

## Learning and Teaching Committee Working Groups

Working Group	Remit	Membership	Outcomes (to date)
<b>Assessment &amp; Feedback</b>	<p>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:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) identify areas of excellence in assessment and feedback practice and to facilitate wider implementation of best practice.</li> <li>3) develop institutional resources to support enhancements in assessment and feedback, including management resources.</li> <li>4) identify and implement opportunities for efficiencies in assessment and for technology enhanced assessment and feedback.</li> <li>5) suggest appropriate changes in academic policy on assessment and feedback that facilitate improved practice and student engagement.</li> <li>6) establish short-life task groups to address specific issues identified by the core working group.</li> </ol>	<p>Prof Moira Fischbacher-Smith (Convener)            Dr Richard Lowdon (Clerk)            Dr Amanda Sykes (LEADS)            Prof John Davies (Dean L&amp;T Sci &amp; Eng)            Mrs Kirsty Scanlan (Planning and Business Intelligence)            Ms Helen Butcher (Senate Office)            Dr Matthew Williamson (Director, LEADS)            Ms Hannah-May Todd (SRC VP (Education))            Dr Wendy Anderson (Arts)            Dr Susan Deeley (Soc Sci)            Professor John McColl (Sci &amp; Eng)            Dr Joseph Gray (MVLS)</p>	
<ul style="list-style-type: none"> <li>• <i>E-Assessment Sub Group</i></li> </ul>	<ol style="list-style-type: none"> <li>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.</li> <li>2) Benchmark this practice against other leading Universities including consideration of support arrangements and technology solutions</li> <li>3) Understand the needs of the academic and student community to develop a specification for future evolution of online assessment</li> <li>4) On the basis of the above, develop recommendations on the future strategy of the University in this area.</li> </ol>	<p>Prof John Davies (Convener)            Mrs Nicola Birkin (CoSS)            Dr Vicki Dale (LEADS)            Mr John Kerr (SocSci)            Mrs Yvonne Lindsay (MVLS)            Ms Margaret MacMillan (Sci&amp;Eng)            Prof Jo-Anne Murray (MVLS)            Ms Anna Phelan (ITS)            Dr Eric Yao (Sci&amp;Eng)            Ms Kate Powell, SRC VP (Education)            Dr Drew Hammond (Arts)            Mrs Kathleen Mosson (Sci&amp;Eng)            Mrs Nikki Dutton (Arts)            Dr David Morrison-Love (SocSci)            Mrs Ruth Cole, Senate Office (Clerk)</p>	<p>Report to A&amp;F WG</p>

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<ul style="list-style-type: none"> <li>• <i>Teleform Sub Group</i></li> </ul>	<p>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.</p> <p>In this, the Steering Group will:</p> <ol style="list-style-type: none"> <li>1) Identify and share current practice using scanning technology across the University</li> <li>2) Produce a map of processes and systems involved in assessment handling showing how these interact</li> <li>3) Identify optimal approach to use of scanning technologies, taking advantage of economies of scale and avoiding duplication of effort</li> <li>4) Produce and deliver project plan for planned solution</li> </ol>	<p>Dr Jack Aitken/Ms Anna Phelan (Conveners)</p> <p>Dr Marc Alexander (Arts)</p> <p>Mrs Nicola Birkin (SocSci)</p> <p>Prof John Davies (Sci&amp;Eng)</p> <p>Ms Nuala Dickson (Print)</p> <p>Mr Raymond Dickson (Print)</p> <p>Ms Nancy Donald (Collaborations)</p> <p>Mrs Leigh-Ann Dragsnes (Arts)</p> <p>Mr Matthew Hastings (Arts)</p> <p>Ms Hooi-Ling Eng (SocSci)</p> <p>Ms Hannah-May Todd (SRC VP Education)</p> <p>Mr Mark Killie (Sci&amp;Eng)</p> <p>Mrs Margaret MacMillan (Sci&amp;Eng)</p> <p>Mrs Kathleen Mosson (Sci&amp;Eng)</p> <p>Mr Gordon Ritchie (Sci&amp;Eng)</p> <p>Mrs Lillias Robinson (MVLS)</p> <p>Dr Niamh Stack (Sci&amp;Eng)</p>	<p>Report to A&amp;F WG presented – recommendations will be considered as part of forthcoming University initiative on Assessment and Feedback.</p>
<p><b>EvaSys Advisory Board</b></p>	<p>Oversee course evaluation policy updating and revising as appropriate.</p> <ol style="list-style-type: none"> <li>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.</li> <li>ii) Identification and dissemination of good practice</li> <li>iii) Explore integration with other University systems such as EDRMS, PIP and MyCampus.</li> <li>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&amp;R, Teaching Excellence, marketing and annual monitoring.</li> <li>v) Identification of appropriate training and support. Requests for advice and new features will remain constant and will need to be managed and resourced.</li> <li>vi) Review future potential developments and necessary IT support requirements, prioritising future projects.</li> <li>vii) Review of EvaSys system administration and configuration to allow for institutional management.</li> <li>viii) Identify policy for retention of data.</li> </ol>	<p>Dr Helen Purchase (Convener)</p> <p>Mrs Susan Howel (Arts)</p> <p>Dr Alison Wiggins (Arts)</p> <p>Dr Donald Ballance (Sci&amp;Eng)</p> <p>Dr David Forrest (Sci&amp;Eng)</p> <p>Dr Steve Draper (Sci&amp;Eng)</p> <p>Prof Nicki Hedge (SocSci)</p> <p>Ms Eunice Duncan (MVLS)</p> <p>Dr Alastair Gracie (MVLS)</p> <p>Dr Joe Gray (MVLS)</p> <p>Ms Tracy Maxwell (MVLS)</p> <p>Dr Richard Lowdon (Clerk)</p> <p>Mrs Catherine Omand (Senate Office)</p> <p>Ms Hannah-May Todd (SRC VP Education)</p> <p>Ms Monica Smith (HR)</p>	<p>Reviewed and updated the Course Evaluation policy.</p>

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<b>Recognition of Teaching Excellence</b>	<p>Review and update the criteria for the recognition of teaching excellence used in the promotions processes of the University of Glasgow.</p> <ul style="list-style-type: none"> <li>Propose revisions to the promotions process that will allow teaching excellence to be more effectively evaluated.</li> <li>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.</li> </ul>	<p>Prof Frank Coton (Convener)  Mrs Lesley Cummings (HR)  Prof John Davies (Sci&amp;Eng)  Prof Moira Fischbacher-Smith (SocSci)  Dr Ian Goode (Arts)  Ms Hannah-May Todd (SRC VP Education)  Dr Don Spaeth (Arts)  Dr Bethan Wood (SocSci)  Dr Matthew Williamson (Director LEADS)  Mrs Janet Fleming (Clerk)</p>	<p>New criteria for teaching scholarship established.</p> <p>Currently looking at implications of new criteria for teaching scholarship on P&amp;DR.</p> <p>Also looking at workload models.</p>
Additional remit	<ul style="list-style-type: none"> <li>Feedback on 2017/18 Promotions Round (following first round where the LTS track was considered separately)</li> <li>LTS Readership (should there be an equivalent to R&amp;T track - ie someone who is not quite a Professorial level)</li> <li>P&amp;DR (guidance on how these should be completed, specifically objective setting)</li> <li>Mentoring (there is a lack of suitably qualified mentors for LTS track colleagues, being reviewed)</li> </ul>		

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<b>Transitions</b>	<p>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.</p> <p>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</p> <ul style="list-style-type: none"> <li>• Developing institutional understanding of the transitional factors that adversely impact on student retention and success and, on this basis, identifying “at-risk” groups.</li> <li>• Developing general and targeted interventions to support student transitions into and within the University learning environment.</li> <li>• Interpreting and providing insight into institutional retention and progression statistics, and identifying other forms of data needed to inform this process.</li> <li>• Proposing refinements to our entry conditions if routes are identified that, even with support interventions, have poor prospects of student success.</li> <li>• Establishing short-life task groups to address specific issues identified by the core working group.</li> </ul>	<p>Prof Moira Fischbacher-Smith (Convener)  Dr Costas Panayotakis (Arts)  Dr Chris Finlay (MVLS)  Ms Suzanne Robertson (Sci&amp;Eng)  Dr Donald Ballance (Sci&amp;Eng)  Mr Jonathan Jones/Dr Neil Croll (MARIO)  Mrs Paula McEwan (Student Services)  Dr Andrew Struan (Student Learning Services, LEADS)  Ms Hannah-May Todd (SRC VP Education)  Ms Lauren McDougall (SRC VP Support)  Mrs Catherine Omand (Clerk)</p> <p><b>In attendance</b></p> <p>Mrs Jane Weir (Convener of NSS Student Experience Mapping Group)  Mrs Kirsty Scanlan (Planning and Business Intelligence)</p>	<p>Currently examining provision of ‘Glasgow essentials’ – for new UG students.</p> <p>Collating and reviewing all sources of current support to identify gaps.</p> <p>Investigating how to ensure provision of information is consistent appropriate time is user friendly.</p>
<i>Retention and Success Sub Group</i>	<p>The Sub Group will</p> <ul style="list-style-type: none"> <li>• Review data collated from withdrawal submissions to Registry</li> <li>• Further investigate retention projects undertaken across the University</li> <li>• Explore further ways to use data from MyCampus to support students</li> <li>• Develop a Retention checklist</li> <li>• Compile good practice in relation to retention and map the retention checklist with the induction checklist</li> <li>• Examine how to support staff involved with retention activity</li> <li>• Develop teaching staff training in relation to meeting student learning needs as staff often provided front line support</li> </ul>	<p>Dr Chris Finlay (MVLS) (Convener)  Dr Donald Ballance (SCI &amp; Eng)  Dr Neil Croll, Acting Head of Widening Participation  Ms Kate Powell (SRC President)  Ms Allison Browitt (Marketing, Recruitment &amp; International Office)</p>	<p>Reporting to Transitions WG</p>

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<b>Urkund/Turnitin</b>	<p>In 2015, following repeated performance difficulties associated with the Moodle Plugin for Turnitin and uncertainty about the future sustainability of the system, the University chose to move to web-based use of Turnitin only, and to pilot Urkund for integrated originality reporting on UG and PGT programmes. In June 2016, the University Learning &amp; Teaching Committee took the view that we were not in a position to recommend that the University return to using Turnitin, but neither did we have sufficient confidence in Urkund to recommend a wholesale move to that system. Following further consideration at the May 2017 University Learning &amp; Teaching Committee, the uncertainty prevails for a range of reasons associated with differences in terms of: educational benefits (e.g. usability for students, additional facility for online marking and feedback); adequacy of sources covered; technical reliability and stability of the Moodle plugin; and level of responsiveness and support from the supplier.</p> <p>In relation to students studying on taught programmes<sup>1</sup>, The Working Group will have responsibility for:</p> <ul style="list-style-type: none"> <li>• Identifying and prioritising the considerations associated with the choice of originality software that the University faces recognising that the educational considerations are the over-riding but not only priority of the Learning &amp; Teaching committee.</li> <li>• Considering the relative merits of the two systems from the point of view of a range of University stakeholders including, but not limited to: UG and PGT students; course administrators; academic course convenors; student-facing staff in LEADS; members of the senate conduct committee; and the Deans of Graduate studies.</li> <li>• Extending the investigation within the recent Turnitin/Urkund report provided by Dr Matthew Williamson, Director of LEADS, and producing a report for LTC and EdPSC that sets out a clear recommendation for which system the University should retain and support in the future, considering both educational suitability and technical reliability.</li> <li>• Identifying any broader policy and practice considerations associated with the use of any solution.</li> <li>• Reporting by May 2018 with a recommendation to the University for the most appropriate way forward.</li> </ul>	<p>Dr Margaret Martin (Convener) (Sci&amp;Eng)  Ms Hannah-May Todd (SRC)  Ms Anna Phelan (IT Services)  Dr Matthew Williamson (LEADS)  Ms Mary Beth Kneafsey (RSIO)  Dr Simon Kennedy (MVLS)  Ms Helen Butcher (Senate Office)  Dr Don Spaeth (Arts)  Dr Brian Smith (MVLS)  Ms Helen Speirs (SRC)  Ms Pat Duncan (Sci&amp;Eng)  Ms Gayle Pringle Barnes (SocSci),  Mrs Lesley Fielding (Clerk) (Senate Office)</p>	

<sup>1</sup> Professor Miles Padgett is overseeing discussion about the possibility of using originality software for PGR students. Although that is not within the purview of the working group per se, it is important that the PGR considerations are kept in mind by the working group.

Working Group	Remit	Membership	Outcomes (to date)
<b>Virtual Learning Environment Development Board</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3) To develop and oversee implementation of a strategy to engage and consult staff and student users of the system.</li> <li>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.</li> <li>5) Consider approaches to the establishment of benchmarks for the digital learning environment and to the evaluation of enhancements.</li> </ol>	Dr Don Spaeth (Convener) Mrs Mary Ramsay (Clerk) Ms Anna Phelan (ITS) Ms Hannah-May Todd (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)	<p>Outcome so far has been establishment of web-based Enhancement Request page and associated approval procedurals.</p> <p>Work on VLE Strategy is ongoing.</p>
<ul style="list-style-type: none"> <li>• <i>Approvals Board Sub-Group</i></li> </ul>	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)	