CONFIRMED

LIVERPOOL HOPE UNIVERSITY

LEARNING & TEACHING COMMITTEE

Minutes of the Meeting held on 22nd May 2019

Present: Dr P Haughan (Chair), Dr J Bennett, Dr R Cousins, Ms L Hilditch
Dr L McLoughlin, Ms S Murray, Ms M Pearson, Dr F Pogson,
Mr L Skilbeck, Dr C Walsh

By Invitation: Dr L Bourke, Ms G Mair, Ms S Anton,

Apologies: Dr A Owen

Secretariat: Mr D Dykins

1.   Minutes of the Previous Meeting

Members had received the minutes of the meeting of Learning & Teaching Committee held on 20th February 2019. These were approved as a correct record. Mr Dykins noted that terms of reference (ToR) for committees of Senate were currently being reviewed and that ToR for LTC and other committees reporting to it would be redrafted and reviewed in committees after the summer.

Action: Mr Dykins to draft and present ToR at the first meeting of Learning & Teaching Committee after the summer break

2.   Matters arising

(i)   Update on Quality

The Chair said that the updated Quality Assurance webpages were undergoing final checking and would be released in the near future. The revised Course Approval documentation will be published over the Summer in time for the next academic year.

(ii)   Fitness to Study Policy

The Chair noted that the FtS guidelines had been used throughout the year and had proved workable and very effective, particularly in working in the interest of the student. The Students' Union were directly involved in the Panel and had agreed that it had worked well so far. Members agreed to adopt the guidelines as policy with a review at the end of the next academic year.

Action: Mr Dykins to update the Guidelines to Policy

(iii)   Action Plan for OneSearch

Members had received the action plan. Ms Murray explained that the plan was necessary in order to further integrate the system and make the most of the University's investment. OneSearch had a wide variety of enhanced functions which she was looking to exploit to maximum effect. Dr Cousins said there had been a marked

improvement and feedback from students was very positive. The Chair commended the work of Ms Murray and her team.

(iv)   Lecture Capture

The Chair noted ongoing concerns regarding Panopto and Lecture Capture. She said she would take this up directly with Mr Beecroft.

Action: Chair to discuss Panopto issues with Mr Beecroft

(v)   PGCE Student Access to Hardship Fund

The Chair reported that she had discussed the issue with the Director of Finance but was advised that it was not possible to allow access to the fund for PGCE students.

3.   Review of the Learning, Teaching and Assessment (LTA) Strategy

Members had received the current LTA strategy and reviewed it prior to the meeting. All agreed that the basic premise of the strategy and particularly the 10 Principles remain fit for purpose. The Chair said she was aware that structural and procedural changes over the last few years meant that, while much of the document was still relevant, certain elements needed to be updated. She requested that all suggestions for amendments be sent directly to Dr Bennett and that he update the Strategy according prior to Senate. Items identified by members included: co-design; student engagement declaration, representation and attendance; Communities of Practice; access and participation; Learning & Teaching Days; mental health; and the student voice (including internal evaluations for postgraduate students).

Dr Pogson noted issues with the timing of the early assessment; the Chair said that it was likely that many aspects of the first weeks of term would need to be reviewed by the Engagement Group and that this could be included as part of that process.

It was agree that Ms Pearson would circulate the guidance used by Teacher Education on building student resilience.

Action: members to forward amendments to the strategy to Dr Bennett. Dr Bennett to update the Learning, Teaching and Assessment Strategy.

Action: Ms Pearson to circulate guidance on resilience to members

4.   Implementation of the Learning, Teaching and Assessment Strategy

(i)   Update on Current Themes and Trends in Learning & Teaching in the HE Context

Members had received Dr Bennett's update which included a WONKHE article on the NSS, and more on the External Examiner training from Advance HE. The Chair said that Sports Science would now also be included in the pilot and that the relevant Departmental colleagues had been encouraged to contact AdvanceHE.

(ii)   Peers Observation

Ms Pearson advised that in the Faculty of Education, a Faculty-wide process pairing process was being used, which involved preplanning and feedback using forms with

guide questions. These forms are then reviewed to identify themes to be addressed through FQLT committees in the coming year. Dr McLoughlin said that in A & H, although this process was useful for good practice, there remained pockets of poor practice that needed addressing by the relevant HOD. The Chair reminded members that, under new review guidelines the OfS could require an visit that included teaching observation.

(iii)   Feedback from Learning & Teaching Day

Dr Bennett thanked all the contributors for their work. He said that the development workshops had been particularly successful. Staff and student engagement in the use of learning spaces was discussed; it was noted that the Chair would be attending future meetings of the Estates Strategic Planning Group providing an opportunity to influence directly developments in this area. Dr McLoughlin requested more description on the content of workshops for future Days.

(iv)   Communities of Practice Update

Members had received the update which detailed the frequency and spread of sessions and included a number of recommendations that would be reviewed at the start of the next academic year. Dr Bennett advised that he had contacted Deans regarding attendance at sessions and would be chasing this with a view to including in staff performance reviews.

(v)   PGCert LTHE

Members had received the update, which now included a column for staff with an alternative teaching qualification demonstrating that 88% of staff had HEA Fellowship or an alternative teaching qualification. The Registrar suggested that she be included under *Support Staff Areas.*

Action: Ms Anton to include the Registrar in the statistics

(vi)   Identification of Staff Training Needs

Dr Pogson requested that dates for training in September be recirculated. Ms Pearson noted that signage for Panopto in classrooms was unclear.

Action: Ms Anton to recirculate the schedule of training

Action: The Chair and Dr Bennett to ask Mr Beecroft to review Panopto signage

5.   Registrar's Business

(i)   Academic Misconduct Policy

Members had received the proposed policy, which combined the two separate documents (regulations and conventions) currently in use and had been modelled on the OIA's good practice guidelines. Mr Skillbeck asked for clarity over when the different approach to recording plagiarism would be shared with students. The Registrar said that clear guidance would be made available to students in the new academic year. FSAAs would also receive training for next year.

(ii) Minutes of Joint Meeting of RAG and ROG from 13th March 2019 and the meeting of ROG from 8th May 2019

Members had received both sets of minutes. Dr Walsh advised that plans were currently underway to amend progression regulations to enable student progression per level of study to be considered as a whole. She noted that concerns were being raised over the widespread use of self-certification for a 7-day deferral of assessments; it was agreed that the Registrar would look at practice within the sector. She also noted an addition to AG5 regarding Turnitin to ensure that students understand their responsibilities regarding uploading work to the correct link.

Post-meeting note: The Registrar has noted the practice of uploading partly completed coursework as a requirement for self-certification and will progress this suggestion through ROG.

6.   Learning Spaces Sub Group

Dr Bennett reported that the group had met on 13th May 2019. Discussions were ongoing.

7.   Student Success: Retention and Engagement

(i) Student Engagement Group: Update

The group continue to monitor the retention action plan and have begun discussions regarding induction of new students.

(ii) Student Data Group

Members had received an update on recent activities much of which had involved analysing data related to OfS documentation. Work also included attendance and retention data in relation to a report on this subject by the Chair plus work to support External Relations. Dr Walsh noted that the Dashboard Data was not available to all and said she would be reviewing access to central statistics.

8.   TEF

The Chair noted TEF Year 4 outcomes of will be published in June. The independent review of TEF by Dame Shirley Pearce is ongoing. Given that engagement with TEF is a requirement for registration with the OFS it will undoubtedly continue in some form. However, it is hoped that Dame Shirley will make recommendations for a simpler approach to Subject-level TEF than those previously suggested. The Chair reiterated her offer to talk to any Department who wished to know more the Subject-level TEF and asked members to encourage HoDS to share and review their data with their staff at reflective meetings.

9.   Student Voice

(i) NSS 2019

NSS 2019 closed on 30th April with a 75% participation rate, slightly down on last year's figure. The Chair thanked colleagues for their efforts in encouraging students to complete the survey. Results will be published on 3rd July.

(ii)　Outcomes of Level C and I Survey

Dr Bennett said that he would present these at the next meeting of LTC in June.

10.　Faculty Quality Learning & Teaching (FQLT) Committee

(i)　Arts & Humanities FQLT Committee

Members had received and considered minutes of Arts & Humanities FQLT Committee held on 27th February 2019. Dr McLoughlin highlighted discussions around Dashboard data, the Subject-level TEF and Innovation Awards. The Chair noted that there were still funds in the Learning & Teaching innovation budget for applications. Dr McLoughlin fed back that the Committee discussed the introduction of vivas for assessment of dissertations. The Registrar noted that there would need to be clear criteria for this and it was suggested that the idea be discussed further at an L&T day next year.

(ii)　Education FQLT Committee

Members had received and considered minutes of the Education FQLT Committee held on 4th March 2019. Dr Penketh requested, on behalf of Dr Owen, that the Fit to Sit statement that has recently been added to the front of exam scripts be added to the template for the 2019/20 course handbooks. The Registrar confirmed this had already happened. Dr Penketh also noted concerns as to how the Learning and Teaching initiatives, including the successful Key Practitioners initiative, would be supported across the new Faculty. The Chair said that this would be addressed by the Dean of LAESS as the new Faculty develops. The Registrar noted, under item 10 (PGR) that a charge for repeat modules or assessments was being considered. She said that this was not currently University policy.

(iii)　Science FQLT Committee

Members had received and considered minutes of the Science FQLT Committee held on 27th February 2019. Dr Cousins noted a request that FSAAs received training on the Fit to Study regulations. It was confirmed that there would be some general training available. Dr Cousins also noted a proposal for a CoP on preparing students for group work.

11.　Faculty Boards and Network of Hope

(i)　Arts & Humanities Faculty Board

Members had received and considered minutes of Arts & Humanities Faculty Board held on 1st May 2019. Dr McLoughlin noted that Study Abroad provision had been reviewed in detail.

(ii)　Education Faculty Board

Members had received and considered minutes of the Education Faculty Board held on 6th February 2019 and 3rd April 2019.

(iii)　Science Faculty Board

Members had received and considered minutes of the Science Faculty Board held on 20th February 2019.

(iv)   <u>Network of Hope</u>

Members had received and considered minutes of the Network of Hope Experience and Academic Quality Committee held on 6th March 2019. Dr Walsh noted that although Mr Glover had now left the University, he had helped to develop the Network during his time here. She noted that provision at the Colleges was now incorporated into the University's central timetabling and commended the work of Ms Garber. Dr Bennett highlighted the approach taken by Early Childhood for student support, which would form the basis of a best practice document to be shared with other subjects.

12.   Student Services Group (SSG)

Members had received and considered minutes of SSG for 29th April 2019. Ms Murray highlighted feedback from the Disabled Student Survey which demonstrated that student satisfaction remained high. She also noted that the SU were setting up a confidential, non-advisory listening service called Nightline which would be available from 8.00 pm to 8.00 am every day during term time. Members said that this was a welcome development.

13.   Library Steering Group

Members had received the minutes of the Library Steering Group meeting on 1st May 2019. Ms Murray noted that the group were looking at using funds to purchase appropriate reading material for Caerdeon. She also highlighted a review of loan allocations.