EDUCATION COMMITTEE

27 May 2015

MINUTES

Present:

Preliminary Business

---

62   MINUTES OF THE MEETING OF 27 APRIL 2015

Approved:

62.1   The unconfirmed minutes of the meeting of EdCom held on 27 April 2015 *[48-61, 27.04.15]*.

63   MATTERS ARISING FROM THE MINUTES

63A   Terms of Reference for UCL Committees with Oversight of Taught Programmes
[EdCom Min.51, 14-15]

Received:

63A.1   An oral report on the membership of the new committees structure for the oversight of taught programmes from the Director of Academic Services.

Noted:

63A1.1 Good progress had been made to date on the new committee structure. The Director of Academic Services had written to Faculty Tutors to request expressionsBT7u

3

65.1.5 To assuage concern over the feasibility of the policy, EdCom was assured that improved relationship management between the Room Bookings team and academic departments would improve the former's local knowledge of the needs of departments. However, departments were also asked to be reasonable about their requirements. The earlier timing of module registration would also help with the allocation of appropriate space, and this was already evidenced in terms of allocations for 2015/16.

65.1.6 It was clarified that room allocations would be made on the basis of information provided and[TS21 101.54 138.02 1.54 138.08(a3 693.9437.05(n)]TJETu)6(3(t)-4not(i)5(n)13k)-10(

66.1.7 EdCom were supportive of the recommendation for an opt-out policy and would be testing this through the Education Strategy consultation.

66.1.8 EdCom approved the recommendation to invest in additional hardware capable of tracking movement to cater for interactive teaching methods.

67 STUDENT SUPPORT DURING INTERRUPTIONS

Received:

67.1 At <u>EDCOM 5-03 (14-15)</u>, a paper on the support provided to students returning from an interruption, introduced by the UCLU Education and Campaigns Officer.

Noted:

67.1.1 EdCom noted that vulnerable students returning from an interruption often consulted with the Student Support team prior to continuing their studies. The team circulated a list of returning students to departments to alert staff to their return.

67.1.2 It was noted that interruptions were always agreed by Faculties in cooperation with students and in many cases were the most viable option to enable the students to complete their studies. Interruptions were intended to be supportive rather than punitive.

Discussed:

-

terms of th heudents sould returds their studio()BTODEin fo at an

68.1 At <u>EDCOM 5-04 (14-15)</u>, proposals for a new UCL Quality Review Framework, introduced by the Quality Assurance Manager.

Noted:

68.1.1 The chapter had been circulated to a range of colleagues and groups for consultation but this was the first opportunity that EdCom had looked at the proposals.

Discussed:

68.1.2 The feasibility of the proposed August/September timescales for the ASER digests were queried. These would be reviewed in case of any issues moving forward.

Action: Ms Sandra Hinton

68.1.3 It was confirmed that essential recommendations made by external examiners would be reviewed and considered by the Vice-Provost (Education and Student Affairs).

Approved:

68.1.4 EdCom approved the proposals for Annual Student Experience Reviews and External Examiner reports for use in June 2015 onwards.

68.1.5 EdCom approved the rest of the Academic Manual chapter for 2015-16.

69 UCL ACADEMIC MANUAL: ACADEMIC PARTNERSHIPS FRAMEWORK
[EdCom Mins.34 & 52, 14-15]

Received:

69.1 At <u>EDCOM 5-05 (14-15)</u>, proposals for a new UCL Academic Partnerships Framework, introduced by the Academic Standards and Quality Manager.

Noted:

69.1.1 It was noted that detailed proformas to support the relevant processes would be developed over the summer.

Approved:

69.1.2 EdCom approved the chapter for 2015-16.

70 UCL ACADEMIC MANUAL: QUALIFICATIONS AND CREDIT FRAMEWORK
[EdCom Mins.34 & 50, 14-15]

Received:

70.1 At <u>EDCOM 5-06 (14-15)</u>, proposals for a new UCL Qualifications and Credit Framework, introduced by the Director of Academic Services.

Noted:

70.1.1 It was noted that the proposal had been put out for consultation with faculties but EdCom members were asked to check that all UCL qualification types had been

included.

70.1.2 The Academic Registrar and Director of Academic Services confirmed that they would work with departments to resolve local issues or anomalies relating to the proposed framework.

70.1.3 UCL's contractual obligations to students and the need to ensure that they had clarity regarding their programmes of study were noted.

Approved:

70.1.4 EdCom approved the chapter for 2015-16.

71   EXTENUATING CIRCUMSTANCES
[EdCom Min.36, 14-15]

71.1.6 While the proposals were welcomed by EdCom, concern was expressed relating to the impact of the new regulations on workload within Faculties.

71.1.7 Moving forward, the new regulations would be reviewed in 2015/16 as part of the wider review of the regulatory framework for assessment of students.

Approved:

71.1.8 EdCom approved the proposals for implementation across all taught programmes from September 2015.

72   ENGAGEMENT MONITORING

Received:

72.1   At <u>EDCOM 5-08 (14-15)</u>, a paper on enhancing engagement monitoring, introduced by the Director of Student Administration.

Discussed:

72.1.1 EdCom discussed the practicalities of the proposals for the maintenance and augmentation of UCL's engagement monitoring processes. The paper included proposals for the handling of authorised absence on the grounds of illness or other extenuating circumstances as well as study away from UCL.

72.1.2 While EdCom recognised the importance and clarity of the proposals, particularly in terms of meeting the requirements of the UKVI, concern was expressed about the workload implications for departmental staff.

Agreed:

72.1.3 It was agreed that the Registrar would liaise with the Chair and the Director of Access and Admissions to produce a paper for SMT on the issues raised. Faculties would be consulted in the drafting of the paper. The matter would also be referred to AC due to its high-risk nature.

Action: Ms Wendy Appleby

Other Business for Information

9

76A

77 SUSPENSIONS OF REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS

Noted:

77.1 At <u>EDCOM 5-15 (14-15),</u> the anonymised report for UG and PGT Students, introduced by the Director of Student Administration.

78 ANY OTHER BUSINESS

Noted:

78.1 The Faculty Tutors' Forum raised an issue concerning the resourcing of the Student Information System.

The Chair of EdCom agreed to raise the following issues with the Provost:

Attendance monitoring
Efficiency in the resolution of student complaints
Exam board administration
Lack of support for credit-bearing module registration for CPA students
The quality of management information

The responses would be collated by the Director of Education Planning.

Action: Clare Goudy

79 CHAIR'S BUSINESS

Noted:

79.1 Any EdCom member wishing to raise urgent business over the summer months should notify the EdCom Secretary (telephone 020 7679 4877, internal extension 24877, e-mail l.vinton@ucl.ac.uk). Where applicable, urgent decisions may be approved by chair's action and reported to the first meeting of 2015-16.

79.2 An additional meeting of EdCom may be convened over the summer months to oversee programme approval changes.

80 DATES OF NEXT MEETINGS

Noted:

80.1 The EdCom meetings for next year had now been confirmed:

CAT EDERA ON BEHALF OF LIZZIE VINTON
Assessment Regulations and Governance Manager | Academic Services | Student and Registry Services | T