

**GOLDSMITHS
University of London**

ACADEMIC BOARD

LEARNING, TEACHING AND QUALITY COMMITTEE

Minutes of the meeting held on 15 February 2012

- Present: Dr Philip Broadhead (in the Chair), Professor Les Back, Ms Francesca Bancarino, Dr Anna Furse, Dr Victoria Goddard, Ms Mary Claire Halvorson, Mr James Haywood, Ms Laura Kishore, Ms Mary Nixon, Professor Len Platt, Dr Anna Traianou, Dr Joanna Zylinska.
- Apologies: Dr Jorella Andrews, Dr Basem El-Haddadeh, Dr Victoria Korzeniowska, Dr Juliet Sprake.
- In attendance: Ms Clare Cousins (Secretary), Mr Graham Gaskell, Dr Mira Vogel, Ms Sue Young.

OPEN BUSINESS

1 ANNOUNCEMENTS

Noted:

- (i) that Laura Kishore (Director of Student Services) and Sue Young (Head of Careers Service) were welcomed to the meeting;
- (ii) that the National Student Survey was now open and, taking into account the later start to internal promotion, the response rate was similar to the previous year; the Department of Computing was commended for their response rate at this stage;
- (iii) that the following week there was to be an institutional drive to promote the survey to third year students, and members were asked to encourage students to complete it, a message that would be reiterated at the Warden's Advisory Group;
- (iv) that the Head of Careers Service would contact the Head of Market Strategy to request fliers for display at the Careers Service;
- (v) that Goldsmiths would be carrying out a survey similar to the NSS for second year students this year;
- (vi) that recruitment for undergraduate Departmental Student Co-ordinators was opening shortly and Committee members were invited to encourage students to apply via the Students' Union website.

2 MINUTES

Resolved:

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

3 MATTERS ARISING FROM THE MINUTES

LASALLE Academic Regulations

Noted:

that paragraph 85 had been amended and was now satisfactory.

4 ACTION TAKEN BY THE CHAIR

University of London International Academy: Award of Diploma teaching status to the University of Seychelles for Computing and Information Systems (CIS) and Creative Computing (CC)

Noted:

that the Chair had approved a recommendation made by the Chair of the International Programmes Sub-Committee that the University of Seychelles' award of Diploma teaching status be valid for a period of three years.

5 DRAFT LEARNING, TEACHING AND ASSESSMENT STRATEGY

Received:

a draft of the new Learning, Teaching and Assessment Strategy from the Head of Goldsmiths Learning Enhancement Unit (12-37).

Thanks were extended to the Head of GLEU and the GLEU team for putting the document together.

The Committee noted that the College Strategic Plan was now available on the College website and it was therefore possible to see the link with the Learning, Teaching and Assessment Strategy.

The Pro-Warden (Students and Learning Development) had held two open meetings to discuss the Strategy. Members of GLEU were gathering contributions from departments and had also researched other universities' strategies. The Head of GLEU was in consultation with the Head of International Partnerships and Developments regarding the internationalisation aspects of the Strategy. Student feedback had been considered when drafting the Strategy but it was suggested that the next round of consultation could include a meeting with the Departmental Student Co-ordinators or it might be appropriate to have a GLEU representative working specifically with students.

It was necessary to strike an appropriate balance between prescribing an approach and leaving it open to interpretation by departments. It was also important to identify whether

there was a particular ethos to Goldsmiths' learning and teaching that should be embedded in the Strategy and in this context the following points were discussed.

It was noted that the focus on metacognition was important at Goldsmiths and that learning to learn should also include preparation for becoming a freelancer and creating the kind of graduates associated with Goldsmiths.

Open Book was unique to Goldsmiths and should be promoted. The Strategy could also state the College's commitment to Widening Participation.

It might be better for certain elements of the Strategy to feature as a theme permeating the Strategy as a whole rather than as the focus of a specific aim.

Students should be made aware of the Certificate of Higher Education and Diploma of Higher Education exit points that were available on many programmes.

It was important to think about what learning and teaching should look like at Goldsmiths in the future, to set challenging yet realistic goals and to remember that the action plan would be implemented across four years and would therefore result in a gradual but significant change.

The Strategy should encompass undergraduate, postgraduate taught and postgraduate research students.

A final version of the Strategy would be considered by the Committee in May.

6 QAA MID CYCLE AUDIT BRIEFING PAPER

Received:

the draft Goldsmiths' briefing paper for the QAA mid cycle audit from the Head of Quality and Standards (12-38).

The Committee noted that the outcome of the last institutional audit had been positive and that this paper provided a summary of how the recommendations had been addressed.

In response to the recommendation regarding the timely appointment of External Examiners, Standards Scrutiny Sub-Committee now had a standing item of business about which External Examiners were coming up for renewal. Goldsmiths had also enhanced its briefing arrangements for External Examiners and from 2012-13 would offer a face to face induction for new inexperienced External Examiners. It was noted that these points were not applicable to External Examiners for PhDs as these were appointed on a case by case basis.

Current Goldsmiths' regulations allowed External Examiners to serve for a fourth year as an exception, whereas the QAA's new Higher Education Quality Code allowed External Examiners to serve for four years. It was emphasised that extensions should only be sought in exceptional circumstances.

It was noted that the implications of online submission of assessments for the role of External Examiners would need to be considered.

In the context of the audit's recommendation regarding the rapid implementation of policies, it was reported that there had been improvements in relation to feedback but that Departmental Student Co-ordinator reports suggested that timeliness was still an issue in certain areas.

It was noted that GLEU should receive the individual Departmental Student Co-ordinator reports in addition to the summary report.

Recommended:

that the paper be approved by Academic Board prior to submission to the QAA.

7 UNDERGRADUATE ANNUAL PROGRAMME REVIEW REPORT 2010-11

Received:

a report from the Quality Administrator on the undergraduate Annual Programme Review reports for the academic year 2010-11 (12-39).

The Committee noted that reports had now been received from the Department of Media and Communications and the total response rate to date was 59%. The reports were more detailed than in the past and it was hoped that the examples of enhancements would give departments ideas for improvements.

The Pro-Warden (Students and Learning Development) wished to encourage departments to think of the Annual Programme Review as a reflective exercise that was beneficial for departments.

The Head of Careers Service offered to provide data on employability for the APR.

The APR data files for postgraduate programmes were now available on the departmental VLE pages to enable completion of the reports for the deadline at the end of March.

Resolved:

that a meeting would be held between the Quality Office and the Head of Careers to discuss potential developments of the APR process.

8 PERIODIC PROGRAMME/DEPARTMENTAL REVIEW FINAL FOLLOW-UP REPORTS FROM THE DEPARTMENTS OF ENGLISH AND COMPARATIVE LITERATURE, SOCIOLOGY, COMPUTING AND THE CENTRE FOR CULTURAL STUDIES

Received:

the final follow-up reports from the above Departments/Centre following Periodic Programme/Departmental Reviews (12-40).

The Committee noted that the report from the Department of English and Comparative Literature on its undergraduate provision indicated that action had been taken but that there were still outstanding action points and a further update would therefore be required.

Such updates would only be discussed by LTQC for reports that had initially been considered by the Committee: more recent reviews would be considered by Standards Scrutiny Sub-Committee, which would also monitor progress.

The responses from the Department of Sociology and the Centre for Cultural Studies showed that there were no outstanding recommendations.

The Department of Computing had provided a detailed response but there were still a number of outstanding actions and a further update would be required.

With regard to the Department of English and Comparative Literature's report on its postgraduate programmes, there were some actions that had not been completed so a follow-up would be needed.

Resolved:

- (i) that the Quality Office would ask the Department of English and Comparative Literature for final resolutions on its undergraduate update;
- (ii) that the follow-up report provided by the Department of Sociology demonstrated that the recommendations had been acted upon and that no further information was required;
- (iii) that that the follow-up report provided by the Centre for Cultural Studies demonstrated that the recommendations had been acted upon and that no further information was required;
- (iv) that the Committee wished to commend the Department of Computing for their thorough response and that a follow up was required on the specific actions that still needed to be addressed;
- (v) that a follow-up be requested from the Department of English and Comparative Literature on the outstanding action points from its postgraduate programme Review.

9 REPORT OF THE PERIODIC PROGRAMME REVIEW OF THE DEPARTMENT OF COMPUTING'S PROGRAMMES OFFERED THROUGH THE UNIVERSITY OF LONDON INTERNATIONAL ACADEMY AND THE DRAFT DEPARTMENTAL RESPONSE

Received:

the Report of the Periodic Programme Review of the Department of Computing's Programmes offered through the University of London International Academy and the draft departmental response (11-509).

The Committee noted that there were still a number of actions that had not yet been completed but that some were longer term and more difficult to achieve as they were not exclusively internal College issues but also required consideration by the University of London International Academy. It was noted that an update on the remaining actions would be required.

Resolved:

that the Departmental response thus far be approved and that the Committee would consider the updated action plan to be provided in 2012-13.

10 DRAFT STUDENT CHARTER

Received:

the draft Student Charter (12-41).

The Committee noted that Goldsmiths already had a student charter but that the general approach being adopted within the sector was a briefer document and that if this were presented online then it could include links to other documents.

A working group including the Pro-Warden (Students and Learning Development), the current and former Students' Union Presidents, the CEO of the Students' Union and the Director of Student Services had looked at other institutions' strategies and produced a draft based on a partnership approach, which was considered appropriate for Goldsmiths. The resulting draft easily fitted on the recommended two sides and set out reasonable expectations that staff and students should have of one another in a community of learners in which all are partners.

The Committee recommended a number of changes to the Charter.

The statement about 'an understanding of the costs of the course, with nothing hidden' required further consideration as it was intended to mean that there were no unexpected costs to the students after starting a programme of study, rather than the cost to the College of providing the programme.

The bullet points relating to 'Staff should offer students...' should be reordered so that the list covered broader categories before being specific. This might also avoid the issue that not all staff could offer all aspects whilst capturing the idea that all staff have something to offer students.

The inclusion of the word 'signposting' would clarify that academic staff are not the appropriate people to provide all these elements.

Staff would be able to identify 'appropriate forms of technology-enhanced learning' because the new Learning, Teaching and Assessment Strategy would be more explicit about what it would be appropriate to have to support courses.

A statement that staff should expect students to engage with extra-curricular activities and the wider life of the College should be added.

Being 'willing to contribute to change and development' was thought to be rather vague. Extending the statement with words such as 'which enhance the learning environment, Goldsmiths and the wider community' would be beneficial.

Committee members were keen to include a statement about respecting different view points and explaining the ethos of respecting the diversity of all in the Goldsmiths community.

Resolved:

that the draft Student Charter be amended in line with the Committee's suggestions.

11 TRAINING AND SUPPORT FOR POSTGRADUATE RESEARCH STUDENTS INVOLVED IN TEACHING

Recommended:

that the proposal regarding peer observation of postgraduate research students involved in teaching (12-42) be approved.

12 LASALLE CREDIT TRANSFER ARRANGEMENTS

Recommended:

that, on the recommendation of Standards Scrutiny Sub-Committee, the credit transfer arrangements which would apply to masters' programmes at LASALLE from the academic year 2012-13 (11-374R) be approved, subject to a satisfactory outcome of the mapping exercise.

13 ENHANCED BRIEFING ARRANGEMENTS FOR EXTERNAL EXAMINERS

Recommended:

that, on the recommendation of Standards Scrutiny Sub-Committee, the proposal that the relevant areas of the induction session to be arranged for LASALLE External Examiners in the Autumn term be extended to include new External Examiners on Goldsmiths' programmes of study (12-2) be approved.

14 ANNUAL DIGEST OF EXTERNAL EXAMINERS' REPORTS 2010-2011

Received:

a digest of External Examiners' reports for 2010-11 (12-9).

Resolved:

that the recommendations presented in the paper be approved.

15 LASALLE PROGRAMME VALIDATIONS

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, the validation of two programmes, BA Arts Management and MA Arts and Cultural Management, to be delivered at the LASALLE College of the Arts, Singapore (12-17) be approved.

16 LASALLE BA (HONS) FASHION DESIGN AND TEXTILES AND BA (HONS) FASHION MEDIA AND INDUSTRIES

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, LASALLE's response to the validation conditions for the above programmes (12-43) be approved.

17 GOLDSMITHS INTERNATIONAL PATHWAY PROGRAMMES NEW GRADUATE DIPLOMA IN MUSIC

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Music for a Graduate Diploma in Music to be offered as part of the suite of Goldsmiths International pathway Programmes (12-18) be approved.

18 MSC SCIENCE OF PSYCHOLOGY, GENETICS AND EDUCATION

Resolved:

that, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Psychology for a new MSc in Science of Psychology, Genetics and Education (12-24) be approved.

19 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF MUSIC AND THE DEPARTMENTAL RESPONSE

Received:

the report of the Periodic Programme/Departmental Review of Programmes in the Department of Music and the departmental response (12-6).

20 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF VISUAL CULTURES AND THE DEPARTMENTAL RESPONSE

Received:

the report of the Periodic Programme/Departmental Review of Programmes in the Department of Visual Cultures and the departmental response (12-7).

21 REPORT OF THE PERIODIC PROGRAMME/DEPARTMENTAL REVIEW OF THE DEPARTMENT OF ANTHROPOLOGY AND THE DEPARTMENTAL RESPONSE

Received:

the report of the Periodic Programme/Departmental Review of Programmes in the Department of Anthropology and the departmental response (12-8).

22 STATISTICAL REPORT OF POSTGRADUATE AWARDS SESSION 2010-11

Received:

the statistical report of postgraduate degree awards completed in session 2010-11 (12-10).

23 ASSESSMENT MISCONDUCT STATISTICS

Received:

the revised submission of assessment misconduct statistics (11-376R).

24 APPOINTMENT OF EXTERNAL EXAMINERS

Received:

a report on the appointment of External Examiners (12-14).

25 BRITISH PSYCHOLOGICAL SOCIETY REACCREDITATION OF THE BSC PSYCHOLOGY

Received:

the report of the reaccreditation of the BSc Psychology by the British Psychological Society (12-15).

26 FAST TRACK PRACTICE BASED DOCTORATES

Received:

a report from Graduate School Board on Fast Track Practice Based Doctorates (12-32).

27 LIBRARY USER GROUP MINUTES

Received:

the minutes of the Library User Group meeting held on 19 January 2012 (12-44).

28 STANDARDS SCRUTINY SUB-COMMITTEE MINUTES

Received:

the minutes of the Standards Scrutiny Sub-Committee meeting held on 25 January 2012 (12-45).

29 PROGRAMME SCRUTINY SUB-COMMITTEE MINUTES

Received:

the minutes of the Programme Scrutiny Sub-Committee meeting held on 25 January 2012 (12-46).

30 GRADUATE SCHOOL BOARD MINUTES

Received:

the minutes of the Graduate School Board meeting held on 31 January 2012 (12-47).

31 LIBRARY 24-HOUR OPENING PRIOR TO MASTER'S DISSERTATION DEADLINES

The Librarian was consulting departments on their MA dissertation deadlines as the Library was intending to introduce 24-hour opening in the period prior to the deadlines.

The implications of the Olympics and the Paralympics had been considered in the Library and it was anticipated that travel disruption in relation to the Paralympics might be problematic for resits and possibly also for MA dissertation deadlines and it was not clear whether departments had considered this.

The Committee agreed that it was not appropriate to change the submission deadlines if students had already been informed of the dates but that allowing students to submit online this year might mitigate against some of the problems and would help students affected by the disruption.

The Librarian was waiting to hear from some academic departments but the decision on 24-hour opening would have a cost implication, particularly as there was likely to be a period of daytime only opening between the 24-hour opening periods, which would mean changes to staffing.

32 EXPRESSIONS OF THANKS

The Chair wished to thank those Committee members who were leaving Goldsmiths for their contribution to the Committee and to learning and teaching in general, namely the Students' Union Education Officer, Francesca Bancarino; the Librarian, Mary Nixon and Tomas Chamorro Premuzic.

33 FORTHCOMING MEETINGS

Noted:

that the next meeting would be held on Wednesday 16 May 2012 at 10am in room 110, Deptford Town Hall Building.