

**GOLDSMITHS
University of London**

ACADEMIC BOARD

LEARNING AND TEACHING QUALITY COMMITTEE

Minutes of the meeting held on 16 February 2011

- Present: Dr Philip Broadhead (Chair), Professor Les Back, Ms Francesca Bancarino, Ms Rachael Johnson (*vice* Dr Basem El-Haddadeh), Ms Anna Furse, Dr Victoria Goddard, Ms Mary Claire Halvorson, Dr Victoria Korzeniowska, Dr Veronica Lawrence (*vice* Ms Mary Nixon), Ms Bindiya Patel, Professor Len Platt, Dr Tomas Chamorro Premuzic, Dr Juliet Sprake, Dr Anna Traianou, Dr Joanna Zylinska.
- Apologies: Dr Jorella Andrews, Dr Basem El-Haddadeh, Ms Sue English, Ms Mary Nixon, Dr Michael Young.
- In attendance: Mr Gareth Bodrell, Ms Clare Cousins (Secretary), Ms Anne Francis, Dr Mira Vogel.

OPEN BUSINESS

1 ANNOUNCEMENTS

Noted:

- (i) that a misunderstanding about membership had resulted in absence from meetings, as certain members thought it was necessary to be the Chair of the Departmental Learning and Teaching Committee, although this was not the case;
- (ii) that, following the approval of the Feedback Policy and Guidance by Academic Board, the Pro-Warden (Students and Learning Development) was collating information on how feedback was being dealt with at department level and that it was important to share this information;
- (iii) that the approval by Academic Board of the proposals relating to Turnitin and students running a plagiarism check prior to submission (10-495 refers) had resulted in queries from departments on implementation;
- (iv) that the Academic Developers (Technology Enhanced Learning) were working on a way of interpreting Turnitin originality reports and had contacted the University of York about their formative use of Turnitin;
- (v) that the Academic Developers (Technology Enhanced Learning) would be liaising with Learning and Teaching Chairs on what could be offered or customised to meet

departmental needs and that departments were advised that no action was required until they were contacted by colleagues in Goldsmiths Learning Enhancement Unit;

- (vi) that a draft institutional strategy was to be submitted to a meeting of Council this term, which would lead to the drafting of the new Learning, Teaching and Assessment Strategy;
- (vii) that a recent meeting of the Learning and Teaching Forum, formerly the National Student Survey Forum, had resulted in ideas for the Learning, Teaching and Assessment Strategy, and that colleagues were invited to pass on any suggestions to the Goldsmiths Learning Enhancement Unit or the Pro-Warden (Students and Learning Development);
- (viii) that a HEFCE consultation on changes to public information published by institutions was currently underway, and that this included the detail that institutions would be required to provide potential students on every programme;
- (ix) that the data provided in the Key Information Set needed to be robust and that the measurements for success would be relevant for the Learning, Teaching and Assessment Strategy;
- (x) that the National Student Survey was underway;
- (xi) that there was significant variation in response rates between Departments and that initiatives in some departments such as Music and Sociology were resulting in good response rates;
- (xii) that the position of Head of Goldsmiths Learning Enhancement Unit was currently being advertised and that this was a 0.5 academic secondment;
- (xiii) that the Virtual Learning Environment was to be upgraded and that the Academic Developer (Technology Enhanced Learning) was setting up a user group;
- (xiv) that Goldsmiths Learning Enhancement Unit was considering the issue of contact time and what this meant.

2 MINUTES

Resolved:

that the Minutes of the meeting held on 17 November 2010 be approved.

3 MATTERS ARISING FROM THE MINUTES

Noted:

that the Feedback Policy had been approved by Academic Board and was being implemented.

4 UNDERGRADUATE ANNUAL PROGRAMME REVIEW REPORT 2009-10

Received:

a report from the Quality Administrator on the undergraduate Annual Programme Review reports for the academic year 2009-10 (11-45).

Noted:

- (i) that this was the first session using the new, more detailed pro forma and that the resulting reports were more detailed and useful;
- (ii) that the deadline was now earlier than in the past but the response rate had still improved;
- (iii) that there was evidence that departments were taking student feedback seriously and the reports demonstrated more detailed engagement with student feedback, which was a weakness of the previous reporting noted at the last QAA audit;
- (iv) that this process should be considered a positive tool to consider programmes and share ideas;
- (v) that the Quality Office was to give feedback to departments, ask for clarification where necessary and send departments a copy of the report considered by the Committee, and then review the process at the end of the year.

Resolved:

- (i) that an amendment to the Drama summary was necessary to clarify that student numbers had decreased due to a cap rather than a reduction in applicants;
- (ii) that Committee members were asked to follow up in their respective departments if reports had not been submitted and were reminded that the submission deadline for postgraduate Annual Programme Review reports was the end of March 2011.

5 GUARANTEED PROGRESSION THRESHOLD ON INTERNATIONAL PATHWAYS

Received:

a paper from the Deputy Warden on the guaranteed progression threshold on Goldsmiths International Pathways (11-46).

Noted:

- (i) that Programme Scrutiny Sub-Committee had discussed whether there should be a distinction between a pass mark and a progression threshold and had concluded that a student passing a programme should be allowed to progress but that rigorous moderation would be required to protect the pass mark;
- (ii) that Learning and Teaching Quality Committee queried whether students who were not of the standard required to progress to the degree would have something to show for completion of their studies;

- (iii) that certain members of the Committee expressed concern that the English language tuition included in the programmes might not be sufficient to bring students' competence up to the level required for degree study and that this might justify a higher progression threshold.

Resolved:

- (i) that this was a complex issue that Learning and Teaching Quality Committee was unable to resolve and that it merited further consideration by Academic Board;
- (ii) that colleagues should pass on any issues to the Deputy Warden.

6 ASSESSMENT REGULATIONS: PROPOSED AMENDMENTS TO THE CRITERIA FOR THE AWARD OF MERIT AND DISTINCTION ON TAUGHT POSTGRADUATE PROGRAMMES

Received:

proposed amendments to the award of Merit and Distinction on postgraduate taught programmes (11-12R).

Noted:

- (i) that the introduction of the College's credit framework had resulted in queries from departments regarding the regulations for the award of Merit and Distinction;
- (ii) that departments were in broad agreement with the proposals but concerned about the requirement for a student to obtain no mark of less than 60% to be awarded an overall classification of Distinction;
- (iii) that the possibility of making it a requirement to pass core courses with Merit/Distinction was ruled out as in some programmes the core course was taken in the first term and students might subsequently improve, which would not be reflected in the result;
- (iv) that departments wanted the degree of discretion available to Examination Boards to be clearly defined, rather than implied with the use of the word "normally";
- (v) that the Committee agreed to recommend the proposals subject to an amendment that if the dissertation/project was within 2 percentage points of the Distinction threshold and the overall weighted average mark met the Distinction threshold, the Examination Board had the discretion to award an overall classification of Distinction, and that the same criteria would apply for the Merit threshold: this approach was felt to be simple and transparent.

Recommended:

- (i) that the proposed amendments to the criteria for the award of Merit and Distinction on Masters programmes be approved, subject to the amendments noted;

- (ii) that the proposal to allow for the award of Merit and Distinction on Graduate Diploma programmes and the proposed standard criteria for such awards be approved;
- (iii) that the proposed new criteria be approved as follows:

"In order to be awarded an overall classification of Merit, students should have obtained:

- (i) a mark of at least 60% (or B grade) for the dissertation/project (or equivalent)
- (ii) a mark of 60% (or B grade) in at least half of the remaining credits.

If a student receives a mark of 58% or 59% for the dissertation/project (or equivalent), the Examination Board will have discretion to award an overall classification of Merit so long as the student has obtained:

- (i) a mark of at least 60% (or B grade) in at least half of the remaining credits.
- (ii) an overall weighted average mark (based on credit value) of at least 60%

In order to be awarded an overall classification of Distinction, students should have obtained:

- (i) a mark of at least 70% (or A grade) for the dissertation/project (or equivalent)
- (ii) and a mark of 70% (or A grade) in at least half of the remaining credits.

If a student receives a mark of 68% or 69% for the dissertation/project (or equivalent), the Examination Board will have discretion to award an overall classification of Distinction so long as the student has obtained:

- (i) a mark of at least 70% (or A grade) in at least half of the remaining credits.
- (ii) an overall weighted average mark (based on credit value) of at least 70%

Minor amendments to above criteria (such as the weighting of particular elements of a programme) may be considered".

7 MPhil/PHD IN ART PRACTICE AND LEARNING

Resolved:

that, on the recommendation of Graduate School Board, a proposal for a new MPhil/PhD in Art Practice and Learning to be delivered by the Department of Educational Studies (11-19) be approved, subject to a correction to the prerequisites that had been noted at Graduate School Board but not implemented.

8 MPhil/PHD IN MUSIC: SONIC ARTS

Received:

a proposal for a new MPhil/PhD in Music: Sonic Arts to be delivered by the Department of Music (11-20).

Noted:

- (i) that this was not a new programme but a new stream within an existing programme;

- (ii) that the proposal did not give sufficient detail about the balance of the components and what was required and that there had been discussion about this at Graduate School Board that was not reflected in the minutes;
- (iii) that a template was required in order to convey a clear picture to Graduate School Board and Learning and Teaching Quality Committee and to ensure comparability between programmes.

Resolved:

- (i) that the Head of the Graduate School Office should design a pro forma for PhD/MPhil proposals in consultation with the Head of Quality and Standards;
- (ii) that the author of the paper would be asked to provide a more detailed proposal similar to paper 11-19 to be approved by Chair's action, if satisfactory.

9 REVISIONS TO COLLABORATIVE PROVISION FRAMEWORK

Recommended:

that the revisions to the Collaborative Provision Framework (11-47) be approved.

10 UNIVERSITY OF SEYCHELLES' APPLICATION FOR DIPLOMA TEACHING STATUS FOR COMPUTING AND INFORMATION SYSTEMS (CIS) AND CREATIVE COMPUTING (CC)

Received:

a report on a formal assessment visit to the University of Seychelles by the Deputy Course Directors (11-16).

Resolved:

that, on the recommendation of External System Sub-Committee, a recommendation be made to the University of London International Academy that the award of Diploma teaching status to the University of Seychelles be confirmed.

11 PROPOSAL TO REDUCE THE NUMBER OF COURSEWORKS REQUIRED FOR THE BSC/DIPLOMA IN COMPUTING AND INFORMATION SYSTEMS (CIS) AND THE BSC/DIPLOMA IN CREATIVE COMPUTING (CC)

Resolved:

that, on the recommendation of External System Sub-Committee, a proposal to reduce the number of courseworks submitted for the Diploma/Level 1 and Level 2 of the above programmes, to change the submission date for the first Level 3 coursework and to introduce student feedback (11-17) be approved.

12 PROPOSAL TO CEASE PROVISION OF EXAMINATION AND COURSEWORK REPORTS FOR UNITS THAT ARE NO LONGER CURRENT

Resolved:

that, on the recommendation of External System Sub-Committee, a proposal that examination and coursework reports only be commissioned for current units in which students may sit an examination for the first time (11-18) be approved.

13 INTERNATIONAL FOUNDATION CERTIFICATE

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal for a new International Foundation Certificate (11-7R) be approved.

14 GRADUATE DIPLOMA AND PRE-MASTERS CERTIFICATE FOR INTERNATIONAL STUDENTS

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal for a new Graduate Diploma and Pre-Masters Certificate for International Students (11-8R) be approved.

15 SHORT COURSE FRAMEWORK

Recommended:

that, on the recommendation of Programme Scrutiny Sub-Committee, a new short course framework (11-9) be approved.

16 ASSESSMENT REGULATIONS: AMENDMENT TO THE APPEAL PROCEDURE FOR APPEALING AGAINST A FINDING OF ASSESSMENT MISCONDUCT

Recommended:

that, on the recommendation of Standards Scrutiny Sub-Committee, a proposal to amend the regulation relating to the appeal procedure for appealing against a finding of assessment misconduct (11-11R) be approved.

17 ACTION TAKEN BY THE CHAIR

Received:

a paper detailing action taken by the Chair since the last meeting (11-48).

18 ESRC DOCTORAL TRAINING CENTRE

Received:

a paper from Graduate School Board on the joint Goldsmiths/ Queen Mary collaboration for the ESRC Doctoral Training Centre (11-21).

19 BRITISH PSYCHOLOGICAL SOCIETY REACCREDITATION OF THE MSC IN OCCUPATIONAL PSYCHOLOGY

Received:

the report and the response to the reaccreditation of the MSc in Occupational Psychology by the British Psychological Society (11-49).

20 MA PROFESSIONAL MEDIA PRACTICE SHORT COURSES

Received:

a report from Programme Scrutiny Sub-Committee on its approval of new MA Professional Media Practice short courses in Online Journalism and Developing Cross Platform Projects (11-10).

21 GRADUATE SCHOOL BOARD MINUTES

Received:

the minutes of the Graduate School Board meeting held on 26 January 2011 (11-50).

22 LIBRARY USER GROUP MINUTES

Received:

the minutes of the Library User Group meeting held on 20 January 2011 (11-51).

23 PROGRAMME SCRUTINY SUB-COMMITTEE

Received:

the minutes of the Programme Scrutiny Sub-Committee meeting held on 25 January 2011 (11-52).

24 STANDARDS SCRUTINY SUB-COMMITTEE

Noted:

that the minutes of the Standards Scrutiny Sub-Committee meeting held on 2 February 2011 (11-53) were not available for the meeting but would be circulated to members with the minutes and any issues could be raised at the next Committee meeting.

25 NEXT MEETING

Noted:

that the next meeting would be held on Wednesday 25 May 2011 at 2.00pm in room 110, Deptford Town Hall Building.

26 ADDITIONAL MEETING

Noted:

that an additional meeting might be needed in late May or early June.

[Secretary's note: this meeting will be held on Wednesday 1 June at 2.00pm.]

RESERVED BUSINESS

27 SUSPENSION OF REGULATIONS

Received:

a list of suspensions of regulations approved by the Chair (11-32).

CC

February 2011