

MINUTES OF A MEETING HELD ON 3RD DECEMBER 2012

Present:

Prof Tim McIntyre-Bhatty (TMB) (Chair)	Deputy Vice Chancellor
Prof Keith Phalp (KP)(Deputy Chair)	Associate Dean, HOAG (Software Systems & Psychology), School of Design, Engineering & Computing (DEC)
Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Ms Ana Gutierrez (AG)	Head of Student Administration, Student and Academic Services (SAS)
Dr Ross Hill (RH)	Associate Dean (Education), School of Applied Sciences (ApSci)
Mr James Holroyd (JH)	Student Journey Process Workstream Manager, Office of the Vice Chancellor (OVC)
Mr Alan James (AJ)	General Manager of the Students' Union (SUBU)
Ms Sherry Jeary (SJ)	Senior Lecturer, School of Design, DEC
Ms Jenny Jenkin (JJ)	Director of SAS
Ms Jacky Mack (JM)	Academic Partnerships Manager, SAS
Prof John Oliver (JO)	Deputy President EMMA, Programme Director (MS)
Prof Elizabeth Rosser (ER)	Deputy Dean for Education, School of Health & Social Care (HSC)
Ms Pamela Rouse (PJR) (Secretary)	Educational Development and Quality Manager, (EDQ), SAS
Mr Philip Ryland (PR)(agenda part two only)	Deputy Dean (Education), School of Tourism (ST)
Mr Murray Simpson	Vice President (Education) 2012/13, SUBU
Mr Rick Stafford	Associate Dean (Quality), (ApSci)
Ms Catherine Symonds (CS)	Institutional Facilitator, ST
Mr Arvid Thorkeldsen (AT)	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)
Dr Xavier Velay (XV)	Deputy Dean (Education), DEC
Dr Geoff Willcocks (GW)	Director of Quality and Accreditations, Business School (BS)
Prof Tiantian Zhang (TZ)	Head of the Graduate School, Research and Knowledge Exchange Office (RKEO)

In Attendance:

Mr Andrew Boer (AB) (Items 4.6-4.17)	Associate Dean, ST
Mr Robin Chater (RC)	Quality and Enhancement Officer, EDQ, SAS
Dr Sara Crabtree (SC) (Items 4.5.3-4.5.4)	Senior Lecturer (HSW), HSC
Mr Chris Hall (CH) (Items 4.6-4.17)	Associate Dean, Postgraduate Students, ST
Ms Lianne Hutchings (LH)(Item 3.3)	Quality and Enhancement Officer EDQ, SAS
Ms Caroline Jackson (CJ) (Items 4.6-4.17)	Associate Dean, Events & Leisure, ST
Dr Ian Jones (Items 4.6-4.17)	Associate Dean (Sport)(ST)
Mr Clive Matthews (CM) (Items 4.5.7 – 4.5.9)	Director of Employer Engagement (Health) (HSC)
Mr Geoffrey Rayment (GR)	Committee Clerk (SAS)
Dr Mark Readman (MR) (Items 4.5.10 – 4.5.12)	Senior Lecturer in Media Education

1 APOLOGIES

Apologies were received from:

Prof David Osselton	Head of Forensic and Biological Sciences, School of Applied Sciences (ApSci)
Ms Louise Bryant (LB)	President 2012/13, Students' Union (SUBU)
Mr David Foot (DF)	Market Research and Development Manager, Marketing and Communications (M&C)
Mr Ian Carter (IC)	Observer, Member of University Board

- 1.1 The Chair welcomed new Committee members Prof Oliver and Mr Stafford.

2 MINUTES OF THE MEETING HELD ON 11TH OCTOBER 2012

2.1 Accuracy

- 2.1.2 The minutes (ASC-1213-54) were approved as an accurate record, subject to the correction of the spelling of 'Bridgewater' at paragraph 4.2.2.1 to 'Bridgwater'.

2.2 Matters Arising (ASC-1213-55)

Minute Ref. 3.2.2 – QAA Quality Code: BU Mapping to New Section C of the Code

The EDQ Manager had progressed work on consulting the relevant administrative sections with a view to expanding the document. A revised draft would be provided to the Institutional Facilitator (Ms Symonds) shortly.

Minute Ref. 3.3.4 – Acceptable Evidence for Mitigating Circumstances

The Director of SAS would present revised proposals to the February 2013 meeting of the Committee.

2.2.1 Terms of Reference and Membership (ASC-1213-56)

- 2.2.1.1 The amended Terms of Reference were **approved**.

- 2.2.1.2 It was noted that further minor amendments may be required to update some job titles and sub-committee names. It was agreed that any such minor amendments would be approved by Chair's action.

Action: PJR/Chair

2.2.2 Request to Approve Change from BSc (Hons) Archaeology and Anthropology to BA (Hons) Archaeology and Anthropology

Received: Framework and Programme Development Proposal Form – BA (Hons) Archaeology and Anthropology (ASC-1213-57)

- 2.2.2.1 The Associate Dean (Education) (ApSci) presented this paper which sought approval of a change of denomination from BSc (Hons) Archaeology and Anthropology (previously approved) to BA (Hons) Archaeology and Anthropology. This change of denomination reflected the increasingly strong links between the academic Schools of Applied Sciences and Health & Social Care that allow the inclusion of a number of social anthropology units into the programme. As a result, the overall balance of unit content allows greater alignment with the QAA Anthropology benchmarks and the programme is more appropriate for a BA award.

- 2.2.2.2 The change of denomination as set out in the paper was **approved**.

3 PART ONE: ITEMS FOR DISCUSSION

3.1 Graduate School Annual Report

Received: Graduate School Annual Report incorporating the Academic Schools Research Degree Quality Reports (ASC-1213-58)

- 3.1.1 The Head of the Graduate School presented this report which incorporated the first round of Research Degree Quality Reports submitted by Schools. The Action Plans arising from the Schools' reports would be collated by the Graduate School and submitted to the Research Degrees Committee (RDC) for consideration and monitoring. She drew members' attention to the BU2018 Key Performance Indicator (KPI) which set a target staff/PG Student ratio of 1:1. The ratio was currently 0.51, so significant efforts would be required to achieve the 2018 target.
- 3.1.2 Members enquired about part-time PGR students who were also staff members. The Head of the Graduate School confirmed that approximately 40% of PGR students were part-time and that PGR students who were also staff members were not double-counted when preparing the data in the report. Members noted that only 2 student complaints or appeals had been received during the year and the Head of the Graduate School confirmed that the relevant standard University policies and procedures were applied in such cases.
- 3.1.3 Members noted the work being undertaken to update the research degree academic regulations, policies and procedures, in full cognisance of sector referents and guidance, and that the effectiveness of these changes would be monitored. Ms Symonds invited members to provide her with any early feedback on the implementation of any such changes. Members also suggested that the report would benefit from the inclusion of references to the Graduate School's action plans, for example in respect of improving doctoral completion rates, along with further information and actions in respect of emerging themes arising from the Schools reports.
- 3.1.4 The Committee queried the levels of risk to standards and quality being applied to the Schools' Action Plans. There appeared to be inconsistencies of interpretation and it was not clear in all instances whether the actions proposed to address the risks had been completed and, if so, whether this was reflected in the risk rating. In particular, in respect of the action to tighten admissions procedures in the School of Applied Sciences and the Business School, it was not clear whether the actions had been implemented and the risk rating updated accordingly. The School representatives agreed to investigate and report back to the Committee.
- Action: GW/RH**
- 3.1.5 It was agreed that the Graduate School would review the use of risk-ratings in the School reports and ensure they were applied appropriately and consistently.
- Action: TZ**
- 3.1.6 The reports from DEC and HSC were noted. It was agreed that the report from the Media School required further work to bring it in-line with the other Schools' reports and it was referred back to the School for revision and resubmission to the Committee.
- Action: SE**
- 3.1.7 The report from the School of Tourism was noted and members discussed the issue highlighted in respect of gathering information on the number of completions within 4/7 years in respect of students who changed their mode of study during their programme. The Head of Student Administration agreed to consult with the Academic Information Team on how this might be resolved.
- Action: AG**
- 3.1.8 The report was **approved** subject to the comments above.

3.2 Academic Offences Annual Report

Received: Academic Offences Annual Report 2012 (ASC-1213-59)

3.2.1 The Quality & Enhancement Officer (Mr Chater) presented this report on the operation of the Academic Offences Policy and Procedure for Taught Awards during 2011-12. The report would inform the review of the Policy and Procedure which was due to be undertaken in March 2013. The report also included two recommendations: to develop a standard cover sheet to ensure consistent reporting and recording of data on academic offences; and to develop two new academic offences reports which would help to track and monitor offences and be used to inform future annual reports.

3.2.2 It was noted that the number of recorded academic offences had increased significantly between 2009/10 and 2010/11 with the vast majority relating to plagiarism offences. Members suggested that this was due to the organisation-wide re-introduction of *Turnitin* software which identified suspected plagiarism incidents in assignments submitted electronically. Analysis of the data suggested that it may be necessary to target efforts at overseas PG students and Level H home students as these groups were responsible for the highest number of offences. Members noted that there was only one recorded Commissioning offence and it was recognised that Commissioning could be difficult to detect. The 2012/13 Academic Offences: Policy and Procedure for Taught Awards included a new process which allowed for a student to be invited to attend a meeting to inform the preliminary academic offences stage. This would provide an opportunity to question their knowledge and help ascertain whether an assignment was their own work. It was agreed that Schools should consider the issues raised by the report, including Commissioning and the potential to enhance formative monitoring processes for level H and M dissertations, theses and projects, and identify possible actions with a view to providing a report for further discussion at the May 2013 meeting of the Committee.

Action: School DDEs

3.2.3 The report was noted and the recommendations were **approved**.

3.3 Quality Code for HE: Chapter B5 – Student Engagement BU Mapping Against Sector Requirements

Received: QAA UK Quality Code for HE Chapter B5: Student Engagement BU Mapping Against Sector Requirements (ASC-1213-60)

3.3.1 The Quality & Enhancements Officer (Ms Hutchings) presented this mapping document produced with advice from the Student Voice Committee (SVC) (in consultation with SUBU) and setting out how the University currently aligned with Chapter B5 of the QAA UK Quality Code. The report recommended 4 specific actions. It was pointed out that there was currently no KPI or PI specifically in respect of student engagement. Relevant information was, however, gathered through the mid-cycle unit feedback provided by all Schools. In respect of indicator 6, it was agreed that this text should be clarified to reflect the fact that the 'you said/we did' model of feedback was now applied in all Schools, as evidenced through the reports made to the Education and Student Experience Committee (ESEC). It was agreed that an action plan would now be formalised and presented to the next meeting of the Committee for consideration.

Action: LH

3.4 Self-Evaluation Document (SED) & Institutional Review

3.4.1 Ms Symonds updated members on progress. The Working Group and Steering Groups will attend the preparatory meeting on 6th December. The draft document was currently being reviewed with a view to finalising it in January 2013 ready for committee consideration.

3.5 Partner Quality Reports (ASC-1213-63)

3.5.1 The Academic Partnerships Manager presented the Partner Quality Reports and highlighted key issues.

Bournemouth & Poole College

3.5.1.1 Two issues were highlighted: poor performance and low student satisfaction rates had led to the Music and Sound Technology course being discontinued. Some link tutor reports appeared not to have been submitted or contained brief comments. This was being followed-up with the relevant Schools.

Action: JM

3.5.1.2 The report was **approved**.

Bridgwater College

3.5.1.3 An External Examiner had raised concerns about possible over-assessment in respect of one unit and a detailed action plan was being developed to address this. A detailed response to the External Examiner had been drafted. There were also small cohort numbers within some programmes.

3.5.1.4 The report was **approved**.

Kingston Maurward College

3.5.1.5 There had been poor levels of recruitment on some programmes. The Committee queried the categories of low, medium or high risk to standards and quality applied in the Action Plan (Section B) – for example, it was questioned whether failure to increase the numbers of applicants was a high risk in respect of standards and quality, as shown in the report. It was agreed to refer the report back to the College for reconsideration of the risk levels applied in the Action Plan.

Action: JM

3.5.1.6 The report was **approved** subject to the above comments.

UCY, Yeovil College

3.5.1.7 Key issues were the high rates of attrition in full time FdA Business and FdSc Sport, and the need to clarify the moderation process for the FdA Business programme. It was agreed that the report should be reviewed to ensure that personal references to individuals were redacted as appropriate (for example, the name of an external examiner at 3.2.).

Action: JM

3.5.1.8 The report was **approved** subject to the above comments.

Wiltshire College

3.5.1.9 There were no key issues to report.

3.5.1.10 The report was **approved**.

3.5.2 The Academic Partnerships Manager informed the Committee that the report for Weymouth College had been received too late for inclusion on the agenda for this meeting, but would be presented to the next meeting of the Committee. There were some emerging themes arising from the reports, including issues relating to 3 week assessment turnaround, student recruitment and retention and the use of Harvard referencing. These would be included in the overall summary report which would also be presented to the next meeting of the Committee.

Action: JM

3.6 QAA Mapping – Section 2: Collaborative Provision and Flexible and Distributed Learning, Amplified Version – October 2010

Received: QAA Mapping - Section 2: Collaborative Provision and Flexible and Distributed Learning, Amplified Version – October 2010 (ASC-1213-62)

3.6.1 The Academic Partnerships Manager presented this report which updated the Committee on actions as at November 2012. A further mapping would be carried out following publication of the new Chapter in December 2012, and this would incorporate the new 'Franchise' and 'Validation' partnership models. All actions had been completed or would be addressed

through procedures. In respect of recommendation A27 (checks on partnership publicity to be added to the link tutors role), Marketing & Communications had completed an audit of all partner publicity materials and reported back to partners.

4 PART TWO: FOR APPROVAL AND ENDORSEMENT

4.1 School Quality Reports (SQRs) (ASC-1213-63)

Members were invited to comment or raise questions as appropriate on the School Quality Reports.

Anglo-European College of Chiropractic (AECC)

- 4.1.1 The Committee noted the issue raised by an External Examiner reported in respect of the BSc (Hons) Human Sciences/MSc Chiropractic programme, which implied that the assessment regulations did not allow students the opportunity to be reassessed. It was standard BU practice to allow reassessment of failure at the first attempt, provided that the total number of units failed was not above the prescribed threshold for the academic level. It was suggested that it would be helpful for the comment to be clarified: the Academic Partnerships Manager would liaise with the AECC representative out of Committee to update the comment in the report and to confirm that compliance with the University's policies and procedures was being achieved.

Action: JM

School of Applied Sciences (ApSci)

- 4.1.2 The Chair noted the problems reported in respect of gathering Unit Monitoring Reports (UMRs), since a small but not insignificant number had been missing or not of an appropriate quality. The Associate Dean (Education)(ApSci) confirmed that this issue had been noted and it was part of the wider School agenda to consider and continue to embed a culture of quality and reflection.

The Business School (BS)

- 4.1.3 The Academic Partnerships Manager informed members that Partnership Coordinator reports for 'Recognition' partnerships were not required and the reference to these (Page 8, Section 3 of the report) could be deleted.

School of Design, Engineering & Computing (DEC)

- 4.1.4 The Deputy Dean (Education) (DEC) confirmed that the final outstanding ARFM had now been received. Actions had been developed to address the issues raised by the External Examiner and these had been reported back as appropriate.

School of Health & Social Care (HSC)

- 4.1.5 The Deputy Dean (Education) (HSC) informed members that the outstanding ARFM had now been received in respect of Paramedic Science. Responses to External Examiners' comments would be provided at individual framework level.

The Media School (MS)

- 4.1.6 The Head of Education (MS) confirmed that actions were in-hand to address concerns regarding the adequacy of reporting from partner institutions, with additional support being provided to Link Tutors on BU procedures. The Head of Education will meet with all Link Tutor and Partner Co-ordinators to ensure that BU regulations and policies are being adhered to.

The School of Tourism (ST)

- 4.1.7 The Deputy Dean (Education)(ST) confirmed that Link Tutors were working closely with Bournemouth & Poole College to address concerns raised regarding the quality of assessment feedback to students and tracking of the second marking process.

- 4.1.8 The School Quality Reports were **noted**.

4.2 7A – Partnership Models & Definitions – Approval of New Institutional Designations

Received: 7A – Partnership Models and Definitions – Approval of New Institutional Designation (ASC-1213-64)

4.2.1 The Academic Partnerships Manager presented this proposal which sought approval for an additional institutional designation to a partner of 'Embedded College' for inclusion in Academic Policy 7A – Partnership Models and Definitions.

4.2.2 The designation and definition of 'Embedded College' were **approved**.

4.3 Quality Assurance and Enhancement Group (QAEG) – New Nominations Received

Received: Quality Assurance and Enhancement Group (QAEG) Nominations – New nominations received – HSC Nominations (ASC-1213-65)

HSC Nominations

4.3.2 The nomination of Nikki Glendening; Ann Bevan; Chris Willetts; and Ursula Rolfe for appointment to the QAEG membership was **approved**.

Received: Quality Assurance and Enhancement Group (QAEG) – New Nominations Received – Media School Nomination (ASC-1213-65)

MS Nominations

4.3.1 The nomination of Heather Savigny for appointment to the QAEG membership was **approved**.

4.4 2B – Programme Structure and Curriculum Design Characteristics: Procedure

Received: ARPP 2B – Programme Structure and Curriculum Design Characteristics: Procedure (ASC-1213-66)

4.4.1 The Head of Student Administration presented this draft Procedure which drew together existing guidance into one single document. New sections were included in respect of the Common Academic Structure (6.1) and strategic priorities for curriculum design (7).

4.4.1 The procedure was **approved**.

4.5 Partner Development Proposals

4.5.1 Poole and Royal Bournemouth & Christchurch NHS Foundation Trusts – University Trust – Partnership Development Proposal

Received: Poole and Royal Bournemouth & Christchurch NHS Foundation Trusts, UK – University Trust (Research/Staff Exchange) Partnership Development Proposal (ASC-1213-67)

4.5.1.1 The Deputy Dean (Education)(HSC) presented this proposal for the Poole and Royal Bournemouth and Christchurch NHS Foundation Trust to be designated as a 'University Trust'. Strong links already existed with both Trusts which were expected to merge into a single Foundation Trust in 2013. The proposal was based on the assumption that this merger would take place and that the partnership would be established with the resultant single entity. The change in title and the merger would be co-terminus. An advisory committee would be established to oversee the partnership and would report annually to Senate. Members noted the benefits of the proposed partnership as set out in the paper and were supportive of the proposal.

4.5.1.2 The partnership proposal was **approved** for development.

4.5.2 Poole and Royal Bournemouth & Christchurch NHS Foundation Trusts – University Trust – Due Diligence

Received: Poole and Royal Bournemouth & Christchurch NHS Foundation Trusts – Due Diligence Report (ASC-1213-68)

4.5.2.1 The Academic Partnerships Manager presented the due diligence report and informed members that the partnership proposal had been approved by the International and UK Partnerships Committee for recommendation to ASC. Members noted the findings of the Quality Care Commissions report of August 2012 on Poole Hospital and suggested that evidence be sought as necessary on the actions taken to address these recommendations.

4.5.2.2 The due diligence report was **noted** and the partnership proposal was **approved** for development.

4.5.3 Universiti Malaysia Sarawak – Student Exchange – Partnership Development Proposal

Received: Universiti Malaysia Sarawak (UNIMAS) - Student Exchange - Partnership Development Proposal (ASC-1213-69)

4.5.3.1 The HSW Senior Lecturer (HSC) presented this proposal for a student exchange programme with UNIMAS' Anthropology and Sociology Programme. The Committee was supportive of the proposal as set out in the paper.

4.5.3.2 The student exchange partnership proposal was **approved** for development.

4.5.4 Universiti Malaysia Sarawak – Student Exchange – Due Diligence

Received: Universiti Malaysia Sarawak – Due Diligence Report (ASC-1213-70)

4.5.4.1 The Committee **approved** the partnership proposal to continue to level 2 partner approval as a desk based exercise.

4.5.5 Montclair State University – Student Exchange – Partnership Development Proposal

Received: Montclair State University, US – Student Exchange – Partnership Development Proposal (ASC-1213-71)

4.5.5.1 The Deputy Dean (Education)(ST) presented this proposal for a credit transfer programme with Montclair in respect of the Hospitality Programmes and provided an overview of the joint activities currently being undertaken.

4.5.5.2 The student exchange partnership proposal was **approved** for development.

4.5.6 Montclair State University – Due Diligence

Received: Montclair State University – Due Diligence Report (ASC-1213-72)

4.5.6.1 The Committee **approved** the partnership proposal to proceed to the level 2 partner approval stage.

4.5.7 Pearson College Ltd, UK – Partnership Development Proposal

Received: Pearson College, UK – Validation Partnership Development Proposal (ASC-1213-73)

4.5.7.1 The Director of Employer Engagement (HSC) presented this proposal for BU to validate a programme for paramedic practitioners in employment provided through Pearson College, UK. He confirmed that the proposals related only to UK provision. There was scope for future international provision but it had been made clear to Pearson College that an additional layer of scrutiny would be required for any such development. The Programme would not be an open market on-line programme, but would include some blended learning. BU would be closely involved in the design process and the recruitment of academic staff and approval would be needed for delivery sites. It was agreed that Section 14 of the

proposal be amended to delete the reference to progress reports being made to SASC throughout year 1 of the provision as this was standard reporting and would therefore not be limited to the first year only. It was confirmed that the Committee was supportive of the proposal.

4.5.7.2 The Partnership Proposal was **approved** for development.

4.5.8 Pearson College Ltd, UK – Due Diligence – Revised Proposal [Confidential Paper]

Received: Pearson College Ltd, UK – Due Diligence Report (ASC-1213-74)

4.5.8.1 *(Content redacted due to commercial confidence).*

4.5.8.2 The Partnership Proposal was **approved** to proceed to full Level 2 partner approval.

4.5.9 Pearson College Ltd, UK – New Programme – Dip HE/BSc (Hons) Paramedic Science

Received: Dip HE / BSc (Hons) Paramedic Science (ASC-1213-75)

4.5.9.1 It was agreed that the proposal should be strictly limited to a part-time model (rather than 'normally part-time' as described in the proposal)

4.5.9.2 The Dip HE/BSc (Hons) Paramedic Science Programme Proposal was **approved** for development.

4.5.10 Met Film School – Partnership Development Proposal

Received: Met Film School, UK – Validation Partnership Development Proposal (ASC-1213-76)

4.5.10.1 The Senior Lecturer in Media Education (Dr Readman) presented this proposal for the Met Film School to offer a one year stand-alone Postgraduate Programme in Filmmaking. The market for this course would be primarily overseas students and it was not expected to conflict with any courses currently provided by BU. Some issues had been previously identified in respect of reporting and feedback but work was in hand to ensure that these would be addressed and recent verbal reports from External Examiners had been positive. Members were supportive of the partnership proposal for development, but it was noted that the more detailed proposal would need to provide assurances in respect of not over-reaching academically to provide too many programme pathways in the first instance, legal compliance (specifically in connection with UKBA/HTS requirements) as well as academic and financial due diligence.

4.5.10.2 The Partnership Proposal was **approved** for development.

4.5.11 Met Film School – Validation (Level 2) – Due Diligence [Confidential Paper]

Received: Met Film School – Due Diligence Report (ASC-1213-77)

4.5.11.1 The due diligence report and recommendations were **noted** and the Partnership Proposal was **approved** for development.

4.5.12 Met Film School – New Programme for MA Film-making

Received: Met Film School – New Programme - MA Filmmaking (ASC-1213-78)

4.5.12.1 This new proposed programme to be delivered by the Met Film School would replace the existing MA Filmmaking delivered in the Media School centre of Excellence in Media Practice as part of the CPD Short Courses Framework

4.5.12.2 The MA Filmmaking programme proposal was **approved** for development, although the School was reminded of the comment under 4.5.10.1 (above) to consider carefully the academic and academic management capability of the partner to deliver the complexity of four programme pathways.

4.5.13 London School of Business and Finance, UK – Level 2 Off-campus Delivery – Partnership Development Proposal

Received: QAA report for the London School of Business and Finance (LSBF) (ASC-1213-79)

4.5.13.1 The Committee had previously agreed to await the receipt of this QAA Educational Oversight Review of LSBF before making a final decision on the partnership proposal. Members confirmed that they remained supportive of the proposal in light of the report.

4.5.13.2 Members **noted** the QAA Education Oversight Review in support of the due diligence report.

4.5.14 London School of Business and Finance, UK – Level 2 Off-campus Delivery – Due Diligence [Confidential Paper]

Received: London School of Business and Finance (LSBF) – Due Diligence (ASC-1213-80)

4.5.14.1 *(Content redacted due to commercial confidence).*

4.5.14.2 The Partnership Development Proposal was **approved** to proceed to the partner approval stage subject to the implementation of the recommendations of the due diligence report.

4.6 New Programme/Framework Developments Proposals:

4.6.1 AECC Proposal: MSc in Medical Ultrasound

Received: AECC Programme Development Proposal: MSc Medical Ultrasound (ASC-1213-81)

4.6.1.1 The Director of Undergraduate Programmes (AECC) explained that this re-validation was designed to better suit the needs of professionals.

4.6.1.2 The MSc Medical Ultrasound programme proposal was **approved** for development.

4.6.2 BS Development Update of BSc (Hons) Marketing (for information only)

Received: BSc (Hons) Marketing – Development Update (ASC-1213-82)

4.6.2.1 The Director of Quality and Accreditations (BS) informed members that the Programme would be designated a BSc rather than a BA.

4.6.2.2 The Committee **noted** this update report.

4.6.3 DEC Proposal: New Programme for MA Industrial Design

Received: DEC Proposal: Programme Development Proposal – MA Industrial Design (ASC-1213-83)

4.6.3.1 The Deputy Dean (Education)(DEC) presented this proposal and confirmed that there was sufficient differentiation with existing courses to warrant the development of this new programme. It was noted that the student number target would be higher than the minimum stated and that further information and evidence on competitive position within the market would be required at the next stage of development.

4.6.3.2 The MA Industrial Design programme proposal was **approved** for development.

4.6.4 DEC Proposal: New Programme for MSc Applied Data Analytics

Received: DEC Proposal: New Programme Development Proposal – MSc in Applied Data Analytics (ASC-1213-84)

4.6.4.1 The Deputy Dean (Education) (DEC) presented this proposal and explained that this programme was the first of its kind in the UK and was proposed in response to increased demand for these skills at postgraduate level. It was envisaged that there would be a minimum of 10 students in the cohort. Evidence of further consideration of the programme

title to ensure it would be readily understood by the industrial sector and the graduate student market was noted for consideration at the next stage of development.

- 4.6.4.2 The MSc Applied Data Analytics programme proposal was **approved** for development.
- 4.6.5 HSC Proposal: Change of Title of 'BSc (Hons) Exercise Science' to 'BSc (Hons) Clinical Exercise Science'
Received: Health Sciences Framework – Change of Title for BSc (Hons) Exercise Science to BSc (Hons) Clinical Exercise Science (ASC-1213-85)
- 4.6.5.1 The Deputy Dean (Education)(HSC) presented three proposals for changes of title (see below). This change from Exercise Science to Clinical Exercise Science was intended to clarify the degree as being health related rather than sports related.
- 4.6.5.2 The change of title was **approved**.
- 4.6.6 HSC Proposal: Change of Title of 'Grad Cert Practice Assessment' to 'Grad Cert Practice Education'
Received: Graduate Certificate Practice Education: Proposed Change of Title (ASC-1213-86)
- 4.6.6.1 This change of title was proposed in order to reflect changes initiated by the College of Social Work.
- 4.6.6.2 The change of title was **approved**.
- 4.6.7 HSC Proposal: Change of Title of 'BSc (Hons) Child Health Nursing' to 'BSc (Hons) Children's and Young People's Nursing'
Received: Pre-Registration Nursing Framework – Change of Title for BSc (Hons) Child Health Nursing to BSc (Hons) Children's and Young People's Nursing for the new programme to be validated January 2013 (ASC-1213-87)
- 4.6.7.1 This change of title was designed to better reflect the breadth of the subject matter and was in-line with changes being implemented nationally within the profession.
- 4.6.7.2 The change of title was **approved**.
- 4.6.8 ST Proposal: New Programme – BA (Hons) Events and Leisure Marketing
Received: BA (Hons) Events and Leisure Marketing (ASC-1213-88)
- 4.6.8.1 The Deputy Dean (Education) (ST) presented this suite of proposals for new programmes within the School of Tourism arising from a review of the School's entire curriculum.
- 4.6.8.2 The BA (Hons) Events and Leisure Marketing programme proposal was **approved** for development.
- 4.6.9 ST Proposal: New Programme – BA (Hons) Hotel and Food Services Management
Received: BA (Hons) Hotel and Food Services Management (ASC-1213-89)
- 4.6.9.1 The BA (Hons) Hotel and Food Services Management programme proposal was **approved** for development.
- 4.6.11 ST Proposal: New Programme – BA (Hons) International Hospitality Management
Received: BA (Hons) International Hospitality Management (ASC-1213-90)
- 4.6.11.1 This Programme was a development of the existing BA (Hons) Hospitality Management but with a more international focus within the content and title of the programme. Evidence from market research showed that there was a demand for this Programme.
- 4.6.11.2 The BA (Hons) International Hospitality Management Programme was **approved**.

4.6.12 ST Proposal: New Programme – MSc International Hospitality and Tourism Management
Received: MSc International Hospitality and Tourism Management (ASC-1213-91)

4.6.12.1 It was noted that this programme required further review during the next stage of development, with regard to the international focus within the programme content.

4.6.12.2 The MSc International Hospitality and Tourism Management programme proposal was **approved** for development.

4.6.13 ST Proposal – New Programme – MSc Events Marketing
Received: MSc Events Marketing (ASC-1213-92)

4.6.13.1 This proposed Programme built on the success of the existing Events Management Programme. There was currently only one UK competitor offering this course.

4.6.13.2 The MSc Events Marketing programme proposal was **approved** for development.

4.6.14 ST Proposal – New Programme – MSc Managing Sport Performance
Received: MSc Managing Sport Performance (ASC-1213-93)

4.6.14.1 The MSc Managing Sport Performance programme proposal was **approved** for development.

4.6.15 ST Proposal – New Programme – MSc Disaster Management
Received: MSc Disaster Management (ASC-1213-94)

4.6.15.1 This would be a targeted programme, not an open-market programme, that responded to current demand from (non-UK) Governments. It was suggested that there may be opportunities for joint working with HSC and it was agreed that this would be explored out of committee.

4.6.15.2 The MSc Disaster Management programme proposal was **approved** for development.

4.6.16 ST Proposal – New Programme – MSc Hotel and Food Services Management
Received: MSc Hotel and Food Services Management (ASC-1213-95)

4.6.16.1 The MSc Hotel and Food Services Management programme proposal was **approved** for development.

4.6.17 ST Proposal – New Programme – MSc Sustainable Tourism Planning
Received: MSc Sustainable Tourism Management (subsequently amended to Sustainable Tourism Planning) (ASC-1213-96)

4.6.17.1 The MSc Sustainable Tourism Planning programme proposal was **approved** for development.

5 PART THREE – FOR NOTE

5.1 Partnership Agreements

Received: New Partnership Agreements (September – November 2012) (ASC-1213-97)

5.1.1 The paper setting out details of the partnership agreements signed since September 2012 was **noted**.

5.2 Completed Framework/Programme Reviews, Validations and Reviews for Closure
Received: Completed Framework Evaluations including reviews, approvals and closures (ASC-1213-98)

5.2.1 The list of approvals presented in the paper was **ratified** by the Committee.

5.3 Pending External Examiner Appointments
Received: Pending External Examiner Appointments(ASC-1213-99)

5.3.1 The EDQ Manager updated the Committee on pending External Examiner appointments. Deputy Deans (Education) had received copies of reminders and Schools and EDQ chased outstanding appointments regularly. Some outstanding appointments required urgent action and this was underway. The Committee emphasised the importance of making progress before the end of the Autumn term.

5.4 External Examiner Nominations and Examination Teams for Research Degrees
Received: External Examiner nominations and Examination Teams for Research Degrees (ASC-1213-100)

The Committee **ratified** the External Examiner appointments.

6 REPORTING COMMITTEES

6.1 International and UK Partnerships Committee Minutes
Received: International and UK Partnerships Committee Minutes of Meetings held on 22 October 2012 (ASC-1213-101)

The minutes were **noted**.

6.2 Partnership Board Minutes (ASC-1213-102)

6.2.1 Kingston Maurward College Minutes of Meeting held on 15 October 2012

The minutes were **noted**.

6.2.2 Weymouth College Minutes of Meeting held on 24 October 2012

The minutes were **noted**.

6.2.3 European Tourism Management Minutes of Meeting held on 20 September 2012

The minutes were **noted**.

6.3 School Academic Standards Committee Minutes

6.3.1 BS SASC Minutes of Meeting held on 10 October 2012 (ASC-1213-103)
The minutes were **noted**.

6.3.2 HSC SASC Minutes of Meeting held on 26 September 2012 (ASC-1213-104)

The minutes were **noted**.

6.3.3 ST SASC Minutes of Meeting held on 10 October 2012 (ASC-1213-105)

The minutes were **noted**.

6.3.4 ST SASC Minutes of Meeting held on 31 October 2012 (ASC-1213-106)

The minutes were **noted**.

6.3.5 MS SASC Minutes of Meeting held on 7 November 2012 (ASC-1213-107)

The minutes were **noted**.

6.4 Graduate School Academic Board Meeting Minutes of 23 October 2012 (ASC-1213-108)

The minutes were **noted**.

7 ANY OTHER BUSINESS

There was no other business.

8 DATE AND TIME OF NEXT MEETING

Thursday 14th February 2013 at 2.00pm in the Board Room