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LIVERPOOL HOPE UNIVERSITY

LEARNING & TEACHING COMMITTEE

Minutes of the Meeting held on 23rd May 2018

Present: Dr P Haughan (Chair), Dr J Bennett, Dr L Bourke, Mr F Doolin,
Dr L McLoughlin, Ms S Murray, Dr A Owen, Dr F Pogson

By Invitation: Mrs S Anton, Mrs G Mair, Dr L Hilditch

Apologies: Dr R Cousins, Dr C Penketh

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 21st February 2018. These were approved as a correct record.

2. Terms of Reference

Members had received the following Terms of Reference:

(i) Learning & Teaching Committee

Dr Walsh advised that equality and diversity updates should be included under item 2, and that the Registrar's Operational Group minutes should be received. It was agreed that the Director of Network of Hope be included as a member.

(ii) Faculty Quality Learning & Teaching Committee

It was agreed that item 3 would include reference to equality and diversity developments.

(iii) The Library Steering Group

No amendments were suggested.

(iv) Student Services Group

Minor cosmetic changes were agreed.

(v) Student Sounding Board

No amendments were suggested.

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All the above ToR were **RECOMMENDED FOR APPROVAL** to Senate subject to the above amendments.

Action: Mr Dykins to amend above drafts for Senate

(vi) Network of Hope Experience and Academic Quality Committee

The draft was still being considered and it was agreed any amendments would be recommended via Chair's Action.

Action: Dr Haughan to finalise amendments and send to Mr Dykins

3. Matters arising

(i) Lone working policy

Members had received the current Lone Working Policy. The Chair asked that FQLT Chairs disseminate this within their Faculty.

Action: FQLT Chairs to remind Faculty of policy

(ii) Network of Hope: Report on Holy Cross College

Members had received Mr Glover's report on the recent QAA visit, which suggested a positive outcome. The QAA Key Findings report is expected later this week.

(iii) NSS 2017: Review of Student Comments

Members had received Dr Bennett's analysis of comments extracted from questions 4, 15 and 21 of last year's NSS. Members agreed that the recommendations to address issues raised should be implemented as soon as possible.

On Personal Timetables, Dr Bourke noted that 9.00 am classes were problematic for some students with an LSP, though she asked that the Committee commend Ms Garber on her excellent management of timetables. Dr Walsh said that some issues had arisen with timetables as some changes were only displayed on devices if the page were refreshed. With regard to Moodle content, the Chair noted variation in quality of material, and asked that these be reviewed by Departmental Administrators for consistency. She requested a report on Network of Hope Moodles from Mr Glover.

It was suggested that the Students' Union provide every member of staff with a list of all its societies so that staff are able to remind and encourage students of the range of extracurricular activities available. Dr Bennett and Mr Doolin agreed to consider a session on this for the next L&T Day.

Actions:

- Dr Walsh to look at more effective timetable updates;
- FQLT Chairs to ask Departmental administrators to review Moodle content;
- Mr Glover to provide a report on NoH Moodles for the next meeting;
- Dr Bennett and Mr Doolin to discuss a session on SU Societies for the next L&T Day.

(iv) Mobile Devices

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Ms Murray said that progress was being made on mapping devices, and currently she was checking the situation with licences. There remained issues around training and support given limited resources. She advised that she would submit a report covering all aspects of possible provision to the next meeting.

Action: Ms Murray to submit report on mobile devices for the next meeting

(v) Dual/Cross-Faculty Dissertations

Dr Walsh said that the guidance in this area had been reviewed and was now available on the University website. Dr Bennett noted that the confusion over deadlines had now been dealt with. Dr Walsh advised that she was happy to make any further minor amendments. Dr Owen commended the updated guidance.

(vi) Retaking students

Members had received Dr Walsh's review of the August re/assessment period and the retention and attrition rates for the last three years. She noted that students found the capping of reassessed work confusing, and proposed that reassessed pieces be capped at grade E to avoid confusion. Consequently, it has been agreed that for all Undergraduate students, reassessment pieces will be capped at grade E. The block aggregate will remain capped at either the aggregate mark before reassessment, or at 40 if the aggregate is less than 40; this is current practice.

Dr Walsh also highlighted that fact that all coursework grades/marks are provisional until confirmed at the Summer APABs creating a dilemma for staff on how best to advise students about resubmissions and particularly in relation to portfolio elements. Dr Walsh confirmed that she planned to review all regulations with a view to more user-friendly language, and to use case studies to explain better how the regulations work.

There is evidence that the recently introduced engagement strategy is working but Dr Walsh noted that the attrition rates increased significantly for students who require reassessment. It has been agreed that there will be a bespoke induction day for all retaking students at the beginning of the academic year. Dr Walsh stressed the importance of staff knowing who retaking students were within their Departments so they can be monitored and supported appropriately.

(vii) Review of Assessment Descriptors

Members had received the final draft of the Indicative Assessment Descriptors which captured all amendments that had been suggested to date. Dr Walsh requested that any further feedback be sent directly to her.

Members **RECOMMENDED** the Indicative Assessment Descriptors for approval to Senate.

(viii) Lecture Capture

Mr Beecroft had confirmed that the Year 1 pilot was now complete. No technical issues had been encountered during the pilot. Discussions are taking place to determine whether the facility should continue into a second year and the approach to be taken if agreed. This will, to some extent, be dependent upon the outcome of the budget process.

(ix) Study Skills Mentors

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Ms Murray confirmed that for the new academic year, these mentors would now be called Academic Study Skills Mentors in order to help students understand that the facility is not just for students with particular learning difficulties.

4. Learning Spaces Group

Members had received the notes from the meeting on 14th March 2018 and their Terms of Reference. Dr Bennett reported that the group were looking at software upgrades to Smartboards to encourage greater exploitation of the equipment. He said that the Group would be looking at how some Departments have successfully created their own unique spaces, such as the English Department. The Chair said such examples should be looked at for ideas for best practice.

5. Student Success: Retention and Engagement

(i) Engagement Strategy: extension to PG and Level C

Members had received the arrangements relating to induction and engagement for September 2018 onwards, which now extend to PGT. Dr Walsh asked that any video footage from Caerdeon be shared to promote good practice. The Chair asked for an agenda item for the next meeting on how to get the most out of Caerdeon.

Acton: Members to send any video footage available to Dr Walsh

Mrs Mair noted that the SuccessNavigator project is being discontinued and will be replaced by a set of quizzes which will assist in measuring learning gain. The Chair confirmed that additional measures have been put in place to avoid any delay in students accessing funds.

(ii) Internal Audit Report: Retention and Engagement

The Chair advised that although the final draft was not yet available, informally she had received a positive report of the University's processes in relation to this area. There will be one recommendation around consistency between subject records at Level C. The Chair said that she would forward the report once it was available.

Acton: Dr Haughan to forward the Internal Audit Report: Retention and Engagement.

6. Student Voice

(i) NSS 2018: Update

The Chair noted that the Survey was now closed, with an 81% participation rate. All Departments achieved the threshold participation requirement of 50%. Results would be published on 27th July 2018.

(ii) Review of SSLC

FQLT Chairs were asked to comment on current practice to check for consistency between Faculties. Dr Pogson and Dr Bourke said that the perceived value of the Committee by students was an issue affecting attendance and engagement at meetings. Dr Owen said that there was a need to ensure that these meetings run in the Network of Hope, and the Chair agreed to progress this with Mr Glover. Mr Doolin said that some Departments did not arrange

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course representatives. Dr McLoughlin felt that fewer SSLC meetings may help to engage students better. The Chair agreed to meet with Mr Doolin to discuss how best to develop this particular forum.

Action: Dr Haughan to discuss SSLC development with Mr Doolin

(iii) Student Evaluations: Level C and I

Members had received the Level C and I evaluations data. Dr Bennett was tasked with analysing the data to provide an overview with headline items. The number of Red flags for Level C was noted. Dr Pogson queried why this would be, citing one item which was Red, *I don't know how to contact my tutor*; this was counterintuitive given the various methods students are advised of in handbooks, reinforced at sessions. Dr Owen felt that students' views that the course was harder than expected should be seen as a positive, as students needed to understand that University-level study is challenging.

Action: Dr Bennett to analyse data for Level C and I evaluations and provide an overview at the next meeting

7. TEF: Subject Level

Members had received two documents describing the two methodologies available for submitting to the Subject Level TEF, and the predicted outcome when both are applied to the University. The Chair advised that, in terms of the Provider Level TEF, the University had not submitted for Year 3, but that current indicators suggested that if it were to do so, it would receive an initial Gold rating. Employment statistics currently achieve 4 green flags, and retention had also improved. Although part-time students comprise only 4%, results could be improved in this area.

For Subject Level TEF, it was likely that in the consultation, the University would opt for Model A (By Exception).

8. Student Data Group

Members had received Intervention Reports for each Faculty. Dr Walsh said that the reports focussed on attendance and engagement and asked members to discuss further within their Faculty and with their Dean.

9. Director of Learning and Teaching: Update

Dr Bennett noted the increasing significance of the student voice in all aspects of the University, particularly in relation to teaching and learning. The excellent input of student Richard Love at the recent Learning and Teaching Day was particularly relevant. Dr Bennett advised that he was currently networking within the Cathedral's Group of Universities to ensure that the learning and teaching agenda remained current. He noted the shift in emphasis towards the student voice in OfS regulations. The Chair confirmed that the University had submitted its application to the OfS on 22nd May 2018. She advised that all the paperwork submitted would be received at the next LTC meeting.

10. Implementation of the Learning, Teaching and Assessment Strategy.

(i) Communities of Practice: Update

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Members had received the update. Dr Bennett said that despite the wide number of events, CoPs needed better attendance to maintain their viability. He said he would include them as a major item at the first L&T day of the term.

(ii) Institutional Memory Bank Project: Update

Members had received the update on the Memory Bank. Dr Bennett informed that there were currently interface issues between the new platform for the Memory Bank and the University system though it was hoped these would be resolved shortly. Reports had already been uploaded, so once the interface issue has been resolved, these will be accessible and searchable.

(iii) CATE: the University's submission for its Communities of Practice and the Institutional Memory Bank Projects

Members had received the University's submission.

(iv) Plagiarism Statistics

Members had received the statistics on plagiarism from last year. Dr Walsh advised that there were no real trends, though incidents were on the increase. The current year's statistics will be available at the next meeting. The Chair said this would be a substantive item on the agenda to look at guidelines for dealing with such incidents. Dr Walsh noted the difficulty in notifying and discussing plagiarism with students so close to examinations.

(v) Essay Mills and how to combat them

Members had received Dr Walsh's paper on contract cheating, which gave an idea of the extent of the problem and a request from the QAA for assistance in developing strategies to tackle what is fast becoming a major issue for all HEIs. The onus is on the HEI to prove a student has used the services of an essay mill. Dr Walsh asked that FQLT Chairs bring her document to everyone's attention. Dr Owen suggested that, particularly when a dissertation or project is suspected of being written by a third party, staff were often uncomfortable challenging the student. Ideas such as checking document properties and insisting on seeing drafts at different stages may help to an extent.

11. Staff Development

(i) Update on the PGCert LTHE and HEA

Members had received the update of current HEA Fellowships which had increased by 1%. Mrs Anton noted that a Writing Retreat took place on 3rd May 2018 with a Senior Fellowship workshop scheduled for 5th June 2018. The Chair advised that there would be a full day devoted to the design of the PGCert LTHE curriculum on 6th June 2018.

(ii) Identification of Staff Training and Development Needs

Mrs Anton requested that FQLT meetings consider training needs.

(iii) Planning for Learning and Teaching Days 2018/19

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For the Faculty L&T Day on 9th January 2019, Ms Murray said that she would introduce the new interface for the Library Management System, which she explained had similar functionality to the old one.

(iv) National Teaching Fellowship Applications

Members were advised that two applications from Education had been submitted.

12. Faculty Quality Learning & Teaching Committee

Members had received and considered minutes of Faculty Quality Learning & Teaching Committees:

(i) Arts & Humanities

Minutes were received for 21st March 2018.

(ii) Education

Minutes were received for 19th March 2018.

Dr Owen noted a request concerning the timing and construction of PGT evaluations. The Chair requested that any comments concerning PGT evaluations should be sent to her for review.

(iii) Science

Minutes were received for 7th February 2018 and 7th March 2018.

13. Faculty Boards and Network of Hope

Members had received and considered minutes of Faculty Boards and Network of Hope:

(i) Arts & Humanities

Minutes were received for 31st January 2018

(ii) Education

Minutes were received for 7th February 2018 and 21st March 2018

(iii) Science

Minutes were received for 21st February 2018.

(iv) Network of Hope

Minutes were received for meetings on 7th March 2018 and 25th April 2018.

14. Student Services Group

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Members had received and considered minutes of the meeting held on 19th April 2018. The Chair noted ever-increasing incidents relating to mental-health in the recent report. The Group had recommended to LTC that all staff should complete a training programme on baseline mental health awareness and consider integrating mental health awareness in some way into the curriculum.

Mrs Mair noted that the final DLHE survey was now complete, with employment indicators likely to improve on last year's figure. The survey was being replaced by Graduate Outcomes.

LTC **RECOMMENDED FOR SUBMISSION** to Senate the report on Mental Health of Students at Hope; and **RECOMMENDED FOR APPROVAL** to Senate the identification and costing of appropriate baseline mental health training for all staff.

15. Library Steering Group

Members had received and considered the minutes of the Library Steering Group meeting on 2nd May 2018. Ms Murray advised that the Library Charter had been reviewed and minor amendments incorporated. The Library Rules and Regulations title had been changed to the 'Code of Considerate Behaviour' though content had not been changed. Plans for additional library space at Creative Campus were going ahead.

16. AOB

(i) Learning and Teaching Development Fund Process

Members had received Dr Bennett's description of the process for applying for funds.

(ii) Course Outlines for 2018/19

Dr Bennett said that these should be available shortly.

*Dates of Next Meetings:

- Wednesday 17th October 2018 at 2.15 pm
- Wednesday 28th November 2018 at 2.15 pm
- Wednesday 20th February 2019 at 2.15 pm
- Wednesday 22nd May 2019 at 2.15 pm

*Subject to confirmation at Senate on 27 June 2018