



Senate

Paper Title	Vice-Principal's (Teaching and Learning) Advisory Group: Executive Summary of 20 November 2013 meeting
Outcome requested	Senate is asked to note the report.
Points for Senate members to note and further information	<ul style="list-style-type: none"> • The Vice Principal's (Teaching and Learning) Advisory Group meets three times a year. This is the report of the first meeting of 2013-14. • The purpose of the Group is to: <ul style="list-style-type: none"> ○ comment on the Teaching and Learning Strategy and to monitor progress against targets; ○ make recommendations to Senate on proposed policies and procedures that relate to teaching and learning, including those that are focused on academic quality and standards, and widening participation; ○ advise on draft policies before they are put before Senate for approval; ○ make recommendations to QMSE and advise the Vice Principal on the operation of policies; and ○ other matters referred to the Vice-Principal by Senate and QMSE. • The members of the Group are the Faculty Deans for Taught Programmes, one student representative elected from each Faculty and two postgraduate taught student representatives, the QMSU Vice-President Education, the Chairs of teaching and learning related User Groups and Task and Finish Groups, representatives of relevant areas of the Professional Services, one Subject Examination Board chair and one Degree Examination Board chair.
Questions for Senate to consider	<p>The paper is provided for information. Particular points to note include:</p> <ul style="list-style-type: none"> • Teaching and learning priorities for 2013-14 (section 2); • a Task and Finish Group to address assessment and feedback issues is to be convened (section 3); • schools/institutes will be asked to provide for students and staff a clear explanation of their academic governance arrangements on their webpages and through other appropriate information sources (section 5).

Regulatory/statutory reference points	
Strategy and risk	
Reporting/ consideration route for the paper	For information
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Sponsor	Professor Susan Dilly, Vice-Principal (Teaching and Learning)



VICE-PRINCIPAL (TEACHING AND LEARNING) ADVISORY GROUP

EXECUTIVE SUMMARY OF 20 NOVEMBER 2013 MEETING

For a full set of notes please contact the Secretary: Mary Childs
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The Advisory Group's papers are available to view on the QM intranet at
http://www.arcs.qmul.ac.uk/VP_Advisory_Groups/VPTLAG/index.html

Main Items Discussed

1. Annual Review of Membership and Terms of Reference

The Group reviewed and approved its terms of reference and membership for 2013-14. No changes are needed to the terms of reference at present. These are annexed at A for information. It was noted that the Terms of Reference would be reviewed again when the new Education Quality Committee, recently approved by Senate, is established later in the academic year.

2. Vice-Principal's Update

The Vice-Principal's update for November 2013 is published on the web at
<http://www.qmul.ac.uk/images/ebulletin/2012/teachandlearnupdateNov2013.html>.
Previous updates are available at
<http://connect.qmul.ac.uk/teachlearn/vptlupdates/index.html>

The main points noted included:

- The outcomes of the admissions round for 2013-14. Targets for both UG and postgraduate taught student admissions were higher than for 2012-13. Based on figures published on 28 October, undergraduate admissions reached the home/EU target (3064 recruiting against target of 3052), and were a little short of the overseas recruitment target (627 against target of 700). For postgraduate taught programmes, the numbers recruited were slightly short of the target for both home/EU (1110.5 against 1300.5) and overseas (1425.5 against 1589), with strong recruitment in some areas;
- the successful application to the Higher Education Academy for the accreditation of the CPD Academic Development Programme for academic staff. QM now has the power to confer Associate Fellowship and Fellowship of the HEA to candidates who submit a satisfactory Account of Professional Practice. These fellowships are nationally recognised markers of competence and excellence in teaching;
- an update on the Student Experience, Teaching, Learning and Assessment Strategy. The high-level aims and related objectives have been drafted, and these will be refined as appropriate to ensure that the SETLA Strategy aligns with the new QM Strategic Plan. The current focus of work is the development of a student experience survey to support the monitoring of the strategy. The

Advisory Group discussed the consultation paper on the SETLA survey which has been distributed to all staff for comment and made some suggestions for refining the questions;

- the annual Teaching and Learning Conference and Drapers' Lecture will be held on Wednesday 15 January 2014. The guest speaker at the Drapers' Lecture will be Professor Graham Gibbs addressing the question "What determines educational quality?"
- Teaching and Learning Priorities for 2013/14.
The development of the new QM Strategic Plan and SETLA will influence the priorities beyond 2014. The retention and employability projects started last year are a continuing priority. New priorities for 2013/14 include:
 - a review of the widening participation activities to include a consideration of what is most appropriate for widening access at postgraduate level;
 - exploring the possibilities for enhanced use of technology in teaching and learning as the new IT systems bed in;
 - identifying and removing any barriers to developing new cross-faculty programmes.

3. Assessment and Feedback

The Vice-Principal has decided to reconvene a Task and Finish Group to address assessment and feedback matters in light of discussion at the Advisory Group of several papers in which issues in this area were raised. These include the National Student Survey 2013 results (relatively low satisfaction scores on assessment and feedback in relation to other indicators); an assessment by QM Students' Union of issues raised at Student:Staff Liaison Committees (assessment and feedback is a main issue in analyses of issues raised, changes made, issues outstanding); a QMSU report on examination feedback which made a number of recommendations for action; a report from the School of Geography on a pilot examination feedback scheme; and further analysis from on-going work exploring the relationship between entry standards and UG student achievement measured by degree classification.

The Group acknowledged that there seems to be a need to bridge the difference between student expectations of feedback on course work, assessment and examinations, and current practice to reach an agreed understanding of feedback between staff and students for each discipline. The Task and Finish Group will consider the matters raised in the papers referred to above, and may suggest some further pilot projects.

4. Results from national student surveys

The Advisory Group received summary reports on the 2013 National Student Survey and the Postgraduate Taught Student Experience Survey. The Director of Strategic Planning is to convene a meeting to consider the enhancement of reporting on the surveys for sector comparisons. Schools received their survey results in the summer and use these to reflect on and enhance their provision.

5. Papers from the QM Students' Union

The Advisory Group received papers from the Students' Union on examination feedback, an analysis of issues raised at 2012-13 Student:Staff Liaison Committees, a proposal to involve more undergraduate students in research activities, and an

update from the Vice-President Education. Particular points discussed covered:

- the QMSU audit of the bookable teaching space on the Mile End Campus. A report outlining the major findings of the audit will be presented next semester. It is hoped that the report will identify space that can be made available to students for private or group study. The Group noted that the audit should provide useful input to QM timetabling activities in Semester 2;
- International Week (11th-15th November) celebrating the diversity on campus, including a language survey, which will support the QM Language Strategy;
- the Change Makers Report based on research to track all of the issues raised by Course Representatives throughout 2012-13, using information from Staff Student Liaison Committee (SSLC) minutes, and evidence gathered from school/institute Taught Programme Action Plans and from students themselves. The project looks at the issues that Course Reps have raised and tracks the tangible changes, as well as issues that remain on-going or were not addressed.

Action agreed from discussion of this paper included:

- (i) all schools/institutes will be reminded to use the agreed template for recording SSLC meeting minutes. This will be monitored by ARCS and reported to the Faculty Deans for Taught Programmes; and
- (ii) schools/institutes should provide for students and staff a clear explanation of their academic governance arrangements on their webpages and through other appropriate information sources.

QMSU Education Awards It was confirmed that the awards, first run in 2012-13, will run again in 2013-14. This award scheme recognises the outstanding contribution of staff and students to learning and teaching. It brings together the former QMSU course representative awards and QM/QMSU joint teaching awards scheme.

6. Quality Assurance matters

(a) Annual Programme Review

The Advisory Group supported the proposed changes to the Annual Programme Review process, referred to Senate for approval in a separate paper on this agenda. It noted also that the Science and Engineering Faculty had reviewed its use of the web-based Taught Programmes Action Plan (TPAP) and the Dean for Taught Programmes would share the ideas around this review with HSS and SMD.

(b) Higher Education Review and HEFCE Unsatisfactory Quality Policy

The Group received the paper on the UK Quality Assurance Agency's new Higher Education Review method reported to Senate at its last meeting. It also received a report on HEFCE's revision of its Unsatisfactory Quality Policy. This policy will be invoked when an institution receives a judgement of 'does not meet UK expectations' in the QAA Higher Education Review process, or fails to make the necessary improvements through the QAA follow-up process following a judgement of 'requires improvement to meet UK expectations'.

(c) QAA Institutional Audit of QM 2010

The Group received an update on progress on the desirable and advisable recommendations made by the UK Quality Assurance Agency in its review of QM in 2010. Action on all recommendations is either complete or part of on-going processes of enhancement to teaching and learning provision.

7. Update reports

The Advisory Group receives a number of oral and written updates at each meeting. Updates, additional to the items reported above, were received from:

- Student Experience Advisory Board;
- Retention Task and Finish Group;
- SMART timetabling and room booking project / Timetabling Working Group;
- Library Users Forum;
- Taught Programmes Planning Group;
- International Student Experience Task and Finish Group;
- Turnitin Task and Finish Group;
- E-Learning Steering Group.

Vice-Principal Teaching & Learning Advisory Group

Membership and Terms of Reference 2013-14

Background

The Vice-Principal (Teaching and Learning) holds monthly meetings with the Faculty Deans for Taught Programmes and also monthly meetings with the heads of relevant Professional Services departments. These meetings are designed to ensure timely communication, prompt effective action and the opportunity to develop new initiatives. The Vice-Principal (Teaching and Learning) Advisory Group takes a more strategic role and, consequently, meets for longer but less frequently with the flexibility to hold meetings in more varied formats (e.g. workshops or seminar mode).

Terms of Reference

As agreed by the former Academic Board in 2009-10

- Commenting on the Teaching and Learning Strategy and monitoring progress against targets. Making recommendations to Senate on proposed policies and procedures that relate to teaching and learning, including those that are focused on academic quality and standards, and widening participation.
- Advising on draft policies before they are put before Senate for approval.
- Making recommendations to QMSE and advising the Vice-Principal on the operation of policies.
- Other matters referred to the Vice-Principal by Senate and QMSE.

In addition, the Group will cover:

- Identifying and sponsoring appropriate initiatives for:
 - Enhancing quality learning and teaching across the College; including off campus provision
 - Promoting the integration of research, scholarship, learning and teaching
 - Encouraging innovation and sharing of best practice
 - Supporting development of staff through accreditation of teaching skills
 - Ensuring integration of support across all aspects of the 'student life-cycle'
 - Developing appropriate high quality provision and support for employability and career management activities and promoting integration of key skills and employability into the academic curriculum
- Receiving updates on related Task and Finish Groups
- Receiving updates on initiatives in IT, Library, the Centre for Academic and Professional Development and Registry
- Monitoring and reviewing matters relating to the organisation and conduct of examinations and assessment, considering issues arising from examination boards and seeking College-wide solutions to matters of concern

The core membership is:

Vice-Principal (Teaching & Learning), Chair

Faculty Deans for Taught Programmes:

Professor Omar Garcia, Faculty of Humanities and Social Sciences
Professor Julia Shelton, Faculty of Science and Engineering
Professor Anthony Warrens, School of Medicine and Dentistry

Student members and a sabbatical officer from the Students' Union:

One student representative elected from each Faculty and Postgraduate Taught Student Representatives

Gaby Dale Leal (Vice-President Education, QMSU)
Colan Chin, Faculty of Humanities and Social Sciences
James Crowe, Faculty of Science and Engineering
Simon Oldfield, BL Faculty Rep (Dental)
Roshan Rai, Postgraduate Taught Representative, Mile End Campus

Chairs of relevant groups

Stella Ekebuisi, E-Learning Steering Group
Professor Della Freeth, Library Users Forum
Professor Peter McOwan, Enterprise, Entrepreneurship and Employability Advisory Group
Vice-Principal (Teaching & Learning), Taught Programmes Planning Group
Vice-Principal (Teaching & Learning), Student Experience Advisory Board
Wendy Appleby, Timetabling Working Group

Chairs of relevant Task and Finish Groups

Dr Nick Bryan-Kinns, Student Retention Task and Finish Group
Dr Erez Levon, International Student Experience Task and Finish Group
Stella Ekebuisi, Turnitin Policy Task and Finish Group
Vice-Principal (Teaching & Learning), SETLA Survey Task and Finish Group
Vice-Principal (Teaching & Learning), Assessment Governance Task and Finish Group

Representatives of relevant Professional Services departments

Wendy Appleby, ARCS
Emma Bull, Student Services
Chris Day or deputy, IT Services
Professor Joy Hinson, Academic Director, and Dr Matthew Williamson, Head of Educational Development, Centre for Academic and Professional Development
Peggy Stone and David Marks, Strategic Planning

One Chair of a Degree Examinations Board:

Dr Martin Carrier, Chair, PG Medicine and Dentistry DEB

One Chair of a Subject Examination Board:

Dr Madeleine Davis, Chair, Politics and International Relations SEB

Deputy Academic Registrar, ARCS

Jane Pallant

Executive Officer (Teaching & Learning)

Dr Simon Booy

IN ATTENDANCE

Mary Childs, ARCS (Secretary)

Philip Gilks, Head of Student Engagement, QMSU

All QM National Teaching Fellows have an open invitation to attend meetings on topics where they feel they have interest and expertise

Dr Helen Bruce, SMD, 2011 award

Dr James Busfield, SEMS, 2009 award

Dr Paul Curzon, ECCS, 2010 award

Professor Liz Davenport, Institute of Dentistry, 2006 award

Dr Peter Howarth, School of English and Drama, 2012 award

Professor Peter McOwan, EECS, 2008 award

Dr Guglielmo Volpe, School of Economics and Finance, 2004 award

Approved by the Vice-Principal (Teaching and Learning) Advisory Group
20 November 2013

Mary Childs
ARCS

Groups reporting to VPTLAG in 2013-14

Teaching and Learning Task and Finish Groups

Name	Chair	Secretary	Start date	End date
Assessment Governance	Professor Dilly	Simon Hayter, ARCS	Autumn 2012	End of 2013-14 (subject to annual renewal)
International Student Experience	Dr Erez Levon Academic Lead for Study Abroad	Anita Walton, International Recruitment & Partnerships	21 June 2013 (first meeting)	End March 2014
Student Retention	Dr Bryan-Kinns	Simon Booy, Executive Officer (Teaching and Learning)	15 February 2012 (first meeting)	End July 2014 (subject to review)
SETLA Survey	Professor Dilly	Simon Booy, Executive Officer (Teaching and Learning)	2012-13	December 2014
Turnitin Policy	Stella Ekebuisi	Stella Ekebuisi	June 2013	August 2014

Other groups reporting to VPTLAG

Name	Chair	Secretary
Student Experience Advisory Board	Professor Dilly	Verity Holden, ARCS
Taught Programmes Planning Group	Professor Dilly	Simon Booy, Principal's Office
Library Users Forum	Professor Freeth	Rebecca McDonald, Library Services
Timetabling Working Group	Wendy Appleby	Paul Kent, ARCS
Enterprise, Entrepreneurship and Employability Advisory Group	Professor McOwan	Emily Huns, Head of Careers & Charlotte Thorley, Executive Officer for Public Engagement
E-Learning Steering Group	Stella Ekebuisi, CAPD	Manoj Singh, CAPD