

# UNIVERSITY OF GLASGOW

## College of Arts Learning & Teaching Committee

### Minute of Meeting held on Wednesday 3 October 2012 in the Meeting Room (311), 6 University Gardens

#### **Present:**

Professor A Jenkins (Convener); Dr S Airlie; Dr D Bain; Dr B Burns; Dr L Gomes; Mrs L Knox; Dr S Marritt; Dr J Stanley; Ms L Stockwell (SRC); Dr H Stoddart; Ms V Stringfellow

#### **Apologies:**

Prof M Pittock; Ms H Calder; Dr M Fischbacher-Smith

#### **Attending:**

Ms C Tabbner (for item ALTC/2012/03)

#### **ALTC/2012/01            Welcome**

The Convener welcomed everyone to the first LTC meeting of Session 2012/13.

#### **ALTC/2012/02            Key Information Sets**

Dr Marritt gave a presentation on Key Information Sets (KIS), which the University was required to publish from September 2012.

The KIS was initially developed for implementation in England. However, it was the preference of the Scottish Funding Council that institutions in Scotland take part in the publication of the KIS from September 2012.

A KIS comprises standardised information about undergraduate degrees offered by an institution, including at-a-glance facts and stats:

- student satisfaction
- course information
- employment and salary data
- accommodation costs
- financial information, such as fees
- students' union information

The KIS will have a direct impact on the information accessed by all potential students. The provision of the data had been developed specifically for the UK undergraduate market, but as the information is published on the web, it will be available to all. The information will impact on our undergraduate marketing and recruitment positioning, activities and messages. Key Information Sets will make it easier for prospective students to compare programmes from different institutions to help inform their University choice. Each institution's KIS will be available via the re-launched Unistats website, the UCAS website, comparison websites and the institution's website.

Dr Marritt showed statistics which compared institutions' data and rankings. From the information available, our contact hours would appear to be slightly lower than other institutions. It was thought that some figures may be skewed because of the 3-yr/4-yr degree issue. Dr Marritt would circulate the statistics for information.

The Vice Principal Learning & Teaching had asked that all information in Programme/Course Specifications be as accurate and comprehensive as possible as it was very important that details in the PiP system were correct.

The Convener thanked Dr Marritt for taking on the role as the College KIS Co-ordinator.

**ALTC/2012/03            Student Project**

Senior Honours student, Cat Tabbner, attended the meeting to seek permission to canvass staff/students to take part in a survey/ focus group/ short interviews in relation to dissertation research.

**ALTC/2012/04            Minutes of the Meeting held on Wednesday 9 May 2012**

The minutes of the meeting of Wednesday 9 May were received and approved.

**ALTC/2012/05            Matters Arising**

*ALTC/2012/05.1            Matriculation Numbers (ALTC/2011/44.3)*

It was confirmed that continuing students would retain their original matriculation number.

**ALTC/2012/06            Remit and Membership**

The remit and membership of the Committee for 2012/13 were noted and agreed.

The Convener noted the following changes to membership:

Dr Jane Stanley replaces Professor Bill Sweeney as CCA L&T convener. CMG thanked Professor Sweeney for his contribution to L&T Committee and Board of Studies.

Dr Luis Gomes replaces Dr Matthew Creasy as College Mobility Officer.

Ms Laura Stockwell replaces Mr Florian Weber as SRC representative.

Ms Emily Gilleece had left the University to take up another post. Ms Stringfellow was thanked for acting as Clerk for this meeting.

**ALTC/2012/07            Convener's Business**

*ALTC/2012/07.1            Careers Service*

Mrs Ann Duff, Careers Advisor, would like to meet with School L&T Conveners to agree contracts for this session. Professor Jenkins would circulate a Doodle Poll to find a suitable time.

**Action: AJ**

*ALTC/2012/07.2            Writing Centre*

Professor Jenkins had been asked by the Vice Principal Learning & Teaching to develop a blueprint for Academic Writing within the University. The University was now about to establish a Writing Centre and appoint a Writing Skills Convener who would offer extensive provision, including Honours provision and one-to-one support. Dr Carol Collins, Senior Effective Learning Adviser, was looking after Arts provision.

*ALTC/2012/07.3 Internships*

This year the College had awarded a number of Internship Scholarships. One of the interns, Denise Telford, would be assisting with L&T business, and her priority would be to focus on updating the College L&T web pages.

Professor Jenkins would be working on guidance for Course approval processes. Dr Airlie highlighted the value of Schools' scrutinising proposals prior to seeking Board of Studies approval.

*ALTC/2012/07.4 Universities Scotland*

Professor Jenkins had recently attended the L &T Committee of Universities Scotland on behalf of Professor Coton. Topics discussed included Employability, Curriculum for Excellence, and 'Learner Journeys', Scottish Government's term for Lifelong Learning and pathways from one stage of education to another.

The first cohort of students to be educated under Curriculum for Excellence would be applying for university places in 2014. It was agreed that the L&TC would invite an expert from Education Scotland to give a presentation on the Curriculum for Excellence at a future meeting.

*ALTC/2012/07.5 Room Bookings*

Professor Jenkins reported that a number of room booking issues had arisen at the beginning of the session due to the new system used to allocate rooms by the Central Timetabling Team (CTT). Fortunately Arts had encountered fewer problems than the other Colleges. However it had been recognised at University level that improvements would be necessary, and therefore a light-touch 'Lessons Learned' University-wide exercise would be conducted between now and the Christmas break. School Timetablers would be invited to attend a number of workshops. Members of the Committee were asked to email Professor Jenkins with any comments they would like her to take forward.

**Action: All**

*ALTC/2012/07.6 Registration & Enrolment*

As of today, Arts had 91% of undergraduates fully registered and 66% enrolled on 120 or more credits. This was an improvement compared to the same period last year. The Convener thanked Dr Marritt, Mrs Knox, the Advising Team and the Registration Support Team for helping make registration and enrolment a much improved operation this session.

*ALTC/2012/07.7 Student Numbers*

RIO had provided information on current intake numbers:

RUK	156
International	188
Home/EU	1139

Home/EU numbers were approximately 100 over target; however RUK numbers were 100 below the College's target, the impact of which meant a loss of around £500k in tuition fees for the College.

**ALTC/2012/08 Workload Model – Enhanced Weighting**

The College workload model had been agreed by CMG, presented at College Council for information, and was currently being rolled out to Schools for implementation. Michael

Murray would be sending guidance to School administrators on how to collect relevant data for input.

Applications for enhanced weighting for new courses engaging with graduate attributes or offered in more than one subject area would be considered by the L&T Committee, therefore it would be necessary to establish a published administrative procedure and set of criteria.

The administrative procedure proposed by Professor Jenkins was approved by L&TC.

Following lengthy discussion on the proposed criteria for enhanced weighting it was agreed that Professor Jenkins would redraft the criteria taking into consideration suggested amendments. Members of L&TC were asked to send any further suggestions/revisions to Professor Jenkins by the end of October.

**Action: All**

**ALTC/2012/09                      National Student Survey**

Professor Jenkins reported that the NSS results for Arts this year had been excellent. Participation rate had been lower (73%) compared with 2011 (77%) and 2010 (75%), and overall satisfaction across the University was 89% compared with 90% in 2011. Arts scored well in most sections compared to other Colleges, and the Committee commended Theatre Studies, German and Classics, all of which had achieved 100% for overall satisfaction and were 1<sup>st</sup> in the UK, and the following subject areas which were rated 1<sup>st</sup> or 2<sup>nd</sup> in Scotland: Film & TV, English Studies, French, History, Hispanic and Music.

**ALTC/2012/10                      L&T Plan for 2012/13**

This item was deferred. The Convener would like to have a draft plan in place by the end of October. The plan would be circulated in its current form to School L&T Conveners, following which a lunchtime meeting would be arranged to agree a final draft. A Doodle Poll would be set up to find a suitable date.

**Action: AJ**

**ALTC/2012/11                      Chief Adviser's Business**

*ALTC/2012/11.01                      Course Choices*

Dr Marritt suggested that the College might wish to compare student numbers now that we had completed 2 years of registration via MyCampus, and to look at how self-service enrolment was affecting course choices. Professor Jenkins would discuss this offline with Dr Marritt and Mrs Knox.

**Action: AJ/SM/LK**

*ALTC/2012/11.02                      Arts Courses*

Dr Marritt reported that the College of Social Sciences' Programme Plans required Social Science students to take at least 160 credits in Social Sciences courses over Years 1 and 2. The College of Science and Engineering required students to take at least 120 credits of its provision over years 1 and 2. Arts was the only College not requiring a percentage of credits to be taken in its own courses. Whilst the College would not wish to restrict the flexibility of an Arts degree, some thought should be given as to whether we should align practices with the other Colleges.

School L&T Conveners were asked to take this forward to School L&T Committees and report back to this Committee.

**Action: School L&T Conveners**

*ALTC/2012/12.01 Critical Studies**ALTC/2012/12.01.01 Electronic submissions and Communication*

Dr Stoddart tabled two papers providing guidance for students submitting work via Turnitin and Moodle, and on Communication procedures. The guidelines had been put together after inappropriate comments about students and staff had been posted on a GU student group Facebook site.

The policies were found to be very helpful and the Convener suggested that all Schools should put together a similar policy. Dr Burns noted that SMLC already had a similar policy, and offered to circulate this to the rest of the group.

**Action: BB**

Ms Stockwell reported that a new approach to student feedback would be launched later this month. Through the 'Student Voice', students could give the University feedback on their experience as a student or class rep and find out about what the University is doing as a result of the feedback received.

*ALTC/2012/12.01.02 School L&T Meetings*

The School was planning series of shorter, 1-hour L&T meetings, around 4-5 each semester. Topics for discussion were being slotted into appropriate agendas.

*ALTC/2012/12.01.03 2010/11 SAMS Report*

It was agreed that AMRs should be represented evenly in SAMS reports, with no one subject area being over-represented. Dr Stoddart asked for clarity regarding how Schools should take forward 'required actions' from SAMS reports. Dr Bain would take these issues forward for discussion at the next QA Officers' Forum.

**Action: DB**

*ALTC/2012/12.02 Culture & Creative Art*

CCA's first L&TC of the session would take place on 18 October.

*ALTC/2012/12.03 Humanities*

Dr Airlie tabled the Minutes of the latest Humanities L&T Committee held on 8 May 2012 for information. The main focus this session would be to work on an Employability Strategy.

Dr Airlie noted concern at the rate of turnover of administrative staff within the School, which was leading to a loss of institutional memory.

*ALTC/2012/12.04 Modern Languages & Cultures*

Training was ongoing within SMLC for setting up the EvaSys pilot for collating student survey feedback.

SMLC would be undergoing a Periodic Subject Review in 2013. Relevant documentation was being collated and the report was being prepared.

The Head of School Administration had recently resigned at short notice therefore there were some admin issues to be addressed.

**ALTC/2012/13            QA Officer's Business**

Dr Bain's report would be submitted to the November meeting of L&TC.

**ALTC/2012/14            SRC Representative's Business**

Ms Stockwell reminded the committee that from October, Class Reps would be able to raise issues on the newly introduced student forum 'Student Voice'.

**ALTC/2012/15            Mobility Co-ordinator's Business**

Dr Gomes had met with Professors Jenkins and Jasper (College International Lead) to agree a division of tasks. This session the College had 100+ incoming ERASMUS students: some issues had arisen but most students were settling in well. Dr Gomes was organising welcoming events for ERASMUS and International students in the College.

**ALTC/2012/16            AOB**

There was no further business.

**ALTC/2012/17            Date of Next Meeting**

The next meeting will be held in the Committee Room, 6 University Gardens at 2.00pm on Wednesday 28 November 2012.