

**Minutes of the Meeting of the Senatus Learning and Teaching Committee (LTC)
held at 2pm on Wednesday 14 March 2018
in the Raeburn Room, Old College**

1. Attendance

Present:

Ms Megan Brown	Edinburgh University Students' Association, Academic Engagement Co-ordinator (Ex officio)
Professor Sarah Cunningham-Burley	Assistant Principal (Research-Led Learning), Dean (CMVM)
Ms Rebecca Gaukroger	Director of Student Recruitment and Admissions (Ex officio)
Professor Iain Gordon	Head of School of Mathematics (Co-opted member)
Professor Judy Hardy	Director of Teaching, School of Physics and Astronomy (CSE)
Professor Charlie Jeffery (Convener)	Senior Vice-Principal
Professor Anna Meredith	Director for Postgraduate Taught (CMVM)
Professor Neil Mulholland	Dean of Postgraduate Studies (CAHSS)
Professor Graeme Reid	Dean of Learning and Teaching (CSE)
Dr Sabine Rolle	Dean of Undergraduate Studies (CAHSS)
Professor Neil Turner	Director of Undergraduate Teaching and Learning, (CMVM)
Mrs Philippa Ward (Secretary)	Academic Services

Apologies:

Professor Rowena Arshad	Head of Moray House School of Education (Co-opted member)
Ms Bobi Archer	Vice President (Education), Edinburgh University Students' Association (Ex officio)
Professor Sian Bayne	Director of Centre for Research in Digital Education (Co-opted member)
Ms Shelagh Green	Director for Careers and Employability (Ex officio)
Professor Tina Harrison	Assistant Principal (Academic Standards and Quality Assurance)
Ms Melissa Highton	Director of Learning, Teaching and Web Services Division (Ex officio)
Ms Nichola Kett	Academic Governance Representative, Academic Services
Dr Velda McCune	Deputy Director, Institute for Academic Development (Director's nominee) (Ex officio)
Mr Tom Ward	University Secretary's Nominee, Director of Academic Services (Ex officio)

In attendance:

Ms Ruth Donnelly	Representing Director for Careers and Employability
Professor Susan Rhind	Assistant Principal Assessment and Feedback

2. Minutes of the previous meeting

The minutes of the meeting held on 24 January 2018 were approved.

3. Matters Arising

3.1 Lecture Recording Policy Consultation (Item 8.2)

Members noted that this would be progressed at the May meeting of the Committee.

3.2 Teaching Excellence Framework (TEF) Monitoring (Item 4.1)

The Committee was advised that a TEF Monitoring Group had been established and had held its first meeting. Undergraduate retention was being given particular attention.

4. Convener's Communications

4.1 University and College Union (UCU) Industrial Action

The Convener provided a brief update on the UCU industrial action.

4.2 Subject-Level Teaching Excellence Framework

The new UK Education Minister Sam Gyimah had reiterated the UK Government's commitment to the development of subject-level TEF. Developments would be monitored by the TEF Monitoring Group.

4.3 Senior Management Away Day

It was reported that a senior management away day had taken place and that issues around the curriculum had been considered. It had been agreed that joint degree programmes were particularly complex, and this and other related issues would be given further attention in the coming weeks.

5. For Discussion

5.1 Student Employment Matters

The paper was presented by the Assistant Director of the Careers Service, and proposed a recommendation for the maximum number of hours taught postgraduate (PGT) students should work in paid employment during semester time. It proposed aligning the recommendation for PGT students with that for research postgraduate (PGR) students. However, LTC expressed the view that the PGT experience was more closely aligned with the undergraduate (UG) than with the PGR experience.

As such, it was agreed that the Careers Service would consider making the recommendation for PGT students the same as that for UG students (15 hours per week during semester time), and would conduct further research into the potential impact of this on PGT students.

Action: Careers Service to consider recommending that PGT students spend a maximum of 15 hours per week working in paid employment during semester time, and to conduct further research into the potential impact of this recommendation on PGT students.

5.2 Senate Committee Planning 2018/19

LTC was satisfied with the proposed Committee priorities listed in the document, and suggested adding:

- potential curriculum issues arising from senior management discussions;
- issues arising through the Service Excellence Programme;
- implementation of the Widening Participation Strategy;
- implementation of University-Wide Courses once the outcome of the current consultation was known.

Members agreed that it would be important to ensure that there was a co-ordinated approach to any student support-related developments, given that different strands fell in different Committees' priority lists (eg. implementation of the Student Mental Health Strategy in LTC's list and overseeing the Personal Tutor System in Quality Assurance Committee's list).

Action: Director of Academic Services to amend the priorities to take account of the Committee's comments.

6. For Approval

6.1 Student Partnership Agreement – Implementation Plan

The Committee welcomed the Implementation Plan, noting that it aimed to progress work in 3 main areas, namely student voice, academic support and mental health and wellbeing. Members were advised that small project funding had been allocated to relevant projects.

LTC approved the Plan, recognising that it would develop over time and that regular updates would be brought to the Committee.

6.2 Learning Analytics – Proposals

LTC considered the draft Policy, but suggested that clarification was required on several points before approval could be given. It was therefore agreed that the paper would be brought back to the May meeting of LTC.

Action: Secretary to add Learning Analytics to the agenda for the May meeting of LTC.

6.3 Using the Curriculum to Promote Inclusion, Equality and Diversity – Proposal to Establish a Task Group

The Committee approved the establishment of this Group, but proposed that bullet point 4 of the membership be amended to read ‘...to engage students from disadvantaged backgrounds...’.

It was agreed that there would be benefit in the Task Group mapping work that has already been done to decolonise the curriculum, and in focussing on both the content and delivery of courses and on the formal and informal curriculum.

Action: Director of Academic Services to amend the membership and remit of the Task Group to take account of LTC’s discussions, and to proceed with establishing the Group.

7. For Information and Noting

LTC noted the following items:

- 7.1 Progress and Success with Open Educational Resources**
- 7.2 Report from Learning and Teaching Policy Group**
- 7.3 Report from the Knowledge Strategy Committee (19 January 2018)**
- 7.4 Service Excellence, Student Administration and Support Update**

The paper was presented by the Deputy Secretary Student Experience. It was noted that significant progress had been made in recent weeks in the areas of student immigration and studying and working away.

Work was also being undertaken on special circumstances, coursework extensions and concessions. It was agreed that clarification would be sought on ways in which Schools might feed into the consultation around this.

Action: Secretary to seek clarification on ways in which Schools might feed into the consultation on special circumstances, coursework extensions and concessions.

Members recognised that, going forwards, it would be essential for the Service Excellence Programme to continue communicating clearly the purposes and mechanisms of any proposed changes in order to secure understanding of the benefits that would be realised.

7.5 Progress with Committee Priorities 2017/18

The paper was noted.

8. Any Other Business

The Committee noted that it was Professor Meredith’s final meeting. It thanked her for her contribution to the work of the Committee and the University, and wished her well in her new role at the University of Melbourne.