LONDON'S GLOBAL UNIVERSITY

EDUCATION COMMITTEE

3 March 2015

MINUTES

Present:
Professor Anthony Smith (*Chair*)

Abdulrahman Alahmari	Mr Derfel Owen
Ms Wendy Appleby	Professor Norbert Pachler
Mr David Ashton	Professor Don Pennington
Dr Simon Banks	Dr Peter Raven
Dr Brenda Cross	Mr Mike Rowson
Dr Caroline Essex	Professor Anthony Smith
Dr Julie Evans	Dr Hazel Smith
Dr Marco Federighi	Dr Fiona Strawbridge
Dr Dilly Fung	Ms Olga Thomas
Ms June Hedges	Professor Derek Tocher
Dr Arne Hofmann	Mr Lukmaan Kolia
Dr Helen Matthews	Ms Mariana Ceccotti
Professor Tim McHugh	Ms Leah Francis
Dr John Mitchell	Ms Susan Ware

In attendance: Ms Cat Edera; Ms Sandra Hinton; Ms Fiona McClement; Mr Andy Saffery; Ms Lizzie Vinton (*Secretary*).

Key to abbreviations:	
AC	Academic Committee
APL	Accredited Prior Learning
AugAM	Augmented Annual Monitoring
BME	Black and Minority Ethnic
CALT	Centre for the Advancement of Learning and Teaching
ECs	Extenuating Circumstances
ECWG	Extenuating Circumstances Working Group
EdCom	Education Committee
HEI	Higher Education Institution
IoE	Institute of Education
IQR	Internal Quality Review
MAPS	Faculty of Maths and Physical Sciences
NSS	National Student Survey
PGCE	Postgraduate Certificate in Education
PGT	Postgraduate taught
PMASG	Programme and Module Approval Steering Group
QAA	Quality Assurance Agency
QMEC	Quality Management and Enhancement Committee
StAR	Student Academic Representative
UCLBE	UCL Board of Examiners
WP	Widening Participation

33D   Grade Point Average working group
[EdCom Min.26C.5, 14-15]

Noted:

33D.1   Publication of the national report had been delayed until April/ May 2015. The group hoped to meet once the report was published with a view to making recommendations to EdCom in June 2015.

34   REVIEW OF UCL'S ACADEMIC REGULATIONS, QUALITY ASSURANCE FRAMEWORKS AND PROCESSES
[EdCom Mins.19.4 & 24.3, 14-15]

OVERARCHING STRUCTURE AND ORGANISATION

Received:

34.1   At <u>EDCOM 3-02A (14-15</u>), proposals for the overarching structure and organisation of the new UCL academic manual.

Noted:

34.1.1   An ambitious programme of work had been initiated to review and revise UCL's quality processes and academic regulations. The paper proposed the creation of a new 'UCL Academic Manual' which would act as a single point of reference for staff and students on all matters relating to academic standards on taught and research degree programmes.

Discussed:

34.1.2   EdCom was in support of the outline proposals and advocated the consolidation of the

QUALITY REVIEW

Received:

35   ACADEMIC GOVERNANCE AND COMMITTEE STRUCTURES

Received:

35.1   At <u>EDCOM 3-03 (14-15)</u>, proposals for revised academic committee structures, introduced by the Director of Academic Services.

Noted:

35.1.1 Academic Services put forward proposals to restructure those committees with oversight of taught programmes. EdCom would remain the primary authority, with two sub committees established to undertake more detailed work. The Quality Review Sub Committee would oversee annual monitoring, IQR, external examining and issues raised at Boards of Examiners, whilst the Academic Policy and Quality Assurance Sub Committee would oversee the drafting and maintenance of the UCL Academic Manual and its constituent parts. The roles of QMEC and UCLBE in monitoring quality would be subsumed primarily in the former, whilst much of the developmental work of EdCom and its working groups would be taken on by the latter. PMASG would be replaced by smaller programme approval panels that would meet at least twice per term, allowing UCL to be more responsive in its offer and reducing the number of staffing hours deployed to programme approval.

Agreed:

35.1.2 EdCom endorsed the direction of travel and requested that more comprehensive proposals and terms of reference be received at the next meeting. The proposals should incorporate the Aegrotat and Special Provisions panel and the Special Examination Arrangements panel, and should clearly identify where academic partnership proposals would be approved.

                                                        Action: Mr Derfel Owen

36   AUTUMN RESITS
[EdCom Min. 20.6, 14-15]

Received:

36.1   At <u>EDCOM 3-04 (14-15)</u>, recommendations on Autumn resits from ECWG, introduced by the Director of Student Administration.

Noted:

36.1.1 ECWG had expanded its remit to consider the viability of Autumn resits and reported its findings in this area. Resourcing represented one of the greatest challenges, with significant implications for the administration of exams and the amount of academic staff time needed to write papers, mark work 4(u)23.3(n)12.4(t)-243.17211.03 Tf   m   [vnitiaa

Agreed:

36.1.3   EdCom agreed that further work should be undertaken to assess the extent of the population that might be eligible for Autumn resits.

Action: Mr David Ashton

Agreed:

36.1.4   EdCom agreed in principle to the introduction of Autumn resits but also suggested that, given the resource implications, Autumn resits be piloted with two faculties during 2015-16 with a view to full implementation in 2016-17. This would allow time to establish adequate resources, allow for the revision of all related regulations as part of the academic manual review and provide data on the impact of not capping marks. The Bartlett representative requested that the faculty be included in the pilot as it already held a derogation to operate Autumn resits.

Action: Mr David Ashton

Agreed:

36.1.5   EdCom recommended that the investigations into Autumn resits be uncoupled from

Action: Mr Derfel Owen, Ms Lizzie Vinton

38.1.6   In light of the Equality Act 2010, UCL should review its extenuating circumstances policy for students declaring a disability.

Action: Mr David Ashton

Noted:

38.1.7   The complaints team would be running a roadshow for staff to raise awareness of common grounds for complaint and the use of informal resolution mechanisms.

UK QUALITY CODE, CHAPTER B9: ACADEMIC APPEALS AND STUDENT COMPLAINTS

40 **APPROVAL OF NEW PROGRAMMES OF STUDY**

Noted:

40.1 The PMASG Chair, acting on behalf of EdCom and on the recommendation of PMASG, had approved the following programmes of study since the meeting of EdCom on 2 December 2014:

> PGCE/ PgCE Early Years Initial Teacher Training
> MRes Neuromuscular Disease [this programme would subsequently be considered by the Research Degrees Committee]
> BA Ancient Language with a Year Abroad.

41 **APPROVAL OF NEW QUALIFICATION**

Received:

41.1 At EDCOM 3-11 (14-15), proposals for a new HE qualification of Doctor in Public Administration (DPA).

Approved:

41.1.1 EdCom endorsed the proposals for the Doctor in Public Administration and made a recommendation to AC to formally approve the new UCL qualification.

42 **MINUTES ETC. FROM STEERING GROUPS OF EDCOM**

42A **UCL Board of Examiners**

Noted:

42A.1 42A NoBorsAg DCorsA)t(d)-281.0(b)cc(o)2-2Mpm   c(o)23.3(.5(o)1.6(w)15.4(i)6(i)4.5(n)1.61.6(se)

44   ANY OTHER BUSINESS

Noted:

44.1   No further business was raised.

45   CHAIR'S BUSINESS

Noted:

45.1   The Chair raised no further items.

46   DATES OF NEXT MEETINGS

Noted:

46.1   Future meetings of EdCom as follows:

Monday 27 April 2015   10-12am   Darwin B05

Noted:

46.2   The June meeting of EdCom had been rescheduled:

Wednesday 27 May 2015   3.30-5.30pm   Darwin B40 LT

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