

EDINBURGH NAPIER UNIVERSITY

PFAAF Project Meeting

Notes of the Meeting Held on 24th January 2017, at 10am in 5.B.14 Sighthill

Present: L Muir; S Nairn; M Carver; F Smart; K Swanton; S Nairn; K Sambell; Nico Bruce; P Harte; R Subramani; M Khatri; L McCarte (Clerk).

Apologies: C Chalmers; R Mason; S Dawkes; L Adamson; M Foster; M Wood
M MacLeod.

1. Introduction

F Smart welcomed everyone to the meeting and apologies were noted as above. It was noted that P Harte was in attending in place of M Foster.

2. Notes from 13th December 2016 meeting, actions and matters arising

The notes were agreed as an accurate subject to Work Stream 3 being titled as "Assessment and Feedback Practices" on page 2.

F Smart provided a flowchart and confirmation for the membership of the Project Team under action 1 of the previous notes (Item 2).

It was noted that action 2 of the previous notes (Item 3.4) would be discussed under item 3 of the agenda.

3. Reports from Work Stream Leaders

3.1 Work Stream Updates

3.1.a Module Descriptor

K Swanton informed the meeting that the paper that she was presenting on Work Stream 1 had been developed after liaising with B Webster-Henderson (Project Sponsor), F Smart (Project Lead), M Carver (Project Research Assistant), L McCarte (Project Administrator), S Nairn (School Support Service Enhancement Lead) and M Daly from the Student Systems Team.

The paper indicated that as pilot, new modules which were to be developed after 1st February would use an updated version of the Module Descriptor template. However, it was noted at this time that the addition of recording formative assessment would not currently be inputted into SITs / displayed within the module catalogue, as the Student Systems Team were currently working with Tribal (SITs Developer) however could not commit to a date as to when modification to SITs would be carried out to include data on formative assessment. It was highlighted that the fields noting being currently available to be entered into SITs was a risk that the Project Team need to be aware in terms of managing version control of approved modules.

It was noted that guidance notes would be updated to provide guidance to Module Teams on completing section 17a of the Module Descriptor in relation to formative assessment.

It was agreed that the pilot would run until April 2017 and would gauge whether further options would be required for Types of Formative Assessment being recorded.

It was noted that once the pilot had taken place Schools would have until April 2018 to update all existing modules which would be running in conjunction with the Timetabling project for the start of session 2018/9, however this was dependent on update to SITs being in place within this trimester.

It was highlighted that the Schools may already be developing new modules however there would be discretion for these module developments to continue with existing templates however it was noted that incorporation of additional data fields would need to be complied with by the April 2018 timeline. It was noted that it may be possible to use existing fields which are currently in SITs within the UDF screen for modular data to input the additional data on formative assessment. It was suggested that K Swanton and S Nairn investigate with R Dunbar in Information Systems Development.

It was agreed that it was up to the Schools to decide how they wished to proceed with the updating of existing modules and that support would be available from the Department of Learning and Teaching Enhancement through their School Representative and through the School Support Service.

Action (i): K Swanton to provide guidance notes and template for new modules being developed after 1st February to the Schools.

Action (ii): K Swanton and S Nairn to liaise with R Dunbar regarding the use of the UDF screen in relation to the recording of data on formative assessment within SITs.

Decision (i): Schools to start using the updated Module Descriptor template for new modules which are developed after the 1st February 2017.

Decision (ii): Schools to work to a deadline of April 2018 for all modules to be presented on the updated Module Descriptor template containing information on formative assessment.

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

It was noted that K Swanton was currently working on the updating of the Regulations in relation to work of the PFAAF project with B Webster-Henderson (Project Sponsor).

3.1.c Work Stream Three: Assessment and Feedback Practices

M Carver provided members with the draft report of the Programme Focused Approach to Assessment and Feedback and asked members to provide feedback by 7th February on the report in general and also on the recommendations of the report.

Members were asked for some initial comments on the recommendations:

Recommendation 1 & 2:

It was noted that M Khatri was working on workshop dates in relation to students' expectations for feedback and ensuring that students are aware of their responsibilities and thinking of feedback as a partnership.

Recommendation 8:

It was noted that recommendation 8 conflicts with the University's strategy to free up time for academics. A discussion was then held around level of feedback required noting that some staff provide feedback instantly depending on the type of assessments (presentations) however in other types of assessment such as exams working to two-week deadline to feedback to students due timing of Module Board is a harder deadline to work to. It was noted that a recommendation should be added in relation to seeking good practice.

Action (i): Members to provide feedback on the draft report of the Programme Focused Approach to Assessment and Feedback by the 7th February.

Action (ii): M Carver to add "seeking of good practice" to the recommendations of the report.

3.1.d Work Stream Four: Training and Development

F Smart asked that member of project team who have teaching responsibilities to ensure that they completed the training through Staff Development Moodle Site to encourage engagement with their fellow colleagues. It was noted that M Carver could provide group training if required.

Action: Members of the Project Team who have responsibility for teaching to ensure that the complete the Moodle course on Staff Development urgently.

3.1.e Work Stream Five - Assessment Handbook.

It was noted that Work Stream 5 – Assessment Handbook would be taken over by a member from the Department of Learning and Teaching Enhancement.

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

It was noted that Work Stream 6 would be taken over by a member from the Department of Learning and Teaching Enhancement. It was also noted that there had been issues with External Examiners accessing Moodle and this would be considered by the Work Stream due to irregularity of when they are engaging with Moodle.

Action: Work Stream 6 to investigate Moodle Access for External Examiners.

4. Communication and Engagement Update

F Smart informed the meeting that to ensure communication and updates from the PFAAF meetings were being disseminated to the Schools, notes of the meetings would continue to be added onto the Staff Intranet within the Department of Learning and Teaching Enhancement section.

It was however noted that in addition to notes, the Project Champions and Deans from each of the Schools would receive a bullet point document highlighting the main points that needed to be communicated back to the Schools.

A discussion was then held around Campus Conversations and it was agreed PFAAF should be added as a topic of discussion, it was also noted that topic could be added to School away day events.

F Smart informed the meeting that the Department of Learning and Teaching Enhancement would be meeting the Vice-Principal next week and would ensure that an update on PFAAF would be provided to him.

5. Date and Time of Next Meeting

Tuesday 21st February at 2.30pm in 7.B.14, Sighthill.