EDINBURGH NAPIER UNIVERSITY

PFAAF Project Meeting

Notes of the Meeting Held on Monday 20th March 2017, at 14.30 in 6.B.14 Sighthill

Present: F Smart (Convenor); M Foster; L Muir; M Carver; K Swanton; K Sambell; N Bruce; L McCarte (Clerk); C Chalmers; R Lannon, M Wood; R Mason; M Caddell; L Adamson.

Apologies: S Dawkes; R Subramani; M Khatri; S Nairn.

1. **Welcome, Introductions and Apologies**

   F Smart welcomed everyone to the meeting and apologies were noted as above.

2. **Notes from 21st February 2017 meeting, actions and matters arising**

   The notes of the last meeting were approved as an accurate record.

   K Swanton informed the meeting that due to various other meetings being held around assessment and feedback, no further communication had been sent with regard to the module descriptor as it was felt this may cause more confusion. Once the meetings had been held a decision would then be made regarding dissemination.

   K Swanton informed the meeting that once Assessment and Feedback Handbook had been finalised, the plan was to provide a definition on formative and summative assessment to the Regulations.

   It was noted that links to Heads of e-learning forum and Electronic Management of Assessment had been sent to members.

   A discussion was then held around the module descriptor pilot for new modules, programme reviews and programme scrutiny, it was noted that guidance was needed both at module and programme level.

   It was also noted that it was not compulsory for formative assessment embedded into every module in line with Programme Design Guidelines.

   The Convenor noted the Schools' concerns about a perceived increase in workload, however it was acknowledged that staff were already engaging in forms of formative assessment throughout the University and once the definition of formative assessment was defined within the Assessment and Feedback Handbook this would reduce the concerns which were raised.

3. Reports from Work Stream Leaders

3.1   Work Stream Updates

M Carver provided an update on each of the Work Streams through the most recent Project Highlight Report which was presented to ULT.

3.1.a Module Descriptor

K Swanton informed the meeting that the online aspect of the Work Stream had meant that work was still in progress. It was however noted that a meeting had been arranged with the Director of Information Services to look at the development of online systems in relation to the PFAAF project.

3.1. b Work Stream Two: Regulations and the Quality Framework

K Swanton informed the meeting that she was waiting for the work on Assessment and Feedback Handbook to be completed as the handbook directly links to amending the regulations. It was noted that the University's Regulations would be considered at the Quality and Standards meeting in April for 2017-8.

3.1.c Work Stream Three: Assessment and Feedback Practices

M Carver informed the meeting that the report had been sent to Vice Principal & Deputy Vice Chancellor and Dean of Learning and Teaching. It was agreed that the report would be sent to members of meeting to provide final comments and to ask members to provide recommendations on who the report should be sent to and whether more than one version of the report would be required depending on the audience.

3.1.d Work Stream Four: Training and Development

M Carver provided an update on staff engagement on the Staff Development Moodle site, it was noted that although the completion rate was currently 0.38%, members of group highlighted that there may be times where it would be more beneficial for staff to engage with the site such as preparing for programme review.

It was reiterated that the Schools should get in touch with M Carver if they wished for a workshop to be arrange to support engagement with the Staff Development Moodle Site.

3.1.e Work Stream Five - Assessment Handbook.

F Smart informed the meeting that the revised Assessment and Feedback Handbook would be a legacy of the project, but would be a living document and would continue to development after the project wrap-up. It was noted

that the Programme Design Guidelines needed to be used to help progress as programme-focus within the University.

K Sambell as the Work Stream Lead for the Assessment Handbook informed the meeting she would be working on the draft of the Assessment and Feedback Handbook which would include examples of good practice, codes of practices and embedding links to the University's Regulations.

It was noted that the last version of the Assessment Handbook was updated in October 2016 and M Carver would provide the tracked changed version to K Sambell. K Sambell informed the meeting that she would be liaising with different Schools to ensure that the handbook reflected the different disciplines within the University.

It was noted that the Assessment and Feedback Handbook should be helpful and not prescriptive, it was also suggested that colour coding may wished to be introduced to the handbook. Acknowledgement was made in terms of the different disciplines within the University and how the handbook would need to reflect different examples of practice.

It was highlighted that School of Arts and Creative Industries, School of Engineering and the Built Environment and the School of Computing to varying degrees have project-based assessments so already provide formative feedback as part of the assessment(s).

It was agreed that when revising the handbook consideration would be required as to who the audience of the handbook was and to consider what was required to be kept within the handbook and what could be linked outwith the handbook.

It was thought that the handbook could be used as an interactive dynamic tool to start conversations within the Schools. It was noted a decision would need to be made around medium of handbook and whether it may be worthwhile to include audio format examples.

Action: M Carver to provide K Sambell with the tracked changed version of the Assessment Handbook which was last updated in October 2016.

3.1.f Work Stream Six - Electronic Submission, Receipting and Feedback

M Caddell provided an update on the Work Stream, it was noted that a meeting with the VP, the Director of Information Services and Director of School Support Service and Academic Registrar, the Dean of Learning and Teaching, and the PFAAF project lead took place earlier that day. Further detail in respect of that meeting will be provided at the next meeting in April.

A discussion was then held around online marking and it was noted that no decision has made in terms of which tool(s) can or would be used.

4. Communication and Engagement Update

It was noted that the Dean was regularly having conversations with the School Deans and the Project Champions should use the list of the bullet point provided as a summary of the Project Team meeting to have conversations with their colleagues in their Schools.

5. Any Other Business

There was no additional business to be discussed.

6. Date and Time of Next Meeting

Wednesday 12th April at 10.30am in 6.B.30, Sighthill.