A meeting of the Committee was held on Tuesday 13th November 2012.

Present: Professor D Coates (Convener), Professor R Abboud, Mr WI Ball, Mr S Cross, Ms R Doherty (DUSA), Dr M Frame, Dr N Laker, Dr L McLellan, Dr L Monk, Dr W Murray (Vice Dr A Schloerscheidt), Ms G Pallis, Dr R Parsons, Dr K Petrie, Dr Fraser Smith, Dr D Walker, Dr William Whitfield, Dr K Wilkie.

Apologies: Mr J Baldwin, Professor D Bearn, Mr G Hutton, Mrs L Jones, Professor G Mires, Dr A Schloerscheidt, Professor R Soames, Dr Fiona Smith.

In attendance: Dr M Glover.

1. Minutes

Resolved: to approve the minutes of the meeting of 17th September 2012.

2. Matters Arising

Minute (4): Learning & Teaching Strategy

(i) The Convener reported that the introduction to the Strategy document had been rewritten and improved in line with the recommendations of the Committee.

(ii) The Committee noted that a meeting of the Articulation Working Group has been arranged and will report back to the next Committee meeting on progress.

(iii) The Committee was pleased to note that the Dean of the School of Computing had agreed to convene the Wider Access/Retention Working Group and that invitations to participate would now be sent to relevant staff.

Minute (8): Higher Education Achievement Report (HEAR)

The Committee noted that the Convener will make a presentation on HEAR to the next Directors’ Group meeting and would report back.

Minute (9) Policy on Wednesday Afternoon Teaching and Sport

The Committee noted that the issue was referred to the Central Timetabling Team who are currently analyzing various implementation models to enable a clear view of the potential impact on class timetables across the University.

Minute (14) Policy and Guidelines on the Recording of Lectures
Learning & Teaching Committee 11th March 2013

PAPER A

The Director of QA informed the Committee that the policy had been subject to a full consultation exercise. Discussions would now begin with Human Resources and the Campus Unions.

The Committee suggested that further work be done on developing (i) a pedagogical rather than a legal rationale for the new policy and that (ii) the draft policy be extended so that it covers visiting and guest lecturers.

Resolved: for its part, to approve the new policy in principle subject to further development as suggested.

3. SFC Outcome Agreement: College Articulation and Partnerships

The Committee received a verbal report from the Convener on the SFC Outcome Agreement in relation to articulation and partnerships between higher and further education. The Committee was asked to note that the focus on wider access and knowledge exchange in the 2012/13 Agreement continues into 2013/14, along with a new emphasis on articulation and skills for growth. The sector was asked by the Council, at very short notice and to very short timescales, to bid on funding streams amounting across the sector to a total of 850 wider access students, 850 FE articulation places and up to 1000 TPG places - all funded by a 2% cut in the main teaching grant.

The Convener reported that some very creative ideas had been developed within the University - helped by a close alignment of the existing University strategy with the requirements of the SFC - in terms of wider access and sustainable TPG provision in particular.

The Committee heard that although there is, at this stage, a lack of clarity on how academic provision will need to adapt, it is clear that given the short timescales involved and the innovative approach taken by the University, there will be a need for fast-track validation and approval for September 2013 intake.

Resolved: to note the Report

4. Annual Review of External Examiners Reports

The Committee considered the annual review of external examiner reports and recommendations as presented by the Director of Policy, Governance and Legal Affairs.

The Committee was pleased to note that there were no serious problems reported - although it was acknowledged that there needed to be clear evidence that issues were being followed up and action taken when necessary. The Director reported the following as common issues in the Reports for 2011/12:

- Inconsistency in dissertation requirements across programmes
- Use of external examiners as markers rather than moderators
- External examiners need to see and approve every exam paper
- Use of the standard form to report issues in a consistent way.

Resolved: to note the Report

5. National Student Survey 2011-12
The Committee considered the Results and Final Report of the 2011-12 National Student Survey and were to note the generally good results but also acknowledged some areas of concern. It was noted that, as in previous years, each Dean will be asked to provide a public response to the results - with the emphasis on quality enhancement.

The Committee noted that the University rated 2nd top in Scotland for overall satisfaction and that congratulations were due to DUSA who rated top in Scotland and in the top 10 in the UK.

The Committee also noted that scores were at or above the sector average except for the scores in (i) assessment and feedback and (ii) organisation and management. The ongoing assessment and feedback project is currently picking out the qualitative data relating to this score to enable specific problems to be identified and addressed.

It was also noted that the full set of NSS information - including data supplied for internal use only and data at programme level - would be posted as a dedicated Blackboard resource in due course.

Resolved: to note the Report.

6. Feedback & Assessment TESTA Proposal

The Committee considered a proposal from the Project Group to develop and implement TESTA methodology across all taught programmes.

Dr Walker, on behalf of the Project Group, explained how the HEA project and the work of the Group had developed an audit based methodology for enhancement of assessment and feedback activities at programme level.

The Committee heard that programme teams that had engaged with the project during the pilot had welcomed the evidence based approach taken. It was noted that the audit is carried out 1 year prior to programme review so that if 20 programmes participate per academic year then all areas can be covered in a five year period. The Committee were asked to note that although not compulsory under the quality enhancement/assurance framework being developed if the TESTA methodology were not used then programme teams would have to demonstrate some alternative method for enhancing assessment and feedback had been used.

The project Group were now recommending full implementation and asked the Committee for support in taking the plans forward. Implementation would need dedicated central support and the proposals outline a new post to be based in the Library and Learning Centre. A credible support network would also be needed – as a steering group and as a forum to share experience.

The Committee thanked Dr Walker for his presentation and expressed very strong support for the proposal. The Convener noted that the proposal will now go to SMT for discussion and approval and asked the Committee to feed any further comments directly to the Project Team.

Resolved: to strongly support the proposal for full implementation of the TESTA methodology.

The Director of Quality Assurance asked the Committee to consider the report of the Annual Monitoring Review Group. The Committee noted that improvements to the process were underway in order to meet the quality enhancement ambitions of the Schools – each Dean would be asked to produce a report to allow for a much stronger emphasis on enhancement and reflection to meet the coming challenges of ELIR in 2013. The Committee would be given an update on progress in the second Semester.

The Committee were asked to note the exemplar report produced by the School of Psychology as an indication of the level of reflection and analysis needed.

Resolved: to note the Report.

*The Committee received the following items for information and noted each without further observation.

8.* Standing Items:

(i) Quality Forum (Formerly Learning & Teaching Quality Forum) PAPER F

Nb. The Committee approved the change of name in response to the Forum's developing remit.

(ii) e-Learning Sub-committee PAPER G
(iii) Postgraduate Taught Degrees Sub-committee PAPER H
(iv) Report from Library and Learning Centre PAPER I

9.* Preparatory Resit Exam Programme PAPER J

10. * Joint Statement on Student Representation PAPER K

11.* ELIR 2013 Summary & Key Points PAPER L

12. Any Other Business

Plagiarism Detection Software

The representatives from the College of Medicine, Dentistry and Nursing reported a serious problem with the University’s current plagiarism detection software (SafeAssign). This has led to loss of data and has been raised as an issue by external examiners. It was argued that urgent action is needed to protect the University’s reputation and finances. The Committee were asked to note that the Dasman project had used Turnitin as an alternative and the College recommended that a move to this system be considered urgently.

The Director of Library and Learning Centre reported that the last option appraisal on the Turnitin system was carried out 5-6 years ago – a new review would need to be carried out. The Committee were asked to note that Turnitin had more functionality than Safe Assign and did perform well in tests during the previous appraisal – but no system is perfect (it was noted that some staff also reported difficulties with using Turnitin where this had been tried locally) and a careful exit strategy would be needed – this is made more difficult by the fact that SafeAssign is integrated into Blackboard (and thus part of the VLE licence).
The Convener of the e-learning Sub-Committee noted that the representatives from the College on the Sub-Committee did not express such a strong view during recent discussions on the current trials.

**Resolved:**

to note the dissatisfaction of the College of Medicine, Dentistry & Nursing and to ask the e-learning Sub-Committee to examine the issue and to report back with recommendations.

**Student Hackathon**

The Committee were asked to note that a hackathon weekend will be hosted by the School of Computing from Friday the 1st to Sunday 3rd of February, on the theme of health. Duncan of Jordanstone College of Art and Design and the School of Medicine are also involved in organising the event. Members of the Committee were asked to circulate details and to note that any other schools who would like to be involved in this event should email: K.Petrie@dundee.ac.uk

**Social Media Policy**

The Committee noted that the eLearning Sub-Committee would look at the issue and make policy recommendations in due course.

**Library & Learning Centre**

The Committee noted that the changing pattern of provision of the Library & Learning Centre was outlined in Paper I and that feedback and comments would be welcomed by the Director of LLC.

**13. Dates of Next Meetings**

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<tbody>
<tr>
<td>11th March 2013</td>
<td>10.00am</td>
<td>River Room 3</td>
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<tr>
<td>14th May 2013</td>
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Professor David Coates  
Deputy Principal (Learning & Teaching)  
Convener