UNIVERSITY OF LEICESTER

ACADEMIC POLICY COMMITTEE

STUDENT EXPERIENCE ENHANCEMENT GROUP

Minutes of a meeting held on
Thursday 28 February 2013

Present:

Ms C Fyfe (Chair)
Mr C du Couëdic de Kerérant
Mr S Johnson (vice Mr B Athwal)
Ms G Miles
Mr M Rubin
Ms F Stone

Mr R Greenhill
Ms L Matthews
Ms N Moledina (vice Mrs L Bailey)
Professor J Scott
Professor R Thomas

Ms L Matthews
Mr B Athwal
Mr S Johnson (vice Mr B Athwal)
Ms N Moledina (vice Mrs L Bailey)

In attendance: Mr C Gooch (for the business recorded in 13/M6) and Miss K Pountney (Secretary)

Apologies for absence were received from Mr B Athwal, Mrs L Bailey, Professor G Conole, Mr D Flatt and Dr M Rawlinson

13/M1  MINUTES OF THE PREVIOUS MEETING

The Group considered the minutes of a meeting held on 8 November 2012.

The Group approved the minutes as a correct record.

Arising from 12/M24 a), the Chair reported that a University Learning and Teaching Conference held on 10 January 2013 had been extremely well-received and there was strong support for the event to become annual.

13/M2  CHAIR’S REPORT

The Chair reported that:

a) she had attended a recent presentation about the Student Barometer survey which had been extended to include HEU in addition to international students. Responses to the 2013 survey were received from 2,500 students. Departments were encouraged to contact the Head of the Planning Office to arrange access to the data, which allows benchmarking with other universities including Russell Group and other 1994 institutions.

b) The process of appointing to the posts of Director of Academic Practice and University Librarian was continuing.

13/M3  TEACHING AWARD SCHEMES 2013

a) National Teaching Fellowship Scheme

The Chair reported that the internal panel had selected three nominations, the maximum allowable for National Teaching Fellowships. The deadline for submission of nominations to the HEA was Monday 4 March 2013 and the official announcement of successful nominees would on 27 June 2013.
b) University Teaching Fellowship Scheme (UTF)
Teaching Partnership Awards for Students (TPA) 1

The Group noted that the application processes for the UTF and TPA schemes were now open. The Chair encouraged members to promote these prestigious University awards to eligible staff and students within their departments/offices.

13/M4 WEB-BASED READING LIST SYSTEM

The Group received a presentation from the Head of Library Academic Liaison about readinglists@Leicester, which was an online reading list system launched by the Library.

He reported that the system enabled teaching staff to create and organise interactive reading lists by capturing details of books, journals or any other resource with a stable URL directly from publishers’ websites, the Library, Amazon and other online sources. The system had numerous advantages over lists created using word-processing software. These included a connection to the Library catalogue that showed live stock availability and enabled print or digitised copies to be requested, as well as automatic links with the SITS student record system and Blackboard. Support in creating the online reading lists was available via the Library website or staff could request face-to-face training.

The Group welcomed readinglists@Leicester, which it considered offered time-saving benefits to staff and had the potential to enhance the student learning experience. It encouraged departments to make use of it as far as possible.

13/M5 LECTURE CAPTURE SYSTEMS

The Group received a presentation from the Systems Specialist Learning and Social Spaces in IT Services about technical approaches to lecture capture that were currently on the market. These would enable the University, should it determine it to be pedagogically appropriate, to digitally capture lectures and other teaching and learning activities and then make the recordings available to students and other audiences.

The Group noted that there were three types of lecture capture systems available: hardware; software; web-based. Popular systems in use in other UK HE institutions were Echo 360 and Panopto. The former recorded visual and audio to a hardware device for download whereas the latter was a software capture system that made use of a venue’s own PC to link with, and record, source material. Both systems were designed to require minimal effort from the operator, recording automatically at pre-booked times. The Group noted that lecture capture was a more expensive recording method than Adobe Presenter but its interactive nature meant it was significantly more sophisticated. The lecturer had full control over what and when material was recorded and released. Lecture capture allowed recordings to be edited to, for example, include subtitles or remove material infringing copyright. They also kept data on the number of viewings of a recording and its constituent parts, which could be used to inform the future teaching of a particular topic.

The Group welcomed the research that had taken place. It noted that lecture capture had the potential to transform the nature of lecture delivery and enhance the learning experience of all students but in particular those with accessibility requirements or for whom English was not their first language.

The Group recommended that a working group should be established to consider the pedagogical arguments surrounding lecture capture.

1 University Teaching Fellowship Scheme www.le.ac.uk/utf. First round applications should be submitted by 12 noon on 24 April 2013.
Teaching Partnership Awards for Students www.le.ac.uk/tpa. Applications should be submitted by 20 May 2013.
13/M6 STUDENT HANDBOOKS

The Group considered proposals for modifications to the format, presentation and location of electronic student handbooks for the 2013/14 and 2014/15 academic years. These centred on the creation of a standard Microsoft Word template for electronic student handbooks with defined formatting styles. Departments would be encouraged to use the template for 2013/14 handbooks and required to follow the template for 2014/15 versions. The Group noted that the proposals were in line with principles agreed by the Student Experience Enhancement Group and ratified by Academic Policy Committee in 2011.

It agreed the proposals, subject to clarification that departments that did not use Microsoft Word would be not be required to use the template but would be expected to reproduce its styling.

13/M7 ASSESSMENT AND FEEDBACK WORKING GROUP

The Group received a report of a meeting of the Assessment and Feedback Working Group held on 19 February 2013.

13/M8 WORKING GROUP ON STUDENT EMPLOYABILITY

The Group received minutes of a meeting of the Working Group on Student Employability held on 15 January 2013.

13/M9 TEACHING FUNDS APPROVALS GROUP

The Group received minutes of a meeting of the Teaching Funds Approvals Group: Fund for Teaching Enhancement Projects held on 6 February 2013.

Duration of meeting: One hour and 20 minutes CHAIR