

UNIVERSITY COMMITTEE ON TEACHING AND LEARNING

Minutes of the meeting held on 22 October 2004

Present: Dr JG Roberts (Convener), Professor MA Cotter, Dr P Davidson, Dr D Hay, Ms C Macaslan, Dr D McCausland, Mrs D McKenzie Skene, Professor T Salmon, Mrs L Stephen, Professor DW Urwin, Dr M Young with Dr D Comber, Mr JLA Madden, Dr N Spedding, Dr T Webb, Ms M Wylie, Dr G Mackintosh (Clerk) and Dr R Bernard in attendance.

Apologies were received from: Professor M Baker, Miss A Harper, Dr WF Long, Mr C Mair, Dr I McFarland, Dr G Walkden, Ms D McDowall, Mr G Pryor.

The Convener welcomed the members of the Committee to the first meeting of the new session (2004/05) and in particular welcomed those new members attending for the first time.

MINUTES

1. The Committee approved the minutes of the meeting held on 28 May 2004.
(copy filed as UCTL/221001/001)

MATTERS ARISING FROM THE MINUTES

- 2.1 The Committee noted that the Registry would be arranging briefing sessions on the new Grade Spectrum. These sessions would be primarily for School Examination Officers, but would be open to all staff (minute 98 refers). The Committee further noted that the issues regarding the procedures for determining progression and award in modularised postgraduate taught programmes of study, referred to the Academic Standards Committee (Postgraduate), would be considered at their meeting in December 2004 (minute 98.8).

Action: TW/Clerk

- 2.2 Dr Mackintosh reported that as yet no progress had been made towards a member of the Registry attending Students' Association meetings as proposed under minute 99.7. Dr Mackintosh agreed to contact Ms Sweetman in the Students' Association in order to ascertain if this is still a priority.

Action: Clerk

- 2.3 The Convener informed the Committee that the QAA Effective Learning Framework consultative paper is due out in November 2004 (minute 106 refers).

- 2.4 The Committee noted that the outcome of the survey on group work would be brought to the December meeting of the UCTL (minute 108 refers).

ENHANCEMENT-LED INSTITUTIONAL REVIEW

- 3.1 The Convener updated the committee on progress towards the Enhancement-Led Institutional Review (ELIR) scheduled for early 2005:

- a first draft of the Reflective Analysis for ELIR is being finalised. The draft will be put to the next meeting of QUEST for comment.
- at the meeting of Heads of School on 8 October 2004 responses to questions regarding School quality enhancement (QE) strategies had been discussed. Through these discussions several themes had emerged, centering around University policies on development of teaching staff; the need for staff engagement with peers, particularly through the LTSNs; and a perceived lack of a strategic framework for QE.

- 3.2 The draft Reflective Analysis will be further revised during November and will be considered at December's meeting of the UCTL. Following that meeting the document will be made available to the wider University community via the University's website. A special meeting of the UCTL will be scheduled in January prior to Senate, with submission of the documentation to the QAA in February 2005.

CLASS REPRESENTATIVE SYSTEM – ENHANCEMENTS FOR 2004/05

- 4.1 The Committee received a paper updating them on the amendments to the Class Representative system.
(copy filed as UCTL/221001/002)
- 4.2 The Committee noted that during 2004/05 the Students' Association (SA) will be operating an enhanced system for the identification and training of Class Representatives. The new system is intended to provide a more robust mechanism for identifying and updating the SA on who is acting as Class Representatives.
- 4.3 The Committee expressed concern with regard to the problems encountered by Schools in securing sufficient Class Representatives, and concluded that this was a perennial, sectoral problem. By working in partnership with the SA, it is hoped that the University will be able to address this problem. In particular it is hoped that the Future Skills initiative, currently being undertaken by the Careers Service and the SA, will have a positive impact on the situation.

PROGRAMME SPECIFICATIONS

- 5.1 The Committee received a paper informing them of a proposed framework for publishing Programme Specifications in line with guidance issued by the QAA.
(copy filed as UCTL/221001/003)
- 5.2 The Committee noted that, at their meeting on 8 October 2004, Heads of School had proposed that the feasibility of establishing a database to manage the Programme Specification data should be explored by the Registry. In endorsing this proposal, the Committee particularly welcomed the intention to provide the University with a more homogeneous approach to the provision of these data. Furthermore it was agreed that such a move would enable a more centralised approach to data management thus preventing duplication of effort.
- 5.3 Dr Mackintosh agreed to undertake further investigations regarding the feasibility of this proposal, with a view to reporting back to the Committee by February 2005.

Action: Clerk

STUDENT MONITORING – REVIEW OF OPERATION OF SYSTEM IN SECOND-HALF-SESSION 2003/04

- 6.1 The Committee received a paper updating them on the operation of the Student Monitoring System during the second half-session of 2003/04.
(copy filed as UCTL/221004/004)
- 6.2 The Committee noted that the trends emerging from the data for the second half-session were broadly similar to those shown in the first half-session of 2003/04. In particular there were a significant proportion of 'at risk' reports remaining unresolved due to no further action being taken by Advisers of Study.

- 6.3 The Committee further noted that the modifications to the system approved by Senate in May 2004, which establishes the Registry as the 'gatekeeper' to the system, should help to address some of the problems noted during 2003/04.
- 6.4 The Committee agreed to review operation of the modified system during 2004/05, with preliminary findings to be reported in December 2004. The Committee further agreed that consideration may have to be given to extending the current two year trial, although concerns were expressed with regard to any continuation to the abolition of the sanction of Class Certificate refusal.

Action: Clerk/RB

'COMPULSORY' COURSES AND THE PROVISION OF RESITS AT HONOURS

7. The Committee approved the paper setting out the definition of 'Compulsory' courses in regard to the provision of resits at honours.

(copy filed as UCTL/221004/005)

REMIT AND COMPOSITION FOR 2004/05

- 8.1 In noting the remit and composition of the UCTL for 2004/05, as approved by the Senate on 8 October 2003, the Committee agreed to changes being made to the remit.

(copy filed as UCTL/221004/006)

- 8.2 It was noted that the remit should be updated to reflect the University's ILTHE accredited Postgraduate Certificate in Higher Education Teaching which has replaced the AUPHET programme.

Action: Clerk

- 8.3 The Committee approved a proposal to incorporate the engagements with the Students' Association within the remit as part of the Committee's responsibilities

Action: Clerk

REVIEW OF TEACHING & LEARNING STRATEGY

- 9.1 The Committee noted the remit, membership and reporting schedule for the Review Group for the Teaching and Learning Strategy. The Convener, on behalf of the Committee, had approved the establishment of this Working Group.

(copy filed as UCTL/221004/007)

- 9.2 Ms Macaslan outlined to the Committee the main aims of the group and explained the type of approach the Working Group would be adopting in considering the University's strategies for teaching and learning.

EMPLOYABILITY STRATEGY WORKING GROUP

- 10.1 The Committee noted the paper setting out background information on the 2004/05 Enhancement Theme on Employability and that an Employability Strategy Working Group had been established to oversee our engagement with this theme and, in particular, to develop an institutional employability strategy that incorporates provision for personal development planning. The Convener, on behalf of the Committee, had approved the establishment of this Working Group.

(copy filed as UCTL/221004/008)

- 10.2 The Convener updated the Committee on the recent launch and 'roadshow' events which had taken place for the QAA's Employability Enhancement Theme.

- 10.3 The Committee expressed concerns regarding how information emerging from previous QAA Enhancement Themes is being disseminated. It was agreed that the Directors of Teaching and Learning should be the primary route for such dissemination, with the University's QE website providing a digest of materials. Dr Comber informed the Committee that the Educational and Staff Development Unit would be running a session, available to all staff, on issues which had emerged from previous QAA QE workshops.

Action: Directors of Teaching & Learning

REPORT TO SHEFC ON ITR ACTIVITY 2003/04

11. The Committee noted that, following the revisions to the external assurance of quality and the decision to no longer conduct external QAA Subject Review, responsibility now rested with the Institutions to conduct internal reviews of their provision. In implementing this change, SHEFC had asked to be kept informed by institutions of the progress and outcome of internal reviews to ensure that all provision was periodically reviewed. As a consequence, from 2003/04, SHEFC would request, on an annual basis, a progress report in internal reviews from each institution. The Committee also noted the Statement on Progress of Internal Subject Review for 2003/04 submitted to SHEFC.

(copy filed as UCTL/221001/009)

THE HUNTER PROJECT

12. The Committee noted that the School of Education had won outright the competitive process amongst all of the Scottish Universities with teacher education for the £1.8m development and research project which is now called "Scottish Teachers for a New Era". The funding from Scottish Executive and the Tom Hunter Foundation (of £900K each) would be matched by 900K from the University through the 6th Century Campaign.

The seven year project seeks to develop an innovative new model for all of Scottish Teacher Education through the embedding of the three Principles.

- Evidence based decision making
- Clinical practice model
- Inclusion of Arts & Science in teacher education

The project would reconceptualise the BEd Primary model, the main national undergraduate teacher education programme, and would reconceptualise the way in which new teachers engage with their roles in the classroom and how mentors engage with the new teachers.

Fundamental to these changes was the desire to improve pupil achievement through the improving the quality of the teacher. This development would make a very significant impact on T/L in the wider University.

ELIR REVIEW 2004/05 – COMPOSITION OF REVIEW TEAM

13. The Committee noted the composition of the ELIR Review Team which would visit the University 16 & 17 March and 25-29 April 2005 to conduct our Institutional Review.

Professor Graham Chesters, University of Hull (Reviewer)
Mr Alan Walker, Glasgow School of Art (Reviewer)
Dr Karl Leydecker, University of Stirling (Reviewer)
Mr Tim Shand, University of Glasgow (Student Reviewer)
Ms Lesley Rowand, University of Edinburgh (Review Secretary)

ACADEMIC QUALITY HANDBOOK

14. The Committee noted that the new version of the Academic Quality Handbook should become available on the web from early November.

TRIAL ABOLITION OF CLASS CERTIFICATE REFUSAL

15. The Committee note that this was the second year of the two year trial of the abolition of class certificates. This trial was due to be reviewed in March 2005 following a review of the operation of the system for monitoring students' progress in the first half-session 2004/05 (minutes 6.3 & 6.4 refer). The system for monitoring students' progress would be enhanced this half-session with the Registry becoming the initial 'gate-keeper' with students being referred in the first instance to the Registry. The Registry would deal with non-academic issues arising from monitoring and where a student had an academic issue would refer them onto their Adviser of Studies to discuss the matter.

SUMMARY OF MAIN ACTIVITIES FOR UCTL IN 2004/05

16. The Committee noted the main activities which the UCTL would be addressing in 2004/05:
- Enhancement-led Institutional Review
 - Review of Teaching & Learning Strategy
 - Working Group on Student and Graduate Feedback
 - Working Group on Progress Files and Personal Development Planning
 - Employability Strategy Working Group
 - Working Group on Placement Learning

DATES OF MEETINGS IN 2004/2005

17. The Committee noted that meetings in 2004/2005 would be held as follows (all at 2.00 p.m.):

Friday 10 December 2004 – in the Court Room
Friday 4 February 2005 – in Committee Room 2
Friday 25 March 2005 – in Committee Room 2
Friday 27 May 2005 – in Committee Room 2