

UNIVERSITY OF WARWICK		
LEARNING AND TEACHING SUBCOMMITTEE		
MINUTES OF THE MEETING HELD ON TUESDAY 18 FEBRUARY 2025		
Present	Professor Lorenzo Frigerio	Pro-Vice Chancellor (Education) (Chair)
	Muneeba Amjad	Students' Union Vice-President (Education)) (Student Co-Chair)
	Professor Jane Bryan	School of Law
	Dr Thomas Crowther	Director of Education, Philosophy
	Dan Derricott	Director of Education Policy and Quality
	Dr Atisha Ghosh	Department of Economics
	Professor Letizia Gramaglia	Head of Academic Development Centre
	Dr Gemma Gray	Department of Psychology
	Dr Marta Guerriero	Faculty Deputy Chair (Education) (Arts)
	Dr Sam Hardy	Director of Flexible and Online Learning
	Dr Jess Humphreys	Director, Warwick International Higher Education Academy
	Dr Joanne Lee	School of Modern Languages and Cultures
	Dr David Lees	Dean of Students
	Professor Debbi Marais	Warwick Medical School
	Dr Simon Peplow	Department of History
	Dr Martyn Parker	Department of Statistics
	Professor Elena Riva	Head of Department, Institute for Advanced Teaching and Learning
Alijah Taha	Students' Union Vice-President (Postgraduate)	
Attending	Dr Freeha Azmat	Warwick Manufacturing Group
	Russell Boyatt	Enterprise Architecture and Innovation Director, Information and Digital Group
	Lee Griffin	Academic Director (Postgraduate Taught)
	Helen Hotten	Policy Advisor (Assessment and Regulations), Education Policy and Quality (Assistant Secretary)
	Jess O'Brien	Market Research Manager, Market Research & Insight Team
	Matt Street	Head of Digital Learning
	Lizzie Vinton	Head of Curriculum Management, Education Policy and Quality (Secretary)
Ref	Item	
007	<p>Apologies for absence</p> <p>Apologies were received from Dr Heidi Ashton (Director of Education, SCAPVC), Professor Dan Branch (Department of History), Dr Emily Davies (Centre for Teacher Education), Rakesh Elamaram (Postgraduate Student representative), Sofia Fernandes (Associate Director and Head of Research and Academic Services, Library), Professor Rebecca Freeman (Deputy Pro-Vice-Chancellor (Education)), Vanshi Gunesh (Undergraduate Student representative), Professor Georgia Kremmyda (Faculty Deputy Chair (Education) (SEM)), Geraldine Mills (Director of Human Resources) and Yaz Yeahia (Student Voice Manager, Students' Union).</p>	
008	<p>Declarations of Interest</p> <p>No declarations of interest.</p>	
009	<p>Minutes of meeting held on 28 November 2024</p> <p>The minutes of the meeting held on 28 November 2024 (009-LTS180225) were approved.</p>	

010	<p>Chair's Business None reported.</p>
011	<p>Impact of AI on learning and teaching</p> <p>The Subcommittee noted and discussed the verbal update on the impact of AI on learning and teaching from the Enterprise Architecture and Innovation Director, Information and Digital Group (IDG). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> ▪ Detailed discussion about the need for a coordinated institutional approach to AI; work is underway on a draft AI Policy and overarching AI strategy. ▪ The introduction of a new Digital Strategy was highlighted. ▪ AI Centre of Excellence hosted on IDG's webpages to support and accelerate the development of standards and processes for AI, and the sharing of best practice; including: <ul style="list-style-type: none"> - Foster innovation – Create a hub for exploring cutting-edge AI applications. - Ethics and Inclusivity – Prioritise ethical AI development and address biases to promote fairness and transparency across all AI application usage at Warwick. - Accelerate research – Empower researchers with advanced AI tools and methodologies. - Personalise education – Enhance learning experiences with AI-driven insights. - Optimise Administration – Streamlining processes and boosting efficiency with AI-powered automation, such as Admissions processing, course scheduling and resource allocation. ▪ Collaborative work underway by the Academic Development Centre (ADC), Institute for Advanced Teaching and Learning (IATL) and WIHEA AI Learning Circles to provide guidance, training initiatives and supporting resources on AI and sharing of good practice. ▪ Legal, commercial and security protections are in place for Microsoft tooling; with a wider tool review in-progress. ▪ Market Research Manager (Market Research & Insight Team) provided an update on student AI usage and feedback from the Student Feedback Survey (SFS) which run in Terms 1 and 3; Term 1 24/25 survey included add-on modules covering AI use and attitudes towards AI. ▪ Term 1 survey findings included concerns that AI tools could be used inappropriately and could lead to plagiarism. ▪ Survey findings also highlighted the need for clearer University guidelines on the acceptable use of AI in academic work. ▪ Department reports are available in the Education Policy and Quality Student Survey SharePoint site: (Student Surveys - Documents - All Documents). <p>ACTION: A discussion item on AI from an institutional learning and teaching perspective at the next meeting of the Subcommittee in April (LTS secretariat).</p>
012	<p>Assessment and Feedback communication</p> <p>The Subcommittee noted and discussed the verbal update on Assessment and Feedback communication priorities for 24/25 from the Head of the Academic Development Centre. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> ▪ Highlighted assessment and feedback as a key theme of the Education and Student Experience Strategy and improving student experience reflected in student survey outcomes; National Student Survey (NSS), Postgraduate Taught Student Experience (PTES) and other student surveys. ▪ Institutional Assessment principles for UG and PGT programmes are fundamental for ensuring equity and closing awarding gaps; a key institutional commitment in the 2025 Access and Participation Plan (APP).

	<ul style="list-style-type: none"> ▪ Focused work underway by Directors of Undergraduate Studies (DUGS) network, Directors of Education, Faculty Education Committees, ADC, IATL and other key groups on assessment and feedback communication to inform the development of a set of institutional principles ▪ ADC's assessment-and-feedback provides guidance on use of the Assessment and Feedback Toolkit; including principles of assessment design, assessment methods selector, sector-wide resources and examples of good practice ▪ Highlighted the importance of integrating assessment strategies into the curriculum design process during the early stages of module and programme development ▪ Simplified processes for assessment and marking for staff; including embedding assessment skills and scaffolded opportunities to develop confidence, and clarity and critical engagement with marking criteria ▪ Enhanced communication of assessment delivery and assessment briefs; including peer dialogue and opportunities for co-creation by students and staff ▪ Use of formative and summative assessments in designing assessment tasks and the opportunities provided for students to obtain feedback ▪ Future use of AI for assessment design and use as a tool in the process, quality and timeliness of feedback. <p>ACTION: Head of ADC/ADC colleagues and Director of EPQ to produce a draft set of assessment principles and guidelines of minimum expectations for assessment and feedback for discussion at the next meeting of the Subcommittee in April (LTS secretariat).</p>
013	<p>Future agenda items</p> <p>The Subcommittee discussed future agenda items and the following items were proposed for the next meeting in April:</p> <ul style="list-style-type: none"> ▪ A discussion item on AI from an institutional learning and teaching perspective <p>ACTION: LTS secretariat to invite Academic Director (Postgraduate Taught) to provide an update on the impact of AI on Assessment and Academic Integrity work.</p> <p>ACTION: LTS secretariat to invite the Enterprise Architecture and Innovation Director, IDG to provide a progress update on AI Centre of Excellence.</p> <ul style="list-style-type: none"> ▪ Assessment principles for UG and PGT programmes for discussion <p>ACTION: LTS secretariat to invite Head of ADC/ADC colleagues to provide an update on Assessment principles for UG and PGT programmes.</p>
014	<p>Any other business</p> <p>None reported.</p>
<p>Next meeting: 14:00, Tuesday 29 April 2025, CMR 1.0, University House</p>	