

Teaching Committee Minutes - Wednesday 10 February 2016

Present: A Smaill (Convener), B Franke, K. Hardman, M Matheson (Secretary), N Heatley, K Heafield (partial attendance), I Stark, I Murray (partial attendance), N Nardelli (student rep),

1. Apologies for Absence: Paul Anderson, Johanna Moore, Frank Keller, Jane Hillston, Phillip Wadler, Jon Oberlander, Helen Pain

2. Minutes of the Previous Meeting

The minutes were taken as read.

3. Matters Arising

3.1 Strategy Committee approved the proposal to adopt the University Regulation on peer observation

ACTION ONGOING: A Smaill and B Franke to implement

3.2 P Stevens to create a proposal for a better exam scrutiny process

ACTION ONGOING

3.3 M Wright presented the discussion regarding non-permanent member of staff taking on too many roles and responsibilities to the Strategy Committee. N Heatley advised that although he is not sure of any policy, there are currently measures being put in place to combat this issue.

3.4: NH and HP looking at ways to identify students who were admitted with a lower entry level and therefore need extra academic support.

ACTION ONGOING: NH and HP looking into the best way to identify these students

4. Showcase Webpage

IM talked through the proposal. The new archive is not quite finished yet but should be done by the end of the month. ITO is to enter on EUCLID when a student receives a distinction for their UG4 and MSc project (more than 80%), which will show on their HEAR transcript

5. Factors in Borderline Decisions by the Exam Board

IS talked through the proposal regarding borderline decisions.

It is was decided that if adjustment schedules had not been properly observed then these should be taken into consideration when considering the special circumstances. When considering VUG students at borderline, it was decided we should take out the following item under course borderlines: "Where a visiting student will take their results back to be considered as part of a programme at their home university" however the item regarding 'disproportionate impact' stays, as this can be used for VUGs as well as our own students.

The BoE reports show fractional marks but the whole mark is what is looked at, this raises questions as to the point in showing the fractional marks on the report. It was decided that whole marks should be presented on the BoE as of 2016/17 and the year organisers and conveners should be made aware of the change in advance to avoid lengthy discussions regarding this at the board meetings

ACTION: ITO to speak to Tim Colles about changing this.

ACTION: I Stark to write new borderline decisions policy

6. CSPC Assessment and Progression Tools Project

NH advised the aim is to standardise the recording of assessment and progression throughout the University. You are encouraged to attend the Student Systems session on this if you have anything to do with assessment and progression. Students taking different courses over different Schools need continuity.

7. ISS planning

NH explained there is an intent for ISS to develop an ISS action plan to augment, innovate and push things through. ITO will give input to the revision of practice and a paper will be given to the Strategy Committee, the revisions will then be implemented.

8. Director of Teaching Report

BF detailed that duty allocation is on its way – some are done but it is not yet complete. UG3 structure is happening at BoS. Innovative Learning Week is happening next week but we are unsure of its future.

9. AOCB

None