A meeting of the Learning and Teaching Quality Forum was held on Monday 17th September 2012 in River Room 3, Tower Building at 10.00am.

**Present:** Dr L McLellan (Convener), Mr J Baldwin, Mr S Cross, Ms R Doherty (DUSA), Ms P Elliott, Mrs L Jones, Ms E Keir, Ms H Marr, Dr A Reeves, Dr D Walker, Dr L Walsh, Ms V White.

**Apologies:** Mr I Kennedy (DUSA), Professor D Bearn, Dr W Whitfield.

**In attendance:** Dr M Glover

1. **Minutes**

   **PAPER A**

   **Noted:** that the proposed membership of the Forum includes Mrs Jones as the Student Operations representative.

   **Resolved:** to otherwise approve the minutes of the meeting of the Forum of 26th June 2012.

2. **Matters Arising**

   **Minute (2): Proposed Activities**

   **Noted:** that early ELIR dates had now been announced the workshops on annual monitoring would be postponed and replaced with ELIR focussed workshops.

   **Noted:** that Ms Elliott had been appointed as Director of Learning & Teaching Strategy Implementation and would join the Forum in this capacity.

3. **Annual Report to Scottish Funding Council**

   **PAPER B**

   The Forum discussed the Annual Report to SFC and the various processes that are reported on (Programme Reviews in particular) and the announced changes in the scope of annual reporting in future years.

   **Noted:** that a growing emphasis on financial and sustainability issues during Programme Review was challenging but often necessary as it is impossible to disaggregate programme quality and delivery issues from resource issues.

   **Noted:** that the Deputy Principal for Learning and Teaching and the Learning and Teaching Committee should receive recommendations that emerge from Programme Review to counter the perception that issues are not always followed up and acted upon.
Noted: that student representation and engagement with Programme Review is a compulsory requirement and that DUSA need to explore ways in which student involvement can be provided within the constraints of existing DUSA resources.

4. SFC Guidelines for Annual Reporting

The Forum discussed the new guidelines for annual reporting to SFC. Concern was expressed about implementation of the reporting requirements for programme reviews that were scheduled to take place in semester 1.

Noted: that the University would be expected to report on performance indicators (retention, progression, achievement, attainment and completion) on an annual basis along with a reflective analysis and action plans at an institutional level.

Resolved: to assist in the management of the information needed for annual reporting a short term task force will be formed and a development plan produced for formal approval at Learning & Teaching Committee.

5. National Student Survey Preliminary Results

The Forum received the preliminary and embargoed NSS results and discussed options for the format and dissemination of the data.

Noted: the Forum expressed a general view that the results would be more useful if the quantitative data were subject to a statistical analysis to help explain their significance.

Noted: that the results would be reported to Learning& Teaching Committee in a similar format to previous years (by subject area and School) although it was possible to present the data at programme level – subject to coding anomalies and thresholds for inclusion.

Noted: that performance in assessment and feedback and organisation scores would be addressed through the ongoing work of the Assessment and Feedback working group as well as a DUSA-led initiative to inform a review of the Assessment Policy.


The Forum was informed of the dates of the review cycle as announced by QAA

Noted: that an analysis of the working methods and timelines of the last ELIR would inform planning for the coming year.

Noted: that, as in the previous ELIR round, a workshop and working group based approach would be followed.

Noted: that preparations for ELIR would feed in to the review of the QAF. This will see a reworked (and remapped) QA manual embedded in a Quality Enhancement Framework.
7. **Any Other Business**

   Noted: that a thematic review of student support services was in the planning stages.

8. **Dates of Next Meetings**

   Monday 29th October 2012  
   Tuesday 12th February 2013

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Dr Lesley McLellan, Director of Quality Assurance  
Convener