

Learning and Teaching Committee (LTC)
Confirmed Minutes from the meeting held on
Tuesday 31st October 2017

Present

Professor Simone Buitendijk – Vice Provost (Education) – Chair
Mr David Ashton – Academic Registrar
Mr Nicholas Burstow – ICU Deputy President (Education)
Ms Emma Caseley – Head of Strategic Projects, Education Office
Dr Lorraine Craig – Associate Dean for Learning and Teaching, Faculty of Engineering
Dr Malcolm Edwards – Director of Strategic Planning
Professor Sue Gibson – Director of the Graduate School
Professor Emma McCoy – Vice Dean (Education), Faculty of Natural Sciences
Dr Edgar Meyer – Interim Business School rep
Professor Alan Spivey – Assistant Provost (Learning & Teaching)

In attendance

Ms Sugra Bibi – Project Manager (Learning & Teaching Strategy)
Ms Jo Ivison – Executive Personal Assistant to the Vice Provost (Education)
Mr Gideon Shimson – Director, Digital Learning Hub
Ms Sophie White - Senior Assistant Registrar (Quality Assurance & Enhancement)

Apologies

Professor Des Johnston – Vice Dean (Education), Faculty of Medicine
Dr Martyn Kingsbury – Director of Educational Development
Mr Martin Lupton – QAEC representative
Professor Omar Matar – Vice Dean (Education), Faculty of Engineering
Ms Judith Webster – Head of Academic Services

1. Welcome and Apologies

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

2. Minutes (Papers LTC.2017.10 and LTC.2017.10a)

The Committee confirmed the minutes from the meeting held on Tuesday 19th September 2017 and considered the outstanding Committee actions.

- 2.1** Ms Emma Caseley confirmed she had received nominations for the new Surveys Working Party from the Registry, Business School and Faculty of Engineering and that nominations were outstanding from the Faculty of Medicine and Faculty of Natural Sciences. It was agreed these should be submitted as soon as possible so that the Working Party could be set up.

Action: Professor Des Johnson/Professor Emma McCoy

- 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.

Action: Professor Buitendijk/Dr Edwards

3. Matters Arising

There were no matters arising.

4. Digital Learning Update

The Committee received an update on digital learning activities from, Mr Gideon Shimson, Director of the Digital Learning Hub.

- 4.1** Mr Shimson reported that the Digital Learning and Teaching Strategy had been written over the summer and that he was now in the process of disseminating it more widely through discussion with individual departments.
- 4.2** It was noted that the Digital Learning and Teaching Strategy was one of the pillars of the new Learning and Teaching Strategy and its goal was to develop and position Imperial College as a global leader in teaching & learning innovation. It was further noted that the new Digital Learning Hub had its own mission to support departments to realise their objectives by exploring and executing projects at the juncture of digital technologies, learning, teaching and societal challenges.
- 4.3** Mr Shimson explained that there were three main strands to the strategy:
 - 1) Experience: to build on the College's existing experience, for example by developing more online award bearing programmes such as a Global Masters in Public Health;
 - 2) Innovation: to leverage the strength of Imperial around innovation and entrepreneurship, for example by using AI for assessment and feedback purposes;
 - 3) Extension: to contribute to global challenges by providing courses globally and ensure financial sustainability, for example by providing MOOCs.
- 4.4** Mr Shimson further explained that there were three enabling elements: the physical infrastructure, the human capital and digital infrastructure. These would be developed over the coming months by the Digital Learning Hub. So far he had established a temporary studio at the Charing Cross campus. The Hub was now supporting students and staff across multiple departments and education teams to enhance current offerings, produce new online courses, and explore, develop and scale innovative educational and digital technology.
- 4.5** The Committee heard that there was currently a shortlist of 48 individual digital learning projects in development.

Post Meeting Note

Mr Shimson's presentation was circulated to Committee members for information.

5. ICU NSS 2017 Recommendations (Paper LTC.2017.11)

The Committee considered the implementation of the ICU's NSS recommendations and received a tabled draft action plan for discussion.

- 5.1** Recommendation 1: The Committee approved the implementation of a "Student Shapers Scheme" by October 2018 and it was noted that College and ICU staff would be visiting UCL to fact find about UCL's Change Maker Scheme which was the inspiration for the proposed "Student Shapers" initiative.
- 5.2** Recommendation 2: The Committee approved the ongoing work to address this recommendation, noting that the SOLE lecturer/module evaluations would be reviewed and that more work needed to be done to review both student outcomes and student satisfaction at an individual module level. Dr Edwards reported that the new student records system would help with this as although departments reviewed student outcomes at a modular level, this information was not currently easily accessible at a College level. The College also needed to be proactive in reviewing student outcomes for students with protected characteristics at both a module and programme level.

- 5.3 It was agreed that this subject needed further discussion and therefore student outcomes and satisfaction data and measures would be added to a future LTC agenda.

Action: Professor Buitendijk/Dr Edwards

- 5.4 Recommendations 3 & 4: The Committee approved the recommendations to ensure student involvement in the curriculum review process. Professor Spivey explained that, currently, the curriculum review team were in the process of meeting with departments and were also focusing on recruiting staff to support the review. It was further explained that the next stage would be to engage with the ICU (and also the Registry and EDU) about the process for the review and the involvement of students. Professor Spivey explained that the existing academic representation structure would be used.

- 5.5 Recommendation 5: The Committee supported the recommendation to continually review the timeliness of academic feedback. It was noted that the Staff-Student Committee (SSC) guidance included a model agenda and this included the timeliness and quality of academic feedback as a standing item. It was agreed that this recommendation should be owned by Directors of Undergraduate and Postgraduate Study.

Post Meeting Note

The SSC guidance and model agenda were circulated to LTC members for wider dissemination. The documents are available at the following link:

<http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/good-practice/>

- 5.6 Recommendation 6: It was agreed that the provision of past examination papers may not be best practice in all cases however, the Committee approved the recommendation to make marking schemes and model solutions routinely available and also agreed that inconsistencies in examination instructions should be eradicated. The Committee recognised that inconsistencies may occur when students took examinations for modules outside their home department, for instance BPES or Horizon modules. It was agreed that this should be addressed.

- 5.7 Recommendation 7: It was agreed that the level of timetabled contact students should have with their Personal Tutor should diminish over the course of their programme of study as students in later years should need less support than new students. It was agreed that all departments should have a reporting system for identifying when meetings with Personal Tutors were not happening and contact with Personal Tutors should be monitored by the Senior Faculty Tutors. It was noted that the Faculty of Natural Sciences had some useful guidance around Personal Tutors and student discussion and it was agreed that good practice such as this should be collated and circulated more widely.

Action: Ms Caseley

- 5.8 Recommendations 8 – 17: Due to lack of time, it was agreed that the remaining recommendations should be considered at the next meeting.

Action: LTC secretary

6. Learning and Teaching Strategy Implementation Plan (Paper LTC.2017.12)

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. It was agreed this item should be a standing item for noting on future agendas.

Action: LTC Secretary

7. Implementation Priorities

7.1 Curriculum Review

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

7.1.1 Professor Spivey explained that, with the exception of the Business School and Design Engineering, he had now met with all departments. Departments were now in the process of building their teams and, in some incidences, this included the recruitment of new staff.

7.1.2 It was noted that the deadline for reviewing and validating all programmes was March 2019 for introduction in AY 2019-20. It was noted that some departments had expressed a preference to go live with their revised programmes earlier than this but that this would pose difficulties for the SIMP team and the implementation of the new student records system. It was further noted that the new system would go live on 9th September 2019. The Committee therefore agreed that it would be better not to allow departments to change their programmes for AY 2018-19 and that revised programmes should be implemented from 2019-20 only.

7.1.3 The Committee also discussed the approval process and it was noted that additional Faculty Education Committees (FEC) would be needed to cover the increased number of Programmes Committee (PC) meetings which would be needed. It was noted that the dates for Senate should be set first so that QAEC, PC and FEC dates could be aligned appropriately. It was agreed that Senate, QAEC and PC dates for 2018-19 should be set as a matter of urgency and then circulated to FEC chairs and secretaries in order for additional FEC meetings to be scheduled.

Action: Ms Judith Webster

7.1.4 Dr Meyer requested further guidance on how the approval process would work and Professor Spivey agreed to discuss this outside the meeting.

Action: Professor Alan Spivey/Dr Edgar Meyer

7.2 Pedagogy Transformation (Paper LTC.2017.13 revised)

The Committee considered a progress update from the Assistant Provost (Learning and Teaching).

7.2.1 The Committee approved the Pedagogy Transformation Briefing Note and Call for Proposals and noted that the call would be circulated shortly. It was noted that this would be the first call for proposals and the deadline for submissions would be 1st December 2017. It was not expected that many whole department or cross department proposals would be received at this stage. The initial response was more likely to consist of proposals for small size initiatives. A second call for submissions would be made with a deadline of March 2018.

7.3 Reward, retention and recognition frameworks for teaching staff

The Committee considered a verbal update from the Vice Provost (Education).

7.3.1 Professor Buitendijk explained that the working group considering reward, retention and recognition frameworks for teaching staff had now met three times and an interim paper had been considered by the Provost's Board. The Provost's Board had agreed the proposal to establish a clear career path for staff concentrating on learning and teaching and educational research activities with a promotion process based on individual contribution and they had also agreed to the creation of new senior lecturer and professor of education titles. The Provost's Board had rejected the proposal to establish a professor in practice in education title. It was noted that further consideration would be given to the job title terminology and a decision would be taken on whether to use the American or UK terms.

7.3.2 It was further explained that further consideration would be given to the role descriptors for the early stages of the Learning and Teaching job family (e.g. Teaching Fellows) and more guidance would be provided for managers to enable them to advise early career staff on their career and promotion options.

7.3.3 It was noted that the working group would submit their final paper to the Provost's Board in February 2018.

8. Education Evaluation

The Committee noted a verbal update from the Director of Strategic Planning.

8.1 Dr Edwards reported that he was currently recruiting to a post in the Strategic Planning Office.

8.2 Dr Edwards reported that the Vice Provost (Education) and he had met with HEFCE recently and that a draft dashboard was being created to support the consideration of programme level outcomes for students with protected characteristics. Dr Edwards explained that this was a first step in the process to create reports for student outcomes at modular level. It was further explained that the Strategic Planning Office intended to provide richer data sets and a common set of measures and to do better at providing this information for departments and for College. In the first instance they would be trialling reports around completion rates at a programme level. Ultimately, the data provided must support the College's quality assurance processes including Annual Provider Review, the TEF and Access Agreements and be presented at a module as well as programme level.

8.3 It was noted that these plans were ambitious and much would depend on the SIMP project as to when and how it could be delivered.

8.4 Dr Malcolm Edwards reported that the College had been selected to take part in the TEF subject level pilot – Model A. Under Model A, assessment at subject level would be 'by exception'. Subjects would be awarded the same rating as the provider, where the initial hypothesis was the same. There would be fuller assessment (and potentially different ratings) for subjects where their initial hypothesis differed from the provider.

Post Meeting Note

HEFCE have published the full list of TEF Subject Pilot participants at:
<http://www.hefce.ac.uk/lit/tef/participants/subject/#providers>

- 8.4 Dr Edwards reported that the College had also been selected to take part in HEFCE's teaching intensity measure pilot. HEFCE wished to explore how to collect data on issues such as class size and contact time, and their potential use in informing subject-level TEF assessment. HEFCE had previously indicated that the pilot would focus on physics but they had recently announced that it would be engineering instead. Dr Edwards would therefore meet with the Faculty of Engineering shortly to discuss this further. In the meantime, the College was waiting for HEFCE to provide the specification and timescale for the pilot.

Action: Dr Edwards

- 8.5 It was agreed that it was important for the College to be involved in pilots such as these so it could help shape the design of future iterations of the TEF.

9. **HESA Data Futures Project**

The Committee noted a verbal update on the HESA Data Futures Project from the Director of Strategic Planning.

- 9.1 Dr Edwards explained that the Data Futures Project was HESA's transformation programme which aimed to move data collection from one annual collection to in-year submission. The current proposal was for institutions to report three times per year with the first annual collection taking place around Christmas with the submission to cover module level data (including student numbers and results).

- 9.2 It was explained that the new requirements would be challenging and that there were serious implications as institutions could be removed from the Register of HE Providers for non-compliance.

- 9.3 It was noted that first return was expected to be required around the same time as the College's new student records system would go live.

- 9.4 Dr Edwards explained that the HE regulatory system was changing and would in future be much more data and metrics driven. He was therefore putting together a document which would explain the new regulation and institutional obligations for wider dissemination.

Action: Dr Edwards

10. **Educational Research**

There was nothing to report.

11. **Quality Assurance & Enhancement Committee (QAEC)**

It was noted that there had been no meetings since the meeting on 12th September 2017 which had been reported at the last LTC meeting. It was further noted that the minutes from previous meetings could be accessed at:

<http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/>

12. **Senate**

It was noted that the latest minutes from the Senate could be accessed at:
<http://www.imperial.ac.uk/about/governance/academic-governance/senate/>

13. ANY OTHER BUSINESS

There was no other business.

14. Dates for Meeting 2017-18

Tuesday 28th Nov 2017 at 10:00-12:00, Boardroom, Level 4, Faculty Building

Thursday 19th Dec 2017 at 10:00-12:00, Drawing Room, 170 Queen's Gate

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

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

Thursday 13th March 2018, 10:00-12:00, Ballroom, 58 Prince's Gate (TBC)

Thursday 15th May 2018, 10:00-12:00, Ballroom, 58, Prince's Gate (TBC)

15. RESERVED AREA OF BUSINESS

There was no reserved business.