UNIVERSITY OF ABERDEEN

## UNIVERSITY COMMITTEE ON TEACHING AND LEARNING

A meeting of the University Committee on Teaching and Learning will be held on **Tuesday 30 January 2018** at **2.00 pm** in **Committee Room 2**, **University Office**.

Miss Emma Hay, Administrative Officer
(extn. 3610; e-mail e.hay@abdn.ac.uk)

## AGENDA

## FOR DISCUSSION

**1.** **Approval of the minutes of the meeting held on 8 November 2017**     *(UCTL/300118/001)*

**2.** **Health & Safety**     *(Oral Update)*

**3.** **Update to Code of Practice on Student Discipline (Academic)**     *(UCTL/300118/002)*

The Committee is asked to **discuss** and, for its part, **approve** proposed changes to the Code of Practice on Student Discipline (Academic). The proposed change relates to the treatment of suspected offences of Plagiarism and how these are resolved at School level.

**4.** **Lecture Capture Policy**     *(UCTL/300118/003)*

The Committee is asked to **discuss** and, for its part, **approve**, the updated version of the proposed lecture capture policy and a draft supporting evidence paper.

**5.** **Online Education**

(i)     Online Admission Process and Academic Scrutiny     *(UCTL/300118/004a)*
(ii)    Short Course Approach and Maximum Period of Study     *(UCTL/300118/004b)*
(iii)   Minimum Course Information     *(UCTL/300118/004c)*

**6.** **ELIR Contextulisation**     *(UCTL/300118/005)*

The Committee is asked to **discuss** and, for its part, **approve** the proposed ELIR contextualisation.

**7.** **Update on the Enhanced Transcript**     *(UCTL/300118/006)*

The Committee is asked to **approve** the proposal that students recruited as Non-Medical Personal Assistants, who have met defined criteria (30 hours of support in any one academic year), to receive recognition for their role within the Enhanced Transcript under 'recognised activities' for the remainder of academic 2017/18, and continuing in academic year 2018-19.

**8.** **Date of Next Meeting**

The next meeting of the Committee will be held on Wednesday 28 March 2018 at 2pm, in Committee Room 2, University Office.

**9.**    **Items for Routine Approval – see below**

**10 .**    **Items for Information– see below/overleaf**

---

Any member of the Committee wishing an item for routine approval or for information to be brought forward for discussion may ask at the meeting for that to be done.  Any such item will be taken after item 1.

Declaration of interests: Any member and individual in attendance (including Officers) who has a clear interest in a matter on the agenda should declare that interest at the relevant meeting, whether or not that interest is already recorded in the Registry of Member's interests.

---

# 9.    FOR ROUTINE APPROVAL

**9.1**    **Omnibus Resolution**                                   *(UCTL/300118/007, to follow)*

The Committee is asked to approve, for its part, the draft Resolution Changes in 'Regulations for Various Degrees'.  The Resolution enacts changes in degree regulations recommended by the Quality Assurance Committee (QAC).

**9.2**    **Accessible and Inclusive Learning**                     *(UCTL/300118/008)*

The Committee is asked to **approve**, for its part, the proposed review of policies and practices for accessible and inclusive learning.

**9.3**    **Feedback Framework**                                   *(UCTL/300118/009)*

The Committee is asked to **approve**, for its part, the attached draft Institutional Framework for Feedback on Assessment prepared by the Feedback and Assessment Task Force.

**9.4**    **PGR Expectations**                                     *(UCTL/300118/011)*

The Committee is asked to **approve**, for its part, the attached paper on PGR Expectations.

# 10.    FOR INFORMATION

**10.1**    **Updates and Minutes from Sub-Committees**

    (i)   Quality Assurance                                      *(UCTL/300118/010a)*
    (ii)  Quality Assurance Committee Annual Report to the UCTL     *(UCTL/300118/010b)*
    (iii) Postgraduate Taught                                      *(UCTL/300118/010c)*
    (iv)  Undergraduate                                      *(UCTL/300118/010d, to follow)*

**10.2**    **Postgraduate Taught Student Experience**              *(Oral Update)*

**10.3**    **Update on the VLE Review and Implementation Project**    *(UCTL/300118/012)*

Members of the Committee are invited to note the proposed Exemplary Course Rubric adapted from Blackboard's original rubric for University use in identifying and disseminating good practice in exemplary course design. Members are invited to provide feedback to the implementation group.

**10.4    CPD Framework for Learning & Teaching: Update on Third Year of Operation**

*(UCTL/300118/013)*

The the Committee are invited to note the CPD Framework and its implications for staff.

**10.5    ELIR Update**                                                                                              *(UCTL/300118/014)*

Members of the Committee are invited to note the composition of the ELIR Review Panel and that a workshop will be held for ELIR Steering Group and ELIR School Contacts.

**10.6    Sector Updates**

The Committee are asked to note and disseminate as appropriate, the following recent sector updates:

(i)        Quality Assurance Agency Scotland Annual Report 2016-17

This report provides an overview of the QAA Scotland's work in 2016/17, covering highlights of review and enhancement activity, and its connection to the wider Quality Enhancement Framework.