Learning and Teaching Committee (LTC)
Minutes from the meeting held on
Monday 30 November 2020

Present
Professor Emma McCoy – Interim Vice-Provost (Education and Student Experience)– Chair
David Ashton – Academic Registrar
Dr Malcolm Edwards – Director of Strategic Planning
Michaela Flegrova – ICU Deputy President (Education)
Leila Guerra – Associate Dean of Programmes, Imperial College Business School
Professor Martyn Kingsbury – Director of Educational Development
Professor Omar Matar – Vice Dean (Education), Faculty of Engineering
Hailey Smith, Interim Head of Strategic Projects, Education Office
Professor Alan Spivey – Assistant Provost (Learning & Teaching)
Professor Richard Thompson – Vice Dean (Education), Faculty of Natural Sciences
Judith Webster – Director of Academic Quality and Standards

In attendance
Amy Huynh - Quality Assurance Administrator (Programme Development), observing
Amy Maddin - Education Evaluation Manager, Strategic Planning Division – Item 5
Men-Yeut Wong – Assistant Registrar (Programme Development), minute taking

Apologies
Mr Martin Lupton – Vice Dean (Education), Faculty of Medicine
Scott Tucker – Deputy Director (Academic Quality and Standards)
Professor Yun Xu – Director of the Graduate School

1.	**Welcome and Apologies**	
1.1	The Chair welcomed attendees. Apologies, as listed above, were noted.	
1.2	New members of the Committee were welcomed including the Interim Vice-Provost (Education and Student Experience) as the Chair, the ICU Deputy President (Education) and the Vice Dean (Education), Faculty of Natural Sciences.	
2.	**Minutes**	LTC.2020.01
2.1	The Committee confirmed the minutes from the previous meeting held on Thursday 4 June 2020 as an accurate record.	
3.	**Matters Arising**	
3.1	There were no matters arising not covered elsewhere on the agenda.	
4.	**Terms of Reference, Constitution and Membership for 2020/21**	LTC.2020.02
4.1	The Committee approved the Learning and Teaching Committee Terms of Reference, Constitution and Membership for 2020/21.	

| 4.2 | There were no changes to the Terms of Reference or Constitution and the Membership had been updated to reflect the new representatives. |

| **5.** | **Differential Outcomes Data** | LTC.2020.03 |

| 5.1 | The Committee welcomed the Education Evaluation Manager - Strategic Planning Division, who had been invited to present a demonstration and an introduction the Differential Outcomes App. Feedback had been taken from users of the Differential Outcomes Dashboard to improve the usability and to enhance the transparency of the methodology used, improvements have been made to enable more efficient updating of the data year on year. The purpose of the app is to facilitate the measuring and monitoring of the key outcomes, including those of regulatory importance, of sector interest and data for annual monitoring purposes (continuation, degree attainment and graduate destination). |

| 5.2 | It is hoped that the app would enhance the consideration of differential outcomes, rather than focussing on how the College or Faculty is performing overall. The app would present performance across student groups, which is currently of high importance, considering the recent consultation from the Office for Students making it clear that they would be monitoring across individual student groups and not benchmarking performance. Although the OfS have assured providers in good standing that they should meet the minimum baselines, the College should be aware of where its performance differs across the individual student groups. |

| 5.3 | The app contains mostly undergraduate data, postgraduate data us available in the graduate outcomes report only but postgraduate data could potentially be added in the future as a further integration. There are two versions of the app, one with rounded data and the other with unrounded data- both of which are the same in content and structure. The app presents five reports, Applicant Outcomes; Continuation; Degree Attainment; Graduate Outcomes (GOS); and Graduate Outcomes (DLHE). Each of the reports are set out in the same structure providing an introduction; report level filters; population demographics; performance overview; characteristics; and definition. |

| 5.4 | It was noted that the Degree Attainment report had recently been updated with 2019-20 data, from looking at the first class degree rate overview it was evident that this continued to increase and it is possible that this may have been due to the no detriment policy which came into effect towards the end of the last academic year. |

| 5.5 | Some differences were reported, students with a reported disability have not seen a year on year increase in first class degree rates; overseas (non-EU) students are consistently achieving a lower first class degree rate than their peers. With first class degree rates by sex across college, data presented showed that this was equitable but there was a slight disparity within the Faculty of Natural Sciences, with males showing a higher first class degree rate than females. These differences could provide the College an opportunity to explore the reason behind these trends. |

5.6 Availability of the app was discussed, and all Heads of Departments and Directors of Undergraduate Studies had been invited to access the app but there would be no restrictions for those requesting access to the app with rounded data.

5.7 Discussions around how users could consistently engage with the app and the data, it was suggested that the Differential Outcomes Data could be included as a standing agenda item at Departmental Teaching Committees to encourage more local conversations. With the Governance Review, it is anticipated that committees at all levels are to become more fluent with using, presenting and interpretating data so that there is a clear action plan how programme teams engage with the data such as annual monitoring.

5.8 Feasibility of postgraduate data being built into the app will be reviewed; it was acknowledged this this could be a difficult project to fulfil as the data is not uniformly collected across College.

5.9 The app is updated at three different points during the year feeding from three different data sources. It was suggested that with the review of how annual monitoring is conducted, departments could consider specific data at particular times of the year which would then be discussed at themed meetings during the year, rather than reviewing data retrospectively at the end of the academic year.

6. ICU NSS 2020 Response   LTC.2020.04

The Committee received the Imperial College Union response to the National Student Survey 2020

The ICU Deputy President (Education) reported that the ICU had worked with Departmental Representatives to develop departmental specific recommendations, where previously College level recommendations were not necessarily adopted at a department level.

Looking at the NSS score for the Union, the score had been the lowest score in the NSS at 54%, noting that this is in line with the sector. The free text section of the NSS does not encourage for comments about the Students Union which makes it difficult to evaluate what the issues are. The ICU are able to build on their evaluation from the SES which will allow the union to develop further recommendations.

The ICU have developed the following five College level recommendations:
1. Review aspects of the support offered to departments by the College
2. Review the management of staff at Imperial
3. Review student welfare support in departments
4. Develop and implement a policy on marking transparency in departments
5. Continue the work on student spaces around campus, including the work on the provision and parity of informal learning and social spaces

It was reported that the ICU are working with relevant staff members to action the recommendations above and are committed to ensure that discussions are ongoing to deliver the recommendations.

Departmental recommendations will be taken to Departmental Teaching Committees, with actions being overseen by the ICU working with the Departmental Representatives.

7.	**NSS/PTES Working Group**	LTC.2020.05

7.1 The Committee received an update from the NSS/PTES Working Group of the eight NSS key recommendations (2019 & 2020) that have been identified with the Education and Strategy Operations Group (ESOG) and its constituent sub-groups implementing the recommendations. The action plan will be a living document with regular updates of actions taken forward.

8.	**Programme Plan and Risk Log**	LTC.2020.06

8.1 The Committee noted activity progressing as normal, highlighting an area of concern with PGT Curriculum Review and departments reporting the increase of administrative work whilst accommodating changes to the current curriculum in response to Covid-19.

8.2 With the Risk Log there were no major changes to report but to note the encouraging increased interest and aptitude for innovations in pedagogy and learning technology due to experience of multimodal delivery due to Covid-19.

9. **Education Evaluation**

No update required

10. **Educational Research**

The Committee received a verbal update from the Director of CHERS around the increased interest of educational research due to Covid-19 focusing on teaching alternatives.

11. **Ed Tech Guild**

The Committee received a verbal update from the Assistant Provost (Learning & Teaching), noting that a policy around blended learning is in development. The Guild would be restructured to focus on further support for digital education

12. **I-Explore Module Innovation Group**

The Committee received a verbal update from the Assistant Provost (Learning & Teaching) noting the first iteration of students with 1,284 eligible students of which 74% were allocated their first-choice modules.

13. **Quality Assurance and Enhancement Committee**

The Committee received a verbal update from the Academic Registrar on the following items:
- introduction of a Fitness to Study Procedure and a revised Authorised Interruption of Studies Procedure
- Emergency Contact Policy
- Entry requirements

- Surveys- setting SOLE deadlines
- Upgrading the Academic Calendar
- Revised Major/Minor Modification date
- OfS Consultation

14.   **Any Other Business**

14.1   There was no other business to raise.

15.   **Meeting dates for 2020/21**

15.1   The Committee noted the following meeting date:
- 21 January 2021 (15:00-17:00)
- 25 February 2021 (15:00-17:00)
- 29 April 2021 (15:00-17:00)
- 27 May 2021 (15:00-17:00)