University of Glasgow

College of Arts Learning and Teaching Committee

Minute of Meeting held on Wednesday 21 September 2011 at 2:00 PM in Room 311, 6 University Gardens

Present:

Professor A Jenkins (Convener), Mrs L Knox, Dr S Airlie, Professor B Sweeney, Dr B Burns, Mr M Creasy, Ms V Stringfellow, Dr S Marritt, Dr R Maslen

In Attendance:

Ms V Fernandes (Careers Service), Ms E Gilleece (Clerk), Ms K Gray (Careers Service), Mrs S MacAllan, Ms L McKay, Ms L Murdoch (Careers Service), Dr Archie Roy (Careers Service), Ms J Weir (Careers Service), Mr J Wightwick (Careers Service)

Apologies:

Dr D Bain, Professor T Guthrie, Professor M Pittock, Mr F Weber

ALTC/2011/1 Presentation by the Director of the Careers Service on new directions for the Service’s relationship with the College

Ms J Muir, Director of Careers Service, introduced herself and her colleagues and explained that they were attending the Committee in order to build and develop relationships with the College of Arts in order to improve awareness about their service. The Careers Service want to enhance student employability by having a careers contact within each school which will allow students to access information centrally.

The staff attending from the Careers Service introduced themselves and explained their role.

Ms L McKay – Employability Manager. Ms L McKay reported that she held an extensive list of employers and would be able to work with schools in order to help with contacts for presentations.

Ms K Gray – Graduate School. Ms K Gray reported that she ran careers workshops comprising of CV writing, application and interview techniques. She also explained that she held network events for careers in and out of academia.

Mr J Wightwick – Graduate Attributes Development Adviser. Mr J Wightwick reported that they would like their particular service to be given more awareness in order to develop skills in students to make them more employable.

Dr A Roy – Careers Adviser. Dr Roy explained that they wish to hold central PDP sessions for Arts students and to work individually with subjects. The Careers
Service want to encourage as many Arts students to attend sessions on Early Career Input, which are starting from November, therefore want to have broader contacts within the Schools.

Dr Maslen and Dr Burns agreed that reaching pre-honours students was important and that inviting the Careers Service to enrolment meetings and lectures to give a presentation would help.

It was agreed that destination information would be sent to the Heads of School Administration, the Learning and Teaching convenors of each school and copied to the Heads of School also. It was also agreed that the Careers Service should be invited to School Learning and Teaching Committees.

The Committee thanked colleagues from the Careers Service for introducing themselves and their portfolios and all present endorsed the intention of pursuing stronger connections between academic programmes and the work of the Careers Service.

ALTC/2011/2 Minutes of the Meeting of the Learning and Teaching Committee held on 4 May 2011

Minutes of the meeting of LTC held on Wednesday 4 May 2011 were received and approved.

ALTC/2011/3 Matters arising

ALTC/2011/3.1 Enrolment

Dr Marritt gave an update on enrolment via MyCampus. He explained that enrolment numbers were lower this year than they have been in past years, and this was happening all over the University. SLP have said that they expect all students to be fully enrolled by week 8. At the present time, 95% of Arts undergraduate students are fully registered on the system and 55% have fully enrolled in their 120 credits. Dr Marritt reported that labs were being set up in order to help students who haven’t yet fully enrolled. Course convenors would be asked to announce these labs in the hope of encouraging as many unenrolled students to come along as possible.

Mrs Knox explained that financial registration was proving problematic with the new system and SAAS, and that students were eventually allowed to continue enrolment although they had not financially registered.

There was discussion of the situation of late students who were struggling to enrol. It was agreed that Heads of School and Learning and Teaching Convenors would be asked to make students badly affected by problems with MyCampus as MV, instead of Credit Refused, to allow them to go into resits.

Professor Jenkins confirmed that she would speak to Professor Guthrie on the College of Social Science’s position with regard to late students.

Action: AJ & EG
ALTC/2011/3.2 Use of Moodle for course questionnaires

Professor Jenkins thanked those subject areas which had responded to the request for information on the impact of changing from paper to Moodle-based course questionnaires. Their responses have been passed to Dr James Currall, who is preparing a University-wide report for EdPSC.

Some subject areas reported that participation rates had dropped very substantially. There was discussion of the major importance of staff encouraging students to participate.

ALTC/2011/3.3 Policy for Junior Honours

Dr Marritt raised the question of whether there was a policy for Junior Honours students wishing to withdraw from studies and resume in the following year. It was agreed that this would be put on the agenda for the November meeting.

ALTC/2011/4 Dean’s Business

ALTC/2011/4.1 Agenda

Professor Jenkins asked that the Heads of Learning and Teaching are given a place on the agenda of each LTC meeting to give a brief report. All agreed to this.

ALTC/2011/4.2 Jeremy Huggett

Professor Jenkins expressed cordial thanks to Dr J Huggett who took over as Dean of Learning and Teaching for 2010-11. Professor Jenkins also thanked Ms S Macallan for clerking the committee over the past year, and welcomed Miss E Gilleece who is the new clerk for the committee.

ALTC/2011/4.3 Undergraduate Board of Studies - papers

Professor Jenkins asked members if they were happy to receive the Undergraduate Board of Studies papers electronically. All were happy to receive them electronically or online, and it was agreed that if anyone did require paper copies then they should contact Miss E Gilleece directly.
Professor Jenkins reported following the University’s announcement of its new fees structures, that there is to be a new, relatively small-scale Open Day on Friday 28th October 2011. This will be held from 10am – 2 pm and it was agreed that staff from each school would attend. Ms Val Stringfellow will be the contact for the timetable for the College of Arts, staff are to email by 7 October 2011.

Professor Jenkins distributed copies of the 2011 National Student Survey results to the committee. The University is performing very well, with aggregated results (ie the average of all 22 questions) that put us joint 7th in the UK and joint top in Scotland. Arts has continued to do extremely well in the NSS, outperforming all other Colleges on each of the first 15 questions. Professor Jenkins thanked colleagues across the College for the hard work that had yielded this excellent performance. In particular, congratulations were due to all colleagues who had contributed to improving the feedback given to students. Arts’ results in this section of the NSS now range from 70% to 86%, which puts us between 6% and 22% higher than any other College.

Professor Jenkins suggested a small working group should be formed to look at innovative forms of assessment and to investigate colleagues’ existing good practices in this area. It may also be important to speak to students to explain the variety of forms in which feedback is given.

It was recognised that this year’s problems with MyCampus may adversely affect the results next year.

School Heads of Learning and Teaching were asked to table the NSS results for further discussion at School L&T committees.

Professor Jenkins reported that she had attended a meeting regarding the introduction of a system for automated timetabling of classes to ensure that building space is used efficiently. It has been estimated that the work needed to set this system up will be very substantially larger than that required for the implementation of MyCampus since January 2011, and it is set to be implemented in 2013.

Staff concerns already reported include with ring-fencing research time, and ensuring that carers’ commitments are respected.

Dr Maslen stated that better teaching rooms are needed, and that there were some last minute problems this semester due to not having the Western Infirmary Lecture Theatre which has now being given solely to the Business School.

Each school has been asked to nominate a member of the administrative team to work with the timetabling. Professor Jenkins asked the committee
members to hold back from responding to this request until satisfactory information was available about the tasks the nominee would be expected to perform and the structures available to support them.

UPDATE: The University’s shift to automated timetabling has since been posted sine die. The University does, however, intend to adopt ‘automated rooming’, whereby teaching rooms will be allocated by a computerised process but according to requests made by subject areas and School. Subject areas and Schools will continue to set the times of classes.

ALTC/2011/5 International Officer’s Business

ALTC/2011/5.1 Study Abroad Presentation

Dr Matthew Creasy explained that the application process for students hoping to study abroad students has been changed. There would now be no interview, and the application would be split into four parts; academic performance, personal statement, 2 academic references and financial commitment.

Dr Creasy explained that the Study Abroad scheme will be advertised shortly and that the Study Abroad Fair will take place in November. Places will be allocated to each college, allocation being 50 places. Ms Seonaid Dodds, who is the International Exchange Co-ordinator, will rank the applications, Dr Creasy will then review these and forward to Schools.

ALTC/2011/5.2 SLP

Dr Creasy explained that there had been a delay in providing information on the SLP’s capacity for dealing with Glasgow students studying abroad. RIO has now been informed that students studying overseas were to register on MyCampus, and that School administrators would enrol them on “dummy courses”.

Dr Creasy and Dr Marritt agreed that clarification needs to be sought with regards to submitting results onto MyCampus for the students who are coming back.

Dr Creasy and Dr Marritt will forward email correspondence to Professor Jenkins for the Deans of Learning and Teaching to act on.

ALTC/2011/6 Admissions

Professor Jenkins explained that RIO have met the target of recruiting 901 new Arts undergraduate students through UCAS for the 2011-12 session. The target had been lowered this year following recent overshoots.

RIO asked Arts to consider allowing ‘double counting’ of Advanced Highers. ‘Double counting’ means allowing applicants to achieve the number of A-grades stipulated in
their offer by counting **both** an A-grade Higher in a given subject and an A- or B-grade Advanced Higher **in the same subject**. All members agreed that they are opposed to this and that applicants should instead be asked to augment A-grade Highers with Highers or Advanced Highers in other subjects.

It was noted that the University and College were working to make sure that outstanding applicants were aware of the option of applying for direct entry to Level 2. A separate induction event would need to be held in future to support students entering the College this way.

It was also noted that UCAS is considering moving to post-qualification application. If this shift is made, there may be implications for the timetabling of exams for Highers as well as A-level.

**ALTC/2011/7 Next Meeting**

It was agreed that the following would be postponed until the next agenda:

- Direct Entry to Level 2
- Arts L&T Plan
- Final Report of LTDF Funded Project
- Methods of Marking Working Group.

**ALTC/2010/34 Future Meetings**

Wednesday 16 November 2011

Wednesday 18 January 2012

Wednesday 7 March 2012

Wednesday 9 May 2012

The meetings will be held at 2.00pm in room 311, 6 University Gardens.