

**GOLDSMITHS  
University of London**

**ACADEMIC BOARD**

**LEARNING AND TEACHING QUALITY COMMITTEE**

**Minutes of the meeting held on 25 May 2011**

- Present: Dr Philip Broadhead (in the Chair), Professor Les Back, Dr Basem El-Haddadeh, Dr Victoria Goddard, Ms Mary Claire Halvorson, Dr Victoria Korzeniowska, Ms Mary Nixon, Ms Bindiya Patel, Dr Juliet Sprake, Dr Anna Traianou, Dr Joanna Zylinska.
- Apologies: Dr Jorella Andrews, Ms Francesca Bancarino, Ms Anna Furse, Professor Len Platt, Dr Tomas Chamorro Premuzic, Dr Michael Young.
- In attendance: Mr Gareth Bodrell, Ms Clare Cousins (Secretary), Ms Sue English, Ms Anne Francis.
- By invitation: Mr James MacGregor (item 4), Dr Marco Gillies and Professor Robert Zimmer (item 5).

**OPEN BUSINESS**

**1 ANNOUNCEMENTS**

**Noted:**

- (i) that Professor Len Platt had been appointed as Head of Goldsmiths Learning Enhancement Unit and would be taking up the post shortly;
- (ii) that the Pro-Warden (Students and Learning Development) was discussing the terms of reference of Learning and Teaching Quality Committee and Standards Scrutiny Sub-Committee with the Head of Corporate Governance and Information Management because it was thought that some of the quality matters might be better discussed at Standards Scrutiny Sub-Committee, given the volume of business going to each committee;
- (iii) that Learning and Teaching Quality Committee would be looking at the Learning, Teaching and Assessment Strategy in 2011-12 and would therefore need time to discuss learning and teaching matters;
- (iv) that there was to be an additional meeting of Learning and Teaching Quality Committee on 1 June 2011, for which the papers would be circulated shortly.

## **2 MINUTES**

### **Resolved:**

that the Minutes of the meeting held on 16 February 2011 be approved.

## **3 MATTERS ARISING FROM THE MINUTES**

### **Noted:**

- (i) that departments were still formulating their responses to the Feedback Policy and Guidance (Minute 1(ii), 16 February 2011, refers) and that the Pro-Warden (Students and Learning Development) had reminded departments that this information on feedback would be needed for student handbooks;
- (ii) that there were student representatives on the Virtual Learning Environment user group (Minute 1(xiii), 16 February 2011, refers);
- (iii) that the necessary correction had been made to the prerequisites for the new MPhil/PhD in Art Practice and Learning to be delivered by the Department of Educational Studies (Minute 7, 16 February 2011, refers) and the proposal had subsequently been approved by the Chair;
- (iv) that a more detailed proposal for the MPhil/PhD in Music: Sonic Arts to be delivered by the Department of Music (Minute 8, 16 February 2011, refers) had been submitted and subsequently approved by the Chair.

## **4 REPORT ON PARTICIPATION IN THE 2011 NATIONAL STUDENT SURVEY**

### **Received:**

a report from the Head of Market Intelligence on participation in the National Student Survey in 2011 (11-187).

### **Noted:**

- (i) that the Head of Market Intelligence was thanked for attending the meeting;
- (ii) that congratulations were expressed to departments for achieving a higher total response rate than in previous years and in particular to those departments that had achieved good response rates;
- (iii) that the Student Voice Programme would enable Goldsmiths to bring together results from various surveys, to understand student feedback data and make it useful; it would also be used to share good practice on how to improve response rates, which some departments had found disappointing despite their efforts to encourage completion;
- (iv) that the proposed introduction of ambassadors might follow the example of the Careers Service by having an academic representative in each department, and might be particularly helpful in departments with lower completion rates; it was

noted that the Careers Service was also trying to introduce a student contact in departments;

- (v) that the Committee welcomed the approach of producing an annual cycle of surveys, including the National Student Survey, the Student Barometer, the Postgraduate Taught Experience Survey and the Postgraduate Research Experience Survey, which would be communicated to the relevant people shortly and would assist in planning promotional activities;
- (vi) that the Student Voice Centre had been established in the former Students' Union shop and had been used for survey completion already, but was to be refurbished over the summer in time for the start of the academic year, and that there were certain requirements to clarify such as whether logged on PCs could be left unattended;
- (vii) that some of the examples of enhancements listed under the Library in the paper were actually provided by IT Services and that they should therefore be referred to under Library and IT Services;
- (viii) that connecting advocacy and influencing the student experience was a valid approach: in the Department of Sociology the department had focussed on the significance of the student voice in the educational context and had also raffled staff books, which had been a successful event;
- (ix) that the message across the sector was that the National Student Survey was here to stay and importance was attached to it by government and policy makers so it was important to gather data from various areas;
- (x) that the Head of Market Intelligence was not of the opinion that Goldsmiths was over-surveying;
- (xi) that there might be scope for gathering general feedback via the Student Voice Centre as well as in the context of the national surveys, and that it would be important to determine the relationship between the Student Voice Centre and the Student Centre and which of these would be the more appropriate base for certain services.

**Resolved:**

- (i) that the introduction of ambassadors to act as departmental advocates for surveys be approved;
- (ii) that the establishment of a group be endorsed, which would bring together representatives from departments and other interested parties in order to influence decision-making, facilitate liaison and reflect on the student voice rather than simply serve a regulatory function;
- (iii) that reports on the Student Voice Programme as a whole, rather than on NSS alone, be considered by Learning and Teaching Quality Committee.

## **5 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF COMPUTING AND DEPARTMENT OF COMPUTING PROGRAMMES OFFERED VIA THE UNIVERSITY OF LONDON INTERNATIONAL ACADEMY (FORMERLY THE UNIVERSITY OF LONDON EXTERNAL SYSTEM) AND THE DRAFT DEPARTMENTAL RESPONSE**

### **Received:**

the report on the Periodic Programme/Departmental Review of the Department of Computing and Department of Computing Programmes offered via the University of London International Academy (formerly the University of London External System) and the draft departmental response (11-188).

### **Noted:**

- (i) that the Head of the Department of Computing and the Director of Studies were welcomed to the meeting;
- (ii) that the potential for greater use of the Virtual Learning Environment (VLE) featured strongly in the review and that students would find it useful if information could be accessed on a single platform;
- (iii) that a member of staff from the Department of Computing was involved in the Moodle upgrade user group;
- (iv) that the department had traditionally used its own intranet but with Moodle 2.0 it would transfer that information to the VLE and use the VLE to link to material held elsewhere;
- (v) that, in response to the recommendation to clarify what students understood by feedback, the department had held open forums with third year students, which had revealed that students most valued formative feedback;
- (vi) that the response for the University of London International Programmes had been provided by the International Programmes team and not the department;
- (vii) that issues relating to the BMus/BSc Music Computing would inform the redevelopment of the BA/BSc Computing Interaction Design;
- (viii) that the department had appointed a member of staff as Industry Coordinator, who would, inter alia, establish an Industrial Advisory Board;
- (ix) that this was envisaged as a Computing Industrial Advisory Board but that it could incorporate a wider technological advisory board across College;
- (x) that there was an increasing focus on employability in reviews and departments should therefore speak to their Careers liaison prior to reviews to gather relevant information.

**Resolved:**

that the department be asked to provide a follow-up report in due course to demonstrate what progress had been made, particularly regarding the VLE.

**6 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE POSTGRADUATE TAUGHT PROGRAMMES IN THE DEPARTMENT OF ENGLISH AND COMPARATIVE LITERATURE AND THE DEPARTMENTAL RESPONSE**

**Received:**

the report on the Periodic Programme/Departmental Review of Postgraduate Taught Programmes in the Department of English and Comparative Literature and the departmental response (11-189).

**Noted:**

- (i) that some of the responses provided were rather vague;
- (ii) that requesting action plans rather than a response might result in more specific information.

**Resolved:**

that the department be asked to provide a follow-up report, providing more detailed answers where the initial response was not specific, for example to recommendations five and six, and stating reasons why actions could not be taken if this was the case.

**7 PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF ENGLISH AND COMPARATIVE LITERATURE'S UNDERGRADUATE PROVISION: A PROGRESS REPORT**

**Received:**

a progress report from the Department of English and Comparative Literature on how the department had addressed recommendations arising from the Periodic Programme/Departmental Review of the Department's undergraduate provision (11-190).

**Noted:**

- (i) that this should have been the last time that the Committee considered this periodic programme review, but that the report was still vague in parts and further information was therefore required;
- (ii) that the department's concerns about the quality/condition of teaching rooms had been drawn to the attention of the relevant people, but that the department's requirement for courses to take place simultaneously put pressure on the availability of rooms;

- (iii) that the Committee emphasised that the joint handbook for BA Media and Modern Literature should be ready for the start of the next academic year.

**Resolved:**

- (i) that the department be asked to clarify what the outcome had been of the various actions, as the Committee needed to be assured that appropriate action had been taken;
- (ii) that the Pro-Warden (Students and Learning Development) should write to all Heads of Department reminding them of the need for joint handbooks for joint degrees.

**8 PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF ART: A PROGRESS REPORT**

**Received:**

a progress report from the Department of Art on how the department had addressed recommendations arising from the Periodic Programme/Departmental Review (11-191).

**Resolved:**

that the progress report provided by the department demonstrated that the recommendations had been acted upon and that no further information was required.

**9 PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF PSYCHOLOGY: A PROGRESS REPORT**

**Received:**

a progress report from the Department of Psychology on how the department had addressed recommendations arising from the Periodic Programme/Departmental Review (11-192).

**Noted:**

- (i) that the report highlighted the work carried out regarding employability and that the department could be pleased with the progress made;
- (ii) that some members of the Committee were interested in finding out more about the mapping of the graduate attributes to the BSc programme in case an approach had been developed that might be adopted by other departments, and that this might be a useful discussion topic for the Learning and Teaching Forum.

**Resolved:**

- (i) that the progress report provided by the department demonstrated that the recommendations had been acted upon and that no further information was required;

- (ii) that representatives from the Department of Psychology be invited to a future meeting of the Learning and Teaching Forum to discuss the mapping of graduate attributes.

## **10 PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF SOCIOLOGY: A PROGRESS REPORT**

### **Received:**

a progress report from the Department of Sociology on how the department had addressed recommendations arising from the Periodic Programme/Departmental Review (11-193).

### **Noted:**

- (i) that considerable work had been undertaken by the Careers Service to address recommendation 2.9 about employability;
- (ii) that the Careers Service provided guidance for current students but that students could use the Service for two years after graduation on payment of a fee;
- (iii) that it was important to encourage students to engage with the Careers Service in their final year;
- (iv) that the Careers Service was running a 'Don't panic week' for students who had not yet done anything about future employment and that the Service had a strategy to encourage early engagement;
- (v) that the introduction of a 'probation' system was preferred by the Committee for those students who did not attend classes.

### **Resolved:**

that the department be asked for clarification on response 2.3.1.

## **11 PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE CENTRE FOR CULTURAL STUDIES: A PROGRESS REPORT**

### **Received:**

a progress report from the Centre for Cultural Studies on how the Centre had addressed recommendations arising from the Periodic Programme/Departmental Review (11-194).

### **Noted:**

- (i) that the Centre now had a Learning and Teaching Committee;
- (ii) that there seemed to be contrasting views about Moodle but that concerns should be less valid with Moodle 2.0;

- (iii) that students were satisfied with the Centre's use of technology and that information about the Centre's approach could be shared in the College;
- (iv) that placements were working well in the Centre and that placement support was to be encouraged: if Cultural Studies were able to grow numbers on the MA Postcolonial Culture and Global Policy, they might be able to request additional staff resource.

**Resolved:**

- (i) that the Centre be encouraged to engage with Moodle 2.0;
- (ii) that the Centre be asked to provide more information on the outcome of the consideration of recommendations six and nine.

## **12 UNIVERSITY OF LONDON QUALITY OVERVIEW REPORT**

**Received:**

the University of London Quality Overview Report 2010, covering provision in 2008-9 leading to awards of the University of London (11-195).

**Noted:**

- (i) that feedback on surveys had found that the poor response rate to online surveys, noted by Goldsmiths, was common throughout the University;
- (ii) that the report proposed that Colleges might consider working together on External Examiner induction (paragraph 31 refers) but that the Committee did not consider this would meet the needs of specific disciplines within individual Colleges.

## **13 TERMINATION OF BA POLITICS WITH ECONOMICS AND MA POLITICS**

**Received:**

a proposal from the Department of Politics to terminate BA Politics with Economics and MA Politics (11-175).

**Noted:**

- (i) that this paper had been given detailed consideration at Programme Scrutiny Sub-Committee but that the representative from the Students' Union had been unable to attend;
- (ii) that provision was being made to enable students on the programme to complete their studies;
- (iii) that applications were very low and any applicants for the MA programme had been offered a place on another programme.

**Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, the proposal from the Department of Politics to terminate BA Politics with Economics and MA Politics (11-175) be approved.

**14 MA IN BLACK BRITISH WRITING AND DRAMA**

**Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Drama for a new MA in Black British Writing and Drama (11-103) be approved.

**15 UNIVERSITY OF LONDON INTERNATIONAL ACADEMY ENGLISH PROGRAMME**

**Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of English and Comparative Literature to make amendments to the academic structure and content of the University of London International Academy BA/Diploma English Programme (11-162R) be approved.

**16 MA/MSc DIGITAL SOCIOLOGY**

**Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Departments of Computing and Sociology for a new MA/MSc in Digital Sociology (11-172) be approved.

**17 MA/MSc CREATING SOCIAL MEDIA**

**Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Computing and the Centre for Cultural Studies for a new MA/MSc in Creating Social Media (11-173) be approved.

**18 MA GLOBAL ARTS**

**Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Visual Cultures for a new MA in Global Arts (11-174) be approved.

## **19 BA DESIGN, CREATIVITY AND LEARNING**

### **Resolved:**

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Design for a new BA in Design, Creativity and Learning and BA in Design, Creativity and Learning (QTS) (11-177) be approved.

## **20 AMENDMENT TO SPRING REVIEW**

### **Resolved:**

that, on the recommendation of Graduate School Board, a proposal for amendments to the implied requirement for 'Spring Review', effective from October 2011 (11-179R), be approved.

## **21 PROPOSAL FOR PRO-FORMA DOCUMENT TO BE COMPLETED TO ALLOW FOR CONSIDERATION OF PROPOSED NEW MPhil/PHD PROGRAMMES**

### **Resolved:**

that, on the recommendation of Graduate School Board, a pro-forma for proposed new MPhil/PhD programmes (11-180R) be approved.

## **22 EXAMINATIONS REPORT 2009-10**

### **Received:**

a report from the Head of Assessments on examinations in 2009-10 (11-178).

### **Noted:**

that this paper included recommendations and was therefore for formal decision rather than for report.

### **Recommended:**

that the recommendations in the report from the Head of Assessments on examinations in 2009-10 (11-178) be approved.

## **23 MASTERS PROGRAMMES IN THE DEPARTMENT OF POLITICS**

### **Received:**

a report from Programme Scrutiny Sub-Committee on its approval of a proposal from the Department of Politics to amend the structure of its Masters programmes (11-176).

**24 PERIODICAL TRAINING COUNCIL ACCREDITATION OF THE MA JOURNALISM**

**Received:**

the report of the accreditation of the MA Journalism by the Periodical Training Council (11-196).

**25 ANNUAL REPORT TO ACADEMIC BOARD ON PROGRAMMES APPROVED, TERMINATED AND AMENDED IN 2010-11**

**Received:**

the annual report to Academic Board on Programmes Approved, Terminated and Amended in 2010-11 (11-197).

**26 PEER ASSISTED LEARNING REPORT**

**Received:**

a report on peer assisted learning (11-198).

**27 EXTERNAL SYSTEM SUB-COMMITTEE MINUTES**

**Received:**

the minutes of the External System Sub-Committee meeting held on 1 February 2011 (11-199).

**28 GRADUATE SCHOOL BOARD MINUTES**

**Received:**

the minutes of the Graduate School Board meeting held on 11 May 2011 (11-200).

**29 AMENDMENTS TO PROGRAMMES**

**Noted:**

the approvals of proposals for amendments to taught programmes of study, and for new short courses or amendments to existing ones, as reported in the minutes of Programme Scrutiny Sub-Committee (papers 11-201 and 11-202 refer).

**30 PROGRAMME SCRUTINY SUB-COMMITTEE MINUTES**

**Received:**

the minutes of the Programme Scrutiny Sub-Committee meetings held on 9 March 2011 (11-201) and on 10 May 2011 (11-202).

## **31 DEADLINES AFTER COLLEGE CLOSURE PERIODS**

### **Noted:**

- (i) that the implications for students of Easter being late this year had been discussed at a recent meeting of the Library User Group;
- (ii) that students had had deadlines on 3 May, which was after a number of College closure days and, in response, the Library had opened on some of the bank holidays and extra staff had been provided for the Library and Information Services;
- (iii) that this year some departments had postponed their deadlines;
- (iv) that the situation had been very stressful for students and the Committee was asked to consider whether deadlines could be later in future to avoid this.

### **Resolved:**

that this matter be raised by the Librarian as Any Other Business at Academic Board so that it is noted by the Board.

## **32 NEXT MEETING**

### **Noted:**

that the next meeting would be held on Wednesday 1 June 2011 at 2.00pm in room 109, Deptford Town Hall Building.