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| Accessible and Inclusive     | To develop an Accessible and Inclusive Learning Policy for the University. The policy will define a baseline level that disabled students should expect from their academic unit in terms of inclusive learning and teaching practices. It will also cover academic support services offered by the University and, therefore, these will have input into the development of the policy. It is expected that the policy will be designed to support innovation in teaching in such a way as to minimise the need for retrospective adjustments for disabled students and, where these are required, to remove the variability in their application. In support of this, the working group will provide baseline guidance to academic and support staff to assist compliance with the policy including signposting sources of support. | Prof  Stephany Biello (Convener)  
Dr Jo Ferrie, SocSci  
Dr Douglas Thomson, Sci&Eng  
Dr Maureen Griffiths, MVLS  
Ms Kirsty Gowling-Afchain, Arts  
Ms Mhairi Taylor, Equality & Diversity Unit  
Ms Shona Robertson, Disability Service  
Ms Kate Powell, SRC VP Education  
Ms Erin Ross, SRC VP Student Support  
Dr Amanda Sykes, LEADS  
Ms Jane Weir, Student Services  
Ms Lauren McDougall, Students with Disabilities Officer  
Ms Lesley Fielding, Senate Office (Clerk) | Finalised draft policy. Submitted to LTC at its March meeting. |
| Assessment & Feedback         | Primary aim of making a step change in our approach to assessment and feedback to improve practice, as evidenced by Periodic Subject Review reports and other mechanisms, and substantially improve the student experience of assessment and feedback, as measured by the NSS in particular. Specific objectives of that work will be to:  
1) evaluate the alignment between learning outcomes and assessment methods across degree programmes, developing strategies for the adoption of efficient and effective approaches to assessment.  
2) identify areas of excellence in assessment and feedback practice and to facilitate wider implementation of best practice.  
3) develop institutional resources to support enhancements in assessment and feedback, including management resources.  
4) identify and implement opportunities for efficiencies in assessment and for technology enhanced assessment and feedback.  
5) suggest appropriate changes in academic policy on assessment and feedback that facilitate improved practice and student engagement.  
6) establish short-life task groups to address specific issues identified by the core working group. |                                                                                                                                            |                                       |
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| **E-Assessment Sub Group** | 1) Develop an understanding of current practice in online assessment in the University of Glasgow including identifying the full range of methods and systems being deployed across the University.  
2) Benchmark this practice against other leading Universities including consideration of support arrangements and technology solutions  
3) Understand the needs of the academic and student community to develop a specification for future evolution of online assessment  
4) On the basis of the above, develop recommendations on the future strategy of the University in this area. | Prof John Davies (Convener)  
Mrs Nicola Birkin (CoSS)  
Dr Vicki Dale (LEADS)  
Mr John Kerr (SocSci)  
Mrs Yvonne Lindsay (MVLS)  
Ms Margaret MacMillan (Sci&Eng)  
Profe Jo-Anne Murray (MVLS)  
Ms Anna Phelan (ITS)  
Dr Eric Yao (Sci&Eng)  
Ms Kate Powell, SRC VP (Education)  
Dr Drew Hammond (Arts)  
Mrs Kathleen Mosson (Sci&Eng)  
Mrs Nikki Dutton (Arts)  
Dr David Morrison-Love (SocSci)  
Ruth Cole, Senate Office (Clerk) | Report to A&F WG presented – recommendations will be considered as part of forthcoming University initiative on Assessment and Feedback. |
| **Teleform Sub Group**   | To ensure the University makes optimal use of the opportunities to use scanning technology – focusing on, but also going beyond, Teleform – to improve the efficiency and supportiveness of the processing of assessment and provision of student feedback.  
In this, the Steering Group will:  
1) Identify and share current practice using scanning technology across the University  
2) Produce a map of processes and systems involved in assessment handling showing how these interact  
3) Identify optimal approach to use of scanning technologies, taking advantage of economies of scale and avoiding duplication of effort  
4) Produce and deliver project plan for planned solution | Dr Jack Aitken/Ms Anna Phelan (Conveners)  
Dr Marc Alexander (Arts)  
Mrs Nicola Birkin (SocSci)  
Prof John Davies (Sci&Eng)  
Ms Nuala Dickson (Print)  
Mr Raymond Dickson (Print)  
Ms Nancy Donald (Collaborations)  
Mrs Leigh-Ann Dragsnes (Arts)  
Mr Matthew Hastings (Registry)  
Ms Hooi-Ling Eng (SocSci)  
Ms Gemma Gratton (SRC VP Education)  
Mr Andy Jenkins (MVLS)  
Mr Mark Killie (Sci&Eng)  
Mrs Margaret MacMillan (Sci&Eng)  
Mrs Kathleen Mosson (Sci&Eng)  
Mr Ian Reid (MVLS)  
Mr Gordon Ritchie (Sci&Eng)  
Mrs Lillias Robinson (MVLS)  
Dr Niamh Stack (Sci&Eng) | Report to A&F WG presented – recommendations will be considered as part of forthcoming University initiative on Assessment and Feedback. |
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| EvaSys Advisory Board  | Oversee course evaluation policy updating and revising as appropriate.  
    i) Advise on processes and distribution of core course information across the University to ensure consistency of comparative data across Schools, Colleges and academic sessions.  
    ii) Identification and dissemination of good practice  
    iii) Explore integration with other University systems such as EDRMS, PIP and MyCampus.  
    iv) Liaise with Human Resources, International and Recruitment Office (RIO) and the Senate Office to explore potential use of EvaSys data in relation to other University processes, such as PD&R, Teaching Excellence, marketing and annual monitoring.  
    v) Identification of appropriate training and support. Requests for advice and new features will remain constant and will need to be managed and resourced.  
    vi) Review future potential developments and necessary IT support requirements, prioritising future projects.  
    vii) Review of EvaSys system administration and configuration to allow for institutional management.  
    viii) Identify policy for retention of data.                                                                                                                                                                                                                     | Dr Helen Purchase (Convener)  
    Mrs Susan Howel (Arts)  
    Dr Alison Wiggins (Arts)  
    Dr Donald Ballance (Sci&Eng)  
    Dr David Forrest (Sci&Eng)  
    Dr Steve Draper (Sci&Eng)  
    Prof Nicki Hedge (SocSci)  
    Ms Eunice Duncan (MVLS)  
    Dr Alastair Gracie (MVLS)  
    Dr Joe Gray (MVLS)  
    Ms Tracy Maxwell (MVLS)  
    Dr Richard Lowdon (Clerk)  
    Mrs Catherine Omand (Senate Office)  
    Ms Kate Powell (SRC VP Education)  
    Ms Monica Smith (HR)                                                                 | Reviewing the Course Evaluation policy as agreed by LTC.                                                                                           |
| Recognition of Teaching Excellence | Review and update the criteria for the recognition of teaching excellence used in the promotions processes of the University of Glasgow.  
    • Propose revisions to the promotions process that will allow teaching excellence to be more effectively evaluated.  
    • For the Learning, Teaching and Scholarship Career Track (LTSCT), develop a coherent promotions pathway and propose revisions to the Professional and Development Review process that will support the career development of staff on this track more effectively. | Prof Frank Coton (Convener)  
    Prof Vince Bissell (MVLS)  
    Prof John Davies (Sci&Eng)  
    Prof Moira Fischbacher-Smith (SocSci)  
    Dr Ian Goode (Arts)  
    Ms Kate Powell (SRC VP Education)  
    Dr Don Spaeth (Arts)  
    Dr Bethan Wood (SocSci)  
    Dr Matthew Williamson (Director LEADS)                                                                 | New criteria for teaching scholarship established.  
    Currently looking at implications of new criteria for teaching scholarship on P&DR.  
    Also looking at workload models.                           |
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| **Transitions** | Students enter the University from a wide range of backgrounds and countries and with a range of academic and English language abilities. All students undergo transitions (both academic and social) as they enter the University learning environment and as they progress through the different levels of, and modes of, study. The retention and success of these students is heavily influenced by the way in which we support these transitions. If we are to make further improvements in retention and the success of our students, we need to ensure that we are making effective, evidence-based interventions to support a broader range of student transitions than we currently target. The Transitions Working Group will be a standing sub-committee of Learning and Teaching Committee. In relation to students studying on taught programmes, it will have responsibility for  
- Developing institutional understanding of the transitional factors that adversely impact on student retention and success and, on this basis, identifying “at-risk” groups.  
- Developing general and targeted interventions to support student transitions into and within the University learning environment.  
- Interpreting and providing insight into institutional retention and progression statistics, and identifying other forms of data needed to inform this process.  
- Proposing refinements to our entry conditions if routes are identified that, even with support interventions, have poor prospects of student success.  
- Establishing short-life task groups to address specific issues identified by the core working group. | Prof Moira Fischbacher-Smith (Convener)  
Dr Costas Panayotakis (Arts)  
Dr Chris Finlay (MVLS)  
Ms Suzanne Robertson (Sci&Eng)  
Dr Donald Ballance (Sci&Eng)  
Mr Jonathan Jones/Dr Neil Croll (MARIO)  
Mrs Jacqueline Jack (Planning)  
Mrs Janice McLellan (Student Services)  
Dr Andrew Struan (Student Learning Services, LEADS)  
Ms Kate Powell (SRC VP Education)  
Ms Erin Ross (SRC VP Support)  
Mrs Catherine Omand (Clerk) | Currently examining provision of ‘Glasgow essentials’ – for new UG students. Collating and reviewing all sources of current support to identify gaps and examine how to ensure information is provided at the appropriate time and is user friendly. |
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| **Virtual Learning Environment Development Board** | 1) To develop and oversee implementation of a University strategy for providing, developing and supporting the digital learning environment used by students and staff, both on and remote from the Glasgow campuses, in alignment with University strategy.  
2) To approve procedures for the strategic development and enhancement of the current virtual learning environment, and to review, agree and prioritise proposals submitted through these procedures.  
3) To develop and oversee implementation of a strategy to engage and consult staff and student users of the system.  
4) To consider available staff resources, other technical requirements, and implications for the training and staff needs of academic staff, and to balance these with user needs. The Board will seek to make decisions within currently available resources, but may support recommendations for additional resource, if required to meet agreed strategic objectives.  
5) Consider approaches to the establishment of benchmarks for the digital learning environment and to the evaluation of enhancements. | Dr Don Spaeth (Convener)  
Mrs Mary Ramsay (Clerk)  
Ms Anna Phelan (ITS)  
Ms Kate Powell (SRC VP Education)  
Mr John Kerr (SocSci)  
Dr Aileen Linn (MVLS)  
Mr Drew McConnell (ITS)  
Dr Anna Morgan-Thomas (SocSci)  
Prof Jo-Anne Murray (MVLS)  
Dr James Sharp (Sci&Eng)  
Dr Matthew Williamson (LEADS)  
Dr Ronnie Young (Arts) | Outcome so far has been establishment of web-based Enhancement Request page and associated approval procedures.  
Work on VLE Strategy is ongoing. |
| **Approvals Board Sub-Group** | To initially review and prioritise requests along with indicative timescales | Dr Don Spaeth (Convener)  
Ms Anna Phelan (ITS)  
Mr John Kerr (SocSci)  
Mr Drew McConnell (ITS)  
Prof Jo-Anne Murray (MVLS)  
Dr Ronnie Young (Arts) | |