Imperial College London

Learning and Teaching Committee (LTC)
Minutes from the meeting held on
Thursday 23 January 2020

Present

Professor Simone Buitendijk – Vice Provost (Education) – Chair
David Ashton – Academic Registrar
Ashley Brooks – ICU Deputy President (Education)
Emma Caseley – Head of Strategic Projects
Dr Malcolm Edwards – Director of Strategic Planning
Martin Lupton – Vice Dean (Education), Faculty of Medicine
Professor Omar Matar – Vice Dean (Education), Faculty of Engineering
Dr Edgar Meyer – Associate Dean (UG Programmes & Education Quality), Imperial College Business School Professor
Professor Alan Spivey – Assistant Provost (Learning & Teaching)
Judith Webster – Director of Academic Quality and Standards
Professor Yun Xu – Director of the Graduate School
Scott Tucker – Deputy Director (Academic Quality and Standards) – Secretary

In attendance

Dr Mike Streule - Director, Imperial StudentShapers (Item 4)
Dr Sarah Grant - Head of Learning Design, Business School (Item 9)
Leila Guerra - Associate Dean of Programmes, Business School (Item 9)
Prof Maggie Dallman - Vice-President (International) (Item 10)
Laura Bulmer - International Relations Officer (Item 10)
Hailey Smith - Project Manager (Learning and Teaching Strategy)
Rachel Witton - Executive Officer for the Vice-Provost (Education)

Apologies

Professor Martyn Kingsbury – Director of Educational Development
Professor Emma McCoy – Vice Dean (Education), Faculty of Natural Sciences

Imperial College London

1. Welcome and Apologies

1.1 The Chair welcomed attendees. Apologies, as listed above, were noted.

2. Minutes

2.1 The Committee confirmed the minutes from the meeting held on Thursday 12 December 2019, subject to deletion of the incomplete sentence in 11.2.

LTC.2019.10

2.2 *Admissions Statistics (LTC 11.2 refers)*
The Committee agreed that it would be informative for future admissions statistics to include WP data. It was confirmed that the Head of Admissions will include this data in future reports.

3. Matters Arising

3.1 There were no matters arising not covered elsewhere on the agenda.

4. StudentShapers

4.1 The committee received a presentation from the Director of Imperial StudentShapers (Dr Mike Streule) on StudentShapers.

4.2 StudentShapers is an initiative to engage students in the College's education with authentic partnership and a degree of equity. Over 100 students are involved across the College with a growing diversity of projects. StudentShapers is open to any projects that support the student experience; open to all College staff and students.

4.3   The Committee noted the following projects:

- In Maths staff and students worked alongside the faculty ed-tech team to create a series of pre-arrival induction videos and materials, and embedded them into existing information to create more preparedness and inclusiveness for new students
- In Chemistry staff and students worked on the new chemical kitchen course, ensuring that an unusual teaching approach was designed to be welcoming, inclusive and engaging to students
- In Civil and Environmental Engineering staff and students are working together as co-researchers to understand the effects of the curriculum redesign on one aspect of their curriculum
- In Civil and Environmental Engineering PhD students used their new research to update and redesign part of an MSc module. This since led to the development of a new I-explore (STEM) proposal.

The Committee welcomed the projects being undertaken and felt that promotion across the wider College would be beneficial, perhaps through FECs. In addition, it was highlighted that there might be some suitable projects led by Management Trainees in which StudentShapers could contribute to.

4.4   The Committee recommended that data is collected to establish which type of students get involved in StudentShapers based on WP characteristics such as IMD and POLAR. The Director of Imperial StudentShapers was advised to contact Strategic Planning for assistance.

5.   **Learning and Teaching Strategy Review**

5.1   **Priority Recommendations from the LTS Review**

5.1.1   The committee received an update from the Head of Strategic Projects on priority recommendations from the LTS review.   LTC.2019.11

5.1.2   The Committee welcomed the report and agreed that it is important to align activities with the College's new Academic Strategy.

5.1.3   It was agreed that it would be extremely helpful for a clear schedule to emerge from Departments for the PGT Curriculum Review to assist Programme Committee workload planning. This is already taking place in some faculties.

5.1.4   It was confirmed that there is no scope to increase budget in the current climate. However, the scope of the recommendations remains in line with the current budget, which is allocated on a 2-year cycle.

5.2   **Success Criteria/Targets for the LTS Review**

5.2.1   The committee received a paper on success criteria/targets for the LTS Review   LTC.2019.12

5.2.2   The Head of Strategic Projects highlighted that the paper is in response to Recommendation a.1 from the LTS review: 'what success looks like for the various activities in the Learning and Teaching Strategy has not yet been fully articulated. KPIs and targets should be set, with both inputs and outputs considered'.

5.2.3   The committee welcomed the key purposes and principles set out in the paper and noted that these could be developed into more specific actions. It was confirmed that the numbered principles were not presented in order of hierarchy. As a result, the Committee recommended that bullet points were used.

5.2.4   The Chair recommended that the paper further references College strategies to illustrate how the key principles align with the wider College mission, including new research priorities.

5.2.5   The paper referenced the wide range of indicators of success as presented in the Learning and Teaching Strategy. The Head of Strategic Projects made an initial assessment of where these indicators might map against outcome measures.

5.2.6   It was felt that the outcome measures set out in the 'Curricula' section (Employment outcomes; Student attainment and progression; NSS/PTES; student feedback via lecturer and module evaluation) were problematic as it may prove difficult to prove causation. Although it was acknowledged that compelling evidence for causality exists in educational research, the Committee felt that the outcome measures should be reframed as a set of contributions to the indicators of success.

5.2.7   In relation to the College's TEF submission, the Director of Strategic Planning highlighted the need to set some measurable targets (with split metrics) with regards attainment gaps, in addition to the prescribed process goals. This will ensure that the College is able to demonstrate how OfS targets are being met. The Committee agreed and felt that a combination of hard outcomes and process goals should be established.

5.2.8   In the 'Assessment and Feedback' section (rows 7 and 8), it was agreed that The availability of marking schemes and model solutions could be referred to the Regulations and Policy Review Committee (RPRC).

5.2.9   It was noted that the Success Criteria/Targets for the LTS Review paper will be submitted to the last Senate in June 2020.

5.2.10   A revised paper will be submitted to the next LTC for noting.

                                                            Action: Head of Strategic Projects

6.   **Lecturer and Module Evaluation Working Group**

6.1   The committee received a report from the LME Working Group   LTC.2019.13

6.1.1   It was reported that the LME Working Group has convened 7 times to date. It has:

- Reviewed examples of approaches taken by other universities, including international examples
- Undertaken some initial consultation with staff and students
- Reviewed relevant research literature relating to student evaluations of teaching
- Consulted with academic experts (Dr Anna Parpala and Professor Sari Lindblom, University of Helsinki), to establish the research-evidence base

As a result of these inputs, the group has:

1. Produced a draft list of 'principles' and parameters, which will serve to inform the next steps for the project, including informing further consultation
2. Agreed a proposal of a process flow for the wider system of evaluations of teaching, which will also inform future work on this project (See below).
3. Identified a small number of evaluation approaches (e.g. focus groups, peer assessment) which will be run as small-scale pilots by members of the group
4. Created an initial set of replacement questions for a student survey

The Working Group has concluded that initial work should be taken forward with further consultation with relevant stakeholders, with the goal of creating a set of requirements for a new system. The Working Group recommends that the overall system should allow for input from this range of sources.

The committee supported the report and agreed that any further developments should be reported to LTC in order that continued guidance could be offered.

7.   Pedagogic Transformation Open Call

7.1   The Committee received a draft briefing note and call for proposals   LTC.2019.14

7.2   A fundamental goal of the College's Learning and Teaching Strategy is the evidence-based transformation of our pedagogy, to make our learning and teaching more interactive and more inclusive.

It was clarified that the paper sets out the direction of travel; it is a call for expressions of interest, not proposals. The Committee welcomed this approach in order that colleagues across the College do not waste any time in drafting a proposal that is not aligned with the College's Learning and Teaching Strategy. The approach allows for a supportive journey to produce something that might be approved.

It was recommended that the paper could be considered in line with the PGT curriculum review and pedagogical practice.

8.   Reward, Retention and Recognition Working Group

8.1 The Committee received a verbal update from the Chair on the Reward, Retention and Recognition Working Group

9. Machine Learning to Predict Student Performance

9.1 The Committee received a presentation from the Head of Learning Design, Business School (Dr Sarah Grant) and Associate Dean of Programmes, Business School (Leila Guerra) on the Business School's recent research on the use of machine learning to predict student performance on online programmes

9.2 A unique learning design methodology was highlighted: OSCAR (Organise, Structure, Compose, Audit, Review). The methodology provides a robust pedagogical framework for transforming face-to-face classes online by segmenting learning hours into activities that best achieve the intended outcomes.

9.3 The group praised the work being undertake and particularly welcomed the element of personalisation engendered through OSCAR.

10. International Experience for Students

10.1 The Committee received a report and presentation from the Vice-President (International) (Prof Maggie Dallman) and International Relations Officer (Laura Bulmer) on the international student experience

LTC.2019.15

10.2 At the March 2019 Learning and Teaching Committee meeting, the Vice-President (International), presented a paper which outlined the current range of opportunities for students to gain international experience at the College and identified opportunities for further activity in this area in support of the aims of the Learning and Teaching Strategy. The paper highlighted the specific benefits of this kind of activity to students from underrepresented groups and asked the Committee to consider whether a strategic approach to facilitating international experiences for Imperial students would be welcomed.

Following a positive discussion at the LTC it was agreed that a second more detailed paper should be developed, in consultation with stakeholders, to consider what specific forms these international experiences could take and how such experiences could combine the educational and international goals in a meaningful way as well as considering the practical implications.

Despite developing a more detailed paper, the guidelines that were being followed have subsequently changed and Global Student Opportunities was not selected by College as a project to be taken forward. Following discussion, Committee members unanimously supported the project and felt that the international student offering should be normalised. It was recommended that alternate funding sources were investigated and that the proposal was developed further.

11.   **Learning and Teaching Strategy**

11.1   **Risk Log**

11.1.1   The Committee noted the Learning and Teaching Strategy Risk Log   LTC.2019.16

11.2   **Implementation Plan**

11.2.1   The Committee noted the Learning and Teaching Strategy Implementation Plan

12.   **Education Evaluation**

12.1   The Committee received a verbal update from the Director of Strategic Planning

13.   **Educational Research**

13.1   The Committee received a verbal update from the Director for CHERS (Centre for Higher Education Research and Scholarship)

14.   **Online Innovation Working Group (OLIG)**

14.1   The Committee received a verbal update from the Vice Provost (Education)

15.   **I-Explore Module Innovation Group (IMIG)**

15.1   The Committee received a verbal update from the Assistant Provost (Learning and Teaching)

16.   **Quality Assurance and Enhancement Committee**

16.1   The Committee noted that the minutes from QAEC can be accessed at: https://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/

16.2   The Committee received a verbal update from the Academic Registrar on the QAEC held on 15 January 2020

17.   **Any Other Business**

17.1   No other business reported.

18.   **LTC Meeting dates for 2019/20**

18.1   The Committee noted the following meeting dates, all scheduled from 15.00-17.00:
   - Thursday 5 March 2020 (Deadline for Papers: 20 February 2020)
   - Thursday 2 April 2020

- Thursday 14 May 2020
- Thursday 4 June 2020
- Thursday 30 July 2020