**2017 – 2022 Teaching and Learning Strategy**

**Faculty of Science LTA Plan 2018-2021**

The Faculty undertakes LTA activity in accord with the LJMU Learning, Teaching and Assessment Strategy (LTAS) 2017-2022. Our engagement with the Strategy is informed by a set of [ten principles](http://wowie.ljmu.ac.uk/FacultyLTA/Principles/Principles.htm) aligned around three interconnected themes.

* Cultivating student learning
* Nurturing and supporting staff
* Creating a fertile environment for enriching pedagogy

This plan recounts Faculty-wide activities only. Module/Programme-level activities are contained within the Enhancement and Development Plans of School Monitoring Reports and also contribute to the attainment of the identified institutional targets. Progress to Faculty targets is reported annually to FQAEC and FMT.

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| **Institutional Priority** | **Actions**  | **Targets** | **Commentary** |
| **Inspire Innovative and creative practice**Cultivating student learning | Total hours of contact time on Science UG Programmes to reflect Sector norms. | Hours to be at least equal to median hours of equivalent UK programmes, not normally exceeding the first quartile.  | Uses the ‘How much do we teach’ analyses provided by Academic Registry. |
|  | Provide hands-on opportunities for students to explore scientific scenarios. | At least 50% of contact time on UG STEM programmes to involve ‘hands on’ activities.  | Includes practicals, simulations, fieldwork and research projects. |
|  | Recognise the importance of the Personal Tutor role in student engagement. | Ten Personal Tutorial meeting per UG year, including at least two individual meetings. | Lowered in final year to reflect addition of student-research supervisor tutorials. |
|  | Provide clear information of staff availabilities for ad-hoc meetings. | Four hours of staff availability advertised per week via clip frame and/or SeeMyTutor. | All staff have an A4 clip frame next to their door. |

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| Nurturing and supporting staff | A catered practice exchange event (half-day), informed by outcomes of previous year’s teaching observation. | Average satisfaction from internal survey to remain at 100%. Average attendance to rise to 30, currently 9. | Funded by TLA. The event will take place in November Directed Study Week in 2018/19. Subject Leaders will be invited to promote its developmental nature. |
|  | Peer observation scheme in line with the 2015 scheme (2017-19) and revised scheme (2019-2022).  | Faculty participation rate to rise to 100%, currently 95%. All 3 Schools to record 100% participation, currently 1 of 3. | 10,000 words of comments returned in 109 forms in 2017/18 suggest the scheme is firmly embedded and supporting conversations.  |
|  | Informal observation scheme, ‘walkabout week.’ | Average of 30 staff to offer sessions for observation in walkabout week.  | Endorsed by FEC, approved by FMT. |
|  | UG Programme Leader, ADE, Director meetings. | Two meetings per programme per year.  | Outcomes and actions arising reported to FMT and FEC. |
|  | ADE, Director meetings. | Monthly meetings.  | Applies to ADQ/R/GE also. |
|  | UG Programme Leader away days to take place in September/June. | Average satisfaction from internal surveys to rise to 90%, currently 84% (Sept), 86% (June). | Funded by TLA. Staff value this informal networking opportunity and this year found sessions on Canvas and TEF to be most valuable. |
|  | Online education bulletins for PGT Programme Leaders circulated in September/June. | 90% of PGT Programme Leaders to access the bulletins. | Google Analytics used to determine visitor numbers. |
|  | Daily drop-in sessions at 2pm in week zero to promote use of Meetoo: Meetoo@2 | 15 staff to attend each Meetoo week. Use of Meetoo by 90% of attendees in following year.  | The emphasis will be attracting new users using techniques requiring minimal preparation.  |
| Creating a fertile environment for enriching pedagogy | Each School to host one/ two Research and Practice (RAP) in HE seminars per year. | Average School RAP attendance to rise to 40, currently 31. | Funding for School RAPs from TLA. One School RAP should be suited to a LJMU audience. |
|  | A catered lunchtime social event each May for LJMU L&T Conference registration.  | Average registered SCS delegates to rise to 70, currently 57. | Funding for T&L Conference Social from Faculty of Science. |
|  | Publication of bimonthly online Faculty LTA newsletter, Abstract. | Visitors to Abstract web pages to average at least 50% of SCS academic staff 2018-22. | Google Analytics used for the first time in 2018/19 to determine visitor numbers. |
|  | Training videos for Learning Technologies.2018/19 WebPA, Meetoo v2 2019/20 and 2020/21 TBC | Resources contextualised for use within Science. 50 viewings of each Panopto-created video during the year following publication. | The Meetoo v1 training video, had 55 views in 2017/18. |
|  | Identify issues with classrooms and AV through teaching observation scheme. | Annual reporting to Professional Teams. | Not an optimal mechanism as not all rooms are involved. |
|  |  | NSS scores CAH Level 3 TEF (Subject Groups) Teaching on my course, Academic Support and Assessment and Feedback 2% above sector Average PTES Teaching and Learning School/Department Score 2% above sector mean. Module evaluation: satisfaction averages 80% | Institutional targets for key teaching-practice metrics. |
| **Enhance student employability through curriculum and civic engagement**Cultivating student learning | Minimum expectations for employability content:* Career/study-planning
* Selection methods
* CV reviews and mock interviews
* Active monitoring of employer event attendance

Careers Advisors are developing support materials for personal tutors. | Audit of activity to confirm minimum expectations are being met. | Agreed by FMT following consultation with Programme Leaders at June away day 2018. Starts 2018/19. |
|  | Increased engagement of students on placements on programmes e.g. with sandwich modes.  | Early interventions of PLSU in all programmes with a sandwich/placement option to increase student engagement with work-related learning. |  |
|  | Supporting leadership, team working, communication, problem solving, initiative and innovation, commercial awareness and project management skills. | Pilot of Placement Learning Support Unit (PLSU) ‘steps to success’ programme within the BSc Biochemistry, provided at different points to dovetail with subject content. |  |
|  |  | DLHE outcomes CAH Level 3 TEF (Subject Groups) 2% above sector average. | Institutional targets for key employability metrics. |

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| **Faculty Priority** | **Actions**  | **Target** | **Commentary** |
| **Encourage participation, collaboration and partnership**Cultivating student learning | Annual provision of ca.1600 programme-specific academic diaries to all Level 3 and 4 students.* Enhanced guidance over distribution of diaries.
* Incorporation of a quiz, to encourage read-throughs.
 | Internal annual survey to find diary use ‘sometimes or more’ to rise to 60%, currently 40%. | The internal annual survey found diary use is correlated with a range of positive sentiments about the first-year experience, notably the perceived suitability of the timetable. |
|  | Student photos provided for automatic incorporation within Outlook. | 25% of SCS staff accessing the program. | Google Analytics used to determine usage. |
|  | Annual printing of student names on lab coats, in collaboration with SCS Technical staff. | 70% of L3/4 students having their name printed on lab coat. |  |
|  | Transport of Faculty Nexus Pads to and from survey-completion sessions to be formalised. Includes module evaluation, NSS, UKES. | Average module evaluation response rate to exceed 50%, currently 26%.  | Currently, academic staff are responsible for booking, collection and return of pads to the Byrom St IT helpdesk. |
|  |  | Mean Level 4 retention to surpass 90%. | Institutional target for retention. |
| **Faculty PTES Action Planning** | PTES received annually at FEC and Faculty-level actions agreed. | Recorded in year-specific activities, Appendix 1. |  |
| **Cultivate research-informed curricula**Creating a fertile environment for enriching pedagogy | Faculty fund established to support staff attendance at pedagogic research conferences/events. | Seven distinct events attended through this funding stream per year. | £5K Funding agreed by FMT. Applicants would draft a short report for publication to the Faculty LTA website, linked from the LTA newsletter. |
|  | SCS Pedagogic Research Group continues. Chair, Becky Murphy (from Aug 2018). | Four meetings per year. | Supported by Faculty funding. |

Phil Denton, Associate Dean (Education)

Plan endorsed FEC 12/9/18, FMT 3/10/18, Approved Education Committee 10/10/18

Faculty PTES action planning: Updated FEC, 21/11/18

**Review of Faculty LTA Activity: 2017-18 Plan**

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| **Activity**  | **Target** | **Outcome** |  |
| Contact hours reflect Sector norms | At least equal to median hours | Achieved based on last audit (Jul 2017) |  |
| Hands-on opportunities for learning | 50% of contact hours | Measurement device in development | - |
| Personal Tutor role | Ten personal tutorials per year | Attained (FMT minutes) |  |
| Staff availability for ad-hoc meetings | Four hours per week | Measurement device in development | - |
| Catered practice exchange | 30 staff attend, 90% satisfaction. | [Event occurred](http://wowie.ljmu.ac.uk/FacultyLTA/stapes20170914.htm). 9 staff attend, 100% satisfied |  |
| Teaching observation scheme | 100% Participation | [SCS 95%](http://wowie.ljmu.ac.uk/FacultyLTA/actionplansandreports/201718%20Teaching%20Observation%20Scheme%20Report.docx) [NSP 91%, PBS 97%, SPS 100%] |  |
| UG PL, ADE, Director meetings. | Two annual meetings  | 91% completed |  |
| ADE, Director meetings. | Monthly meetings.  | [Occurred](http://wowie.ljmu.ac.uk/FacultyLTA/Actionplansandreports/201718meetingswithPLDirector.docx) |  |
| Programme Leader awaydays | Two UG and one PGT. | [Complete](http://wowie.ljmu.ac.uk/FacultyLTA/PLAD/PLAD.htm) |  |
| School RAP seminars, funded by TLA | Two seminars per school | One seminar per School [NSP](http://wowie.ljmu.ac.uk/FacultyLTA/Resources/AO/Twitter.htm), [PBS](http://wowie.ljmu.ac.uk/FacultyLTA/Resources/AO/Twitter.htm), [SPS](http://wowie.ljmu.ac.uk/FacultyLTA/goodpracticesharing/Mental%20Toughness%20in%20young%20people.pdf) |  |
| Engagement with L&T Conference | Registration lunch: 60 delegates | Lunch occurred. 57 delegates registered. |  |
| Publication of Faculty LTA newsletter | Publication bimonthly | [Complete](http://wowie.ljmu.ac.uk/FacultyLTA/LTA%20updates.htm) |  |
| Programme-branded academic diaries  | Provide to all Level 3 and 4 students | [Complete](http://wowie.ljmu.ac.uk/FacultyLTA/resources/academicdiaries.htm) |  |
| Student-name lab-coat printing service | Create video training resource  | [Complete](https://youtu.be/GwMXtW8lVfQ) |  |
| Support use of Meetoo | Create video training resource  | [Complete](https://ljmu.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=2e2f16b4-4065-41ca-9afb-5858ce9138e2) |  |
| Support use of Panopto | Create video training resource  | [Complete](https://www.youtube.com/watch?v=7lPB3amsiGo&feature=youtu.be) |  |
| Identify space issues via obs. scheme | Issues reported to estates etc  | [Complete](http://wowie.ljmu.ac.uk/FacultyLTA/actionplansandreports/201718%20Teaching%20Observation%20Scheme%20Report.docx) |  |
| Coordinate pedagogic research | Four FPRG meetings per year | Two meetings held.  |  |
| Supporting employability | PLSU early interventions | Occurred on 3 out of 5 programmes: Prioritised by need, reliant on cooperation. |  |
| Student photos in Outlook | 2017 entrants available | Delayed but [occurred](http://wowie.ljmu.ac.uk/FacultyLTA/msoffice/msoffice.htm) |  |

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| New signage for Byrom St IT suites | PC utilisation to increase by 20% | [Occurred](http://wowie.ljmu.ac.uk/FacultyLTA/LTAUpdates/ABS180118.htm). PC utilisation increased 14% |  |
| Virtual Collaborative space | Set-up on SCS Nexus pads | [Occurred](http://wowie.ljmu.ac.uk/FacultyLTA/LTAUpdates/ABS230418.htm) |  |
| Support Programme Leader role | Programme Leader resource area on Faculty LTA website | [UG](http://wowie.ljmu.ac.uk/FacultyLTA/Resources/UG%20Programme%20Leader%20resources.htm) and [PG](http://wowie.ljmu.ac.uk/FacultyLTA/Resources/PG%20Programme%20Leader%20resources.htm) Complete |  |
| Supporting students’ studies | PH Holt bursaries to be allocated | £10000 distributed |  |

Endorsed FQAEC 26/9/18