Minutes of a meeting held on Thursday 14 January 2016

Present:  
Professor J Scott (Chair)  
Professor A Cashmore  
Dr F Deepwell  
Mr C Harrison  
Mr R Patel  
Mr G Reay  
Professor T Yeoman  
Dr L Cunningham  
Ms T Dodman  
Dr B Norman  
Miss L Patrick  
Mr B Wynne

In attendance: Ms L McKenna (Secretary), Mr M Hodgkinson (Observer)

Apologies for absence were received from Mr B Athwal, Dr R Dickinson, Mr G Green, Mr R Greenhill and Ms R Holland

16/M1 DECLARATIONS OF INTEREST
The Group noted that there were no declarations of interest.

16/M2 MINUTES OF THE PREVIOUS MEETING
The Group considered the minutes of the meeting held on 11 November 2015.  
The Group approved the minutes as a correct record.

16/M3 MATTERS ARISING
Arising from 15/M37a it was noted that meetings had taken place between the Improving Student Experience Teams and targeted departments as part of the National Student Survey actions. Three departments had reported at a recent University Executive Board (UEB) meeting the range of actions being taken, which would be monitored through their ADR reports. The Chair reminded the Group that the NSS survey opened on 1 February and plans were in place to ensure a high response rate.

Following on from this, the Chair noted that discussions around Year Surveys and Postgraduate Taught Experience Survey (PTES) were ongoing.

Arising from 15/M43a it was noted that Mr G Reay would be sending an update by correspondence regarding the Student T Drive [ACTION G REAY]

16/M4 CHAIR’S REPORT

a) New Director of LLI
The Chair welcomed new members to the group, including Dr F Deepwell, who had been appointed as the new Director of the Lifelong Learning Institute.
b) Higher Education Academy Fellowships

The Chair reported that the first round of internal applications was due to close at the end of this month. Two more rounds have been scheduled and members of the Group were encouraged to support colleagues to engage with the process. The Chair confirmed that a communication detailing the process and providing guidance had been sent to Heads of Department to disseminate.

c) National Teaching Fellowship Scheme (NTFS)

The Chair reported that the Higher Education Academy had yet to announce the scheme for 2015. Dr Deepwell confirmed that this is due to be announced at the end of Spring. In the meantime, departments were encouraged to identify suitable applicants.

d) Learning Strategy

The Chair reported that the Learning Strategy had been approved by Senate and Council. The Academic Directors would now start to develop college strategies that underpinned the delivery of the Learning Strategy. The Group agreed it would be useful to re-circulate the Learning Strategy. [ACTION J SCOTT]

e) Lecture Capture

The Chair reported that the Lecture Capture policy had been approved by the University Leadership Team and the final version is due to be considered by the Academic Policy Committee next week.

f) QAA Visit

The Chair reported that the visit from the QAA has been confirmed, from 1-4 February 2016. A schedule of requested meetings had been received and colleagues were working with particular departments and the Students’ Union to put this together. Mock meetings have also been planned.

16/M5 GREEN PAPER: FULFILING OUR POTENTIAL

The Chair reported that the closing date for the University’s response to this paper was 15 January 2016. Following this, responses will be collated and a white paper is scheduled for April.

The Group agreed it would be useful to circulate the University’s final response. [ACTION J SCOTT]

16/M6 LEARNING AND TEACHING WORKSHOPS AND CONFERENCES

Dr Deepwell confirmed that a Learning and Teaching conference has been scheduled for 28 June – 30 June 2016. The conference is planned for 29 June, with a day of focused workshops either side. The theme has not yet been agreed.

Dr Deepwell reported that this conference would be following on from a Learning and Teaching Focus Week in April 2016.
The Group agreed that a reminder of these dates should be circulated. [ACTION F DEEPWELL]

16/M7 PEER MENTORING SCHEME

The Group received an update on the scheme from Ms L Patrick. Plans to target the Refreshers and Volunteering fairs in order to market and recruit for the scheme were being finalised. Following these efforts, recruitment would be targeted to specific departments, depending on the numbers of participants.

Ms Patrick also reported that the training material was being drafted, with eight hours of training being planned. The Student Union were engaging with departments that have existing peer-mentoring schemes to ensure the scheme complemented existing provision.

The Group agreed that updates on this scheme should continue.

16/M8 PERSONAL TUTOR REVIEW

The Chair reported that the first meeting of the working group was due to take place next week. There would be academic and student co-chairs with Dr Chris Willmott and Lewis Eves (MA International Security Studies) undertaking these respective roles.

The Group agreed that updates on the activities of the working group should continue.

16/M9 ASSESSMENT AND FEEDBACK WORKING GROUP

The Group noted that Dr Colin Hewitt had been appointed as Chair of the Assessment and Feedback Working Group.

The Group received a written report of the meetings held on 11 September 2015 and 13 November 2015. It noted items of particular interest as highlighted by its Chair.

a) Online assessment and e-Assessment

The Group noted the ongoing work on this theme and the drive to extend online and e-assessment more extensively across the University.

b) January Examinations

The Group noted the discussions around the reduction of January examinations. The amendments to credit weighting and the structure of the academic year would provide staff with an opportunity to review assessment methods and to design assessments that were more authentic and innovative. The Group noted that assessment would be a prominent theme in the coming year.

16/M10 HEAR 6.1 ACTIVITY VERIFICATION

The Group agreed the approval of the HEAR 6.1 activity as recommended by the HEAR 6.1 Approvals Group, as follows:

a) iGEM Competition
b) Widening Participation Outreach
c) Legal Advice Clinic  
d) Miscarriages of Justice

The Group also approved the Peer Mentoring activity, subject to a technical correction to the paperwork. Step 2, 'confirmation of first correspondence email to mentees (confirmation by BCCing department liaison into email)' should be changed to 'confirmation of first correspondence email to mentees (confirmation by BCCing peer mentoring email.)

16/M11 DATE OF NEXT MEETING

The next meeting will be held at 2:00pm on Thursday 25 February 2016 in the Haldane Committee Room.