



Royal Conservatoire
of Scotland

Technology Enhanced Learning Forum (TELF)
2-4pm on Tuesday 2 October 2019
in the RCS Board Room

- Present** Josh Armstrong, Options Manager
Dr Lois Fitch, Assistant Principal (Chair)
Laura Bissell, Lecturer in Contemporary Performance Practice
Colin Broom, Jazz Coordinator
Caroline Cochrane, Head of Information Services
Louisa Ross, Lecturer in Modern Ballet
Steven Dunn, Learning Technologist
Claire Hibberd, Lecturer in Sound
Jamie Mackay, Head of PG Learning & Teaching Programmes
Yvonne McLellan, WACI Coordinator
Gavin Rizza, Digital Film and Television Tutor
Professor Aaron Shorr, Head of Keyboard
Aidan Teplitzky, SU Vice President
- Apologies** Lydia Demaison, Deputy Director of Human Resources
Matthew McAllister, Lecturer in Guitar
Alistair MacDonald, Lecturer in Creative and Contextual Studies
Hilary Jones, Lecturer, Voice
Jesse Paul, Fair Access Manager
- In attendance** Dee McCrory (Secretary)

1. Welcome and Apologies

New members were welcomed to their first meeting and apologies were noted.

2. Previous minute and matters arising

The minute was amended in respect of those present and was otherwise accepted as a confirmed record of the previous meeting.

The Convenor thanked members for the presentation ideas put forward for the Learning and Teaching Conference in September and the Head of Postgraduate Learning and Teaching Programmes for the careful organising and stewardship of the event.

It was confirmed that Clare Hibberd and Alistair MacDonald would give a presentation at the January meeting on Shared Resources. More ideas for best practice sharing presentations, particularly involving Film, Production, Dance and departments based at Wallace Studios, would be welcomed.

Members were encouraged to use the Forum to explore ideas and discussions begun through participation in the the Learning and Teaching Conference more. The SU Vice Principal was urged to promote student presentations to the Forum in order to capture the student view of the institution's current provision, what they enjoy, what they would like more of and what engagement with technologies brings to their learning experience.

The Convenor reported that the idea of scheduling a Strategic Plan element to the Conference had been discussed but it had not been possible to accommodate it in the time allowed.

3. Initial results on Digital Insights Survey

The Head of Information Services presented the [initial findings](#) of the JISC Digital Insights Survey Project conducted with staff. It was noted that this presentation had been given as part of the Learning and Teaching Conference and a fuller analysis of the data would be produced for consideration around Easter, alongside results from the student project in November.

It was noted that there were 116 responses to the survey and this was comprised of 67 from teaching and 49 professional services staff. The Head of Information Services highlighted the following pertinent points and noted members observations:

- 50% of staff considered themselves early adopters of new technology. *This was considered to be quite high*
- 42% of responders would most likely use online videos and resources for support and only 25% get help from support staff
- 38.5% of staff rely on the VLE for their teaching. *An audit of courses with a presence on Moodle would be undertaken as part of the priority action plan so that support can be targeted where it is needed*
- 51% of staff felt that it was easy to design and organise course material. *The survey had been conducted before Moodle was revised and it was hoped this had addressed issues and improved the experience*
- 78% rated the quality of digital provision as adequate to best imaginable. *It was noted that RCS responders were within the upper level of the national average which was 86%*
- 67% of staff responders would like to see more use of digital technologies in their teaching practice. *This clear indicator is just above the national average (62%) and the IT department would like to explore what tutors and students actually want*
- 13% of staff agreed that RCS provides guidance about the digital skills they were expected to have as a teacher so 86% either disagree or are neutral about this statement. *The Forum agreed that the response to this question should be used to inform recruitment and appointment processes in terms of job description design, identifying a baseline expectation of skills set on application and how they can be best demonstrated using the expertise of in-house subject specialists. It was suggested that the institution should differentiate between what digital skills are required pedagogically, skills that are needed to carry the specific role and those that are considered desirable or a related to a particular area of interest which reflects strategic thinking. The Convenor would progress this work in*

consultation with the HR department.

- Only 15% agree that RCS provide regular opportunities to develop digital skills. *Members hoped that the remit of this Forum will address the views of the remaining responders*
- Only 13% of staff felt that RCS provides time and support to innovate. *Whilst it was reported that this was in line with the national average, the Convenor commented that this was disappointing but not surprising and merely highlighted the time pressures and scheduling difficulties staff faced.*

In conclusion, the Head of Information Services presented a selection of responses to the open comment question on what one thing the organisation should do or do better to support digital teaching practice.

The Forum was reminded that the student survey would run in November and that the raw data would be available a few months later. The Students' Union Vice President was asked to promote the survey and advocate for responses to encourage good participation.

4.

LTC19 outcomes presentation

The Head of Postgraduate Learning and Teaching programmes gave a presentation on the main outcomes of this year's conference drawn from a review of the open space discussion points and the impact of these on the TELF priorities and action plan.

Asked to vote for what they thought should be prioritised participant responses were categorised as follows:

- hardware;
- systems (digital estate);
- restriction (wanted less technology, e.g. quiet space without mobile phones etc.);
- archiving of films and other cultural materials;
- training;
- access (predominantly about the space where technology is);
- consultation (the perception that specialist knowledge is not always capitalised on e.g. before a room move is made)
- partnerships;
- recording (GDPR);
- inclusivity;
- strategy.

It was noted and agreed that system comments related to the digital estate and relationships between RCS systems which fell out with the remit and scope of this Forum. The Convenor undertook to address this feedback separately in consultation with the Director of Finance and Estates.

The presentation highlighted the categories with the highest number of votes which prompted the following discussion and observations.

The Forum was supportive of the proposal that the Conservatoire could benefit from

the RSNO upgrade project by adding camera equipment to the current leasing deal. The Head of Information Services suggested that there may be sufficient buy in from colleagues to revisit submitting a CapEx bid for an integrated streaming and archiving system and it would be timely to consider this to meet the next application deadline. The desirability of this suggestion was noted and it was left with the Head of Information Services to continue further internal discussions for now.

It was confirmed that the new form for academic technology proposals had been circulated to the Schools of Music and DDPF ahead of their August planning meetings to encourage applications for the Forum's consideration. Confirming that that this form could be used to submit bids to address strategic priorities, the Head of Information Services acknowledged that the previous circulation should have included the Directorate of Fair Access and this would be rectified after the meeting.

The Digital Film and Television Tutor agreed to explore other possible leasing arrangements, in consultation with the Principal and Director of Finance and Estates, which would allow the institution to equip smaller spaces such as ballet studios more cost effectively.

The Forum noted that further work was required to strengthen connections between IT Support and the AV and Venue departments to address staff confidence that technology will work when they move rooms.

The Head of Information Services commented that filming for learning and teaching purposes would be more likely to raise issues relating to copyright than from a GDPR perspective since this permission is confirmed through matriculation.

The Head of Postgraduate Learning and Teaching programmes clarified that partnerships comments were predominantly concerned with continuing the discussions about developing gaming opportunities. The highest scoring areas and therefore suggested priorities areas from participant responses were as follows:

- to create a bank of dance films that students can access on Moodle to help in review and assessment preparation (16 votes)
- to integrate AV/Venues kit on the booking system (9 votes)
- Resources- to provide access to voice studios space for backing tracks for voice actor training for films/ games etc. (9 votes)

The Convenor commented that there would be merit in allocating time in the next meeting to discuss the strategic vision and produce a collective view from this Forum on how technology could be harnessed to address what members think digital technologies and enhanced learning should look like.

Members were keen to ensure that the specificity of face-to-face teaching is not lost. The Head of Postgraduate Learning and Teaching programmes pointed out that colleagues in his department were already delivering blended-delivery programmes and learning from the experience but that this needed a realistic appraisal because there was still an impact on space and resources despite the fact that students are not physically present.

It was agreed that technology could not be regarded as the starting point and that the focus must be on the pedagogical imperative to deliver excellence in teaching. The institution could then focus on how to achieve it. The Convenor proposed that the Forum should try to establish key areas to be explored in future meetings such as hardware needs and the acquisition of appropriate skills.

The Forum reiterated the belief, voiced at its meeting in June, that it would be helpful to give Governors an insight in the Forum's business and have the opportunity to involve the Board in these discussions. The Convenor would work with the Head of Information Services and Secretary to the Forum to progress plans to invite members of the Board of Governors to attend a future meeting.

5. TELF Action Plan V1.4

The Forum received and considered the technology enhanced learning priorities and action plan and noted updates made since the last meeting.

The Head of Information Services highlighted that a number of the identified actions had emerged from participation in ELIR4 and progress updates had been provided for the recently submitted ELIR Follow-up report. Further revisions may be necessary following the Learning and Teaching Conference. The Head of Information Services would work with the Head of Postgraduate Learning and Teaching programmes to review the conference outcomes and collate the information around associated key themes. Updates from members on areas of the plan they had knowledge of was welcomed to inform this work.

The Learning Technologist confirmed that Moodle support materials had been produced for staff and students and that he had offered to work with staff to improve the look and functionality of existing high-use module pages. As an extension of this work the Learning technologist, Lecturer in Contemporary Performance Practice, Jazz Coordinator and Options Manager agreed to work together to review the Integrated Music Studies and Learning to Collaborate modules with the same aim.

6. AOCB

January meeting date change

The Convenor reported that strategic plan writing would begin soon and the vision and mission statement would need to be confirmed around January/February for rollout in September 2020.

It was noted that this timeline would require the next meeting to be moved from 29th to 21st January to facilitate input from the Head of Information Services to this work. As this meeting would have a focus on strategic vision the Principal and Governors would be invited to attend.

7. Meeting Dates 2019-20:

- Tuesday 21 January 2020, 2-4pm
- Wednesday 8 April 2020, 2-4pm
- Wednesday 10 June 2020, 2-4pm

Actions Arising

Item no.	Person (s)	Action	By when	Update (21/1/20)
2	All	Ideas for best practice sharing presentations to be directed to the Head of Information Services or the Quality Assurance Manager	ongoing	Keep on agenda
2	SU Vice President	to promote student presentations to the Forum	Immediately and ongoing	
3	Assistant Principal	To progress work to use responses to the survey to enhance recruitment and appointment processes in consultation with HR department	Immediately	Not yet progressed. Keep on the agenda
3	SU Vice President	To promote the JISC Digital Insights Survey for students and encourage responses	Following survey launch in November	
4	Assistant Principal	To address LTC19 feedback on the digital estate and relationship between RCS systems in consultation with the Director of Finance and Estates	immediately	Being address as part of LTC follow-up
4	Digital Film and Television Tutor	To explore other possible leasing arrangements to equip smaller spaces such as ballet studios in consultation with the Principal and Director of Finance and Estates	immediately	Keep on agenda
4	Secretary to the Forum	To allocate time on the next agenda to discuss the strategic vision	immediately	completed
4	All	To establish key areas for further discussion at future meetings	immediately	Members invited to forward suggestions to AP, HoIS or S
4/6	Assistant Principal	to invite the Principal and members of the Board of Governors to attend the next meeting	immediately	To be progressed
5	Head of Information Services/Head of PG L&T Programmes	To review and collate the LTC19 outcomes around associated themes	immediately	Completed This information has been added to the action plan which will inform the

				Strategic Plan and associated operational plans
5	Learning Technologist/ Lecturer in CPP/ Jazz Coordinator/ Options Manager	to improve the look and functionality of the Integrated Music Studies and Learning to Collaborate module pages on Moodle	immediately	Work is progressing and will be conducted through the usual module modification process
6	Secretary to the Forum	To reschedule the January meeting	immediately	completed