Royal Conservatoire
of Scotland

Technology Enhanced Learning Forum (TELF)
Tuesday 4 June 2019

Present	Dr Lois Fitch, Assistant Principal (Chair)
	Colin Broom, Jazz Coordinator
	Caroline Cochrane, Head of Information Services
	Alan Costello, Programme Co-ordinator MMus Pianist for Dance/Accompanist (deputising for Louisa Ross)
	John De Simone, Lecturer in Research and CCS
	Hilary Jones, Lecturer, Voice
	Jamie Mackay, Head of PG Learning & Teaching Programmes
	Professor Aaron Shorr, Head of Keyboard
	Aidan Teplitzky, SU Vice President
Apologies	Lydia Demaison, Deputy Director of Human Resources
	Steven Dunn, Learning Technologist
	Matthew McAllister, Lecturer in Guitar
	Yvonne McLellan, Widening Access to the Creative industries Coordinator
	Jesse Paul, Fair Access Manager
	Louisa Ross, Lecturer in Modern Ballet
	Marlisa Ross, Programmes Development Manager
In attendance	Michelle Crowther, Information Compliance Administrator

1. **Welcome and Apologies**
   The members were welcomed to the meeting and apologies were noted.

2. **Previous Minutes and Matters Arising**
   Members were reminded of the discussion which followed the demonstration of broadcast quality camera equipment in the Stevenson Hall after the previous meeting and the suggestion that the institution should consider installing permanent cameras in the New Athenaeum Theatre for School of Drama performances. The Forum was happy to support this proposal and agreed that this should be included minute. With that amendment, the minute of the meeting held on 23 April 2019 was confirmed as accurate.

   Matters Arising
   The Convenor reiterated the invitation to put forward suggestions for best practice sharing presentations to future meetings.

3. **Update on Digital Insights Survey and Records Management Project**

The Head of Information Services reported that the Staff Digital Insights Survey would be launched the following day and all were encouraged to participate. It was noted that the timing of the launch coincided with the Professional Services Survey which had already been circulated. The Head of Information Services explained that the Digital Insights Survey was specifically concerned with collating data on the digital experience and would provide a steer on how staff use technology, how it affected their professional practice and how the institution could more appropriately target resources.

The Information Compliance Administrator was welcomed to the meeting. It was reported that the scope of the Information Compliance Administrator role had been widened to include other compliance areas and members were given an overview of an [Online Document Management (ODM) Project flowchart](#) which visualised the outcome of initial meetings held with colleagues to set out current document management difficulties staff had experienced in the form of a mind map from the user and RCS perspective. It was clarified that the project was concerned with all staff-produced documentation and did not include student assessments or submission uploads. Members were invited to put forward their own ideas of what should be included and offer guidance on what the institution should be mindful of as the research stage of the project progressed. The following observations were made:

- Guard against using language and terminology unfamiliar to students
- Think about accessibility and pull requirements from individual learning agreements to ensure that information is available in alternative formats
- Document language should be as precise and user-friendly as possible
- Deduplication should be encouraged

The Convenor highlighted that version control was made more difficult when multiple users worked on different computer platforms, e.g. Windows and MAC.

It was noted that no timescale or budget had been allocated to this project and the Information Compliance Administrator would prioritise piloting the most wide-reaching documents such as student handbooks and the Regulations, Codes of Procedure and General Rules. The Forum was encouraged to forward further thoughts or suggestion directly to the Information Compliance Administrator.

4. **TELF Priorities and Action Plan Update**
The Forum considered each of the priorities identified within the Action Plan in turn, and noted updates.

An update on plans for this year's Learning and Teaching Conference was presented by the Head of PG Learning and Teaching Programmes. There would be a focus on learning technologies from an internal and external perspective and members were invited to forward suggestions of potential presenters and key speakers to the Head of PG Learning and Teaching Programmes directly.

Members proposed that potential contributors could include a member of the Learning and Teaching Academy at the University of the Highlands and Island and RCS graduate composer and visual designer Martin Keary. The Head of PG Learning and Teaching Programmes welcomed these suggestions and agreed to explore other

graduate possibilities. Conference content suggestions included:

- demonstrations of the IOS Design GUIR project
- AR/VR exploration into crime scenes by the University of Strathclyde
- Film and Production uses
- Education and school contexts
- Digital media
- Contributions from the RCS research community
- Use of Sibelius – session could explore the spectrum of ability the institution had to cater for and provide some CPD workshops at both beginner and advanced levels
- Navigation of cyber security issues

The Convenor noted that RCS were hosting a CUK event in October which could be used to signpost relevant presentations not accommodated in the Learning and Teaching Conference.

The Head of PG Learning and Teaching Programmes confirmed the Conference format of five parallel session with one repeat each day. Keynotes and creative conversations would be scheduled on Day 2. The content for Day 3 was still to be confirmed and the Convenor offered to speak to the Principal about the potential for a Strategic Plan element to the Conference. Members noted that it was hoped to have some space too on Day 3 to schedule some open sessions so that colleagues could explore what's been presented in the first two days in more depth.

The Forum discussed resource issues relating to providing the training that the industry expects students to have in each discipline. The Convenor reported that there was no specific budget allocated to the development and implementation of these ideas but it was agreed that the Forum had a role to play in highlighting where there may be gaps in terms of student learning which would address industry needs and in articulating this vision through strategic planning in order to inform where investment is needed and explore potential avenues for generating external funding.

The following ideas would be explored further:

- delivering staff sharing-practice sessions on topics such as Pro Tools
- packaging online instructional tutorials for external delivery
- making pre-existing online tutorials on YouTube accessible via the Portal
- introducing a student mentorship scheme to provide drop-in sessions for sharing expertise
- invite proposals for seed projects for funding, such as commercialising the current streaming service
- approaching gaming organisations to explore how developing technologies such as CGI, virtual and augmented reality can be built into the curriculum

The Forum was advised that, although the submission deadline had passed for this year, future plans could be the subject of a Capital Expenditure bid and Directors would be asked to use the Joint Planning days over the summer to gather information from Management Teams to feed into the institution's strategic planning. The Head of

Information Services would produce and circulate a template based on the CapEx form which the Directors would be asked to use to collate this information.

Members were asked to consider how this Forum could be most impactful and were encouraged to use their membership as a means of providing the Board of Governors with an inventory for investment and a steer for enhancing provision driven by staff knowledge of the training students need now and what the industry will expect of them post-graduation.

It was agreed that the Forum membership should be expanded to include BA Performance representation.

5. **Developing our Strategic Plan Presentation**
The Convenor provided an update on current thinking about the development of the new Strategic Plan. It was noted that the Strategic Plan has historically been written for 5-year periods and that this was now considered too limiting and it had been proposed that the RCS would project further in terms of its future planning to provide the space for a more aspirational long-term vision which would align with Scottish Government policies and strategies designed to run until 2030.

Members noted the areas of focus for the Board of Governors in the current plan were:

- How do we know we are as good as we say we are?
- Technology and how it enhances the learner experience and stimulates change in the industry to future-proof graduates
- Sustainability and how it infuses into our practices

The Forum agreed that technology should be integral to a comprehensive Learning and Teaching Strategy rather than a standalone element of the strategic plan. The Convenor suggested that developing the new plan would give RCS the opportunity to explore its place in the nation, what that means and how the institution can make the most meaningful impact.

The institution would use the plan to be proactive about how it invests in technology and this would become a standing item on the agenda from next session.

It was proposed that there was scope to develop in-house solutions to some challenges such as identifying where the institution could create the capacity for colleagues to work together.

RCS Governors would be invited to attend any strategic plan sessions planned for the Learning and Teaching Conference where the use of technology in the RCS and the industry can be contextualised.

The outlined proposals for the new strategic plan were welcomed and members were encouraged to support and promote this work which will implement enhancements that will benefit all.

6. **AOCB**

There was no further business raised.

7. Meeting Dates 2019-20

- Wednesday 2 October, 2-4pm
- Wednesday 29 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
1	All	Suggestions for best practice sharing presentations are to be provided to either the Head of Information Services or the Administrator (Quality Assurance)	ongoing
2	All	to forward suggestions of potential presenters and key speakers for the Learning and Teaching Conference to the Head of PG Learning and Teaching Programmes	immediately
3	Assistant Principal	to consult with the Principal about the potential for a Strategic Plan element to Day 3 of the Conference	immediately
4	Assistant Principal	Directors would be asked to use the Joint Planning days over the summer to gather information from Management Teams to feed into the institution's strategic planning.	Immediately
5	Head of Information Services	The Head of Information Services would produce and circulate a template based on the CapEx form to Directors	immediately
6	Administrator (Quality Assurance)	to expand the Forum membership to include BA Performance representation	immediately
7	Administrator (Quality Assurance)	to add Strategic Plan as a standing item for future agendas	immediately
8	Assistant Principal	To invite RCS Governors to attend any strategic plan sessions planned for the Learning and Teaching Conference	immediately