

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY BOARD
MEETING HELD ON TUESDAY, June 9th 2015
MINUTES**

Name of Member	16 th September 2014	9 th December 2014	10 th February 2015	9 th June 2015
Professor Susannah Quinsee (SQ) (Chair)	√	√	√	√
Dr Pam Parker (PP) (Deputy Chair)	√	√	√	√
Professor David Bolton (DB)	A	A	A	A
Anise Bullimore (AB) /Annemarie Cancienne (AC)	A/√	√	√	√
Hester Wellings McGeorge (HWM) (Secretary)	√	√		√
Andrea Kenneally (AK)	√	√	√	√
Charlotte Halvorsen (CHa)	A	A	A	√
Roberta Williams (RW) /Julie Attenborough (JA)	√	√ / A	---	---
Maria Dingle (MD) / Dr Rachael-Anne Knight	---	√ / √	√ / √	A / √
Susan Blake (SB)	√	A	√	√
Dr Lorenzo Trapani (LT)	√	A	√	A
Professor Laurence Solkin (LS)	A	√	A	√
Dr Cristina Gacek (CG)		A	√	√
Professor Clive Holtham (CHo)	√	√	√	A
Issy Cooke (IC)	√	√	√	A
Professor Jason Dykes (JD)	√	√	A	√
Emily Allbon (EA)	A	√	A	√
Professor Steve Stanton (SS)	A	A	A	A
Professor Nigel Duncan (ND)	A	A	A	√
Maggie Cunningham (MC) / Julie Crofts	√	A	---	A
Invited non-members				
Laurie Phipps	√	√	---	
Anika Bloomfield				√

√ 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.

2. Minutes and matters arising

The Minutes from the last meeting on 10th February 2015 were accepted.

Actions from the previous meeting were updated as follows:

Action 1: PP to follow up award planning with SASS and SMCSE.

Item 12.1
Education and Student Committee 22.09.15

PP explained that feedback from the University education excellence awards – was that it was not clear what the purpose and function of the awards was and that some staff had a degree of cynicism about the event and viewed it as a marketing exercise for the University.
PP to report back to DB

3.

3.1 Learning Environment Committee Minutes

AB listed 5 top issues from the meeting and will be circulating the minutes soon:

1. There has been a call for expression of interest in a pilot for using a lock-down browser during exams. The plan is to pilot and implement a method for students to bring own devices and use a lock –down browser.

Action 2: Contact AB or SB if interested in being involved in the lock-down browser project

2. Moodle update. 30th June – Following discussion at LEC agreement was made that an annual update date should be agreed year on year. AB/AC will be in touch with dates going forward.
3. Educational technologist were continuing to meet with schools to agree projects to take forward.
4. There is also an ongoing consultation in LEC to evaluate work and define the offer from the educational technology team
5. SQ led a workshop on curriculum 2026 with the members of the board.

3.2 Learning and Teaching funds (Paper C)

PP circulated a paper outlining the breakdown for Learning and Teaching funds for 2015/16. She explained that there was to be a slight cut to the budget and this was to be distributed across the funding streams. Funding for the student Voice awards was to increase by 1K. The profile of the education enhancement grants will need to raise to encourage more requests for the funding available. There were plans to re-launch the LEaD Fellowship Scheme in 2015-16 and to put out the call for nominations during the summer months. There will be up to 1K available per school to support staff development in Learning and Teaching.

Funding to run the annual Learning at City conference would be continued as it was felt this was an important annual event for sharing good practice. Money from this pot would also be used to increase events for LEaD Fellows to two.

The questions was raised about the decision to hold the conference event externally and whether the money would be better spent encouraging participation and attendance. HW and PP agreed to look into costings for external and internal events.

At the fellows event the issue of academic excellence was raised and around how this was promoted at City University. It was suggested that a panel event be arranged to debate educational excellence.

**Action3: LEaD to review evaluation for conference and look at funding costs.
Rolling item to Sept**

Action4: Lead to investigate hosting a fellows panel event to debate academic excellence

The School based prizes fund has now had most money transferred to schools.

Item 12.1
Education and Student Committee 22.09.15

In terms of the fund supporting NTFS development it had been decided to continue with this during 2015/16 and to think about ways to encourage participation from the beginning of the year. This fund also pays for writing workshops for RISES which were considered a valuable and productive opportunity for staff to develop their HEA fellowship applications. It was suggested that the RISES programme should be flagged up in terms of promotion and that the university should support schools in encouraging time-out for more staff development. Gaining a level of HEA fellowship should be an expectation for all academic staff involved in learning and teaching and this should be made explicit during appraisals.

SQ explained that a paper would be going to senate to raise the profile of the RISES programme and HEA fellowships around appraisals. She has also spoken to HR and Deans about making the gaining of a level of HEA fellowship an expectation for all teaching staff.

Discussion took place about the effectiveness of Module evaluation scores and how this method of evaluating teaching does not take into account extra-curricular aspects of teaching. The lack of feedback and reflection following poor scores and the lack of narrative around the scores meant that those staff who received lower scores were not given guidance as to how to interpret the scores or how to improve.

It was suggested that HR should be giving guidance to staff alongside their scores and that peer reflection and support should be encouraged (in an informal setting over coffee and cake)

SQ explained that LEaD hoped to look at reviewing peer reviews and to look at ways to have broader conversations around module scores in the new academic year.

JD mentioned that some staff in his department had received coaching in the past and that he had been impressed by the difference he had seen it make to their teaching practice. He enquired if there would be budget for this in the Learning and Teaching Fund. PP said that she could look at the budget and see if we could amend some of the plans to cater for this it was also suggested that LEaD fellows could be trained as coaches.

LS suggested it may be useful to look at what University of London colleges were doing in terms of coaching and teaching excellence.

Action 5: SQ/PP to investigate funding for coaching and training for LEaD Fellows as coaches

Action 6: PP/SQ to scope out UoL colleges and their approaches to coaching/ teaching excellence to benchmark where City University is

PP advised the board that the HEA had awarded City University 15K for the VC's strategic excellence project and that this fund may be used to look at improving assessment via student engagement. It has been decided that each school should be given the opportunity to nominate two programmes to take part in the project.

Action 7: PP to email ADE's with more information about the project and to call for programmes to be nominated

3.3 School Awards Update

PP explained that nearly all the school awards funding had been distributed. Law had completed their round of awards, as had SHS. SMCSE was in the process of setting something up. Cass was to use theirs by September and SASS were in contact with PP at present to use their funds.

3.4 KPI's for LEaD (Paper D)

SQ presented a paper outlining what LEaD were doing in terms of KPI's and measuring impact. There will be a mini-report created this year and a longer report next to year. The aim of the report would be to highlight to schools and the wider University what LEaD have been

doing since its creation and to look at future trends. She explained that there was currently a comms project involving a cross-team group who are looking at revamping the webpages and blog and using social media more strategically to improve the flow of information to staff and students.

There is also an Open event and drinks reception planned for 3rd September.

3.5 Revised ToR (Paper E)

SQ circulated a revised copy of the Terms of reference for the advisory board and explained that the Education and Student Experience Strategy project activities were now to be included to give the board oversight of these activities. She asked whether the members felt that representation from IS and PaF would again be needed on the advisory board, but it was felt that their attendance at the Learning Environment Committee in order to feed into the advisory board would be sufficient.

3.6 Student Advisory Board minutes (Paper F)

Circulated for information

3.7 Update on educational engagement project (Paper G)

A round up of the educational engagement project that James Perkins had been working on was circulated to the board. SQ explained that there was no more funding available for his research post so LEaD can only take forward some of the projects.

4. What we have achieved this year? What we want to achieve in 2015/2016?

Conversations took place around the achievements for the year and what the board wanted the focus to be for the coming year.

SQ provided an overview of the investment umbrella bid that had been submitted to PRC. This had all been under the title of Curriculum 2026.

The Biggest project was the Pod 2 DALI project but there was also the inclusion of Learning Analytics and Personal tutoring. The bid included funds for pilot work, staff to support the projects such as a programme manager, RA and there were funds for equipment. The key themes were Educational development, Curriculum Design and Student Support.

The PRC is in July.

Concerns were raised by board members about the lack of support for educational projects and innovation and there is a need to have a cultural shift across the institution. There was a discussion about why this is the case and there were mixed views which included emphasis on research, will of staff and the culture.

There is a need to clarify the individual impact of development and more championing from the top. JD also noted the need to change practice through best practice examples so new ideas could be shared across schools. Make development the default so staff have to opt out. Focus expectations around student needs and evaluations so staff feel they have to develop.

Get staff who want to undertake an educational development project and use peer development / coaching conversations to support them.

JD felt that we need to be encouraging more co-teaching and peer support.

SQ said that we could make this the theme for the September meeting and explore further how we can make 2015-2016 a year to focus on promoting teaching practice through sharing good practice, co-teaching and peer review. This would link well with the reward culture and we could explore the Learning at City Conference being around this theme.

4 Any Other Business

There was no other business except to note that this was SQ's last meeting prior to her maternity leave.

5 Date of next meeting

Tuesday 15th September 2015

Venue: TBC

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