

**Learning and Teaching Committee (LTC)**  
Confirmed Minutes from the meeting held on  
28<sup>th</sup> November 2017

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## **Present**

Professor Alan Spivey – Assistant Provost (Learning & Teaching) (Chair)  
Mr David Ashton – Academic Registrar  
Mr Nick Burstow – ICU Deputy President (Education)  
Ms Emma Caseley – Head of Strategic Projects, Education Office  
Professor Sue Gibson – Director of the Graduate School  
Professor Des Johnston – Vice Dean (Education), Faculty of Medicine  
Dr Martyn Kingsbury – Director of Educational Development  
Professor Omar Matar – Vice Dean (Education), Faculty of Engineering  
Professor Emma McCoy – Vice Dean (Education), Faculty of Natural Sciences  
Dr Edgar Meyer – Interim Business School rep  
Ms Judith Webster – Head of Academic Services

## **In attendance**

Ms Sugra Bibi – Project Manager (Learning & Teaching Strategy)

## **Apologies**

Professor Simone Buitendijk – Vice Provost (Education) – Chair  
Dr Malcolm Edwards – Director of Strategic Planning  
Mr Martin Lupton – QAEC representative

### **1. Welcome and Apologies**

The Chair welcomed attendees to the meeting and apologies, as listed above, were noted.

### **2. Minutes– Paper LTC.2017.14**

The Committee confirmed the minutes from the meeting held on Tuesday 31 October 2017, subject to an amendment to the wording in minute 5.4 to reflect it was the 'academic' representation structure which would be used. Outstanding Committee actions were noted as follows:

**2.1** The Head of Strategic Projects (Education Office) confirmed she had received nominations for the new Surveys Working Party from the Faculty of Medicine and Faculty of Natural Sciences.

**2.2** With respect to the DLHE Results, it was agreed that Professor Simone Buitendijk would follow up with Dr Malcolm Edwards after the meeting regarding circulation of the results with a supporting commentary.

**Action: Vice Provost (Education)/Director of Strategic Planning**

**2.3** In respect of the ICU NSS Recommendations, it was noted that student outcomes and satisfaction data and measures would be added to the agenda of a future meeting.

**Action: LTC Chair and Secretary**

2.4 The collation and circulation of guidance and good practice relating to Personal Tutors was to be completed.

**Action: Head of Strategic Projects**

2.5 That the confirmation of Committee dates to support the Curriculum Review process was in hand and dates would be confirmed shortly.

2.6 That an update on the involvement of the Faculty of Engineering in the HEFCE teaching intensity pilot should be provided to the next meeting.

**Action: Director of Strategic Planning**

2.7 That there should be an update on the changes to the HE Regulatory frameworks provided to the Committee

**Action: Director of Strategic Planning**

### 3. **Matters Arising**

There were no Matters Arising not covered by the Agenda.

### 4. **ICU NSS 2017 Recommendations**

Following on from the previous meeting, the Committee continued its consideration of the implementation of the ICU's NSS recommendations and received a tabled draft action plan for discussion.

4.1 Recommendation 8: The Committee agreed that this recommendation, which related to the provision of appropriate mental health first aid training for student facing staff, was best located with the Director of Student Services

4.2 Recommendation 9: The Committee discussed this recommendation, that students should have access to their examination timetables at the start of the preceding term. Members discussed the operational challenges in implementing this, for example students in the Faculty of Natural Sciences do not make module choices until February so exams cannot be scheduled before then. It was suggested that what would be helpful was a fixed date for each department to publish their exam timetable with a rationale for the publication date.

4.3 Recommendation 10: The Committee agreed that space in the timetable to support students to focus on their personal development and career planning would be desirable. It was noted that there were often assessment deadlines just before the Christmas break, which was also when many students were also trying to secure internment opportunities for the following summer.

**Action. ICU DPE to be invited to attend a Curriculum Review Workshop**

4.4 Recommendations 11: The Committee discussed this recommendation on reviewing software that is used and ensuring that students are trained in the use of software, in particular where it is used for coursework but not formally taught. There was a concern that with a move to the modular framework, some students could miss out on teaching of software. It was suggested that where knowledge of particular software was a requirement of the course, training should be delivered in core modules which all student have to take.

**Action: ICU DPE to send specific examples to Head of Strategic Projects (Education Office)**

4.5 Recommendation 12: The Committee noted that this recommendation would be taken forward through the College Space Sharing Project. Members noted that there needed to be a cultural change and full implementation of the Space Sharing Policy to resolve accessibility issues for students to

space across College. It was noted that there was a lack of small bookable study space for students and that students really wanted spaces to work in small groups.

- 4.6** Recommendation 13: It was noted that the ICU President was discussing this issue with the Provost and that the College's Inclusivity, Diversity and Equality Strategy Group was taking this forward.
- 4.7** Recommendation 14: It was agreed that Departments should work closely with departmental representatives and societies as recommended.
- 4.8** Recommendation 15: This recommendation related to closing the feedback loop to students on action taken, or not taken, in response to issues they have raised. It was noted that this recommendation would be part of the terms of reference for the working group looking at lecturer and module evaluation. The role of Staff-Student Committees in tracking issues that have been discussed and feeding back to students was discussed, as were the benefits of making previous years minutes available to current student representatives so that they could see previous discussions. Current practice in the Faculty of Medicine and the Business School was reported.
- 4.9** Recommendation 16: It was agreed that the responsibility for this recommendation should sit with the DUGS. It was noted that there was Good Practice Guidelines on how SSC's should operate and that these would be amended to reflect this recommendation.

**Action: QA Team**

- 4.10** Recommendation 17: It was noted that this recommendation, to conduct a full-scale review of the structure and effectiveness of the Academic Representation Network alongside a Governance and Democracy Review was for action by the ICU President, the DPE and the Education and Welfare Team.
- 4.11** The Chair thanked the ICU for their report and action plan. The DPE provided the Committee with a verbal report on a visit to University College London to discuss their Student Shapers. It was reported that the visit had been useful but that the level of student projects at UCL had not been as strategic as was proposed for the Imperial Student Shapers. It was noted that the Head of Strategic Projects in the Education Office would meet with ICU to take this forward and that there would be a recruitment process for a co-ordinating role to design and implement the scheme. It was described as similar to the UROP scheme but over a longer period and it was anticipated that this could drive some educational research for the College. It was reported that the Business School offered a leadership training day for their student leaders and suggested that this could be beneficial for Student Shapers.

**Action Head of Strategic Projects (Education Office)/ICU**

## **5. Curriculum Review**

The Committee received a paper providing an update on process, timeline and the arrangements for quality assurance.

- 5.1** The Committee was advised that meetings had now been held with all Departments discuss proposals for Curriculum Review. The tracker in the paper set out the position of recruitment of Teaching Fellows for all Departments. A meeting was being held to plan a series of workshops on all aspects of the Learning and Teaching Strategy. It was hoped that a support network for the Teaching Fellows would emerge from these opportunities for them to get together and share practice. Other specialist staff would also be involved, such as staff from Careers to help Departments embed employability into their programme outcomes. The need to reflect the expectations of external

bodies in programme redesign was noted, but it was not felt that this would conflict with the Learning and Teaching Strategy.

- 5.2** The initial deadline of March 2019 for courses to be reapproved was noted and the role of the Sub-Panel for each Department was described. It was suggested that teaching Fellows could play a role in supporting the work of these Sub-Panels, which would be reviewing programme and module specifications.

**Action: Members to send any additional comments to Head of Strategic Projects/Head of Academic Services**

**6. Excellence Fund for Learning and Teaching Innovation**

It was reported that this year's call for proposals for the Excellence Fund for Learning and Teaching would award funds to support the development of a more inclusive learning and teaching, with a focus on the development of inclusive curriculum content, one of the four pillars of the Learning and Teaching Strategy.

- 6.1** This was linked to Curriculum Review and staff would be encouraged to think about the alignment of the curriculum, learning outcomes and assessment, the use of blended learning and cultural inclusivity in terms of examples used in teaching.

- 6.2** The Committee noted that for the students in the Faculty of Medicine, a significant amount of teaching takes place in a clinical setting beyond the College and considered how learning that takes place in a clinical setting or on an industrial placement can be aligned. It was further noted that educational settings can often lag behind other sectors in terms of inclusivity and diversity but that there needed to be a conversation with any partner involved in teaching Imperial students.

**7. Pedagogy Transformation**

The Committee received a verbal update from the Assistant Provost (Learning and Teaching).

- 7.1** The Committee noted the forthcoming visit from Professor Peter Lepage, who had implemented large scale pedagogy transformation at Cornell in the United States.

**8. Reward, retention and recognition frameworks for teaching staff**

The Committee received a verbal update from the Assistant Provost (Learning and Teaching).

- 8.1** The Committee heard that initial proposals had been considered by Provost's Board at its October meeting. It had been agreed that there needed to be parity of esteem between teaching and research. The proposals included having a Learning and Teaching job family and moving away from Hay evaluation of teaching roles. Promotion could be achieved through evaluation of what a member of teaching staff had achieved. Work on this was ongoing and a final set of proposals would be presented in due course.

**9. Learning and Teaching Strategy Implementation Plan**

The Committee considered an update on the L&T Strategy Implementation Plan and noted that the current focus was on curriculum review and pedagogy transformation.

**10. Education Evaluation**

The Director of Strategic Planning was unable to attend the meeting and so this item was postponed until the next meeting.

**11. Educational Research**

The Committee received a verbal update from the Director of Educational Development.

**11.1**

It was reported that the Educational Development Unit was seeing an increase in cases of educational research with some proposals for PhDs which clearly linked to the main pillars of the Learning and Teaching Strategy. The EDU was liaising with the Library to look at their metrics and track publications in this area. There was also collaboration with the Data Sciences Institute underway. There was a need to consider and develop a strategy for the Research Excellence Framework and it was also noted that some of the current work was likely to support future interaction with the Teaching Excellence Framework.

**12. Online Learning Innovation Group**

The Committee received an update from the meeting of the Group held on 13<sup>th</sup> November 2017.

**13. Dates of next meetings 2017-18**

Tuesday 23<sup>rd</sup> Jan 2018, 10:00-12:00, Boardroom, Level 4, Faculty Building

Tuesday 20<sup>th</sup> Feb 2018, 10:00-12:00, Boardroom, Level 4, Faculty Building

Thursday 22<sup>nd</sup> March 2018, 10:00-12:00, 909B, EEE Building

Wednesday 16<sup>th</sup> May 2018, 10:00-12:00, Ballroom, 58, Prince's Gate