

**MINUTES OF A MEETING HELD ON 1<sup>ST</sup> DECEMBER 2015**

**Present:**

Prof Tim McIntyre-Bhatty (Chair)	Deputy Vice-Chancellor
Dr Barbara Dyer	Deputy Dean – Education & Professional Practice (FMC)
Mr Alan James	General Manager of the Students' Union (SUBU)
Dr Andrew Main	Deputy Dean – Education & Professional Practice (FM)
Prof Keith Phalp	Deputy Dean – Education & Professional Practice (FST)
Prof Elizabeth Rosser	Deputy Dean – Education & Professional Practice (HSS)
Ms Catherine Symonds (Secretary)	Head of Quality & Academic Partnerships (AS)
Mr Arvid Thorkeldsen	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)

**In Attendance:**

Ms Maxine Frampton (Clerk)	Policy & Committees Officer (AS)
Dr Fiona Knight [left the meeting at 1.55pm]	Graduate School Academic Manager (GS)

**1 APOLOGIES**

Apologies were received from:

Mr David Foot	Market Research Manager (M&C)
Ms Jacky Mack	Head of Academic Services (AS)
Ms Ellie Mayo-Ward	Vice President (Education) 2015/16, Students' Union (SUBU)
Dr John Oliver, Assoc Prof	Professoriate Representative (FMC)
Ms Chloe Schendel-Wilson	President 2015/16, Students' Union (SUBU)
Prof Tiantian Zhang	Head of the Graduate School (GS)

**2 MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> OCTOBER 2015**

**2.1 Accuracy**

2.1.1 The minutes (ASC-1516-39) were approved as an accurate record.

**2.2 Matters Arising (ASC-1516-40)**

2.2.1 Minute 3.2.6 – Annual Review of Key Performance Indicators/Performance Indicators

*Prof McIntyre-Bhatty asked members to remind academic staff to regularly update their profiles on BRIAN in order to help improve the results of the 2015/16 KPI/PIs. Prof MacRury agreed to look into this issue in FMC and provide the Committee with an update.*

**Action Completed:** Prof MacRury circulated a paper to EDQ and ASC on 6 November 2015 and also circulated to FMC Heads of Departments and FMC Executive Team for information.

2.2.2 Minute 3.1.6 – Marketing & Communications Annual Report

*The accuracy of information available from international Partners without recognition agreements was questioned as the response rates for Erasmus and student exchange partners was very low as information was not always listed on their websites. Ms Symonds agreed to liaise with M&C to further look into this issue.*

**Action Completed:** Further investigation had confirmed that the majority of Erasmus partners do not include information about BU on their websites. Academic Partnerships and M&C were reviewing their operational procedures to encourage Partners to display appropriate information. See also response to action 3.1.7 below.

- 2.2.3 Minute 3.1.7 – Marketing & Communications Annual Report  
*Ms Fernandez agreed to look at the online Partner Marketing Guide to see whether it could be enhanced and to ensure it was suitable for international partners.*  
**Action Completed:** The online Partner Marketing Guide had been enhanced and was suitable for international partners.
- 2.2.4 Minute 3.1.8 – Marketing & Communications Annual Report  
*Historically, it had not been possible to audit websites which were not written in English. Moving forward, the Chair would like all Partner websites to be audited in order that any references to BU were checked for accuracy. Ms Fernandez agreed to look into this request further and to advise the Committees of how this could be achieved.*  
**Action Ongoing:** From the next audit (Spring 2016) onwards, overseas Partner Institution websites that are not in English language would be translated using available online translation tools (e.g. Google translate) and for any area of concern, translated by a staff native speaker or specialist agency. Further consideration would be given to the matter of auditing printed non-English language material with a further update to ASC in February 2016.
- 2.2.5 Minute 3.1.9 – Marketing & Communications Annual Report  
*The bullet points listed on page 8 of the report listed all of the information which was checked at each audit. Ms Fernandez agreed to email members the list of all items which would be checked for 2016 entry to ensure that everything was in order for 2016 entry.*  
**Action Ongoing:** Ms Fernandez has diarized this action for completion in February 2016 and details will be forwarded to ASC for information.
- 2.2.6 Minute 3.2.3 – Revised Approval/Review/Modification Process  
*If any members had any comments or suggestions regarding the new documents/ templates, they should contact EDQ. EDQ would continue to evaluate and make amendments as the process was embedded.*  
**Action Completed:** Prof Oliver provided comments/suggestions regarding the new documents/ templates, and the suggestions have been acted upon accordingly.
- 2.2.7 Minute 3.2.10 – Revised Approval/Review/Modification Process  
*Section 5.7.2 of 4A – Programme Approval, Review and Closure: Policy and Procedure included four bullet points each starting with the word ‘if’. It was suggested that the word ‘if’ allowed too much time for consideration. Ms Finnes would look further at the bullet points and amend as appropriate.*  
**Action Completed:** The bullet points were updated in light of the discussion at ASC and the revisions were reflected in the updates 4A – Programme Approval, Review and Closure: Policy and Procedure.
- 2.2.8 Minute 3.3.2 – Faculty of Media & Communication – Faculty Quality Audit and Action Plan  
*Prof Zhang asked if the Graduate School could be sent a copy of the Faculty Research Degrees Quality Report as listed in the Action Plan, as any updates were important for the Graduate School to be aware of.*  
**Action Completed:** Prof MacRury forwarded the report and action plan to Prof Zhang on 6 November 2015.
- 2.2.9 Minute 3.3.3 – Faculty of Media & Communication – Faculty Quality Audit and Action Plan  
*The FMC Action Plan would be resubmitted to the next ASC meeting so the Committee could ensure that the Recommendations and Actions were being embedded.*  
**Action Completed:** The updated FMC Action Plan was listed on the agenda under item 4.1.
- 2.2.10 Minute 3.3.3 – Faculty of Media & Communication – Faculty Quality Audit and Action Plan  
*It was not clear whether the actions listed in the Action Plan were specific as they did not appear to provide assurance that all actions had been completed. An example was given for the sixth action on the Action Plan, as it was not clear whether Academic Advisers were in place in the Faculty. Ms Symonds advised that a paper had been written by the FMC to support the Action Plan. The ASC Clerk would circulate the supporting paper to help clarify the points raised.*  
**Action Completed:** The ASC Clerk circulated the supporting paper to members on 8 October 2015.

- 2.2.11 Minute 4.3.1.2 – FM Proposal: New Programme – M.AccFin (Hons) Accounting and Finance  
*A discussion took place regarding the placement year at Level 5 and work experience at Level 7. Members agreed that the placement year should be optional and consideration should be given to the possibility of offering a placement unit. Ms Symonds agreed to take this discussion further with the Faculty of Management.*  
**Action Completed:** Confirmation was received that the placement year on the proposed new programme was optional. The team have been asked to consider the possibility of a placement unit. Investigation on the placement option for the current Integrated Masters programmes (English, Nutrition, Mechanical Engineering and Product Design) has confirmed that in all cases, the programme duration is 4 years, or 5 years with a 40 week placement.
- 2.2.12 Minute 5.4.2 – Pending External Examiners  
*Ms Symonds highlighted the two FM programmes where further information was required, BA (Hons) Events & Leisure Marketing and BA (Hons) Events Management. The FM was requested to provide Gill Sommerseth in EDQ with information as soon as possible.*  
**Action Completed:** EDQ have received the required information and the External Examiner has now been approved.
- 2.2.13 Minute 5.4.4 – Pending External Examiners  
*Members were requested to look at their respective Faculties on the list of pending External Examiners and advise Gill Sommerseth in EDQ of updates as soon as possible.*  
**Action Completed:** All Faculties had reviewed the lists of External Examiners and updated Gill Sommerseth in EDQ accordingly.
- 2.2.14 Minute 6.3.3 – FASC Meeting Attendance  
*The Committee was reminded of the importance of all FASC members attending meetings and therefore achieving quoracy of meetings. The number of apologies recorded in the FASC minutes was often quite significant. Attendance at future FASC meetings should be continually monitored by FASC Chairs and EDQ.*  
**Action Ongoing:** It was agreed that this action would be ongoing throughout the remainder of the 2015/16 academic year. Each Faculty agreed to monitor the attendance of each FASC meeting moving forward. The recent FASC meetings held in FM and FST had both been well attended. Dr Main advised that an attendance list would be attached to each set of FM FASC minutes moving forward as a gentle reminder to attendees/non-attendees.

### 3 PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING

#### 3.1 Graduate School Annual Report 2014/15 (ASC-1516-41)

- 3.1.1 The number of Postgraduate Research (PGR) students has continued to grow and by May 2015 the number had reached 514. There were 331 full time PGRs and 183 part time PGRs, of which 78 were BU staff members. As of May 2015, the Faculty of Science & Technology (FST) had the largest PGR population at 162, the Faculty of Media and Communication (FMC) had 134 PGR students, the Faculty of Management had 123 PGR students and the Faculty of Health & Social Sciences had 95 PGR students.
- 3.1.2 Dr Knight informed the Committee that since the report was written in May 2015, the number of PGR students increased to 532 by August 2015. The total number of PGR students was expected to reach 600 by January 2016.
- 3.1.3 The number of doctoral awards had increased considerably to 71, which was an increase of 32 from 2013/14. The increase between 2008 and 2014 reflected the BU investment in fully funded doctoral opportunities. This investment was re-focused in 2012 with the launch of the 100 Doctoral Opportunities; the increase in completions from the 2013/14 figure was consistent with the launch of the 2012 campaign.
- 3.1.4 The Graduate School had worked with Planning, Risk, Intel, Management information and Enhancement (PRIME) during the 2013/14 academic year to review PGR data so that it could be reported both by 4 year submission rates (RCUK defined metric) and by 4 year completion rates

(BU defined metric). PGR progression and completion rates remain insufficiently low. One major very recent change was the reduction of the PGR PhD registration period to four years to aid clarity and setting of expectations for students and for supervisory teams. The figures would remain a challenge across the University, although all Deputy Deans (Research and Professional Practice) were fully engaged in addressing this.

- 3.1.5 The Graduate School has also been working with PGR Representatives and SUBU on the BU Postgraduate Survey in order to obtain feedback on the experiences of PGR students at BU. The survey ran from 6 October to 3 November 2014 with 170 responses. The results had been disseminated and action plans had been put in place to address the issues raised.
- 3.1.6 Engagement with the Postgraduate Development Award (PGDA) has steadily increased with 54 Postgraduate Taught (PGT) students completing the PGDA, which was an increase of 20 from last year. For 2015/16, the target would be for 200 or more registrations.
- 3.1.7 Prof Phalp was very aware of the PGR progression statistics. Dr Knight confirmed that the Graduate School was meeting with FST on 2 December 2015 to discuss piloting a new approach to the initial review to encourage timely progression of this early milestone. It was important that the University continued to monitor progression, and to promote and encourage the completion of studies.
- 3.1.8 Prof McIntyre-Bhatty advised that a review of the Graduate School would be undertaken during the 2015/16 academic year to ensure the University was supporting its PGR students to the best of its ability. A report would be presented to the Committee at the end of the academic cycle.

#### **4. PART TWO – FOR APPROVAL AND ENDORSEMENT**

##### **4.1 Faculty of Media & Communication – Updated Faculty Quality Audit Action Plan (ASC-1516-42)**

- 4.1.1 Dr Dyer had updated the FMC Faculty Quality Audit Action Plan following the suggestions provided at the October ASC meeting.
- 4.1.2 The second action point regarding MUSE data was ongoing. Unit Leaders were required to upload a summary of the quantitative and qualitative data with actions/feedback to student cohorts on myBU. It was noted that staff were using email to communicate with students rather than myBU and this practice should cease as it created difficulties with carrying out an audit of this activity if myBU was not used for this communication. Members agreed that all Heads of Department should be aware of what was required and discussions should be taking place at department meetings.

**Action: BD**
- 4.1.3 The third action point regarding the development of a strategy for online assessment submission and feedback was still ongoing and was due to be discussed at the forthcoming Working Group meeting.
- 4.1.4 The fourth action point regarding the peer review of assessment briefs was being monitored by FMC FASC and would be rechecked in January 2016.
- 4.1.5 The fifth action point regarding staff engagement with Peer Reflection on Education Practice (PREP) had been supported at the recent Executive Team meeting. Dr Dyer has drafted a document and this would be shared at the next FMC FESEC meeting.
- 4.1.6 The sixth action point regarding the embedding of an agreed model of Academic Advisers across the Faculty's academic provision was progressing well. Dr Dyer was in the process of setting up an FMC Academic Adviser email group in preparation for a PREP exercise on Academic Adviser practice and to facilitate clear communication/documentation of activity.

4.1.7 The final action point requiring FMC to ensure that all staff have an opportunity to engage in the enhancement of education practice and to share good practice across the Faculty was being progressed. The Faculty was working with the Centre for Excellence in Learning (CEL) and two successful training sessions had taken place regarding pedagogic innovation. Further sessions had been arranged within FESEC meetings to include subject librarian support and the use of TALIS ASPIRE.

4.1.8 Members were reminded that all responses to MUSE quantitative and qualitative data should be uploaded to myBU rather than through the use of email. It was important that myBU was used in order to ensure a consistent approach and to demonstrate to students that the University was listening and acting appropriately. DDEPPs were requested to ensure discussion regarding this issue takes place within Faculties with Heads of Department and Faculty Executives.

**Action: DDEPPs**

4.1.9 **Approved:** The updated Faculty of Media & Communication Faculty Quality Audit Action Plan was approved.

## **4.2 Faculty Quality Reports (ASC-1516-43)**

### 4.2.1 Anglo-European College of Chiropractic (AECC)

4.2.1.1 The NSS results for Assessment and Feedback had improved on the previous year by 11%. However Organisation and Management had not scored well and in response, meetings had taken place with two cohorts of students (MChiro and MSc Chiropractic) in an attempt to manage their expectations and to better understand whether there was an underlying explanation for the low score. The students felt the poor score was due to the concerns of the two cohorts in place at AECC at the time of the survey. Both cohorts were required to engage with patients within the clinic setting during the same time period and the students expressed concern that this would impact on their experience and their ability to complete the expected outcomes for the activity. Later in the year it was clear that these concerns had not materialised but this was after the NSS had been completed. This situation will not recur for the current academic year.

4.2.1.2 The clinical training facilities continued to be of a very high standard, with an External Examiner referring to the facilities as being state of the art ultrasound equipment which exceeded other UK HEIs.

4.2.1.3 Overall, satisfaction for Postgraduate programmes increased, with both the MSc Advanced Professional Practice and MSc Ultrasound programmes recording 100% satisfaction ratings this year. 99% of students agreed that feedback was both prompt and detailed and 90% of assessed work was returned to students within three weeks.

4.2.1.4 Members questioned whether the lower than usual progression rate for the BSc Chiropractic programme at Level I may have been attributed to the relaxation of Year 1 entrance requirements for the September 2014 intake. Mr Thorkeldsen was unsure whether there had been a relaxation of the acceptance of lower tariff points in 2014, therefore further clarification of the statement would be provided.

**Action: AT**

4.2.1.5 The Committee questioned the progression rates for the BSc Clinical Exercise Science programme as there were some low pass rates for some units. This issue had been discussed at meetings with FHSS and AECC and two units with low pass rates identified. One of the units had been reviewed and had now been modified. The unit was split over two semesters and course work introduced rather than students just sitting an exam. An action to address this poor continuation rate was listed in the Action Plan for 2015/16, however it was not clear what work was being carried out to rectify the issue. Mr Thorkeldsen had spoken to the Programme Leaders and they were addressing the issue by adding assessment of written theory to the programme rather than students having just a practical exam for both units. It was also noted that a tutor had been introduced in the labs so the ratio of staff to students was improved.

4.2.1.6 Following the discussion, Mr Thorkeldsen was requested to encapsulate the issue and the planned action in a short report which could be appended to the Faculty Quality Report so the Committee could understand how the issue had been discussed at the Assessment Board and the actions which had arisen from the discussion.

**Action: AT**

4.2.1.7 Members noted the action regarding Organisation and Management which was listed in the 2014/15 Action Plan as complete, but was also listed on the New Actions List for 2015/16. It was suggested that the action on the 2014/15 Action Plan should be listed as ongoing and then removed as a new addition from the 2015/16 Actions List.

**Action: AT**

4.2.1.8 **Approved:** The Anglo-European College of Chiropractic (AECC) Faculty Quality Report 2014/15 was approved.

#### Faculty of Health & Social Sciences (FHSS)

4.2.1.9 The Faculty of Health & Social Sciences had seen a lot of successes this year. The number of students enrolled on the BSc (Hons) Adult Nursing programme for 2014 increased from 212 to 293 without having to recruit any additional staff, which whilst a positive achievement may have an implication for staff engaging with all aspects of the Fusion agenda. The increase in student numbers continues to be a challenge for finding placements and with ensuring the quality of supervision remains appropriate.

4.2.1.10 Thirty six percent of students completing the BSc (Hons) Mental Health programme had achieved a 1<sup>st</sup> class honours degree. The cohort was exceptionally strong, both in theory and practice, and it was important to note that this result was exceptional and was unlikely to recur.

4.2.1.11 The NSS results for FHSS had risen by 1% on the previous year to 85%, and was 6% higher than the BU average. Nine programmes improved their own individual scores and four programmes fell. One major success was the Fd Paramedic Science programme where the score rose by 40% to 84%. Moving forward each FHSS programme would now develop its own programme specific Education and Student Experience Plan (ESEP) which focused on the NSS. This new document had resulted in a Departmental ESEP, which in turn contributed towards the Faculty ESEP.

4.2.1.12 Timetabling had been an issue; it had been difficult to accommodate the increased number of students which had resulted in a more negative student experience across the Faculty. A new timetabler was now in post who was attempting to address pressing issues. It was noted that all timetable changes were notified to Prof Rosser.

4.2.1.13 With regards to online marking, the Faculty had successfully piloted a small group of units using rubrics to reflect the four generic assessment criteria. The pilot would be extended for a second year before it was introduced more widely.

4.2.1.14 A lot of work had been carried out into improving the Assessment and Feedback scores this year including introducing a number of new initiatives e.g. through the PREP activity of 'Feed Forward', (it was planned for this to be an established feature of the work of the Faculty), and the introduction of a report submitted to Exam Boards for all units which had a referral rate of 20%+. The removal of the pilot Unit Boards for discussion of unit level matters was noted, although the revised Assessment Board agenda does require discussion of units when required. Finally students were encouraged to understand when feedback has been given as it is not always clear that feedback can take a number of forms.

4.2.1.15 **Approved:** The Faculty of Health & Social Science Faculty Quality Report 2014/15 was approved.

#### Faculty of Management (FM)

4.2.1.16 The Faculty of Management Faculty Quality Report was the first report submitted to ASC following the amalgamation of the School of Tourism and the Business School. Upon completion of the report, it had been established there was a considerable amount of good work being carried out within the Faculty. Moving forward, the FM report would contain more specific information with regards to measures to assure quality and standards.

- 4.2.1.17 Dr Main tabled an updated Section 5 of the report which showed the total number of degrees awarded by the FM. The Hospitality programme was highlighted as being an area where students achieved high grades, and there was concern there may be different marking standards across the FM programmes. Therefore, Dr Main would attend each of the Exam Boards and he would give further consideration to those units which appeared to be statistically out of line. Any anomalies would be brought to the attention of the Heads of Department, along with any MUSE issues in order that there were more common profiles as there was currently too much variation. It was noted that discussions had taken place within the FM to discuss whether the University should move away from a numerical grading system as it may change the psychology of markers. The University may in the future move towards a Grade Point Average mechanism. The plan to introduce the Higher Education Achievement Report was also noted.
- 4.2.1.18 Difficulties associated with the FdA Business & Management programme at Yeovil College were noted. This was a small cohort currently under the validation model. Earlier in the year, the University had suggested they may want to consider closing the programme due to the low number of applications, however Yeovil College wished to continue with the programme. Due to the small number of students studying the programme and the lack of experience in the current teaching team, various actions were underway which could result in a suspension or closure of the programme.
- 4.2.1.19 Mr James commented that at the recent Partnership Board meeting with Bournemouth & Poole College (BPC), the College had advised they would like the FdA Tourism and Events Management programme and the FdA Professional Culinary Arts programme to return to the franchise model. Prof McIntyre-Bhatty confirmed that the University was in discussions over this matter and noted that any change should be led by a new HE portfolio and not by revisiting previous decisions to move the portfolio to the validated model.
- 4.2.1.20 With regards to 3WAT, there was still further work to be carried out to help colleagues meet the requirements and improve on 83% in turning around work to students. This applied to all Faculties with the exception of FHSS. The FM IMP would be amended to adopt an approach of contingency planning and will identify stand-by staff for occasions when staff were not available, e.g. staff illness.
- Action: KP/BD/AM**
- 4.2.1.21 **Approved:** The Faculty of Management Faculty Quality Report 2014/15 was approved.
- Faculty of Media & Communication (FMC)
- 4.2.1.22 The strengths of the Faculty's programmes had been evidenced in some External Examiners' reports which had commended the University for industry-facing and employment-focused learning opportunities for students.
- 4.2.1.23 The Quality Audit held on 6 May 2015 confirmed that confidence could be placed in the Faculty's current and future management of academic standards. As new senior staff appointments and other changes were imminent it was decided that an appropriately scaled audit would take place in May 2016 to focus on the progress of actions arising from the May 2015 audit.
- 4.2.1.24 The NSS results were encouraging, and three of the five departments saw an improvement on the previous year, and the Faculty's overall student satisfaction rose by 1%. Despite many of the FMC's programmes being commended by External Examiners, the positive feedback did not correlate with student satisfaction expressed in the NSS data. It was anticipated that the introduction of more focus on the student experience through the Faculty Education & Student Experience Committee meetings, would facilitate further enhancement of student experience at programme level.
- 4.2.1.25 During 2014/15, a number of Partner programmes either closed or had gone through a review for closure. The Faculty would continue to ensure that quality and standards were upheld for those Partner programmes and that students' learning experiences and support structures would remain robust.

- 4.2.1.26 Dr Dyer advised that Heads of Departments would work closely with the Student Liaison Officer to ensure that staff adhered to the Assignment Turnaround Policy and submit clear Independent Marking Protocols (IMP) to agreed deadlines.
- 4.2.1.27 The Faculty would encourage staff to make effective use of the BU assessment criteria to differentiate marking at lower and higher ends of the spectrum. Some staff members would be joining the CEL Task and Finish Group to assist with reviewing BU assessment criteria which in turn would be reported back to FASC.
- 4.2.1.28 One item of concern had been a comment made by an External Examiner which had been responded to, however the External Examiner was unhappy with the response. It had been established that the External Examiner assumed that his views would be acted upon, however the principle of the external examining approach is that it is a peer system and that the programme staff should carefully consider suggestions but that they are not required to action all suggestions if they are not considered appropriate. As the Programme Team were concerned, the Committee agreed that the Assessment Board membership would include a QAEG member who could provide appropriate independent advice.
- 4.2.1.29 **Approved:** The Faculty of Media & Communication Faculty Quality Report 2014/15 was approved.
- Faculty of Science & Technology (FST)
- 4.2.1.30 Looking back over the last academic year, the key highlight was the large amount of development activity which had taken place. The Faculty had achieved its target numbers for new entrants for 2014/15 and exceeded the targets set for 2015/16. The programmes continued to have a strong employability ethos and links to relevant professional bodies, which had included a recent IED visit where the FST is the first UK University to have been awarded Chartered Technological Product Designer (CTPD) accreditation of the MDes course.
- 4.2.1.31 Feedback received from External Examiners was very positive. Areas where the programmes excelled were award winning student work, quality of projects, dedication of staff and placement opportunities.
- 4.2.1.32 Framework monitoring had noted some marking issues with a Psychology unit in the PG Computing programme, whereby marks were not sufficiently generous. This had also been identified by the External Examiner. In response to this issue, Dr Peter Hills had put together a Marking Plan which would hopefully assist moving forward. The External Examiner had also suggested the University introduces categorical marking. A plan had now been put into place to address the issues identified with this unit.
- 4.2.1.33 For some technical units, the wastage rates were high, particularly in the first year units for Design and Computing programmes. At the recent FASC meeting, each unit was discussed as well as the impact on programme wastage. Moving forward, wastage rates would continue to be monitored and for those units with high wastage, Unit Leaders would be required to investigate and explain the reasons for this and suggest actions.
- 4.2.1.34 An area which would be monitored was a concern with the version control numbering of Unit Specifications and Programme Specifications, as an issue had arisen as a consequence of a lack of successive handovers by staff. Following an internal review, this issue had been resolved.
- 4.2.1.35 Another area which had seen difficulties over the last year was with Framework Monitoring Reports and specifically the finalisation of framework monitoring. This was particularly apparent for Partners, whereby some reports had needed amendments and as a result sign off had not taken place until very late in the academic year. A lot of work had taken place to review the approach to monitoring this year and at the recent FASC ARFM meeting the large majority of ARFMs were submitted and approved.
- 4.2.1.36 Following a discussion about feedback members agreed that the University goes to great lengths to listen to students' opinions therefore it was important that students were regularly updated with the level of work being carried out in response to suggestions made.



- 4.2.1.37 Mr James advised the Committee of a recent discussion with an FST student whereby the student did not have an A-Level Maths qualification but did have a GCSE Maths qualification, and was having difficulties with a Maths unit on his programme. Prof Phalp advised that FST teams were aware of the issue and there were Maths support sessions available to those students who felt they would benefit from extra assistance. Prof McIntyre-Bhatty advised that the issue with regards to 'required' or 'desirable' qualifications had recently been discussed at a Bournemouth University Central Admissions Team (BUCAT) meeting and this was due to be discussed further by the academic staff within each Faculty.
- 4.2.1.38 **Approved:** The Faculty of Science & Technology Faculty Quality Report 2014/15 was approved.
- 4.2.1.39 Ms Symonds advised that overall the quality reporting processes had worked well identifying strengths and any areas of concern and resulting actions. There was a lot of emphasis on the NSS as the results did not appear to reflect the views of External Examiners, or the hard work carried out by staff members and the views of students involved with quality assurance activities at the University.
- 4.2.1.40 Prof Rosser was concerned that now the FHSS was moving away from Preparatory Boards, there was a greater need for all administration to be completed correctly the first time. Often, the spreadsheets for Preparatory Boards were not available for review by the Programme Leader until the day of the meeting. Moving forward, Prof Rosser would like all Board attendees to receive the papers in good time before the meeting so the papers could be checked prior to meetings as it was important the papers were accurate. It was noted that this was the expected practice but that there could be difficulties if marks were not submitted in good time.
- 4.2.1.41 Prof McIntyre-Bhatty thanked the Deputy Deans (Education & Professional Practice) for preparing the reports which were of honest, robust and reflective.

### 4.3 Partner Quality Reports (ASC-1516-44)

#### Bournemouth & Poole College

- 4.3.1 The NSS results had been good (90%) and the results regarding the Students' Union had seen an improvement. The 3WAT was unfortunately still short of the 95% target and this had been raised at the Partnership Board meeting. The College confirmed they had put plans in place to address the issue and progress would be monitored termly at the HE Steering Group and Performance Review.

- 4.3.2 **Approved:** The Bournemouth & Poole College Partner Quality Report was approved.

#### Kingston Maurward College

- 4.3.3 Overall, the report was positive and feedback from External Examiners continued to be highly supportive of all programmes and the feedback from tutors.
- 4.3.4 There had been an issue with wastage rates for one unit which should have been listed on the Action Plan. The College had been advised of this suggestion and this action would be added to the Action Plan.
- 4.3.5 Dr Main advised that the FdA Tourism Park Management programme came under the umbrella of the FM. The programme had so far not recruited well for the January 2016 intake, therefore the College had requested a deferral of the intake to March 2016. Dr Main agreed to keep Karen Pichlmann up to date with recruitment information.
- 4.3.6 **Approved:** The Kingston Maurward College Partner Quality Report was approved.

#### Weymouth College

- 4.3.7 The FdSc Forensic Science and FdA Commercial Video Production programmes both closed in June 2015 following a successful outcome for the last cohort of students. The Level I FdA Public Services programme would complete in June 2016. There had been an issue with communication from the External Examiner for FdA Public Services. Sample assignments were

submitted to the External Examiner for comment, however she failed to respond before the start of the academic year. This had been discussed with the Link Tutor and a decision was made to proceed with the work produced.

4.3.8 **Approved:** The Weymouth College Partner Quality Report was approved.

#### Yeovil College

4.3.9 Yeovil College had been discussed earlier in the meeting. Members questioned whether the University had engaged appropriately in terms of the University's responsibility with regards to Link Tutors as this was raised in the report. It was noted that there had been changes to the Link Tutor involved in the provision. Moving forward, Academic Partnerships would ensure that Link Tutor reports were completed and provided to the College in a timely manner.

4.3.10 **Approved:** The Yeovil College Partner Quality Report was approved.

### 4.4 **Quality Assurance and Enhancement Group (QAEG) – New Nominations Received** (ASC-1516-45)

4.4.1 The nominations listed below were **approved** for QAEG membership.

- Sharon Goodlad, Faculty of Management
- Sally Hobson, Faculty of Management
- Dr Ellen Hambleton, Faculty of Science & Technology
- Dr Peter Hills, Faculty of Science & Technology
- Dr Angelos Stefanidis, Faculty of Science & Technology
- Dr Ben Thomas, Faculty of Science & Technology
- Dr Xun He, Faculty of Science & Technology
- Dr Janice Denegri-Knott, Faculty of Media & Communication
- Dr Max Lowenstein, Faculty of Media & Communication
- Ken Brown, Faculty of Media & Communication
- Emma Hallowell, Faculty of Health & Social Sciences
- Dr Anne Mills, Faculty of Health & Social Sciences
- Dr Angela Turner-Wilson, Faculty of Health & Social Sciences
- Dr Stephanie Schwander-Sievers, Faculty of Health & Social Sciences

4.4.2 Members were pleased to see that a diversity of staff members with a wide range of experience were being nominated as QAEG members which was very helpful to EDQ.

### 4.5 **Programme/Framework Review Deferral Requests**

#### FM Deferral: Review of FdA Business & Management, Yeovil College (ASC-1516-45a)

4.5.1 The FdA Business & Management programme was due to be reviewed in April 2016. Current enrolment was poor and there were concerns about the level of experience in the current teaching team. Following discussion, members agreed that the programme may close. The Committee agreed that as the paper had not been submitted through due process (but by the College without discussion with the Faculty) the Committee could not make a decision. The Committee agreed that the suspension/closure of the programme should be considered by the FM Executive.

**Action: AM**

## 5 **PART THREE – FOR NOTE**

### 5.1 **Sector Consultations Update (ASC-1516-46)**

5.1.1 The paper advised the Committee of a number of ongoing updates and sector consultations within the HE sector from the Quality Assurance Agency (QAA), Higher Education Funding Council for England (HEFCE) and the Department for Business, Innovation and Skills (BIS).

5.1.2 The updated information included within the documents recently published by the QAA had already been built into the new programme approval process. The titles of the updated documents were:

- Foundation Degree Characteristics
- Master's Degree Characteristics
- Doctoral Degree Characteristics
- Qualifications Involving More Than One Degree-Awarding Body Characteristics Statement

5.1.3 The sector consultations included the Green Paper 'Fulfilling our Potential: teaching excellence, student mobility and student choice' which included various proposals from the government which, if enacted, would mean significant changes to the HE sector. The paper proposed the introduction of a Teaching Excellence Framework (TEF) which would allow universities to increase tuition fees based on their awarded level of the TEF, as well as the creation of an Office for Students which would see the merging of HEFCE and OFFA. The closing date to respond to the Green Paper was 15 January 2016.

5.1.4 Two other sector consultations already completed included a HEFCE Quality Assessment Review consultation titled: *Future approaches to quality assessment in England, Wales and Northern Ireland* and a BIS consultation titled: *Assessing Quality in Higher Education*.

5.1.5 **Noted:** The Committee noted the paper.

## 5.2 **New Partnership Agreements (ASC-1516-47)**

5.2.1 **Noted:** The Committee noted the report.

## 5.3 **Completed Framework/Programme Reviews, Validations and Reviews for Closure (ASC-1516-48)**

5.3.1 **Noted:** The Committee noted the report.

## 5.4 **Pending External Examiners (ASC-1516-49)**

5.4.1 The paper listed the details of pending External Examiners appointments.

5.4.2 Ms Symonds highlighted the FMC programmes where the Faculty had advised there were some External Examiner nominations, however no paperwork had been received by EDQ as yet. Dr Dyer agreed to contact the FMC Academic Administration Manager to help speed up the process.

**Action: BD**

5.4.3 Prof Phalp agreed to contact Prof David Osselton regarding the information for the FST External Examiner for the ApSci MSc programmes and provide Gill Sommerseth with an update.

**Action: KP**

5.4.4 The External Examiner for the DEC MSc programmes had now been agreed.

5.4.5 Mike Jones who supports the Defence School of Communications and Information Systems (DSCIS) was actively looking for a replacement External Examiner for the FdSc Communications Systems Engineering programme and FdSc Communications Systems Management programme. Prof Phalp confirmed that the current External Examiner was happy to extend his responsibilities in the meantime. Ms Symonds asked Prof Phalp to agree this formally and advise EDQ accordingly. If a new External Examiner was to be appointed, the details for the new External Examiner should be passed to Gill Sommerseth in EDQ so that a contract could be put in place.

**Action: KP**

5.4.6 **Noted:** The Committee noted the report.

## **5.5 External Examiner Nominations and Examination Teams for Research Degrees (ASC-1516-50)**

5.5.1 **Noted:** The Committee noted the report.

## **5.6 QAA Action Plan – two years on update (ASC-1516-51)**

5.6.1 Ms Symonds advised the Committee of the updates which had been added for 2015. All actions were now complete with the exception of the action regarding the administrative processes in Student Journey Project which was still ongoing and would be completed by July 2016.

5.6.2 Prof Rosser suggested that the action regarding the Centre for Excellence in Learning (CEL) should include some text advising that CEL was now a self-contained unit with one Director and Deputy Head. Ms Symonds agreed to include this text in the QAA Action Plan before it was uploaded to the BU website.

**Action: CS**

5.6.3 **Noted:** The Committee noted the paper.

## **5.7 Wiltshire College Salisbury Partner Review Action Plan - Updated (ASC-1516-52)**

5.7.1 The Wiltshire College Salisbury Partner Review Action Plan had been discussed at the Partnership Board meeting on 25 November 2015 and it was confirmed that all actions had been completed.

5.7.2 **Noted:** The Committee noted the paper.

## **6 REPORTING COMMITTEES**

### **6.1 International and UK Partnerships Committee Minutes (ASC-1516-53)**

6.1.1 The minutes of the IUPC meeting held on 29 September 2015 (confirmed) and 12 November July 2015 (unconfirmed) were **noted**.

### **6.2 Partnership Board Minutes (ASC-1516-54)**

6.2.1 The Kingston Maurward College Partnership Board minutes of 29 October 2015 (unconfirmed) were **noted**.

### **6.3 Faculty Academic Standards Committee Minutes (ASC-1516-55)**

6.3.1 The following FASC minutes were **noted**.

- Faculty of Health & Social Sciences FASC minutes of 21 October 2015 (unconfirmed)
- Faculty of Management FASC minutes of 3 June 2015 (confirmed), 26 June 2015 (confirmed), 14 October 2015 (ARFM FASC) (confirmed), 28 October 2015 (ARFM FASC) (confirmed) and 6 November 2015 (ARFM FASC) (unconfirmed)
- Faculty of Science & Technology ARFM FASC minutes of 28 October 2015 (unconfirmed)

### **7. AECC Academic Development & Quality Committee Minutes (ASC-1516-56)**

7.1 The AECC Academic Development & Quality Committee (unconfirmed) minutes of 28 October 2015 were **noted**.

**8. Graduate School Academic Board Minutes (ASC-1516-57)**

8.1 The minutes of the Graduate School Academic Board (unconfirmed) minutes of 20 October 2015 were **noted**.

**9. Any Other Business**

9.1 There was no other business.

**10. Date and Time of Next Meeting**

Wednesday 10<sup>th</sup> February 2016 - 9.00am to 12.00pm in the Board Room