

# CONFIRMED

LIVERPOOL HOPE UNIVERSITY

## LEARNING & TEACHING COMMITTEE

### Minutes of the Meeting held on 24<sup>th</sup> May 2017

**Present:** Dr P Haughan (in the Chair), Dr N Almond, Dr J Bennett, Mrs S Cronin, Dr B Evans, Ms S Murray, Mr N McLaughlin-Cook, Dr C Penketh, Dr C Walsh.

**By Invitation:** Mrs S Anton, Ms K Cox (Students' Union), Mrs G Mair, Dr L Hilditch

**Apologies:** Dr L Bourke, Mr P Shakya

**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 22<sup>nd</sup> February 2017. These were approved as a correct record.

#### 2. Terms of Reference

The Learning and Teaching Committee Terms of Reference for 2017-18 **were recommended for approval**, with the following minor amendments of the current Terms:

To add as a separate item "To receive updates on curriculum enhancements resulting from the co-design process and to consider how these might be used to improve student experience in other subjects;

To add Staff Development Coordinator to the list of invitees;

To remove reference to the SAQA.

The Faculty Quality, Learning and Teaching Committee Terms of Reference for 2017-18 **were recommended for approval**, with the following amendments of the current Terms:

To add to item 2: "assessment scheduling";

To add to item 3: "*proactively*";

To remove item 7 concerning making modifications to approved provision;

To remove reference to the SAQA.

**Action:** The TOR for 2017-18 to be recommended to Senate for approval.

#### 3. Matters arising

##### (i) DSA and Lecture Capture (actum 2i)

Dr Almond provided a summary of the progress of the lecture capture pilot. 29 members of staff had taken part with approximately 100 lectures scheduled between 26<sup>th</sup> January and 31<sup>st</sup> March this year. Panopto was installed in 30 rooms covering around 60% of students with

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note-taking requirements. The pilot highlighted a number of technical issues which were being addressed via a more focussed methodology.

The Committee discussed demand for the use of such technology and noted that it is becoming a sector norm. It was also noted that there was a clear demand for lecture capture in the Network of Hope and that with declining funds for note-takers from DSA, the very high cost of providing note-takers would be unsustainable in the long term.

### (ii) Anonymous Marking (actum 2ii)

Dr Walsh and Mr McLaughlin-Cook said they had given input into the latest version of the draft survey. The Chair asked Ms Cox to discuss the amendments further with Mr Shakya and newly elected officers and, if acceptable to next year's Students' Union officers, to launch the survey in September 2017.

**Action:** Ms Cox to discuss further with Mr Shakya and newly elected SU Officers.

### (iii) Learning Spaces (actum 2iii)

Dr Almond reported that discussions were ongoing with regard to improving Wi-Fi access across all campuses. Dr Penketh noted that additional whiteboards in certain EDEN teaching rooms, similar to the set-up in the Learning Lab, would be very useful. Mrs Cronin noted that a recent Ofsted inspection had suggested that teaching spaces looked "sterile".

The Chair requested that any specific issues with learning spaces should be sent directly to Mr Ellison.

### (iv) Feedback from SSLCs (actum 5i)

Dr Almond reported that he and Mrs Murray had investigated with other HEIs systems for booking IT items. The infrastructure for such a development would be costly. Mrs Murray said that a decision would need to be made as to whether the devices would be available to give more capacity within Library spaces or to allow students unable to afford suitable devices to loan them for personal use over an extended period.

**Action:** NA and SM to bring a proposal for consideration to a future L & T Committee.

## 4. **The Annual Provider Review (APR) 2016**

Members had received the outcome of the University's submission, which judged that the University was "not at higher risk" with regard to financial sustainability, good management and governance and "meets requirements" with regard to quality and standards. These were the highest possible judgements. Members had also received a copy of the University's original action plan. The Chair noted that the next version of the action plan would shortly be required.

## 5. **Update on UUK Degree Classifications Survey**

Mr McLaughlin-Cook said that UUK had been surprised at the diversity of practice amongst different HEIs in relation to degree classification. He said that more focussed discussions

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would be taking place in June and July. The Chair noted that University engagement with this would now be taken on by Dr Walsh.

Mr McLaughlin-Cook noted that at Hope two different methods are being used to calculate classifications this year, with the more favourable outcome being the final award.

**Action:** Dr Walsh to report on the outcomes of the University's new classification system for the next Learning and Teaching Committee.

### 6. Best Practice: Coursework and Dissertation Deadline

Dr Penketh reported that her Department had agreed an approach to facilitate the development of research as early as possible in the curriculum. This included identifying and developing reading strategies and mapping research from the start of the course.

Members noted positive feedback from students related to the fact that assignments had been completed well before examinations.

### 7. Student Success: Retention and Engagement

Members had received the documents *Understanding Student Engagement at Liverpool Hope University* and *Promoting, Valuing and Monitoring Student Engagement in 2017/8. A new approach for Level C.*

The Chair noted that the recommendations in the first document had been accepted by Rectorate Team and had led, through the work of staff focus groups, to the guidelines in the second document which were currently in draft form. She also noted that outcomes from the recent Learning & Teaching Day would be incorporated into the guidelines following extensive staff discussion at that day.

The Learning & Teaching Committee welcomed the new approach to student engagement at Level C. **The Committee endorsed these documents and recommended the new approach for Level C to Senate.**

### 8. TEF

The results of the TEF are now expected to be available to the institution on 12<sup>th</sup> June 2017.

### 9. Student Voice

#### (i) Update from SSLCs

Education: Dr Penketh said that the engagement of students was of concern, particularly when timetabling created gaps within a day, and/or late finishes. More open spaces for ad hoc student-led group work were also requested.

Arts and Humanities: Dr Bennett said discussions had included the possibility of students recording lectures. Overall, students were pleased with the new dissertation deadlines. Concerns over attendance and the length of the teaching day suggested some issues with resilience for some students. There was a discussion about the identification of individual staff in SSLC minutes. The Committee expressed interest in seeing the current guidance.

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**Action:** Ms Cox to provide guidance from the SU on SSLC minutes.

Sciences: Dr Walsh said that she had received positive comments concerning the revised coursework submission dates as they allowed for more reflection. However, it was felt that the deadlines were still too soon after the start of the Trinity Term. Students in Science were appreciative of their bespoke Departmental spaces.

Network of Hope: Mr McLaughlin-Cook said that as a development for 2017/8 all students had been trained in the role of representative. The NOH transition event would be used to demonstrate what had been achieved by the SSLC.

**Action:** The Chair asked that the SU encourage all student Reps to undertake Representative training, including those in 2<sup>nd</sup> and 3<sup>rd</sup> Years.

### (ii) NSS 2017

The result for NSS 2017 will be received by the institution on 29 July 2017. The Students' Union boycott had had an impact, with some subjects not meeting the necessary 50% participation rate.

## 10. Student Data Group: Update

Members had received the update on activities, which gave an overview of approaches the Group were taking to identify and support individual Departments to improve local strategies and better present performance data. Dr Walsh said that the Group's plans included investigating the feasibility of using a JISC-managed predictive analytics software to improve data reporting. She stressed that approaches continued to be supportive to Departments.

## 11. Implementation of the Learning, Teaching and Assessment Strategy

### Update on Communities of Practice

Members received the update, which summarised work being done by the CoP Network as it reached the end of its third year of operation. Numbers of CoPs and their participants had generally increased this year compared to the last academic year. All CoPs were now self-sufficient and were aligned with themes discussed at Learning and Teaching days. The outputs are numerous and varied. At present these are stored on the University drives but as the HEFCE funded 'Institutional Memory Bank' project develops this will form a searchable platform for all outputs. Leadership and Learning and Teaching themes were very much evident in the network. Dr Almond said that he would be conducting a survey shortly to evaluate the impact of the network.

The summary concluded with a number of recommendations from the Communities of Practice for action for the next academic year.

**Action:** the Chair tasked Dr Almond with converting the recommendations to an action plan.

Dr Evans thanked Dr Hilditch for her support in the organisation of the COPs.

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## 12. Staff Development

### (i) Update on PGCert LTHE and HEA

Members received the update on the PGCert LTHE. 35 colleagues have already been awarded FHEA status having been created, with 24 currently on the programme. Documentation for re-accreditation of the programme had already been submitted to the HEA. The programme would also be available next year as 60 credits towards an M.Ed.

Members had received the update on FHEA status. For this update, Mrs Anton had reconfigured statistics into blocks of those who had been at the University for more than five years, and those who had not. The total percentage of staff in the first category was 70%, compared with 42% for the second. Mrs Anton said a writing workshop for the FHEA had been scheduled for the 9<sup>th</sup> June 2017 and details had been sent to all relevant staff. 12 had so far registered for the workshop.

### (ii) Identification of Staff Training and Development Needs

The Chair advised that the requests gathered at L & T day were: training in mental health awareness; Moodle (particularly to monitor student engagement); teaching small groups; and understanding LSPs. These requests will be actioned by Ms Anton.

### (iii) Reflection on Learning and Teaching Day

The Committee discussed L & T Day and were of the opinion that there had been a positive response and that the small group sessions and the sharing of good practice from the COPs had worked well.

## 13. Faculty Quality Learning & Teaching Committees

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

### (i) Arts & Humanities

- 22<sup>nd</sup> March 2017

Dr Bennett noted that the Faculty had implemented a Lead Practitioner programme based on the Key Practitioner initiative in the Faculty of Education and were waiting for their first applicants. All Peer observations had been completed.

### (ii) Education

- 30<sup>th</sup> January 2017
- 20<sup>th</sup> March 2017

Dr Penketh noted the discussion in March 2017 around the National Teaching Fellowships, CATE and Principal Teaching Fellowships. She said that some useful models were available though the enhancements to the University's current peer observation process would need to be considered. She said that applicants could be identified to allow a profile to be built over time.

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**Action:** Learning & Teaching Committee to consider process for supporting identified colleagues in application for NTFS in the new academic year.

(iii) Science

- 8<sup>th</sup> March 2017

Dr Walsh noted that, similar to Arts & Humanities, the Faculty were also looking at the Key Practitioner scheme. There were also discussions around the impact of emails sent out-of-hours, and scrutiny of the final draft of exam papers.

**Action:** Mr Dykins to check with Mr Donelan on the email out-of-hours policy

**Action:** L & T Committee to be informed on progress of Lead/Key Practitioner developments in all faculties.

### 14. Faculty Boards & Network of Hope

Members received and considered Learning & Teaching issues arising from the minutes of Network of Hope Experience and Academic Oversight Committee meeting and Faculty Boards.

(i) Arts & Humanities

- 1<sup>st</sup> February 2017

(ii) Education

- 8<sup>th</sup> February 2017
- 8<sup>th</sup> March 2017

Dr Penketh noted progress on the UAE project.

(iii) Science

- 27<sup>th</sup> March 2017

(iv) Network of Hope (NoH)

- 1<sup>st</sup> February 2017
- 8<sup>th</sup> March 2017
- 26<sup>th</sup> April 2017

Mr McLaughlin-Cook noted the Transition Event which was intended for students moving from Level I to H. He said there was the potential for harmonising local mitigating circumstances procedures with University process.

### 15. Student Services Group

Members had received and considered minutes from the SSG meeting held on 2<sup>nd</sup> February 2017 and 11<sup>th</sup> May 2017. The Chair thanked Mrs Mair for her work with the Group.

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### 16. Library Steering Group

- (i) Members had received and considered minutes from the Library Steering Group meeting held on 26<sup>th</sup> April 2017. Ms Murray noted that the paper on dissertations submissions had been progressed to Rectorate Team. Feedback should be available at the next Learning & Teaching Committee meeting.
- (ii) Members had received the Special Collections Report 2015-17. Ms Murray noted the growth in the number of student sessions in the Collections, and an expansion of the range of areas; this has been a direct outcome of the CoPs. She said that curriculum was being developed around the Collections.

### 17. Chairs Business/AOB

#### (i) Learning & Teaching Development Fund

Dr Haughan reminded members that there were still some limited funds available. She asked for any suggestions on how the fund might be used next year to be submitted directly to her.

#### (ii) Level C and I Evaluations

Members had received the collated results in a spreadsheet in e-version. Dr Walsh said she would be discussing the results with Departments individually, but there were no major concerns on a University-wide basis. Dr Penketh said that the feedback was particularly useful at Level C where questions had not been constrained by the NSS, though she thought it would be useful to revisit the questions for next year's survey.

**Action:** A subgroup of the Committee will be set up to review the evaluation forms in time for next year's survey.

#### \*Dates of Next Meetings:

- Wednesday 18th October 2017 at 2.15 pm
- Wednesday 25th October 2017 at 2.15 pm (Joint Meeting of Academic Committee and Learning & Teaching Committee)
- Wednesday 22nd November 2017 at 2.15 pm
- Wednesday 21st February 2018 at 2.15 pm
- Wednesday 23rd May 2018 at 2.15 pm

\*Subject to Senate Approval