

# Teaching Committee Minutes

Wednesday 10<sup>th</sup> January 2018, 2pm, Appleton Tower Room 7.14

Present: Alan Smaill, Convenor  
Gillian Bell  
Christophe Dubache  
Pavlos Andreadis, University Teacher  
Volker Seeker, University Teacher  
Stuart Anderson, Director of Teaching  
Rico Senrich  
Chris Lucas  
Iain Murray  
Maria Wolters  
Ian Simpson

In Attendance: Gregor Hall (administrator)

**18.22 Apologies for Absence:** Don Sannella, Julian Bradfield, Myrto Arapinis, Jane Hillston, Paul Anderson, John Longley, Helen Pain.

**18.23 Minutes of Previous Meetings** – approved

**18.24 Matters Arising**

18.17 Action: The student reps for Teaching Committee – Nikita Samarin and Caterina Mrose should be emailed prior to each TC meeting. RESPONSE: IT contacted them. COMPLETE.

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

Action: ITO to update Semester 2 Exam Setting Deadlines; COMPLETE.

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

(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:** DoT 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.

Response: None as yet. **ACTION**: send reminder.

18.12 Draft Learning and Teaching Plan - Director of Teaching

Action: ITO to hold SSLCs this semester. The DoT will review the role of Year Organiser.

RESPONSE: SSLCs held for Semester 1.

Action: DoT to confirm his action. Response/**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.

### **18.25 Service Excellence - Special Circumstances, Coursework Extensions and Concessions**

The DoT introduced this paper from the Service Excellence Team and discussion followed. On the subject of Coursework Extensions, more than one committee member expressed concern about a system where students could get up to a weeks (7 days) extension followed by the option of submitting late by up to 7 days with penalties. More than one member was unhappy at the idea of having to hold up feedback for an entire class due to a single student. It was pointed out that courses with a “short cycle” – for example DMMR with its weekly exercises – could opt out of this, as long as it was made clear in the course webpage. The Special Circumstances proposal of handling SCCs at College level was also examined. Criticism was voiced on two main issues – the high volume of SC cases required to process centrally, and unease at the potential amount of work for Informatics representatives. Other issues raised included: the value in a School SC Committee having long term knowledge of student’s issues, the capability in handling last minute SC cases/details (very common), and better “local” knowledge of the context of the circumstances. One member enquired as to the purpose of the SCC proposal – what is the problem that this proposal is attempting to fix? The member expressed the view that the existing guidelines were not only clear, and followed, but they provided flexibility in dealing with difficult circumstances. It was also pointed out that ITO was employing two new Student Support Officers who would not only be able to commit more time to the SC process but improve continuity. **ACTION**: The DoT will frame a response for Service Excellence based on the issues raised in this discussion.

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

The proposer took the committee through the paper and discussion followed. It was asserted that there wasn't necessarily a correlation between English language ability of a student and the course outcome, and that an examination of data on this issue would be interesting. The response was that the student experience was of great importance, and due to the high level of interaction required, the experience for many students with limited English ability had been very trying. Another member related that students with fluent English had complained of the difficulty in working with students who had limited English. It was opined that the follow-up on Test of English at Matriculation (TEAM) was poor, and that the take up of pre-sessional English classes was very small. The proposal was agreed by the Committee.

**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.

### **18.27 Usage of Appleton Tower room 5.01.**

As money has been made available for facilities in Appleton Tower the Committee was asked to suggest possible uses, layouts or furniture options for room 5.01 that would improve facilities. It was suggested that wheeled chairs with integrated desks could be purchased – such chairs allow for a variety of teaching layouts such as classroom (traditional rows), group work (small clusters), discussion circles, etc. The Committee decided to go ahead with this.

**ACTION:** ITO to do the necessary.

### **18.28 Recruitment Report**

The Recruitment Officer was not present, but the Committee discussed the latest report. No actions.

### **18.29 AOCB**

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

**ACTION:** DoT to investigate for next meeting.

18.29-02 – A replacement lecturer for IPP will be required.

18.29-03 – The next T.C. meeting will be Wednesday, February 14th, 2pm, AT 7.14.