

Teaching Committee Minutes

Wednesday 14th February 2018, 2pm, Appleton Tower Room 7.14

Present: Alan Smaill, Convenor
Gillian Bell
Christophe Dubache
Caterina Mrose (Student Representative)
Nikita Samarin (Student Representative)
Stuart Anderson, Director of Teaching
Mary Cryan
Sharon Goldwater
Alex Burford (Learning Technologist)
Colin Stirling

In Attendance: Gregor Hall (administrator)

18.30 Apologies for Absence: Paul Anderson, Iain Murray, Jane Hillston, Helen Pain.

18.31 Minutes of Previous Meetings – approved

18.32 Matters Arising

(TC 10th May 2017, Matters Arising 3.2) - Revised Exam Scrutiny Process.

ACTION: Gantt chart to be added to page – G.Bell. **COMPLETE.**

(TC May 10th, Item 4) - Proposal to Remove Elevated Hurdles for Progression to Honours - B. Franke.

ACTION: DoT to contact Business School, Convenor to contact PPLS. The Convenor contacted PPLS in order to understand better how they handle this.

Action: Convenor to send details to Gillian Bell - **COMPLETE.**

ACTION: Convenor to contact Business School.

18.04 Moderating IPP Marks - G. Sanguinetti

ACTION: It was agreed to move forward with the plan to take feedback from the tutors regarding cases they saw as unusual, and the course organiser would moderate these cases appropriately. Marking guidelines are to be fleshed out and a marking form devised. **ACTION:** Ongoing – DoT to examine.

18.12 Draft Learning and Teaching Plan - Director of Teaching

Action: DoT to confirm the role of Year Organiser. The DoT mentioned that he was considering the roles of both Year Co-ordinators and Degree Programme Organisers, which may end up being combined.

ACTION: DoT to include this in the next draft of the Learning and Teaching Plan.

18.06-03 (AOCB) Student access to the Forum.

Action: ITO to look into this.

RESPONSE: Martin Wright and DoT emailed 17/11/2017, awaiting comments.

Action: ITO to chase; chased 03/01/2017 by email. ACTION: ITO to chase again.

It was decided that a protocol was required to (a) prevent students being stuck in the Forum after hours and (b) to ensure that fire safety issues were taken into account.

ACTION: DoT to investigate.

18.25 Service Excellence - Special Circumstances, Coursework Extensions and Concessions

ACTION: The DoT will frame a response for Service Excellence based on the issues raised in this discussion.

The DoT reported that there was a fair amount of pushback on the initial proposal and Service Excellence have rejected the concept of College handling all aspects of Special Circumstances. They are now considering a hybrid version whereby College would handle an initial vetting process. Feedback on Service Excellence projects included a common response that improvements to current systems and processes (such as faster access times to EUCLID) may well be as helpful as the proposed changes are.

18.26 Increase in Language Requirements for MSc/AMSc in Design Informatics - Maria Wolters

ACTION: The proposal is to be deployed for academic year 2019/20, with data on the outcomes of language skills and outcomes to be examined in the meantime. The Course Descriptor is to be updated. OUTCOME: ongoing - SCE Admissions contacted by ITO.

18.27 Usage of Appleton Tower room 5.01.

Action: ITO to instigate purchase of wheeled chairs with integrated desks.

Update: The proposal has been updated to include a DICE presence in 5.01.

ACTION: ITO to investigate the options of installing DICE functionality within a flexible layout.

18.29-01 – The Convenor raised the ongoing subject of software options for coursework submission.

ACTION: The Convenor is to set up a sub-committee (including as a member our new Learning Technologist) to look into the area.

18.29-02 A replacement lecturer for IPP is required.

ACTION – ongoing.

18.33 Teaching Support Staff Policy – DoT

18.34 Employment of UG and MSc Tutors Policy v3 – DoT

The DoT introduced the two policy updates. The first reflects European Working Hours legislation and the second brings Informatics in line with the University's policy. The committee discussed the policies. The rule that no Non-Honours students may be permitted to take on Teaching Support roles was questioned – it was pointed out that Year 2 students who had just taken a course in their first year might have the advantage of it being fresher in their memory. For this reason, another member thought that Year 2 students may be well suited to being lab demonstrators. It was conceded that demonstrating at Infbase and Programming club would be sensible exceptions.

ACTION: the policy shall be updated to permit Year 2 students to take demonstration roles as above.

18.35 Recruitment Report – Helen Pain

The DoT introduced the findings of the latest report and the committee discussed these. The DoT informed the committee that regular meetings with Recruitment and Admissions have put in place controls to mitigate the increase in PGT applications. The intention is to limit the numbers of PGT students in 2018/19 to approximately 280. The deposit system whereby an applicant pays £1500, which can then be refunded from fees, is one method, which also gives us more reliable data on conversion. Another is to introduce a refundable deposit system where the applicant has to pay to apply, in an attempt to reduce the number of applications from people who are simply applying to as many Universities as possible. The money could then be donated to the Student Hardship Fund.

18.36 DoT's Report

National Student Survey -Informatics has the top response rate so far in the National Student Survey.

Pending Industrial Action – the action planned by the UCU in the coming month raised the possibility of students missing sections of their courses. The DoT stated that the policy should be that students should not be examined on topics that haven't been taught in lectures.

Exam Diets – the committee discussed the University policy that exams should occur in the same semester that they are taught in, which is not implementable due to the smaller length, and therefore capacity, of the December exam diet.