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LIVERPOOL HOPE UNIVERSITY

LEARNING & TEACHING COMMITTEE

Minutes of the Meeting held on 20th February 2019

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

By Invitation: Ms G Mair, Ms S Anton, Ms L Hilditch

Secretariat: Mr D Dykins

1. Minutes of the Previous Meeting

Members had received the minutes of the meeting of the Learning & Teaching Committee held on 28th November 2018. These were approved as a correct record.

2. Matters arising

(i) The Hope Charter (actum 8)

Members had received the revised Charter.

Members **RECOMMENDED FOR APPROVAL** to Senate the revised Hope Charter

(ii) Progression Analysis (actum 4)

Members had received the progression analysis which focused on tariff entry points. Dr Walsh noted that there was no significant difference in progression across the University in relation to tariff points, though individual subjects did show variance. The Chair encouraged Faculties to consider how specific students could be more effectively allocated between tutorial groups. Dr Walsh said the analysis could be further adapted; members wishing different information or presentation should contact her directly.

(iii) Update on Revision of Course Approval Process (actum 4)

The Chair advised that work was ongoing but that the revised process would be ready for review at the next LTC meeting.

(iv) Update on Fitness to Study (actum 9)

The Chair said that she had been working with Ms Gittins on developing the guidelines into a more user-friendly policy which she would present at the next LTC meeting. She noted that the current guidelines were already producing positive results in supporting students appropriately.

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3. 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 reported on a recent conference he had attended on education technology, highlights of which included the pedagogy of space as the "third" teacher. Other items in the update included the Advance HE Fellowship Category Tool to help individuals when applying for fellowship. He also noted the Advance HE/OfS project on external examiner training. The Chair noted that the University had been involved in this via the North West Consortium, though take-up had been limited due to the subjects identified. However, there was a possibility Psychology and Sport would be the focus of the next tranche of development, which may give an opportunity for greater involvement at Hope.

(ii) Communities of Practice Update

Members had received the update which detailed the frequency and spread of sessions. A request from the *Learning outside the Classroom* community for First Aid training was noted. Ms Anton advised that a session was scheduled for 9th April 2019; those interested should contact her directly. Dr Bennett noted the success of the sessions run by Mr Skilbeck (Students' Union). Attendance at sessions was becoming a concern. The Chair asked Dr Bennett to discuss this further with Deans.

In relation to Caerleon, the Chair asked that *Learning outside the Classroom* be an agenda item for the May L&T day.

Action: Members to advise Faculty on the First Aid session in April

Action: Dr Bennett to discuss attendance at sessions with Deans; and include *Learning Outside the Classroom* on the L&T day agenda

(iii) PGCert LTHE and HEA fellowship

Members had received Ms Anton's update. 68% of staff now have fellowship, which is a 4% increase since October 2018. Members discussed other forms of teaching qualification which should be noted.

Action: Ms Anton to provide additional data on other forms of teaching qualifications at the next meeting

Dr Bennett said that the PGCert LTHE was going well, but that some staff were citing workload issues which were hindering their attendance/engagement. Ms Pearson noted that Wednesday afternoon sessions were not viable for many in Education owing to clashes with teaching and interviewing.

Action: Ms Anton and Dr Bennett to talk to relevant Heads of Department regarding workload and clashes; and the Chair to take the issue to Senate

In a wider discussion of workloads, members expressed concern that all newly appointed academic staff were not routinely appointed a mentor.

Action: The Chair to write to Deans regarding mentors for new staff

(iv) Identification of Staff Training Needs

Members requested sessions on the use of Turnitin.

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Action: Ms Anton to add a Turnitin session to the staff development schedule.

(v) Learning & Teaching Day

The next Learning & Teaching Day will take place on 17th May 2019. Dr Bennett is currently working on the agenda. Members discussed possible items for the agenda including Year 4 and Subject-Level TEF, Essay Mills, Good Practice in Exams (cf Dr Walsh's paper item 5ii), Learning Spaces, Moodle and the App, and Staff Training for Caerleon. Members to contact Dr Bennett directly with ideas.

Action: Members to contact Dr Bennett with any further ideas for the L&T Day in May

4. Academic Calendars 2021-2026

Members had received the Academic Calendars for the five-year block 2021 to 2026.

Members **RECOMMENDED FOR APPROVAL** to Senate the Academic Calendars for 2021-2026.

5. Registrar's Business

(i) Course Handbooks

Members welcomed Dr Walsh's background paper and recommendations for a basic assessment guide for students to sit alongside the course booklet. This would include a brief guide to progression and the Fit-to-Sit policy, use of Turnitin, a bespoke examination feedback pro forma, and departmental practices in relation to adherence to word counts. For the avoidance of doubt, it was agreed that submitting assessments would be further clarified to "and sitting examinations" when discussing Fit-to-Sit. The Chair requested that Dr Walsh convene a small working group to draft the guide to present at the next LTC meeting.

Action: Dr Walsh to organise working group to produce a draft assessment guide

(ii) Good Practice Guide for Examinations

Members had received a summary of recommendations on pre-exam support and exam papers and structure which had been considered at the Registrar's Advisory Group. Ms Murray noted that writing mentors should be changed to Study Skills mentors. The Chair asked that the recommendations be disseminated within Faculties

Action: Members to disseminate within their Faculty

(iii) Minutes of Registrar's Operational Group 6th February 2019

Members had received the ROG minutes. Dr Walsh noted that, in light of issues around Essay Mills, the academic misconduct regulations would be reviewed for May; LTC would receive these for comment at the next meeting.

Dr Walsh also noted that the Fit-to-Sit declaration was now on all exam rubric and would be included in invigilator instructions. Members welcomed this addition.

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6. Learning Spaces Sub Group

Members has received the update on Learning Spaces which included feedback via a survey organised by Ms Donaldson. A number of operational issues were noted.

Action: Dr Bennett to discuss operational issues relating to Learning Spaces with Mr Kerry.

Dr Bennett reported that a recent meeting between himself, Mr Beecroft, Dr Barden and Mr Ryan had helped to improve some of the issues with the Panopto system. However, there remained concerns about the lack of rollout to more sessions. Members expressed frustration with the slow progress on this project and agreed that all technical issues needed to be resolved as soon as possible

Action: Dr Bennett to contact Mr Beecroft to agree a speedy resolution.

Dr Bennett advised that the Institutional Memory Bank software was developing well. There is a group of academic colleagues who are actively trialling it. The project would be moving into the beta stage shortly.

7. Student Success: Retention and Engagement

(i) Student Engagement Group: Update

Members had received a summary document of the Group's activities. Generally, the tracking of students is very good, though the Back-on-Track exercise had a variable take-up. The Chair stressed that retention for positive TEF outcomes was critical. Dr Walsh advised that the Data Group were continuing to focus on specific departments where issues were highlighted by their data and she had written to all relevant HoDS. This included looking at the mean of a particular assessment where it is significantly lower than would be expected with a view to reviewing how an assessment is constructed. She noted that Ms Bates would be happy to support any subjects who have specific queries.

(ii) Student Data Group

Members had received an update on recent activities, and a report detailing bespoke support given to the School of Health Sciences. Ms Pearson noted that the loss of the PGCE Primary bursary had had a significant impact on retention in this area. This was an issue because these students do not have access to the hardship fund. Members agreed that ideally PGCE Primary should be treated in the same manner as undergraduate students for the purposes of retention.

Action: The Chair to approach The Director of Finance to raise the issue of PGCE students and the hardship fund.

8. TEF

The Chair reminded members that the Gold Award that the University had achieved in Year 2 of the Provider-Level TEF had been extended to four years. The University had received the subject level data from the second year pilot. The methodology for the Subject-Level TEF included LEO data which presents an additional challenge for the University. The Chair said she hoped to present the data the next HoDS and LTC meetings.

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9. Student Voice

(i) NSS 2019

NSS 2019 opened at Hope at the start of February. The university has yet to reach the 50% threshold.

(ii) Outcomes of Level H Survey

Members had received the Level H Survey. The Chair noted that results for the two items *I feel part of an academic community* and *The students' union effectively represents students' academic interests* were of concern across the University. Mr Skilbeck said the SU were looking at social media for improving visibility and communication. It was agreed that these areas would be explored further in the Learning & Teaching Day in either May or September and that ideas from the Network of Hope experience may be used.

10. Faculty Quality Learning & Teaching Committee

(i) Arts & Humanities FQLT Committee

Members had received and considered minutes of Arts & Humanities Faculty Quality Learning & Teaching Committee held on 21st November 2018. Dr McLoughlin highlighted the Faculty's discussion around examinations feedback and consistency. Dr Bennett noted the discussion around Peer Observation; the Chair requested that peer observation be an item on the next LTC agenda.

(ii) Education FQLT Committee

Members had received and considered minutes of the Education Faculty Quality Learning & Teaching Committee held on 17th September 2018, 19th November 2018 and 21st January 2019. Dr Owen highlighted improvements to the PGT survey which had helped to provide clearer results. She noted that students involved in Staff-Student Liaison meetings did not always understand the remit of the meetings and that this may have implications for how student representatives are trained. The Faculty had also reviewed word counts in assessments for consistency; Departments were asked to provide a rationale to explain any significant discrepancies.

(iii) Science FQLT Committee

Members had received and considered minutes of the Science Faculty Quality Learning & Teaching Committee held on 21st November 2018. Dr Cousins noted that the Faculty Teaching & Learning Day had generated a useful discussion on 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 21st November 2018.

(ii) Education Faculty Board

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Members had received and considered minutes of the Education Faculty Board held on 10th October 2018 and 17th December 2018. Issues were raised with microphones in teaching spaces; Dr Bennett was asked to discuss this further with Mr Beecroft.

Action: Dr Bennett to discuss microphone issues with Mr Beecroft

(iii) Science Faculty Board

Members had received and considered minutes of the Science Faculty Board held on 21st November 2018.

(iv) Network of Hope

Members had received and considered minutes of the Network of Hope Experience and Academic Quality Committee held on 30th January 2019. It was noted that the electronic registers were now working effectively. Dr Walsh said that she was currently working on Terms of Reference for the Committee which should be ready for the next LTC meeting.

12. Student Services Group

Members had received and considered minutes of SGG for 28th January 2019. Ms Murray highlighted permission received to run the Duke of Edinburgh Gold Award; this will work alongside SALA. She also noted arrangements made by Mr Ryan with Talk Liverpool for students to access counselling should they require anything additional to the service provided by the University.

13. Library Steering Group

Members had received the minutes of the Library Steering Group meeting on 23rd January 2019. Ms Murray noted that the new Library Management System has been titled OneSearch, and that presentations on the system during Faculty Learning & Teaching days had been delivered. One feature of the system was that it now allowed for automatic renewals giving a smoother service to students. Ms Murray said she would present an action plan for further developments with the system at the next LTC. The Chair thanked Ms Murray and her team for the hard work that had gone into making the system work for the University.

Action: Ms Murray to submit action plan for OneSearch at the next LTC

Ms Murray noted that feedback from the additional library space at Creative Campus had been positive, though staffing two spaces was less efficient. She said that instead of Inter Library Loans, available funds were being utilised to purchase additional copies of certain books.

14. AOB

The Chair said that she would like LTC to do a brief review of the Learning Teaching & Assessment Strategy this year. This would be an item on next term's LTC agenda. She requested that all members read the current Strategy in advance of the meeting.

Action: all members to review the LT&A Strategy in preparation for the next LTC meeting

Date of Next Meeting:

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- Wednesday 22nd May 2019 at 2.15 pm