

Faculty Education Committee (FEC) School of Professional Development

Wednesday 01 March 2017

Confirmed minutes

Present

Buitendijk, Professor Simone (SB)	Vice Provost (Education)
Causley, Mrs Maggie (MC)	Manger, Centre for Culture, Languages and Communication
Cinosi, Nicolas (NC)	Senior Teaching Fellow, Mechanical Engineering + Student Representative
Kingsbury, Dr Martyn (MK)	Co-Chair & Director, Educational Development Unit
McCarthy, Ms Aoife (AM)	Secretary, Manger, Educational Development Unit
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies
Monk, Richard (RM)	Assistant Registrar, Registry
Nyburg, Dr Anna (AN)	Co-ordinator, Evening Classes & Socrates/Erasmus
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
Trotta, Dr Roberto (RT)	Co-Chair & Director, Centre for Culture, Languages & Communication
Whiteley, Ms Ros (RW)	Management Trainee

Apologies

McCrone, Mr Luke (LM)	Deputy President (Education), IC Union
Shamso, Mr Ahmed (AS)	GSU President, Student Union
Sawyer, Abigail (AS)	Student Representative
Seddon, Prof. John (JS)	College Consul (Natural Sciences)
Stapley, Mrs Claire (CS)	Manger, Centre for Culture, Languages and Communication
Sternberg, Dr Robert (RS)	Lecturer, Science Communication Unit
Webster, Dr Stephen (SW)	Head, Science Communication Unit
White, Ms Sophie (SW)	Senior Assistant Registrar, Registry

1 Welcome and Apologies

Apologies were noted.

2 Presentation by Professor Simone Buitendijk, Vice Provost (Education) on the College's Learning and Teaching Strategy.

The College's Vice Provost (Education) Professor Simone Buitendijk and Ros Whiteley from the Provost's Office, were in attendance to present the College's draft Learning & Teaching Strategy.

It was explained that this draft is a result of a recent consultation process. The first stage of implementation will be in the 2017/18 academic session with a 5 to 10 year investment plan. The pace of change and innovation in the HE sector is high and to ensure the College remains a leader in the area, the new strategy will focus on creating time and resource for academics to adopt innovation in learning and teaching, infrastructure, both digital and physical to support future developments in education and a focus on good educational research capabilities.

The College intends to work towards curriculum redesign and improvement, transformation in pedagogy and evidence-based innovation. Work will be department led and involve funding for curriculum redevelopment and substantive investment in learning and teaching innovation as per the example set by the University of British Columbia and the work of Professor Karl Wieman, as well as building on the College's own foundation of excellence and innovation. It is anticipated that there will also be significant evaluation of change across College and its impact on learning.

It was noted that groups across the School of Professional Development already demonstrate innovation in their approach to learning and teaching. Professor Buitendijk commented that the aim of the strategy is to recognise this innovation and make it both College-wide and College-driven.

It was also noted that in a research intensive institution there is an ongoing tension between the desire for innovative teaching, which can require considerable spare capacity, and the pressure and expectation surrounding for example the REF process.

Regarding the online learning aspect of the strategy, it was commented that while potentially very interesting, this should not replace creativity in the classroom.

The EDU noted that the potential challenges and opportunities for the unit are focused around how it will work with College colleagues in the process of curriculum redesign, the development of new approaches to learning and teaching and the subsequent evaluation of work undertaken.

3 Minutes from the Previous Meeting PDEC.2016.47

The committee approved the minutes from the last PDEC meeting on 21/11/2016.

4 Matters Arising

There were no matters arising for the committee to discuss.

ITEMS TO CONSIDER

5 New Programme Proposals

There were no proposals for new programmes or changes to schemes for the award of honours for the committee to consider.

6 Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours

There were no proposals for major modifications to existing programmes or changes to schemes for the award of honours for the committee to consider.

7 Programme withdrawal and suspensions

There were no withdrawals or suspensions of existing programmes for the committee to consider.

8 Exchange Partnerships

There were no proposals for exchange partnerships for the committee to consider.

9 Changes to schemes for award of honours

There were no changes to schemes for award of honours for the committee to consider.

10 Accreditation Reports

There were no accreditation reports for the committee to consider.

11 Surveys

11.1 UG SOLE lecturer/module Autumn results

The committee considered the UG SOLE lecturer and module autumn results data.

It was noted that detailed CLCC data will be available in the summer, meaning that only the returns percentage of 30% could be considered at this meeting. It was agreed that there would be a conversation with Registry about how the percentage is calculated. The committee noted that if it is based on enrolments rather than completions, it could make the figure artificially low.

11.2 PG SOLE lecturer/module Autumn results

The committee considered the PG SOLE lecturer and module autumn results.

It was noted that SPD results are positive, covering SCU courses and modules in other courses across College to which the SCU and CLCC contribute. Participant rates are a little lower than previous surveys but still above College average. Scores are also a little lower than usual, including those for feedback, though it was noted that student receive a considerable amount, especially from the SCU. It was thought this result may reflect students' anxieties around studying in an unfamiliar environment.

12 External examiners

12.1 Summary of External Examiners Reports for UG programmes

The committee considered the summary of external examiner reports for UG programmes.

The examples of good practice highlighted in this report were noted, in particular the comments on assessments used in Politics and Philosophy and Science Communication and Culture as well as the feedback practices of the Science Communication Unit.

The committee also considered the issues raised for consideration. It was noted that all issues relating to the Korean language course had been addressed and the external examiner briefed. It was also noted that in response to comments about the Italian course, a global marking scheme has been introduced for all language courses.

12.2 List of External Examiner Appointments due to expire at the end of the 2016/17 academic year

The committee considered those appointments due to expire at the end of this academic year. It was noted that the process of appointing new examiners had begun wherever necessary.

12.3 List of Outstanding External Examiner Reports 2015/16

The committee considered the list of outstanding external examiner reports. The report for the MSc Media Production is yet to be submitted, it was noted that the examiner is very positive about the course and the department will send an email to request the report.

ITEMS TO NOTE

13 Chair's Report PDEC.2016.53

The committee noted the Chair's report highlighting two items of business.

- a. As per the minutes from SPD FEC 21/11/2016, a new external examiner for MSc Science Media Production has been appointed for a term of four academic years. This was noted by Chair's action.
- b. As per the minutes from SPD FEC 21/11/2016, individual course director details for all SPD programmes were updated with Registry and noted by Chair's action.

14 Dispensation from Anonymity at Exam Boards

The committee noted that dispensation from anonymity has been granted to the SCU and EDU for their Master's programmes.

15 Minor Modifications to Existing Programmes and Short Courses

There were no minor modifications made to existing programmes and short courses.

16 Senate Minutes PDEC.2016.55

The committee noted the executive summary from the Senate meeting dated 14 December 2016.

17 Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate PDEC.2016.56

The committee noted the latest summary report from the Quality Assurance and Enhancement Committee for Senate.

It was confirmed that the late submission policy will come into full effect from the 2017-18 academic year.

18 FEC Reports PDEC.2016.57-59

The committee noted the latest reports from other FECs as reported to the last QAEC.

- 19 Minutes of the Postgraduate Professional Development Committee (PPDC) PDEC.2016.60**
The committee noted the latest PPDC minutes.

ANY OTHER BUSINESS

20 Dates of Future Meetings

2016-17

Monday 24 April 2017, 14:30, Room 1, Seminar and Learning Centre, Sherfield Building

2017-18

A number of Doodle polls have been circulated for 2017-18. Committee members are requested to complete these as soon as possible.

RESERVED AREA OF BUSINESS

21 Special Cases Report

There was no special cases report for the committee to consider.