EDINBURGH NAPIER UNIVERSITY

PFAAF Project Meeting

Notes of the Meeting Held on Tuesday 21st February 2017, at 14.30 in 7.B.14 Sighthill

Present: M Foster; L Muir; S Nairn; M Carver; F Smart; K Swanton; S Nairn; K Sambell; N Bruce; L McCarte (Clerk); C Chalmers; S Dawkes.

Apologies: R Lannon, M Wood R Subramani; M Khatri; R Mason; L Adamson.

1. **Welcome, Introductions and Apologies**

   F Smart welcomed everyone to the meeting and introduced Martha Caddell who had recently joined the University and would be a member of the Project Team.

2. **Notes from 24th January 2017 meeting, actions and matters arising**

   It was noted that K Swanton had uploaded guidance and the template for new modules being developed within the Quality Framework page within the Staff Intranet.

   It was noted that K Swanton and S Nairn had yet to liaise with R Dunbar regarding the capabilities of the UDF screen in SITs.

   It was noted that members had provided feedback on the draft Programme Focused Approach to Assessment and Feedback and M Carver had added seeking of good practice to the recommendation of the report and would be discussed later in the agenda.

   It was noted that the action on members of the Project Team who have responsibility for teaching to ensure they complete the Moodle Course on Staff Development was ongoing.

   It was noted by N Bruce that going forward the University would have a system that would not allow users' passwords to expire and this would reduce the issue with External Examiners accessing Moodle at irregular periods.

3. **Reports from Work Stream Leaders**

   3.1 **Work Stream Updates**

   3.1.a **Module Descriptor**

   K Swanton asked for feedback from the Project Team regarding the new module template for new modules, it was noted that the School of Computing

and the Business School had not had issues with using the new template. It was however noted that there had been some confusion within the School of Applied Science and which version of the module descriptor template staff should be using. It was noted that that the definitive version of the module descriptor for existing modules were to be stored within e:vision (SITs).

Action: K Swanton to send resend previous communication about updating of modules and confirm process for existing modules which required amendments to the module descriptor.

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

It was noted that the regulations would be reviewed in time for the last Quality and Standards Meeting at the end of April and would contain sections both on formative and summative assessment. It was agreed that formative and summative definitions would need to be added to the regulations.

Action: K Swanton to ensure that a definition on formative and summative assessment is added to the regulations for 2017/8.

3.1.c Work Stream Three: Assessment and Feedback Practices

M Carver provided an update on the draft report and thanked member of the Project Team for their feedback which he was currently reflectively on. A discussion was then around the audience of the report and it was noted that in the first instance it was Vice Principal and the Dean of Learning and Teaching. It was agreed that the Dean of Learning and Teaching would be asked about the expectation of report and decision would then be made as to dissemination and the action required.

3.1.d Work Stream Four: Training and Development

It was noted that there was over 130 users now registered on the Moodle Site, it was felt that had been due to the providing leaflets at the Teaching Fellow Conference. It was also noted that students on the PG Cert in Learning, Teaching and Assessment had been using the site as part of their programme. It was noted that the clinics had been set up with the Business School to support colleagues with the Moodle course.

Decision: Schools to get in touch with M Carver if they wish to arrange a clinic for their school to support staff in the completion of the Staff Development Moodle site.

3.1.e Work Stream Five - Assessment Handbook.

F Smart provided an update on the revision to the Assessment Handbook which would be ready for the start of the new academic year. Consideration would be made on purpose of the handbook and would be the primary focus of the next meeting of the Project Team.

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

It was noted that a meeting had been arranged between with D Telford (Director of Information Services), S Logie (Director of School Support Service and Academic Registrar), M Carver (Research Assistant) and B Webster-Henderson (Dean of Learning and Teaching to consider the requirements of the Work Stream. N Bruce informed the Project Team of the Heads of eLearning Forum and Electronic Management of Assessment for consideration within Work Stream 6.

Action: N Bruce to send links on Heads of eLearning Forum and Electronic Management of Assessment to Clerk.

4. Communication and Engagement Update

It was noted that the Clerk had sent Bullet Points to the Project Champions, and going forward the Dean of Learning and Teaching would present the Bullet Points to the Deans' monthly meeting. It was also noted that the team would like to recruit more Project Champions to bring the project higher up on the agenda within the Schools.

5. Grow Our Academic Reputation Project Governance

The Project Team were presented with reports which had been presented to ULT and F Smart noted that all of the Work Streams were on track except for Work Stream 1 and Work Stream 6. It was noted that F Smart, M Carver, K Swanton and K Sambell had met with the Vice Principal to discuss the progress of the project.

6. Any Other Business

A discussion was held around the time taken to complete the Staff Development Moodle Site, it was noted that it was taking longer than the suggested 2-10 hours complete, however it was noted that time taken to complete would differ depending on prior experience of the individual.

7. Date and Time of Next Meeting

Monday 20th March at 2.30pm in 6.B.14, Sighthill.