

ROBERT GORDON UNIVERSITY

TEACHING, LEARNING AND ASSESSMENT SUB-COMMITTEE

Minute of the meeting held on 26 April 2019.

Present: Mr J Dunphy (Convener), Ms M Buchan, Ms G Bugeag, Ms K Cross, Ms L Gibbons-Wood, Dr M Goua, Dr S Henderson, Ms A Murray, Ms J Nicol, Mrs J Strachan, Ms J Tait and Dr F Work.

Apologies: Dr M Bailey, Ms L Binnie, Mr A Johnston, Dr K Martzoukou, Dr R McGregor, Mr R McGregor, Mr S McGuire, Ms Z Olatunji, Mr T Rashid, Ms F Roberts, Mrs A Smart, Mr D Vila Domini, Ms D Wynne and Dr M Zarb.

In Attendance: Ms L Ginsberg (Secretary), Mrs S Lawrie (for item 2.1), Professor D McClean and Dr R McDermott (for item 2.2).

	Action
<p>1. MINUTE AND MATTERS ARISING</p> <p>The Minute of the meeting held on 29 January 2019 [reference TLASC/19/2] was approved.</p> <p>The following matters arising were considered.</p>	
<p>1.1 Ad-Hoc Staff Development [TLASC/19/2/1.3]</p> <p>Mrs Julie Strachan gave an update on the planning for ad-hoc staff development. Members noted this would be for a variety of people including eTutors, permanent staff who work one day a week, hospital staff and research staff.</p> <p>It was planned to collate all relevant materials into one place on CampusMoodle, expanding on resources already in place. The guidance would be practical in nature, such as recording videos of staff, and organised into bite sized chunks.</p> <p>It was agreed to organise a short-life Working Group to review the materials. Members were invited to take part and/or nominate colleagues whose involvement would be valuable.</p>	<p>Mrs J Strachan/ Members</p>
<p>1.2 Good Practice and Innovations [TLASC/19/2/2.4]</p> <p>Mrs Julie Strachan gave an update on the dissemination of the Good Practice and Innovations document. Mrs Strachan and the Teaching Excellence Fellows (TEFs) had reviewed how to share it more widely. It was confirmed that it had been well distributed, including to School Academic Boards.</p> <p>It highlighted the desire to share practice and connect with staff. Some Schools had internal sessions already running such as learning and teaching events or lunch and learn meetings that staff from other Schools could be invited to. It was agreed to create a schedule of all School-wide events to share amongst members.</p>	<p>Mrs J Strachan</p>
<p>1.3 Student-Facing Support Services Review [TLASC/19/2/3.2.2]</p> <p>Professor David McClean and Mrs Julie Strachan confirmed that the RGU Pedagogy Statement Working Group had not met with Mr Filippo Antoniazzi and Mr Edward Pollock but this would be followed up.</p>	<p>Professor D McClean/ Mrs J Strachan</p>
<p>1.4 Student Retention [TLASC/19/2/6]</p> <p>The Convener thanked members for responding to Ms Kirsty Campbell's survey on student retention.</p>	

2. **SHARING EFFECTIVE PRACTICE**

2.1 **10 Minute Spotlight – Slot 1**

The Sub-Committee welcomed Mrs Susan Lawrie for the first spotlight session of the meeting, which allowed colleagues from the wider community to attend and share their effective practice in learning and teaching.

Mrs Lawrie presented on the learning and teaching methods adopted in the Aberdeen Business School Graduate Apprenticeship courses, which had students from a wide range of companies. This included the use of study groups, site visits to workplaces, CampusMoodle discussion forums, reverse mentoring and a strong partnership with colleagues in DELTA.

It was highlighted that these methods empowered learners to learn as students felt part of a team, which further increased their confidence in a multidisciplinary cohort.

The presentation would be circulated with the Minute.

Secretary

2.2 **10 Minute Spotlight – Slot 2**

The Sub-Committee welcomed Ms Jo-Anne Tait and Dr Roger McDermott for the second spotlight session of the meeting.

Ms Tait and Dr McDermott presented on a newly created Design Symposium, which aimed to attract interested colleagues from across the University to discuss the term 'design' and its various definitions across subject areas. This included analysis of the conceptual universe of design, the educational issues in design and the pedagogical implications of design.

It was highlighted that there were clear differences in what different Schools or Departments such as the Entrepreneurship and Innovation Team considered a design process, and it would be helpful to gather as many insights as possible institutionally. Furthermore, differences in teaching methods could be explored.

Members were encouraged to contact Ms Tait or Dr McDermott if they were interested in being part of the Symposium exploratory work. The presentation would be circulated with the Minute.

Members

Secretary

3. **INSTITUTIONAL ENHANCEMENT WORK**

3.1 **Digital Estate Project**

The Convener and Ms Jacqui Nicol presented to members on the enhancements planned for the digital estate.

The key points highlighted by the Convener were:

- The project aligned to the University's Business Plan in regards to delivering a digital estate but would also be reviewing the estate more strategically.
- The digital estate needed to be effective and would take into account feedback from staff and students.
- A series of six sessions were held prior to Christmas on the future of the digital learning estate.
- In addition, further engagement sessions titled "Developing our Digital Estate" open to all colleagues were scheduled between 7 and 24 May.
- DELTA and IT Services had organised Open House sessions each month to provide colleagues with updates on the project as work developed, with the first one running in April.
- Ms Laura Binnie and Ms Kirsty Campbell had been involved in the project and School meetings.

The project involved short-term changes for September 2019. These were highlighted by Ms Nicol:

- An upgrade to CampusMoodle was scheduled for the end of July as it was important to keep it up-to-date.
- There would be the introduction of dashboards and new analysis tools for students to see their progress on a mobile-friendly platform.
- It was confirmed there would be no change to module content itself and the changes improved the design of the system.
- The RGU welcome and induction would be enhanced to create a high quality institutional welcome.
- Staff would be offered 1-2-1 learning technology support.
- As of August 2019, 1000 user licences would be available for a LinkedIn Learning pilot, which was an online learning software training package.
- The Step Change Team met daily to run in-depth testing before the changes were rolled out.

The Convener thanked Ms Nicol and the Step Change Team for their work on the project.

The presentation would be circulated with the Minute.

Secretary

3.2 **RGU Pedagogy Statement**

Professor David McClean and Mrs Julie Strachan provided an update on the RGU Pedagogy Statement Working Group.

The key points highlighted were:

- There had been three meetings to date with over 30 members present and representatives from every School and the Group were reconvening at the end of May.
- There had been positive feedback on the process and staff noted that they had enjoyed the invigorating conversations.
- The Group were working to produce a succinct Pedagogy Statement as the end product but the process to get there was highlighted as being just as important.
- The Group were divided into four sub-groups and set tasks to present findings to the wider Group at upcoming meetings, which included writing a framework to form the basis for the statement.
- The statement aimed to be interpreted in different ways by various stakeholders, for example, application within different Schools.
- A CampusMoodle page had been set up for sharing resources to engage the main academic community and the University's Communications Team were involved for managing the consultation with the wider community.

The Convener thanked Professor McClean and Mrs Strachan for their continued work co-convening the Group.

3.3 **Enhancement Projects**

3.3.1 *Adoption of Online Submission, Marking and Return of Coursework*

Mrs Julie Strachan provided an update on the institutional Adoption of Online Submission, Marking and Return of Coursework project.

The key points highlighted were:

- The two year project was overseen by a Project Board consisting of three Heads of School, one academic member of staff and one administrative member of staff.
- It had seen a significant increase in online activity.

- There had been a celebration event to evaluate the project's success and receive feedback from Schools.
- In addition, the Step Change Team had gathered student feedback and this would be incorporated into the evaluation phase of the project.
- There had been a decrease in the number of queries received from staff in relation to using the software and continuing support was available to staff from the Project Team or CampusMoodle Helpdesk.
- Members reported that DELTA support had been well received and was essential for Schools.
- It was appreciated that not all assessments could be submitted online.
- There was discussion on the use of video as well as audio feedback, which included the need for consistency versus the quality of the product as some staff may be uncomfortable being filmed.
- Submission deadlines were discussed and how it was important to have support in place for students when they submitted an assessment.

3.3.2 *Lecture Capture*

Mrs Julie Strachan provided an update on the institutional Lecture Capture project.

The key points highlighted were:

- There was planned work by IT Services and DELTA to continue upgrading rooms in 2018-19 to be completed by July as part of the summer workplan.
- To date, 60 rooms were upgraded across campus, which included nine rooms in the Ishbel Gordon Building. These were done in consultation with Heads of School.
- The Step Change Team were in the process of creating guidance on CampusMoodle.
- A roadshow event for staff was being organised to test available lecture capture equipment in newly updated rooms in a supportive environment.
- Lecture capture-enabled rooms was now an available filter to search for in the Timetabling system.

4. **INSTRUMENTS OF ASSESSMENT**

Dr Moira Bailey was unable to attend the meeting so this item was deferred to the October meeting.

Holding File

5. **RECORDING OF LECTURES**

The guidance on recording of lectures, which was approved by Academic Council in Session 2009-10, was considered.

Members confirmed the majority of the document was very clear and still relevant, especially having reference to misconduct in the final paragraph.

It was agreed to:

- Add in information on the use of lecture capture as this could help reduce the need to record sessions.
- Change the title from 'Recording of Lectures' to 'Recording of Teaching' as it did not just apply to lectures.
- Incorporate the guidance into the digital expectations section of the student welcome area on CampusMoodle.

The proposed enhancements would be circulated to members for comment.

Secretary

6. ANNUAL SUB-COMMITTEE EVALUATION

A report on the results from the annual Sub-Committee evaluation was considered. The Convener thanked members for completing the evaluation.

Overall, results were positive and members specifically noted:

- The previous meeting's Agenda was too long, which was resolved and shortened for this meeting.
- The 10 minute spotlight sessions were very helpful to share good practice and invite other staff into the Sub-Committee.
- The morning meetings would be better scheduled for 9.30am instead of 9.00am to accommodate for childcare arrangements.
- The future meetings could include an informal aspect over lunch to share best practice in learning and teaching.

7. AOB

The Convener noted a number of members had come to the end of their term on the Sub-Committee.

It was agreed to contact Heads of School to request replacement members. However, members were asked to let the Convener or Secretary know if they wished to request an extension to continue, providing their Head of School agreed.

Secretary
Members

ITEMS FOR NOTING

1. LEARNING AND TEACHING CONFERENCE

The Learning and Teaching Conference 2019 'Learning without Borders' was noted as upcoming on Thursday 2 May.

2. RESOURCES

The Student Voice outputs and Focus On Projects information were noted.

3. FELLOWSHIP OF THE HIGHER EDUCATION ACADEMY (HEA)

There had not been a Panel meeting since the last Sub-Committee meeting so there was no new successful recognition through the Advanced HE to note.

4. DATE AND TIME OF NEXT MEETING

The next meetings for Session 2019-20 had originally been scheduled and noted as follows:

- Wednesday 9 October 2019 at 2.00pm in H230, Ishbel Gordon Building.
- Thursday 16 January 2020 at 9.00am in H230, Ishbel Gordon Building.
- Wednesday 15 April 2020 at 9.00am in H230, Ishbel Gordon Building.

Outlook calendar invitations would be sent round to members after the meeting.

As per item 6, it was agreed lunch would be included in the first and last meetings.

Secretary's Note:

Following the meeting, the next meetings for Session 2019-20 had been rescheduled as follows:

Secretary
Secretary

- *Wednesday 9 October 2019 at 1.00pm in H230, Ishbel Gordon Building.*
- *Thursday 16 January 2020 at 9.30am in H230, Ishbel Gordon Building.*
- *Wednesday 15 April 2020 at 10.00am in H230, Ishbel Gordon Building.*

Mr J Dunphy, C
20 May 2019