

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE
MEETING HELD ON TUESDAY, September 15th 2015
MINUTES**

Name of Member	15 th September 2015
Professor Susannah Quinsee (SQ)	---
Dr Pam Parker (PP) (Chair)	√
Professor David Bolton (DB)	A
Anise Bullimore (AB) /Annemarie Cancienne (AC)	√ / A
Neal Sumner	√
Hester Wellings McGeorge (HWM) (Secretary)	√
Andrea Kenneally (AK) / Richard Knott (RK) attended as deputy	A / √
Charlotte Halvorsen (CHa)	A
Maria Dingle (MD)	√
Dr Rachael-Anne Knight (RAK)	√
Susan Blake (SB)	A
Dr Lorenzo Trapani (LT)	A
Professor Laurence Solkin (LS)	A
Dr Cristina Gacek (CG)	A
Professor Clive Holtham (CHo)	√
Professor Jason Dykes (JD)	√
Emily Allbon (EA)	A
Professor Steve Stanton (SS)	A
Professor Nigel Duncan (ND)	A
Maggie Cunningham (MC) / Julie Crofts	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.

2. Minutes and matters arising

The Minutes from the last meeting on 9^h June 2015 were accepted with corrections for grammar.

Actions from the previous meeting were updated as follows:

[Action1: 9.6.15: Contact AB or SB if interested in being involved in the lock-down browser project]

AB reported that there had been interest from Lorna Saunder in SHS and thanked RAK for putting her in touch. .

[Action2: 9.6.15 LEaD to review evaluation for conference and look at funding costs. Rolling item to Sept]

PP explained that LEaD had looked at the evaluations from previous Learning at City Conferences and had also reviewed the budget. The cost of going off-site did not make it prohibitive and the feedback from previous events was mostly positive with staff in general feeling the event was worthwhile and worked better in a dedicated venue rather than spread out across the university due to lack of rooms. PP felt that because there had been an underspend of the Learning and Teaching awards fund this year it was important to utilise this budget and to use it for development activities such as the conference.

The committee was in agreement and stated that it was an important event to showcase Learning and Teaching at City University and felt that holding it in a dedicated off-site venue lent it more gravitas.

The committee had a further discussion about the difficulties they face with the allocation of teaching space at the university and highlighted several instances when their lectures had been split across several rooms in a single day. They agreed that this was an important issue that needed addressing and AB agreed to raise it at the next Learning Environment committee.

Action 1: AB to raise the issue of timetabling and room allocations with the Learning Environment committee and to report back.

[Action3: 9.6.15 Lead to investigate hosting a fellow's panel event to debate academic excellence]

PP would like to hold another Fellows event before Christmas to feedback on the BIS consultation on the Teaching Excellence Framework. Members felt that this was essential and that actually setting a date sooner would be important.

Action 2: PP to organise a LEaD fellow's event prior to Christmas.

[Action4: SQ/PP to investigate funding for coaching and training for LEaD Fellows as coaches]

PP explained that there was no funding for this in LEaD budget – so she will need to investigate how to fund it. Some coaching that had been provided in Cass and SMSCE had been funded by the schools.

[Action 5: PP/SQ to scope out UoL colleges and their approaches to coaching/teaching excellence to benchmark where City University is]

PP had spoken to a few contacts at other universities. There does not seem to be any consistent policy at most institutions – just adhoc as and when needed. She will continue to do a scoping exercise via an e-mail to colleagues.

Action 3: PP to continue scoping UoL colleges and feedback at the next meeting

JD thought that there might have been an evaluation of the staff coaching in SMCSE and is going to investigate and report back. CH is to do the same at Cass. PP also asked if they could report back on costings and the coaches they had used.

Action 4: Committee members to investigate if any evaluation of staff coaching has been done in their schools and to report back to the board with feedback and costings.

It was suggested by members that more examples could be given in the application forms for LEaD fellowships and Education Enhancement Grants as to how they could use the money and that this might encourage more staff to apply. CH suggested that coaching could be the default option on the LEaD fellows grant form. (see 3.2)

[Action 6: 9.6.15 PP to email ADE's with the revised form and call once amended

PP explained that following the call for programmes to be nominated to take part in the VC's strategic excellence project on improving assessment via student engagement, she had received nominations from the following:

Law: 2 programmes

Cass: MBA programme

SASS – Creative arts programme

She was in discussions with SHS over nominations and was awaiting a response from SMCSE.

There is funding for students to spend about 200 hours in total on this development per school. The funds have to be spent by the end of April 2016.

A colleague from the Higher Education Authority is meeting with PP and David Bolton on 5th October to discuss the project and the support that the HEA can offer.

Action 5: All ADE's to respond to PP with suggestions of programmes to nominate prior to the 5th October meeting.

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3.1 Terms of Reference and plans for this year's meetings.

PP circulated the terms of reference and plans for this year's meetings. Discussions took place about the dates and whether they were suitable for all members given the attendance today due to other commitments. HW agreed to check the attendance for future meetings and if there were issues would circulate dates via an online meeting request in order to find better ones.

Action 6: HW to circulate dates for upcoming meetings.

3.2 Teaching grants call and application

PP circulated the teaching grants call and application and reminded members that these had been agreed at the previous meeting as part of the Learning and Teaching fund for the year. The Educational Enhancement grant fund is £15K so staff can apply for anything from a few hundred pounds to a thousand or more. The LEaD fellowship grant is a fund of £1K for a small project with support from LEaD.

PP explained that the Personal Tutoring stakeholder group were keen to run a few pilots in schools to roll-out the new policy and processes and that schools were being encouraged to apply for the EE grant. PP is to promote both funds via City Wire, directly to schools and on the LEaD webpages. PP requested that members encourage colleague to apply for both funds.

As noted above CH had already suggested that coaching for the LEaD Fellows grants as a default. CH also felt that it would be useful to highlight to staff that gaining a LEaD

fellowship grant was a favourable step towards National Teaching Fellowship and that previous staff who had gained NTFS had also been LEaD (or LDC) fellows. He also requested that unsuccessful candidates be added to a waiting list for future rounds of funding.

PP agreed to add information to the call around NTFS requirements

Action 7: PP to review the call for LEaD fellows to give more examples of how the funding could be spent, to make coaching the default option and to add information about NTFS requirements.

3.3 Business case for PRC

PP informed the group that the business case to PRC had been rejected for several reasons one of which was lack of funding for extra staffing. PP had been back to meet with all the Deans of schools again to discuss options. Subsequently a budget had been discovered from Information Services to fund the DALI (Designing Active Learning initiative) project pilots

PP and AC are to meet with IS, PAF and Finance to discuss the additional funding needed for the project to replace the pods across the University.. CH suggested that a paper should be written by the committee to go to PRC outlining the importance of this project and its implications for the future of learning spaces and raising concerns about the length of time it is taking to implement. PP felt this might be useful in terms of supporting the next submission to the PRC which would be in February.

AB explained that a new member of the Educational Technology team was starting in LEaD this week to head up the Learning spaces team and to take the DALI project forward.

Action 8: LEaD Advisory sub-committee to write a paper for PRC raising concerns about the length of time the DALI project is taking to get started and supporting the need for funding.

PP explained that the funding for the Personal Tutoring project and Learning Analytics was also part of this rejected business case. PT pilot funding can come from the EE grant if schools apply and she and Annemarie have had discussions with Michael Bennet in Student and Academic Services who is the Access and Retention co-ordinator and he has some budget that may be available for Learning Analytics through the access fund.

3.4 NTFS candidates 2015-16

PP discussed the disappointment in terms of not gaining any NTFS winners for the last two years although the candidates were felt to be strong. There was also a lack of staff coming forward for the scheme.

RAK highlighted an NTFS workshop that she is attending at Southampton University on October 2nd and offered to report back from the event.

PP is going to promote RISES workshops to schools as a way to enhance teaching qualifications and to increase staff readiness for NTFS nomination.

The committee questioned the data available on current staff with fellowships. It was felt that schools were beginning to collect data and that this should be more readily available. PP would look at the data that was available for City University and see if this could then be disseminated.

Action 9: RAK to report back from NTFS event in Southampton to the next board.

Action 10: PP to investigate ways to produce statistics and data on fellows by school and to send this to committee members for distribution in their schools.

3.5 HEA Strategic Excellence Award

As discussed at item 2 [Action 6: 9.6.15]

3.6 Learning at City Conference 2016

As discussed at item 2 [**Action2: 9.6.15**]

It was decided to continue holding the conference off-site and that the theme for the 2016 Learning at City Conference would be around teaching excellence to tie-in with the upcoming policy on TEF.

Title: Promoting and Enhancing Teaching Excellence.

3.7 Update on plan for Teaching Excellence Framework

PP updated the board on the government plans for the Teaching Excellence Framework (TEF) that was due to be released by the Department for Business, Innovation and Skills. There is due to be a consultation with the HE sector in the autumn and she explained that HEDG (Heads of Educational Development Group) and SEDA (Staff and Educational Development association), of which she was co-chair, had been involved in contributing to the policy and they had jointly run a workshop in September for members across the sector. PP would also be meeting with Liz Cleaver the chair of the HEDG and Mark Jones from the HEA in October to discuss a further joint workshop.

Action 11: PP to send SEDA/HEDG workshop summary to committee members for information.

4 Any Other Business

There was no other business.

5 Date of next meeting

Tuesday 8th December 2015

Venue: TBC

Secretary: Hester Wellings McGeorge

Email: hester.wellings.1@city.ac.uk

Telephone: 020 7040 0177

List of actions:

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Action 2: PP to organise a LEaD fellow's event prior to Christmas.

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