred to a future meeting. The Committee noted that a paper would be brought to the December meeting of the UCTL following a review of the issues.

**Action: Clerk**

## **STUDENT PORTALS PHASE 2**

20. The Committee noted the progress report on Student Portals Phase 2.  
*(copy filed as UCTL/241003/459)*

## **POLICY AND GUIDANCE NOTES ON ACADEMIC APPEALS AND STUDENT COMPLAINTS**

21. The Committee noted that the revised Policy Documents and Guidance Notes on Academic Appeals and Student Complaints were currently being considered by the AAUT and other Unions. The revised documents would be brought to the December meeting of the UCTL.

**Action: Clerk**

## **SHEFC VISIT – 10 NOVEMBER 2003**

22. The Committee noted that representatives of SHEFC would make a formal visit to the University on 10 November 2003. In terms of teaching and learning, discussion would focus on the involvement of students and the University Court in quality enhancement activities. SHEFC would meet with senior management, key members of the University Court and student representatives. A copy of the briefing note prepared for the visit in regard to teaching and learning issues was made available to members for information.

*(copy filed at UCTL/241003/461)*

## **DEGREE EXAM STATISTICS (Minute 584 refers)**

23. The Committee noted that, as the Working Group on Student & Graduate Feedback had yet to give consideration to the issue of the monitoring of degree examination statistics as part of course review procedures, degree examination statistics for 2002/2003 had been circulated to Heads of College (copied to ASC Conveners). Heads of College had been invited to decide how they wished to take these forward with their Colleges.

## **ISSUE ARISING FROM A SENATE UNDERGRADUATE ACADEMIC APPEAL – REVIEW OF GROUP WORK**

24. The Senate Undergraduate Academic Appeals Committee (SUAAC) recently heard an appeal from a student who was concerned about the procedures adopted by one School in regard to the assessment of group work. In particular, the student expressed concern about the policy whereby all students in a group receive the same CAS mark for the group work element. The SUAAC agreed to refer the matter to the UCTL for consideration. The Committee noted that a survey of the use of, and assessment arrangements for group work would be carried out and a report would be brought to a future meeting of the Committee.

**Action: Clerk**

## **JOINT SFEFC/SHEFC E-LEARNING GROUP FINAL REPORT**

- 25.1 The Committee noted the Joint SFEFC/SHEFC E-Learning Group Final Report. The report aimed to advise the sectors and the Councils about their approaches to the development of e-learning. The report acknowledged that this field had the potential to change very quickly and that the Councils would need to return to consider this issue again within the next 18 months. The main conclusions of the report were summarised below:

- • e-learning is fundamentally about learning and not about technology. Strategic development of e-learning should be based on the needs and demands of learners and the quality of their educational experience;
- • the economics of e-learning mean that progress is likely to require collaborative approaches to create sufficiently large cohorts of students;
- • the Councils need to help to create an environment within which institutions can develop their approach to learning, using ICT based approaches where they add value, by continuing to invest in institutional and national infrastructure, strategic and collaborative developments and ensuring that quality assurance and improvement arrangements support e-learning approaches; and
- • that e-learning has the scope to transform how institutions operate and serve the needs of Scotland, but if this is to happen it will require a fundamental shift in how they organise the development of courses and support for learners.

- 25.2 A copy of the full report can be consulted in the Senate Office or accessed from:

[http://www.sfc.ac.uk/joint\\_info/publications/joint\\_e-learning\\_report\\_july\\_2003.html](http://www.sfc.ac.uk/joint_info/publications/joint_e-learning_report_july_2003.html)

## **REPORT FROM THE QUALITY ENHANCEMENT STRATEGY TEAM (QUEST)**

26. The Committee noted the report from the Quality Enhancement Strategy Team meeting of 3 October 2003.

*(copy filed as UCTL/241003/460)*

## **SCHEDULE OF INTERNAL TEACHING REVIEWS FOR 2003/04**

27. The Committee noted the proposed Internal Teaching Reviews for 2003/2004. It was noted that, to date, the College of Physical Sciences had confirmed that Chemistry should be reviewed in 2003/04. Consideration was being given to a review of History & History of Art as the other parts of this School had recently undergone internal and external subject review. It was also noted that the College of Life Sciences and Medicine was giving consideration to whether Psychology or another School/Discipline within the College should be reviewed in 2003/04.

## **EDUCATIONAL AND STAFF DEVELOPMENT UNIT: ANNUAL REPORT FOR 2002/03**

28. The Committee received a copy of the Educational and Staff Development Unit Annual Report for 2002/03. As the report was tabled at the meeting, the Convener informed members that the report would be considered at the December meeting.

*(copy filed as UCTL/241003/462)*

## **ENHANCEMENT-LED INSTITUTIONAL REVIEW: NOMINATIONS FOR REVIEWERS AND REVIEW SECRETARIES**

29. Following nomination of a number of staff to serve as Reviewers and Review Secretaries for QAA Enhancement-led Institutional Review (ELIR), the Committee

noted that the following appointments had been made to be trained either in 2003/04 or 2004/05:

Dr WF Long (Reviewer)  
Professor D Urwin (Reviewer) - invited to training in November 2003  
Dr G Mackintosh (Review Secretary)  
Mr D Cockburn (Student Reviewer) - invited to training in November 2003  
Mr J Dunphy (Student Reviewer)

#### **DATES OF MEETING IN 2003/2004**

30. The Committee noted the following dates of meetings in 2003/04 (all to be held at 2.00 p.m.):-

Friday 12 December 2003  
Friday 6 February 2004  
Friday 26 March 2004  
Friday 28 May 2004 (**Note – NOT Thursday 27 May as detailed on the Schedule of Meetings**)

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