

**GOLDSMITHS COLLEGE**  
University of London

**ACADEMIC BOARD**

**LEARNING AND TEACHING QUALITY COMMITTEE**

**Minutes of the meeting held on 14 November 2007**

**Present:**

Dr Philip Broadhead (Chair)	Mr Andrew Brett
Ms Hannah Bullivant	Dr Basem El-Haddadeh
Mr Sam Fisher	Mr Jack Gillis
Dr Victoria Goddard	Ms Mary Claire Halvorson
Ms Vee Harris	Ms Mary Nixon
Professor Carrie Paechter	Dr Ida Pu
Professor Nirmala Rao	Dr Gareth Stanton
Mrs Liz Thussu (Secretary)	Mr Bob Westaway

**Apologies:** Dr James Martin; Ms Juliet Sprake; Mrs Vivien Taibe

**In attendance:** Ms Anne Francis; Ms Denise Miller; Dr John Phelps; Dr Richard Noble

**OPEN BUSINESS**

**1 CONFLICTS OF INTEREST**

Noted:

The College policy on conflicts of interest (07-307)

**2 ANNOUNCEMENTS**

**Review of the Centre for Excellence in Learning Technology**

Noted:

- (i) that a review of the Centre for Excellence in Learning Technology (CELT) had taken place, resulting in a working group being established to consider how to bring the work of CELT and the Learning and Teaching Office closer together
- (ii) that the Working Group's report would be considered by the Committee once available

**3 MINUTES**

Resolved:

to approve the minutes of the meeting held on 23 May 2007

## **4 MATTERS ARISING FROM THE MINUTES**

### **4.1 Report of the Academic Board Working Group on Assessment Regulations and late submission of coursework regulations (minute 51.1)**

Noted:

- (i) that last meeting received a paper from the Academic Registrar proposing amendments to assessment regulations arising from the College Board of Examiners request for guidance to be developed regarding the acceptability or otherwise of various different forms of extenuating circumstances
- (ii) that the Committee recommended the approval of the proposals, subject to any amendments necessary for compliance with the Disability Discrimination Act
- (iii) that the matter is under active review and the Academic Registrar intends to report to the spring meeting of the Committee

### **4.2 September re-sit Examinations for Masters Candidates (minute 51.2)**

Noted:

- (i) that last meeting approved in principle proposals from the Head of Drama and the Head of Media and Communications for re-sit examinations for masters candidates in September and resolved that the Academic Registrar would draw up an implementation plan for further consideration by the Committee
- (ii) that the plan is under development in the Registry and will be on the agenda of the next meeting
- (iii) that the Exams Officer was writing to academic departments to enquire about any anticipated difficulties in holding re-sits for practical examinations

## **5 MEMBERSHIP AND TERMS OF REFERENCE**

Received:

the terms of reference and membership of the Learning and Teaching Quality Committee and its sub-committees for 2007-2008 (07-413)

Noted:

- (i) that the Committee had a vacancy for a member from Group A. Candidates were being sought
- (ii) that Vee Harris is from the Department of Educational Studies not PACE, and the membership should be amended to reflect this

## **6 STANDING ORDERS**

Noted:

the Standing Orders, as revised on 28 June 2007, with effect from 1 September 2007 (07-306)

## **7 EFFECTIVENESS REVIEW**

Received:

a draft review of the Committee's business and its effectiveness in 2006-07 (07-414).

Noted:

- (i) that the Committee had held 5 meetings in 2006-07, all of which were quorate and well attended
- (ii) that the Committee has made a good start in carrying out its objectives. For example it had overseen the development of the Learning, Teaching and Assessment Strategy. In addition the Committee had reflected on its communication with departments and has decided that this would be mediated through the Learning and Teaching Office and through Departmental Learning and Teaching Committees, with the terms of reference of DLTCs amended to reflect this
- (iii) that the Committee considered its terms of reference were being met and no substantive changes were needed, beyond a rewording for the sake of clarity and brevity

## **8 REVIEW OF ASSESSMENT** (*Minute 7.2, 25 October 2006 and minute 35.2, 21 February 2007 refer*)

Received:

from the Head of the Learning and Teaching Office a paper on the ongoing review of assessment and how it relates to both the 3D graduate concept and the skills agenda (07-415)

Noted:

- (i) that the 3D Graduate project aimed to develop in students a range of attributes in addition to skills learnt through study at Goldsmiths.
- (ii) that there were three components to the 3D Graduate project: departmental Learning, Teaching and Assessment strategies; the personal tutoring system; and the 3D graduate website.
- (iii) that the ongoing Review of Assessment was an important part of the LTO's plan to implement the 3D Graduate concept in the context of the wider skills agenda and the Burgess Report recommendations for the Higher Education Record of Achievement

- (iv) that four departments undertook their assessment reviews during 2006-07 and that the Head of the LTO reported that departments were very positive about engaging with the issues raised in the reviews
- (v) that the Burgess report prompted a debate about what it means to verify and validate student achievement and where and how higher order complex achievements (such as emotional intelligence or communication skills) could be recorded
- (vi) that research done by the Department of Psychology had shown an important correlation between 'soft skills' and student achievement, in that giving students opportunities to develop 'soft skills' significantly enhanced their academic achievement, and hence it would be important in future to communicate students that such skills are important, not optional
- (vii) that the Students' Union considered it important for students to know how they could develop skills and take advantage of the valuable opportunities on offer to them
- (viii) that the 3D Graduate website provided students with tools to document and reflect on their experience
- (ix) the suggestion that the opportunity to develop 'soft skills' and the attributes promoted by 3D Graduate should be embedded in every programme
- (x) that the Chair considered that important steps were being taken and much progress had already been made and

Resolved:

that further reports on the Review of Assessment would be made to future meetings of the Committee.

## **9 THE NATIONAL STUDENT SURVEY**

Received:

a paper from the Quality Administrator on the results of the National Student Survey 2006-07 (07-416)

Noted:

- (i) that the Committee was pleased that the quality of teaching came through strongly and while there were areas of good practice, there were also areas for improvement; that Departments had been sent a detailed analysis of their results and comparative data
- (ii) that HEIs are responding to the survey results with institution-led enhancement measures so that institutions who stay the same will be placed lower in the table, as Goldsmiths had been this year

- (iii) that some areas identified for development were already being addressed, for example, the feedback on assessment project; the results also indicated where periodic review might be appropriate, such as Social Work
- (iv) that the National Student Survey data could only give a broad indication of where areas for development were and that departments should be offered support to analyse their data further and investigate, through both the quantitative data and the open comments, what might be influencing the results. NSS results would also feed into periodic programme/departmental reviews
- (vi) that it would be important for the Committee to find out how academic departments intend to address the results of the survey

Resolved:

that the Chair would write to departments and ask them to comment on their National Student Survey data and any action planned in response

**Recommended:**

**that where there were College wide issues identified by NSS data this should be fed into the planning round at a high level, such as the Library and VLE resources**

## **10 QUALITY AND STANDARDS FRAMEWORK**

### **10.1 Periodic Programme/Departmental Review**

Received:

a report from the Head of Quality and Governance on the operation of Periodic Programme/Departmental Review and a schedule for future reviews in (07-417)

Noted:

- (i) that almost all Departments have been reviewed since 2004 and feedback indicated that they found the process useful and it had led to changes; the input of the External Reviewers was particularly appreciated
- (ii) that during 2007-08, a slightly extended methodology would be piloted to take more account of strategic management and financial issues, including the way these can impinge on the quality of provision. It was also proposed that the Periodic Review process itself should be the subject of a review in 2008-09, following the review of Annual Programme Review planned for 2007/08
- (iii) that Departments were given time to respond to review recommendations, which were then considered by the Committee and reported to Academic Board. In addition, to monitor implementation of recommendations, Departments had been asked to submit follow-up reports in Autumn 2006 to the Quality Affairs Office and would be asked again this term for a brief report

- (iv) that as approval of the schedule for periodic was now in the remit of Learning and Teaching Quality Committee the paper included the 2007-08 schedule for noting and the proposed 2008-09 schedule for approval
- (v) that Social Work was on the 2007-08 schedule as the programme is being re-accredited by the Social Care Council, who are prepared to accept an internal periodic review report in place of an accreditation visit

Resolved:

- (i) that in future periodic review recommendations would be categorised by priority and would have a timescale for implementation
- (ii) that the Committee would receive a report on the follow-up to recommendations after an appropriate period
- (iii) to approve the proposed periodic review schedule for 2008-09

## **10.2 Quality Assurance** (*Minute 53.2, 23 May 2007 refers*)

Received:

from the Quality Administrator, a report on the operation of the College's quality assurance processes, and on forthcoming changes (07-212)

Noted:

- (i) that it would be useful if the Programme Monitoring reporting process was redesigned to allow for more direct comparability of NSS data
- (ii) that many areas of good practice were highlighted in the report
- (iii) that College wide issues identified included accommodation and the library, which were recurrent issues, and the Virtual Learning Environment which was new
- (iv) that all but two departments reported students requesting increased use of the VLE, with some programme convenors reporting requests from students that departments establish a minimum level of material for each course to be made available via the VLE
- (v) that while a minimum use of the VLE had been established in the Learning, Teaching and Assessment Strategy, in particular in relation to the requirement to comply with the Disability Discrimination Act, it would seem timely for the College to propose a baseline standard of what is provided to students on the VLE by departments
- (vi) that, arising from discussion with some Departments, it would be more meaningful for some programme areas to submit one APR report for a group of cognate programmes rather than separate reviews for what were in fact pathways in a larger programme of shared courses.

Resolved:

that the Committee would consider proposals on a minimum standard for the VLE from Dr John Phelps at its next meeting

### **Recommended**

- (i) that in future Departments could choose to write one APR report for groups of cognate programmes**
- (ii) that the Programme Monitoring report format be redesigned both to allow one report for groups of cognate programmes and to allow for more direct comparability with NSS data**

### **10.3 Periodic Review of the Postgraduate Diploma in Art Psychotherapy Provided with the Institut für Transpersonale Psychologie und Kreative Kunsttherapie (ITP), Berne** (*Minute 25, 15 November 2006; minute 34.3, 21 February 2007; and minute 54.4, 23 May 2007 refer*)

Received:

a response to the Periodic Review of the Postgraduate Diploma in Art Psychotherapy Provided with Institut für Transpersonale Psychologie und Kreative Kunsttherapie (ITP), Berne (07-233)

Noted:

- (i) that the Periodic Review and revalidation of the provision of the Postgraduate Diploma in Art Psychotherapy at ITP, Bern was held on 21-22 April 2006 and a report was considered by Academic Committee on 10 May and Academic Board on 24 May 2006
- (ii) that the Periodic Review panel made a number of recommendations, including technical conditions for the renewal of the contract
- (iii) that Academic Board resolved, on the recommendation of the Academic Committee, that the collaborative provision of the College's Postgraduate Diploma in Art Psychotherapy at ITP Berne be revalidated for a further 5 years subject to a contract being agreed to include the conditions proposed by the review
- (iv) that the conditions had been complied with and the contract renewed
- (iv) that the Dean of the Graduate School proposed that Periodic Review panel recommendations *v* and *vi* be addressed by encouraging students to use the online Virtual Graduate School and this suggestion was welcomed by the Chair
- (v) that the Director of Professional Development noted, with regard to recommendation *vii* and Erasmus funding, that the Swiss Federal Council was negotiating a bilateral agreement for official Swiss participation in EU's programmes for the period 2007-2013, including Erasmus.

Resolved:

to notify the Department of Professional and Community Education of the information in (iv) and (v) above.

## **11 STANDARDS SCRUTINY SUB-COMMITTEE**

Received:

a report from the Secretary of the Standards Scrutiny Sub-Committee (07-418)

Noted:

- (i) that the Standards Scrutiny Sub-Committee was a new sub-committee of Learning and Teaching Quality Committee, established following on from the review of College Board and its sub-boards, in order to carry on the scrutiny functions of College Board, and to advise on the development of policy for the maintenance of standards for all awards across the College
- (ii) that the Sub-Committee would meet three times a year and had had its first meeting on 30th October 2007
- (iii) that Academic Board had approved the new Sub-Committee's terms of reference
- (iv) that progress in implementing the recommendations of the Review of College Board would be reported through the Sub-Committee to the Committee

## **12 THE LIBRARY'S ANNUAL REPORT 2006-07**

Received:

from the Librarian the library's annual report for 2006-07 (07-419)

Noted:

- (i) that in planning the library's development during the year the Librarian had looked at data from many sources, including from Programme Monitoring and the National Student Survey plus a March 2006 survey of staff and students
- (ii) that in January Library opening hours had been extended until midnight during term and Christmas and Easter vacations and until 9pm (5pm at weekends) in the summer vacation
- (iii) that a Short Loan Collection had been piloted with the Drama department and would now be extended to other departments
- (iv) that Goldsmiths Research Online (GRO), the College's institutional repository, had been established with the initial co-operation of the Psychology and Visual Arts departments; and now contained 102 records, was open to all departments and was being well used.

- (v) that the library now had a CLA scanning licence, meaning that copies of articles and book extracts could be posted onto the library section of the VLE
- (vi) that users had made clear their dislike of overnight loans and so these had been discontinued.
- (vii) that most complaints had been about the environment, particularly the quality of learning space, in particular the group study area and especially the silent study areas. Consequently many significant steps had been taken to improve the quality of users' space within the library
- (viii) that the library had issued a well received student handbook, and following on from this were issuing a staff handbook with information on reading lists and the CLA scanning licence
- (ix) that while given the library's longer opening hours the next step might be 24 hour opening, this should be considered against carbon issues, usage figures both by time of day and time of year, and cost
- (x) the Chair thanked the Librarian for a very positive report following on from a very successful year for the library

## **13 EXTERNAL PROGRAMMES**

### **13.1 Computing**

Received:

a report from the External Programmes Administrator on the Annual Programme Reports for Computing programmes for 2004-05 and 2005-06 and response from External System Sub-Committee (07-411)

Noted:

- (i) that both Annual Programme Reports were largely positive
- (ii) that the BSc/Diploma in Creative Computing had been added to the courses on offer to external students with the first students registered in autumn 2007
- (iii) that measures relating to planning for the closure of the Mathematics, Computing and Statistics programme in 2007 had been accepted as adequate by the mathematics and statistics external examiner
- (iv) that the newly-appointed Deputy Course Director had started to make arrangements for the Level 3 CIS subject guides to be redeveloped
- (v) that the comments of all External Examiners were largely positive and all issues raised were being appropriately addressed

Resolved:

to approve the response of External System Sub-Committee to the Annual Programme Reports for Computing programmes for 2004-05 and 2005-06

## 13.2 English

Received:

a report from the External Programmes Administrator on the Annual Programme Report for the English external programme 2005-06 and response from External System Sub-Committee (07-412)

Noted:

- (i) that Dr Sarah Barnsley had been commended for her work on developing support services in the course of her work as Deputy Course Director
- (ii) that the comments of External Examiners were largely positive and problems identified had been or were being appropriately addressed, with one issue remitted to the new Standards Scrutiny Sub-Committee
- (iii) that the Department was being strongly encouraged to 'levelise' the external programme, in line with the steps already taken for internal programmes, and that this would be taken up by the newly appointed Course Director, Dr Sarah Barnsley

Resolved:

to approve the response of External System Sub-Committee to the Annual Programme Report for the English external programme 2005-06

## 14 PROGRAMME SCRUTINY SUB-COMMITTEE 24 OCTOBER 2007: MA CONTEMPORARY AFRICAN THEATRE AND PERFORMANCE

Received:

a proposal for a new MA in Contemporary African Theatre and Performance from Programme Scrutiny Sub-Committee (07-368)

Noted:

- (i) that at its meeting on 24 October 2007 Programme Scrutiny Sub-Committee considered a proposal for a new MA in Contemporary African Theatre and Performance and recommended the following:
  - (a) that the reference to PDP within the programme specification be amended to show that PDP was optional although strongly recommended
  - (b) that the learning outcomes be renumbered / lettered for clarity
  - (c) that the information on option courses available to students be made clearer.
  - (d) that programme be approved subject to the above amendments being made.

Resolved:

to approve the proposal for a new MA in Contemporary African Theatre and Performance subject to the recommendations of Programme Scrutiny Sub-Committee

**15 DEGREE-AWARDING POWERS/INSTITUTIONAL AUDIT** (*Minute 6, 25 October 2006; minutes 20 and 21, 15 November 2006; minutes 34.1 and 36, 21 February 2007; and minute 49, 23 May 2007 refer*)

Received:

a report from the Head of Quality of Governance on the progress of the College's application for Degree Awarding Powers/Institutional Audit (07-420)

Noted:

- (i) that Committee members would each receive a copy of the handbook for institutional audit, and that the headings at the back provided a useful quick reference
- (ii) that there were some revisions in the audit process and in particular it was important that committee members read the section on enhancement (defined by the QAA as 'the process of taking deliberate steps at institutional level to improve the quality of learning opportunities.') and were ready to talk about the deliberate institutional steps the College was taking to improve learning opportunities, for example through the review of assessment
- (iii) that the final version of the Critical Self-Analysis document would be circulated to Departments and Committees as appropriate

**16 LEARNING, TEACHING AND ASSESSMENT STRATEGY** (*Minute 7, 25 October 2006; minute 23, 15 November 2006; minute 35.1, 21 February 2007; and minute 48, 23 May 2007 refer*)

Noted:

the Learning, Teaching and Assessment Strategy action plan for 2007-08 received from the Head of the Learning and Teaching Office (07-421)

**17 PROGRAMME SCRUTINY SUB-COMMITTEE**

**17.1 PGCE (Secondary)** (*Minute 55.2, 23 May 2007 refers*)

Noted:

- (i) that at its last meeting the Committee approved, subject to amendments requested by Programme Scrutiny Sub-Committee, a proposal to revise the PGCE (Secondary) to be offered both as a Postgraduate Certificate (M level) and a Professional Graduate Certificate (H level)

- (ii) that the amendments were made, approved by the Pro-Warden (Academic) and reported to the 24 October 2007 meeting of the Programme Scrutiny Sub-Committee

#### **17.2 PGCE (Primary) (*Minute 56.3, 23 May 2007 refers*)**

Noted:

- (i) that at its last meeting the Committee approved, subject to the amendment requested by Programme Scrutiny Sub-Committee, a proposal to revise the PGCE (Primary) to be offered both as a Postgraduate Certificate (M level) and a Professional Graduate Certificate (H level)
- (ii) that the amendment was made, approved by the Pro-Warden (Academic) and reported to the 24 October 2007 meeting of the Programme Scrutiny Sub-Committee

#### **17.3 MSc Music, Mind and Brain (*Minute 56.2, 23 May 2007 refers*)**

Noted:

- (i) that at its last meeting the Committee approved, subject to the amendments requested by Programme Scrutiny Sub-Committee, a proposal for a new MSc in Music, Mind and Brain
- (ii) that the amendments were made, approved by the Pro-Warden (Academic) and reported to the 24 October 2007 meeting of the Programme Scrutiny Sub-Committee

#### **17.4 Integrated degree in Music (*Minute 51.3, 23 May 2007 refers*)**

Noted:

- (i) that at its last meeting the Committee considered a proposal regarding progression requirements on the Integrated Degree in Music, and noted that the Academic Board had resolved that that all departments involved in the provision of integrated degree programmes should harmonise marking criteria and progression requirements for 2007/2008
- (ii) that the Pro-Warden (Academic) had approved a proposal from PACE to standardise the grading criteria and progression requirements across Year zero of all integrated degree programmes, and this was reported to the 24 October 2007 meeting of the Programme Scrutiny Sub-Committee

### **18 GRADUATE SCHOOL BOARD**

Noted:

the minutes of the meeting of Graduate School Board held on 9 October 2007 (07-422)

## **19 LIBRARY USER GROUP**

Noted:

the minutes of the meeting of the Library User Group held on 1 May 2007 (07-423)

## **20 QAA CODE OF PRACTICE**

Received:

the revised section 5 of the QAA Code of Practice on Academic appeals and student complaints on academic matters (07-424)

Noted:

that more details could be found at:

<http://www.qaa.ac.uk/academicinfrastructure/codeOfPractice/default.asp>

## **RESERVED BUSINESS**

## **21 SUSPENSION OF REGULATIONS**

Noted:

a list of the suspensions of regulations approved by the Pro-Warden (Academic) in 2006-07 (07-425)

## **OTHER BUSINESS**

## **22 FUTURE MEETINGS OF THE COMMITTEE**

Noted:

that meetings of the Committee were scheduled for:

Wednesday 6 February 2008 at 2pm, room 110, Deptford Town Hall  
Wednesday 14 May 2008 at 2pm, room 110, Deptford Town Hall

*DM*  
*January 2008*