

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Wednesday September 21<sup>st</sup> 2016**  
**MINUTES**

**Key Highlights for Research and Practice Informed Education Hub**

- Peer Supported Review of Education Policy now approved by Senate
- Fellows Coaching report demonstrated that this support had a clear impact on the individual and their teaching
- Some of the learning and teaching fund for 2016/2017 will be used for Coaching for Teaching Grants and for Education Enhancement awards.
- 2017 Learning at City Conference theme agreed as Developing the theory and practice of Higher Education

Name of Member	21 <sup>st</sup> September 2016	21 <sup>st</sup> Decem ber 2016	21 <sup>st</sup> February 2017	27 <sup>th</sup> June 2017
Professor Susannah Quinsee (SQ)	A			
Dr Pam Parker (PP) (Chair)	✓			
Professor David Bolton (DB)	A			
Leona Norris (LN) / Sandra Partington (SP)	✓✓			
Hester Wellings McGeorge (HWM) (Secretary)	✓			
Andrea Kenneally (AK) / Amanda Clements (AC)	✓			
Charlotte Halvorsen (CHa) / Midge Seymour (MS)	A			
Maria Dingle (MD)	✓			
Dr Rachael-Anne Knight (RAK)	✓			
Susan Blake (SB)	✓			
Margaret Carran (MCa)	A			
Dr Lorenzo Trapani (LT)	A			
Professor Laurence Solkin (LS)	A			
Dr Cristina Gacek (CG)	✓			
Professor Clive Holtham (CHo)	✓			
Professor Jason Dykes (JD)	✓			
Emily Allbon (EA)	A			
Professor Nigel Duncan (ND)	A			
Maggie Cunningham (MCu) / Alison Edridge (AE)	✓ / A			

✓ indicates attendance;

--- indicates a period when the member is on extended leave/when the person was not a member;

A indicates apologies have been provided

## 1. Welcome and apologies

Members were welcomed to the meeting and apologies were noted as above.

PP explained the composition of the meeting and suggested that the membership of the committee should be extended to include Principal HEA fellows. At present this would only increase the membership by 1 with Professor Paul Palmer being the only Principal Fellow not on the sub Committee however there is the potential for the group to become too big and so at present we would keep the membership as it is but we could call upon additional participants for specific events/activities.

## 2. Minutes and matters arising

The Minutes from the last meeting on 14th June 2016 were accepted as a true representation of proceedings.

Actions from the previous meeting were updated as follows:

**[Action 2: 16|9|2015]** PP organise a Fellows event ongoing but have suggested September event around peer review now taking place 19/09/16 – **Completed**

Several of the committee members had attended this event and felt that further clarification was required around the scheme and how it would be implemented in schools. PP agreed to clarify how the scheme would work and to send out dates for further training to the schools. She also agreed to ask David Bolton to send an email to all schools and suggested that she was happy to come into schools to talk about the revised policy. She suggested that the scheme should be reviewed after the first year once it had been rolled out in the schools.

**Action 1: PP to clarify how the PSRE scheme would operate and to send out training materials and dates for further training.**

**[Action 4: 8/12/2015]** To write new draft of the DALI business case and to send to all committee members to take to Deans of Schools – **Completed**

PP explained to the committee that an update on the project would be going to RAM in Oct 16.

**[Action 6 8/12/15]** Learning at City Journal will see if we get any conference paper submission – no submissions so will close the journal. - **Completed**

PP explained that the current journal would be closed and a new iteration of the journal would be explored for the future. There was a discussion about whether one of the module's of the MA could make writing an article the assessment. PP explained that this was already an option on the dissertation module but that she would look at other modules to see if this was an option.

**Action 2: PP to explore if another module on the MA could have drafting an article as an assessment option.**

**[Action 7 8/12/15]** PP to write to all Chairs of School Ethics Committees.

PP reported that she had received information from all schools and is to ask them to send a list of teaching and learning projects in future. – **Ongoing action** PP explained that she is to ask for only teaching focused ethics to come through the board.

**[Action 10: 8/12/15]** PP will write to Paul Haley on behalf of the Advisory sub-committee to raise the moodle issue and to ask for feedback on how the business continuity plan can be improved. – **Completed**

MC and the Learning Environment Committee to liaise with regard to processes in the case of another incident. MC – agreed that contact will be heads of academic service in each school or nominated person.

**Action 3: LEC to take forward future contingency planning for moodle incidents.**

**[Action 11: 8/12/15]** PP to email the Educational Technology team to thank them for all their help during the moodle problem – **completed**

**[Action 1:14/06/16]** AC and MC to investigate standardising a list of contact in schools in order to co-ordinate responses to future moodle incidents. **As above {Action 10: 8/12/15}**

**[Action 2: 14/06/16]** PP to call for more volunteers to sit on the panel to judge CATE applications and to arrange panel at the beginning of July to decide who to put forward for the collaborative team award. – **Completed**

PP explained that only one team were put forward and they got as far as the first round. She felt it would be interesting and useful to see the winners to get an idea of what is required in the future.

**[Action 3: 14/06/16]** LEaD to explore internal venues at City University for the 2017 conference.  
**Completed**

HWM explained that she had secured the whole of the lower ground floor in Drysdale for the event – which would mean there was a lot more space to utilise for different activities throughout the event.

**[Action 4: 14/06/16]** LS will write a paper outlining a possible Assessment project and bring it to the next Advisory Subcommittee and can list a few bullet points for Education and Student committee.  
**Completed**

Action 5: 14/06/16 PP to send a list of themes for the 2017 Learning at City conference for discussion at the September meeting  
**Completed (Paper B)**

The committee suggested themes for conference in 2017 as follows:

Learning spaces (RAK)

Assessment strategy (MC) – breakout

No theme (RAK)

Simulated practice.

Discussion took place around the themes and because there will be plenty of spaces for workshops and breakout sessions - it was agreed that a broad theme be applied for 2017 around developing Theory into Practice in HE.

The Conference Planning committee will convene shortly to start planning for 2017 conference and to promote the call for abstracts.

### **3. To discuss:**

#### **Fellows coaching report.**

A report from the LEaD Fellows coaching exercise was discussed. During 2015/16, staff were invited to apply for coaching. Three staff from SHS undertook coaching sessions with external coaches.

RAK was one of the fellows and felt it was a very valuable experience.

JD felt that the coaching was really important and wide reaching. He felt the report gave good recommendations and that the benefits and importance of staff coaching should be explored further. The fact that the report showed that coaching could have a profound effect on staff and their teaching meant it was a very important and valuable area to explore further.

PP explained that the Organisational Development team at City would support further coaching by liaising with coaches and helping to develop staff.

The committee felt there should be a more in-depth report to include evidence of the impact on staff and the transparency of funding for it. There should also be a soft evidence based approach to look at how the coaching of staff can improve the student experience.

Discussion took place around the training of internal staff to mentor and coach others with the idea that staff who have received coaching should also become coaching champions in order to promote the scheme. It was felt that coaching deserved a wider engagement within the university and that it should

be a priority for staff development. It was agreed that an annotated version of the report should be sent to all School Board of Studies for information and to gather responses.

CH reminded the committee that Cass has been spending money on coaching for a number of years and that there is solid evidence of its benefits to staff. He recommended that schools should also be encouraged to fund coaching themselves.

**Action 4: The committee are to send an annotated version of the Fellows Coaching report to school BoS/Learning and Teaching Committees.**

**3 To agree: Proposals for the Learning and Teaching award funds for 16/17 (Paper C)**

The committee were asked to agree proposals for the Learning and Teaching award funds for 16/17 (Paper C)

Following on from the previous discussion around the importance of coaching the committee recommended re-distributing the L&T awards funds to prioritise this as an activity. There should be provision in the budget for two members of staff to have coaching per school. It was suggested that the funding for individual projects via the EE grant be reduced as these projects often did not get off the ground and were quite time and resource intensive. By reducing this funding more money would be available for coaching and schools could be asked to match-fund the places offered via the scheme.

The committee agreed to re-name the LEaD Fellowship Scheme as Coaching for Teaching and to re-design the Call and the application form before sending it out to schools.

Although the funding for the conference would be less due to it being internal there would still be costs for marketing and catering to be included. HW agreed to investigate this further and get estimates for PP.

<b>Award</b>	<b>Planned spend</b>	<b>Agreed plan:</b>
Student Voice Awards	5,000	<b>5,000</b>
Education Enhancement Grant	20,000	<b>12,000</b>
Coaching for Teaching	4,000	<b>10,000</b>
Learning at City Conference (Conference to be held on site)		<b>6,000</b>
Fellows Events	4,000	
School based prizes	24,000	<b>24,000</b>
HEA Senior/Principal Fellows and NTFS Development Fund	3,000	<b>3,000</b>
<b>TOTAL:</b>	<b>60,000</b>	<b>60,000</b>

**Action 5: PP to revise the L&T awards funding**

**Action 6: PP to revise the call for projects and to rename the fellows scheme before sending to staff to apply for. This will be sent out at the beginning of November so the December advisory board can review all applications**

#### 4 **To review and agree:**

The committee were asked to review and agree the new deadline to targets in the Enhancing Education Practice project plan (Paper G)

To review milestones:

1. Termly review of activity so that an annual report related to key activities can be developed  
PP and HW to look at numbers for an annual report.
2. Revise the peer review policy and have this approved for implementation for September 2016 – May – July 2016
3. Gather case studies from staff of research and practice informed teaching June – September 2016
4. Gather current education enhancement project reports July – August 2016
5. Evaluate the LEaD Fellows coaching scheme July – September 2016
6. Agree the learning and teaching award budget plan for 2016/2017 at the LEaD Advisory sub-committee September 2016  
PP to review budgets and redistribute funding.
7. Review plans for the activities annually at the LEaD Advisory sub-committee and taking account of the final Teaching excellence framework make revisions as needed
8. Create a community for those involved in pedagogic scholarly and research activity August – October 2016

These were reviewed and agreed.

#### 5 **To discuss:**

The student survey report

MC explained that the idea of this tailored report was to give the committee more targeted information – in relation to assessment scores and to provide an evidence base for a revised assessment strategy.

The report provides the committee with oversight of specific parts of the survey as it is expected that these questions will come up in future surveys ahead of the TEF. MC felt that the report would be of use and interest to the committee. The committee felt that it would be useful to be given guidance regarding the expected targets for schools. MC promised to feed this back to Planning and Strategy and to request that sessions are held for Programme directors.

Discussion on the usefulness of the report took place and committee members were asked to feedback to MC with suggestions on what they would find useful to have included in future reports. This will be discussed at the February meeting.

**Action 7: MC to investigate whether Strategy and Planning could run sessions for PD's on how schools set targets.**

**Action 8: Committee members to think about what information would be useful to have a report on from the student surveys. To agenda for Feb meeting.**

#### 6 **Any other business**

PP explained that the Assessment project proposal would be going to Education and Student committee next week and that the proposal included a request for funding from access and success to fund a 0.6FTE professorial role to oversee the project alongside five LEaD fellows. The project proposed to involve 50 students as well.

The committee felt that the next opportunity to ask for a large funding bid would be once the TEF metrics are published. It was suggested that in the meantime the committee should work on a Shadow strategy in order to have a strategic response outlining ways to support teaching at City, in place.

**Action 9: PP to send round the Assessment project proposal for comments.**

**Action 10: PP to set up meeting to plan a shadow strategy together.**

RAK raised the issue of HEA fellowships as this had been discussed at SHS executive committee and they had been asked for targets on HEA fellowship. PP reminded the committee that the Executive Committee had previously stated that they did not want specific targets.

#### **Innovation Fund**

LN explained that this fund of £100k was approved through the Learning Environment Committee (LEC) and that she was currently doing budget forecasts for 2016/17 LEC would approve funding requests from schools and a report would come to next advisory board meeting.

The funding is to be used to buy one off sets of new innovative technology for staff to pilot.

#### **Lecturer/Senior Lecturer post in LEaD**

PP reminded the committee that LEaD were currently advertising for a Lecturer/Senior Lecturer in Educational Development to teach on the MA Academic Practice Programme and to support teaching and learning in schools. She suggested that staff from school may be interested in applying for a 2 days a week secondment to this post as a development opportunity and asked members to take this back to their schools and think if any staff might be interested in working with the academic team and shadowing.

#### **7 Dates of meetings for 2016/17**

**Wednesday 21st September 2016**

**Tuesday 13th December 2016**

**Tuesday 21st February 2017**

**Tuesday 20th June 2017**

Venues: To be confirmed

#### **8 For information:**

PP circulated the UUK response to TEF technical consultation and explained that a paper was going to ESS on the TEF – to provide more information around how KPI's can relate to the TEF. She anticipated that the LEaD Advisory Sub-committee would have more input on this in the future.

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## List of actions

### **[Action 7 8/12/15] PP to write to all Chairs of School Ethics Committees.**

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**Action 8:** Committee members to think about what information would be useful to have a report on from the student surveys. To agenda for Feb meeting.

**Action 9:** PP to send round the Assessment project proposal for comments.

**Action 10:** PP to set up meeting in the next 4 weeks to plan a shadow strategy together.