

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

[Key Highlights for Research and Practice Informed Education Hub](#)

- |           |   |
|-----------|---|
| <b>1.</b> | <b>The President Awards were discussed in terms of process that might be used for Teaching award this year. Alongside this there was a discussion about the HEA call for the NTFS 2017 scheme and CATE 2017 awards.</b>   |
| <b>2.</b> | <b>The Research and Practice Informed Education possible, definitions were discussed and some further work was undertaken by all members around this and a model that could be shared with all staff. It has been agreed that some case studies need to be collected via some video interviews so that staff could review these for ideas</b> |

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

Role	Name of Member	21 <sup>st</sup> Sept 2016	13 <sup>th</sup> Dec 2016	21 <sup>st</sup> Feb 2017	27 <sup>th</sup> June 2017
Chair	Professor Susannah Quinsee (SQ)	A	✓	✓	
Deputy Chair	Professor Pam Parker (PP)	✓	✓	✓	
	Professor David Bolton (DB)	A	A	A	
Key LEaD staff	Leona Norris (LN) / Sandra Partington (SP)	✓✓	✓	✓	
	Amanda Clements (AC)	✓	✓	✓	
	Midge Seymour Roots (MSR)	A	A	✓	
Associate Deans for Education (ADEs)	Maria Dingle (MD) - SHS	✓	A	A	
	Dr Rachael-Anne Knight (RAK) - SHS	✓	A	✓	
	Susan Blake (SB) – Law	✓	✓	✓	
	Margaret Carran (MCA) - Law ( In SB's absence)	A	A	A	
	Dr Lorenzo Trapani (LT) - Cass	A	✓	---	
	Professor Laurence Solkin (LS) - SASS	A	✓	✓	
	Dr Lauren Knott (LK) - SASS	---	✓	✓	
	Dr Cristina Gacek (CG) - SMCSE	✓	✓	A	
	Maryann Kernan (MK) - SASS	---	---	A	
	Dr Jo Silvester (JS) - Cass	---	---	A	
National Teaching Fellows	Professor Clive Holtham (Cho)	✓	A	✓	
	Professor Jason Dykes (JD)	✓	✓	A	
	Emily Allbon (EA)	A	✓	A	
	Professor Nigel Duncan (ND)	A	A	✓	
Vice President, Education, Students' Union	Zain Ismail (ZI)	A	✓	A	
Head of Student Experience	Maggie Cunningham (MCu) / Megan Butler (MB)	✓ / A	A/✓	✓	
Assistant Director (Quality & Academic Development):	Alison Edridge (AE) (in MC's absence)	A	A	A	
Secretary	Hester Wellings McGeorge (HWM)	✓	✓	✓	

✓ 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.

### 2. Minutes and matters arising

The Minutes from the last meeting on 13<sup>th</sup> December 2016 were accepted as a true representation of proceedings.

Actions from the previous meeting were updated as follows:

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

<b>ONGOING ACTIONS:</b>		
<b>[8/12/15 A7]</b>	<b>PP to write to all Chairs of School Ethics Committees.</b> 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.	
<b>Update</b>	<b>COMPLETE</b>	
<b>[21/9/16 A3]</b>	<b>LEC to take forward future contingency planning for moodle incidents.</b> LN has taken a paper to LEC and this is updated in the LEC minutes where there is an ongoing Action to clarify the communications for moodle incidents going forward. LEC to report back to this committee with further developments. Further information was to come to the February meeting.	
<b>Update</b>	LN and MC confirmed that the communications for moodle incidents had been clarified and that future incidents are to be dealt with by the head of schools and cascaded from there. Alison Edridge in SaAS is to co-ordinate. <b>COMPLETE</b>	
<b>[21/9/16 A7]</b>	<b>MCu to investigate whether Strategy and Planning could run sessions for Programme Directors on how schools set targets.</b> MB agreed to follow this up with MCu	
<b>Update</b>	Maggie explained this issue will be explored during workshops with Programme directors planned for later in the year. <b>COMPLETE</b>	
<b>[21/9/16 A8]</b>	<b>Committee members to think about what information would be useful to have a report on from the student surveys.</b> This is to be tabled for the February 2017 meeting	<b>All</b>
<b>Update</b>	Maggie suggested that as the volume of data in the student surveys was quite extensive, it would be useful if one or two members of the committee work with the team that create the data sets to agree which information would be most relevant. She asked for volunteers to before May.	<b>All</b>
<b>[21/9/16 A8]</b>	<b>Committee members to volunteer to liaise with the surveys team by contacting Maggie Cunningham</b>	<b>ALL</b>
<b>[21/9/16 A10]</b>	<b>PP to set up meeting in the next 4 weeks to plan a shadow strategy together.</b> PP explained that this has yet to be done and that the committee would re-visit this at the February meeting.	<b>PP</b>
<b>Update</b>	This will be addressed in the activity today. <b>COMPLETE</b>	
<b>ACTIONS FROM DECEMBER MEETING:</b>		
<b>Action 1:</b>	<b>MB to circulate Paper C (Education and Student Strategy Infrastructure) in PDF version.</b>	<b>MB</b>
<b>Update</b>	<b>COMPLETE</b>	
<b>[13/12/16 A2]</b>	<b>To include the TEF as a standing item in future meetings</b>	<b>All</b>
<b>Update</b>	Maggie agreed to provide an update on the TEF submission at each meeting.	

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

	The committee asked if there was an opportunity to have sight of submissions from other institutions and suggested it would be useful to view these in order to identify comparable institutions. Maggie agreed to investigate this and to identify institutions with similar issues to City (in terms of retention etc) Emily Thornton from Maggie's team will attend the next meeting to update.	
<b>Action 3:</b>	<b>SQ and PP to investigate critical friend and senior management roles in the committee and to update and re-circulate the ToR for final approval.</b>	<b>PP &amp; SQ</b>
<b>Update</b>	ToR on the agenda for the meeting today <b>COMPLETE</b>	
<b>Action 4:</b>	<b>PP to inform applicants for the coaching for teaching awards of the outcome of their application.</b>	<b>PP</b>
<b>Update</b>	4 x coaching getting on – 5 <sup>th</sup> person not been specific enough. EE grants all amendments been made and all have budget codes to start spending. <b>COMPLETE</b>	
<b>Action 5:</b>	<b>PP to inform applicants for the education enhancement grants of the outcome of their application</b>	<b>PP</b>
<b>Update</b>	<b>COMPLETE</b>	
<b>Action 6:</b>	<b>SQ and PP to review the allocation of the remaining funds and to circulate suggestions in the New Year</b>	
<b>Update</b>	There is 5k remaining of the fund that needs to be allocated and spent before July 2017. The committee were asked to suggest how this should be allocated. Suggestions put forward were: Coaching for NTFS candidates. LEaDER – research coaching – looking at support for research applications in the new centre. A workshop day or event. Recruit someone to produce videos for use on the website.  There was agreement that we should focus on getting some videos for research and practice led teaching and develop this on the website so we had case studies others could use. SQ and PP are interviewing some potential postgraduate students who will act as RA's on the leadership study and so could look at whether one of these could start to collect some case studies. <b>COMPLETE</b>	<b>SQ &amp; PP</b>
<b>Action 7:</b>	<b>SQ to plan an additional meeting to work on the Advisory sub-committee planning strategy.</b>	<b>SQ</b>
<b>Update</b>	The additional meeting has been arranged for 25 <sup>th</sup> April and an invite has been sent to all members. <b>COMPLETE</b>	

The committee **received** a verbal update from **The Learning Environment Committee** held on **14<sup>th</sup> February 2017**

LN reiterated that the Moodle contingency plans had now been finalised **[21/9/16 A3]**

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

LN and RAK explained that the LEC facilitated an introduction to the Learning Analytics project (LEAP) during the meeting by asking members to quiz the project members about aspects of the project. The Lecture capture upgrade in August was discussed and agreed and the Distance Learning review paper was also discussed.

LN agreed to circulate the Distance Learning review paper for further comment by the LEaD advisory committee.

**Action 1: LN to circulate the Distance Learning review paper for comment by the LEaD advisory committee.**

**3. To agree:**

Amendments to the Terms of Reference 2016-17.

SQ presented the amended terms of reference 2017 and explained that she was in the process of approaching an external “critical friend” to sit on the committee.

The Terms of Reference 2017 were **agreed** by the committee.

**4. Presidents Awards and School Awards**

PP asked the committee to start thinking about nominations for the Presidents Awards and School awards as these usually appear without much notice.

She asked for a view from the committee on how they thought nominations should be put forward. The committee **agreed** that staff should either self nominate or be nominated by someone else or then the school would make a shortlist.

PP reminded the committee that the National Teaching Fellowships (NTFS) call is now out – staff have to submit by 19<sup>th</sup> April. HEA have introduced a new process for submission and reduced the word limit this year. Each institution can still submit only 3 nominations.

The new Collaborative awards (CATE) which were piloted last year are running this year and this has a 10<sup>th</sup> May deadline. Institutions are allowed to submit one team for shortlisting.

<https://www.heacademy.ac.uk/individuals/national-teaching-fellowship-scheme>

PP - would like a group of staff to work with towards NTFS over a two year period and could approach RISES participants. SQ will ask DB to write to Deans about this for now and for the future and to flag up the importance of HEA fellowships and NTFS in relationship to the TEF.

PP – asked the committee to think about nominations from schools. And to put forward ideas for the group nominations for the HEA CATE awards. PP identified that we had submitted a team the previous year who were not shortlisted at the first stage however it is clear from looking at those that won there is a need to have a sustained story around this. Cho mentioned the simulation work that has undertaken in Cass, Law and SHS does have that story and would probably be a good project to focus on. All agreed and so Cho will take this forward with others from all areas.

**Action 2: Committee members to remind schools of the awards round and to contact PP with suggestions for NTFS and CATE nominations**

**5. LEaD Evaluations Paper**

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

SQ explained that she had been asked to evaluate LEaD services and to benchmark where the department was in terms of similar services in the sector. She explained that the paper gives a broad-brush outline about what LEaD are doing. The LEaD team are currently undertaking a benchmarking exercise with comparator institutions and will be presenting this back to senior management in April.

LEaD needs to find ways to measure performance and impact in order to discover which areas to develop further. The aim of the evaluation is to reevaluate the activities that LEaD are currently undertaking and ensuring that it is fit for purpose and that the department are using resources as they should be and to highlight areas where more resources are needed.

The committee felt that this was a useful exercise and were happy to support it.

#### **6. Discussion on educational engagement and education and student strategy**

SQ and MCu explained that Student and Academic services were undertaking a review of the current Education and Student strategy as they are required to revise the existing strategy and develop a new strategy that will be agreed by the executive committee and Council. The current focus is on progression and this needs to be embedded into the strategy.

SQ asked the committee to undertake an activity in groups to look at the current strands (hubs) of the ESS and to think about whether the current activities should be continued and to highlight any new activity or themes that should be included.

Each group focused on one of Academic Output KPI's of the university.

- Student Employability
- Student Progression
- Student Experience

The groups fed back their discussion via flipcharts

The committee were asked to vote on each flipchart for activities or themes they felt were most important. (included and summarised in **Appendix A**)

#### **7. Research and practice informed education - activity**

Following on from the previous discussion activity RAK and CHo asked the group to explore the definition of Research and Practice Informed Education (RPIE) and to decide on a working definition to use in the revised education and Student Strategy.

The committee fed back their suggestions via an activity sheet and these are collated in **Appendix B**.

#### **8. Any other business**

There was no other business to report.

#### **9. Dates of the next meetings:**

**Tuesday 25<sup>th</sup> April 2017 – AG01**

**Tuesday 27th June 2017 – R102**

#### **10. For information:**

**Secretary: Hester Wellings McGeorge**

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

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

Telephone: 020 7040 0177

**List of actions**

<b>ONGOING ACTIONS:</b>		
<b>[21/9/16 A8]</b>	Committee members to volunteer to liaise with the surveys team by contacting Maggie Cunningham	<b>All</b>
<b>[13/12/16 A2]</b>	To include the TEF as a standing item in future meetings	<b>All</b>
<b>ACTIONS FROM FEBRUARY MEETING:</b>		
<b>Action 1:</b>	<b>To circulate the Distance Learning review paper for comment by the LEaD advisory committee.</b>	<b>LN</b>
<b>Action 2:</b>	<b>Committee members to remind schools of the awards round and to contact PP with suggestions for NTFS and CATE nominations</b>	<b>All</b>

**LEARNING ENHANCEMENT AND DEVELOPMENT ADVISORY SUB COMMITTEE**  
**Meeting held on Tuesday February 21<sup>st</sup> 2017**  
**MINUTES – For approval**

**Appendix A - Discussion on educational engagement and education and student strategy**

Images from the flip chart exercise and a summary of comments can be accessed here:

[https://cityuni-my.sharepoint.com/personal/hester\\_wellings\\_1\\_city\\_ac\\_uk/\\_layouts/15/guestaccess.aspx?folderid=0cd9f073ef54a465785547c798ca4c9ed&authkey=ATFR\\_n5ml-28L2fxZOalXS8](https://cityuni-my.sharepoint.com/personal/hester_wellings_1_city_ac_uk/_layouts/15/guestaccess.aspx?folderid=0cd9f073ef54a465785547c798ca4c9ed&authkey=ATFR_n5ml-28L2fxZOalXS8)

**Appendix B - Research and practice informed education – activity**

Scanned copies of the activity responses and a summary of the responses (including suggested models) can be accessed here:

[https://cityuni-my.sharepoint.com/personal/hester\\_wellings\\_1\\_city\\_ac\\_uk/\\_layouts/15/guestaccess.aspx?folderid=08cd9ef2730414fb9bcf7a65d140e5ef4&authkey=AXaHRBkp\\_XSd9LDJM-fWpZQ](https://cityuni-my.sharepoint.com/personal/hester_wellings_1_city_ac_uk/_layouts/15/guestaccess.aspx?folderid=08cd9ef2730414fb9bcf7a65d140e5ef4&authkey=AXaHRBkp_XSd9LDJM-fWpZQ)