

**GOLDSMITHS
University of London**

ACADEMIC BOARD

LEARNING AND TEACHING QUALITY COMMITTEE

Minutes of the meeting held on 17 November 2010

Present: Dr Philip Broadhead (in the Chair), Dr Jorella Andrews, Professor Les Back, Ms Francesca Bancarino, Ms Mary Claire Halvorson, Dr Victoria Korzeniowska, Ms Mary Nixon, Ms Bindiya Patel, Professor Len Platt, Dr Juliet Sprake, Dr Anna Traianou, Dr Joanna Zylinska.

Apologies: Dr Tomas Chamorro Premuzic, Ms Anna Furse, Dr Victoria Goddard, Mrs Vivien Taibe, Dr Michael Young.

In attendance: Ms Clare Cousins (Secretary), Ms Anne Francis, Dr Mira Vogel.

OPEN BUSINESS

1 ANNOUNCEMENTS

Noted:

- (i) that the library was to be open 24 hours a day in January and during the summer exam period;
- (ii) that the Careers Service was to be congratulated on its successful reaccreditation by Matrix.

2 MINUTES

Resolved:

that the Minutes of the meeting held on 14 October 2010 be approved.

3 MATTERS ARISING FROM THE MINUTES

Noted:

that the outstanding Annual Programme Review reports had been received, resulting in a 100% completion rate.

4 FEEDBACK POLICY AND GUIDANCE FOR FEEDBACK AT GOLDSMITHS

Received:

the revised Feedback Policy from the Pro-Warden (Students and Learning Development) (10-492) and the Guidance for Feedback at Goldsmiths (10-493).

The Committee noted that some departments already had an excellent approach to feedback. The Students' Union President observed that students wanted feedback to be of the same quality from all tutors and that training for tutors was not mentioned in the documents. Students would require training in peer feedback where this was to be introduced so that this was constructive and related to the learning outcomes.

Some Committee members queried the rationale for distinguishing between written assignments and other forms of assessment in the guidance. The Chair advised that the Policy was designed to demonstrate that the approach was not 'one size fits all'. One of the key aims was to address timeliness and the need for feedback to be given before completion of the next assignment. The guidance proposed that essays should be returned within three weeks. In some subjects, such as Art, feedback was ongoing and/or given straight away. It was noted that feedback should be provided to all students, should be typed and should include suggestions on how to improve even for good students.

The documents were intended to result in departmental action plans, although it was noted that some departments already had policies in place. Departments would need to look strategically across a programme to ensure that there were no errant markers.

Various resources for giving feedback were discussed including information from Peter Knight and a plug-in for the VLE to enable audio feedback. It was noted that there needed to be a record of feedback so that students could refer back to it.

It was noted that the guidance that feedback on summative assessment be given at the beginning of the following year was not applicable for third year summative assessment. However, Committee members found that arrangements could be made for providing final year feedback.

It was suggested that programme-level feedback from personal tutors might address the discrepancies between course evaluation scores and National Student Survey results. Any feedback given via learn.gold could be collated easily.

Recommended:

- (i) that students be given guidance on providing peer feedback prior to its introduction;
- (ii) that tutors be given training in providing high quality feedback;
- (iii) that feedback be related to the learning outcomes and grading criteria to ensure consistency.

5 REPORT OF THE COLLEGE-WIDE REVIEW OF THE WIDENING PARTICIPATION AGENDA

Received:

a report and action plan from the Deputy Warden on the College-wide review of the Widening Participation Agenda (10-494).

The Committee noted that the review showed the breadth of good practice at Goldsmiths but had been carried out in the summer before the Browne Review and the Comprehensive Spending Review. The outcomes of these reviews might have an impact but needed further clarification. For example, the future of Aim Higher was now in doubt. The Committee suggested that the document might be useful for the Equality and Diversity

Committee to identify groups that Goldsmiths would like to target. Some Committee members noted that tagging by postcode was problematic.

Different departments had different issues in relation to widening participation. Some subjects, such as Art History A-Level, were not widely available in state schools and were mainly offered at private schools. Goldsmiths could run projects in schools to raise interest in topics but this would need to be targeted as only a limited number of schools could be covered.

Recommended:

that the document be accepted but would need to be reviewed to reflect changing government policy.

6 REPORT ON TURNITIN PLAGIARISM-DETECTION SOFTWARE: DETECTION, PREVENTION, DECISIONS ABOUT RENEWING LICENCE

Received:

a report from the Academic Developer (Technology-Enhanced Learning) on Turnitin plagiarism-detection software: detection, prevention, decisions about renewing licence (10-495).

The Committee noted that Turnitin could be set up on learn.gold by individual academics and accessed via learn.gold. It enabled anonymous submission, online marking and feedback and could provide a report to students. There was most interest at Goldsmiths in online submission and the plagiarism check was incidental or used for spot checks. Several departments were piloting the use of Turnitin and others were discussing online submission. However, some found the functionality rather 'clunky'.

It was noted that there were other approaches to tackling plagiarism, such as the online programme developed by the Department of Psychology.

The Committee agreed that the cost for renewing the licence seemed reasonable, especially if Turnitin reduced plagiarism hearings and was used in conjunction with educating students regarding plagiarism.

Recommended:

- (i) that the College renew its licence for Turnitin;
- (ii) that students run a plagiarism check using the software prior to submission through Turnitin.

7 DRAFT ANNUAL REPORT TO COUNCIL

Received:

the Draft Annual Report to Academic Board and Council for 2009-10 from Learning and Teaching Quality Committee on progress in the implementation of the Learning, Teaching and Assessment Strategy (Corresponding to Strategic Aim 3) from the Quality Administrator (10-496).

Resolved:

that the report be approved, subject to a minor correction.

8 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF ART AND THE DEPARTMENTAL RESPONSE**Received:**

the report on the Periodic Programme Review of the Department of Art, and the departmental response (10-497).

Noted:

- (i) that some of the recommendations had already been addressed, such as greater use of the VLE and amendments to handbooks;
- (ii) that the panel had had access to the report of the Art Inquiry and had visited the Department's facilities.

Resolved:

that the Department be asked to submit a follow-up report on ongoing actions at the end of the 2010-11 academic year.

9 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF PSYCHOLOGY AND THE DEPARTMENTAL RESPONSE**Received:**

the report on the Periodic Programme Review of the Department of Psychology, and the departmental response (10-498).

The Committee noted that the Department's approach to combating plagiarism had been commended. An interactive resource had been developed between the Department and the Library, which was an example of best practice, and was being adapted for use by other departments. The Centre for English Language and Academic Writing was also developing interactive tools. The Committee noted that the Department's response demonstrated that the recommendations had been addressed.

Resolved:

that the Department be asked to submit a follow-up report on ongoing actions at the end of the 2010-11 academic year.

10 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF SOCIOLOGY AND THE DEPARTMENTAL RESPONSE**Received:**

the report on the Periodic Programme Review of the Department of Sociology, and the departmental response (10-499).

Noted:

that the Department had proposed actions but that it was too early for much progress to have been made on implementation.

Resolved:

that the Department be asked to submit a follow-up report at the end of the 2010-11 academic year.

11 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE CENTRE FOR CULTURAL STUDIES AND THE CENTRE RESPONSE**Received:**

the report on the Periodic Programme Review of the Centre for Cultural Studies, and the Centre response (10-500).

Noted:

that the Centre had provided a clear plan to implement actions

Resolved:

- (i) that the Centre be asked to submit a follow-up report at the end of the 2010-11 academic year;
- (ii) that, prior to future Periodic Programme Reviews, departments be advised to contact the Careers Service to discuss action being taken regarding employability relevant to the subject area;
- (iii) that the Quality Office be thanked for supporting the Periodic Programme Reviews carried out during the previous academic year.

12 LIBRARY ANNUAL REPORT 2009-10**Received:**

the Library Annual Report for 2009-10 (10-433).

The Committee noted that there had been a considerable amount of activity in the Library in 2009-10. The 24-hour opening had been very successful, with almost 17,000 visits between 9pm and 8am during the period and over 1,000 people on the busiest nights.

A process review had been carried out on shelving books. As a result, books were now back on the shelf within three hours of being returned. This had also created more space and was appreciated by students.

There had been an increase in the use of the scanning service for the VLE from 500 requests in 2008-09 to over 900 requests in 2009-10. The Committee heard that it was a legal requirement of the copyright licence for the Library to carry out the scanning, therefore departments should not do their own scanning as it might result in infringements. Library staff were aware of alternative approaches to password protected websites operating in other institutions but these were not thought to be appropriate for Goldsmiths.

Library staff were thanked, on behalf of students, for their work and for the successful 24-hour opening.

13 MOBILE IT

Received:

a paper from the Director of Information Technology on the use of Mobile IT (10-415).

The Committee noted the potential of Mobile IT and the need to launch it more formally as students and schools were increasingly embracing mobile learning. However, this required investment and a policy. Safe use, availability and accessibility would need to be considered so that the learning experience was not affected in terms of equal opportunities. Mobile technology did not necessitate the use of a smartphone.

The technology could be used to improve communication, for example to inform students of lecturer illness. CampusM provided additional functionality. It was not the only provider but was the most developed.

Recommended:

that the College be encouraged to support the development of Mobile IT.

14 AUTOMATIC MOVE TO COMPLETION STATUS FOR PHD STUDENTS

Resolved:

that, on the recommendation of Graduate School Board, the proposed changes for automatic move to completion status for PhD students (10-170) be approved.

15 REGISTRATION PERIODS FOR MPhil/PHD STUDY

Resolved:

that, on the recommendation of Graduate School Board, an amendment to the Regulations to give shorter maximum periods of MPhil/PhD study that were more in line with peer institutions (10-172) be approved.

16 PRACTICE-BASED DEGREES IN CULTURAL STUDIES

Resolved:

that, on the recommendation of Graduate School Board, the proposed amendments to the practice-based degrees in Cultural Studies (10-406) be approved.

17 MA SOCIAL ENTREPRENEURSHIP

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal for a new MA in Social Entrepreneurship to be delivered by the Institute for Creative and Cultural Entrepreneurship (10-382) be approved.

18 MA/MSC DIGITAL JOURNALISM

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal for a new MA/MSc in Digital Journalism to be delivered by the Departments of Computing and Media and Communications (10-381) be approved.

19 GUIDELINES FOR EXTERNAL EXAMINERS

Recommended:

that, on the recommendation of Standards Scrutiny Sub-Committee, a revised handbook of Guidelines for External Examiners (10-397) be approved.

20 CONVENTIONS OF MARKING

Recommended:

that, on the recommendation of Standards Scrutiny Sub-Committee, an amendment to procedure 178 of the Assessment Regulations and Procedures (10-396) be approved.

21 UPDATE ON QUALITY ASSURANCE AGENCY MATTERS

Received:

a paper from the Head of Quality and Standards on QAA matters (10-501).

22 BROADCAST JOURNALISM TRAINING COUNCIL REACCREDITATION OF THE MA IN RADIO

Received:

the report of the reaccreditation of the MA Radio by the Broadcast Journalism Training Council (10-502).

23 NATIONAL STUDENT SURVEY FORUM NOTES

Received:

the notes of the NSS Forum of 13 October 2010 (10-503).

24 GRADUATE SCHOOL BOARD MINUTES

Received:

the minutes of the Graduate School Board's 20 October 2010 meeting (10-504).

25 LIBRARY USER GROUP MINUTES

Received:

the minutes of the Library User Group's 21 October 2010 meeting (10-505).

26 PROGRAMME SCRUTINY SUB-COMMITTEE MINUTES

Received:

the minutes of the Programme Scrutiny Sub-Committee's 19 October 2010 meeting (10-506).

27 STANDARDS SCRUTINY SUB-COMMITTEE MINUTES

Received:

the minutes of the Standards Scrutiny Sub-Committee's 27 October 2010 meeting (10-507).

28 24/7 OPENING OF RUTHERFORD BUILDING

Received:

a report from the Librarian on the pilot of 24-hour opening of the Rutherford Building (10-508).

29 GOLDSMITHS GRADUATE EMPLOYABILITY STRATEGY

Received:

the Goldsmiths Graduate Employability Strategy (10-429R).

30 NEXT MEETING

Noted:

that the next meeting would be held on Wednesday 16 February 2011 at 2.00pm in room 110, Deptford Town Hall Building. The final meeting for the academic year 2010-11 would take place in room 110 DTHB at 2p.m. on Wednesday 25 May 2011.

RESERVED BUSINESS

31 SUSPENSION OF REGULATIONS

Received:

a list of suspensions of regulations approved by the Chair (10-509).