

MINUTES OF A MEETING HELD ON 20TH OCTOBER 2014

Present:

Prof Tim McIntyre-Bhatty (Chair)	Deputy Vice-Chancellor
Dr Sue Eccles	Head of Education, Media School (MS)
Mr David Foot	Market Research Manager (M&C)
Ms Jacky Mack	Head of Academic Services (AS)
Dr John Oliver, Assoc. Prof	Professoriate Representative (MS)
Prof Keith Phalp	Deputy Dean - Education and Professional Practice (SciTech)
Prof Elizabeth Rosser	Deputy Dean (Education), School of Health and Social Care (HSC)
Dr Geli Roushan	Associate Dean (Education) (BS)
Ms Chloe Schendel-Wilson	President 2014/15, Students' Union (SUBU)
Ms Catherine Symonds	Head of Quality & Academic Partnerships (AS)
Mr Arvid Thorkeldsen	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)

In Attendance:

Dr Marcin Budka	Senior Lecturer in Data Science (SciTech) [ASC-1415-08]
Ms Daisy Edwards	Quality Assurance & Enhancement Administrator, EDQ (AS) [Observer]
Ms Maxine Frampton	Policy & Committees Officer, EDQ (AS)
Ms Ann Fernandez	Director of Marketing & Communications (M&C) [ASC-1415-04]
Dr Rick Fisher	Senior Lecturer in Adult Nursing (HSC) [ASC-1415-06]
Dr Phillipa Gillingham	Lecturer (HSC) [ASC-1415-09]
Assoc Prof Jane Murphy	Associate Professor (HSC) [ASC-1415-07]
Dr Christopher Richardson	Lecturer in Computing & Informatics (SciTech) [ASC-1415-10]

1 APOLOGIES

Apologies were received from:

Mr Alan James	General Manager of the Students' Union (SUBU)
Ms Ellie Mayo-Ward	Vice President (Education) 2014/15, Students' Union (SUBU)
Dr Sonal Minocha	Pro Vice-Chancellor (Global Engagement)
Prof David Osselton	Head of Forensic & Biological Sciences, Faculty of Science & Technology (SciTech)
Dr Philip Ryland (PR)	Deputy Dean for Education (ST)
Prof Tiantian Zhang (TZ)	Head of the Graduate School (GS)

2 MINUTES OF THE MEETING HELD ON 15TH MAY 2014

2.1 Accuracy

The minutes (ASC-1415-01) were approved as an accurate record.

2.2 Matters Arising (ASC-1415-02)

2.2.1 Minute 3.1.8 – Student Population Statistics

Action Completed: A follow up meeting was held between Dr Sheridan, Prof Zhang and Prof Fletcher. Definitions would be drafted and student data prepared to those definitions for the Graduate School's approval as next steps.

2.2.2 Minute 4.2.3 – School of Applied Sciences School Quality Audit (SQA) Action Plan – Referencing Styles

Action Ongoing: Prof McIntyre-Bhatty was not satisfied that this issue had been resolved completely and it was still felt that academic staff would still be able to request alternative referencing styles. Dr Eccles agreed to circulate to DDEs a statement in use in the Media School which clarifies the circumstances in which alternative referencing styles would be permitted.

Action: SE

2.2.3 Minute 3.1.2 – Partner Quality Report – Defence School of Communication & Information Systems (DSCIS) – BEng/PG Cert TSE Programme

Action Completed: Assessments would be set and assessed in the order dictated by progression i.e. undergraduate before postgraduate, irrespective of the order of delivery of the units. DSCIS had already observed this (by waiting for the matter to be resolved), therefore no cohorts have been adversely affected. The external examiners and EDQ had expressed their agreement with this solution.

2.2.4 Minute 3.2.6 – Student Population Statistics

Action Completed: Ms Mack advised Student Support Services of the additional information received and it was reported that there was a 65:35 split between students who know and declare a Specific Learning Difficulty, and those who do not. To support academic staff, ALS has developed a range of activities. These included awareness training through HR&OD; bespoke 1-2-1 or team sessions and guidance booklets. In addition, declarations made through the accommodation process would now be combined with the course application process. The new Inclusive Curriculum Group linked to the Centre for Excellence in Learning (CEL) was looking at more inclusive approaches to teaching and assessment for all students.

2.2.5 Minute 3.5.11 – QAA Quality Code for Higher Education – Part B – Assuring and Enhancing Academic Quality – Chapter B6: Assessment of Students and the Recognition of Prior Learning

Action Completed: All Schools/Faculty had provided details of how they provide opportunities for 'dialogue on the promotion of a shared understanding of the basis on which academic judgements are made', which included team/SASC meetings.

2.2.6 Minute 3.5.16 - QAA Quality Code for Higher Education – Part B – Assuring and Enhancing Academic Quality – Chapter B6: Assessment of Students and the Recognition of Prior Learning

Action Ongoing: Senate were unable to approve this recommendation until the proposed changes to the Independent Marking Procedure were available. A paper would be prepared for further consideration and agreement by QASG before making recommendations to ASC prior to resubmission to Senate.

2.2.7 Minute 3.6.2/3.6.3 – Management of Mid-Level Assessment Outcomes for Incoming International Exchange Students

Action Completed: A revised template letter of provisional marks had been produced to help ensure a consistency of approach by all Schools/Faculty. The Academic Regulations, Policy and Procedure 7H: *Student Exchange* had been updated to include the standardised process for the production of the letter of provisional marks for all Incoming International Exchange Students. The process would be communicated at a meeting of the Academic Administration Managers alongside the revised 7H document.

2.2.8 Minute 4.1.2.4 – HSC Proposal: New Programme – BSc (Hons) Care of the Older Person

Action Completed: The ASC Clerk had forwarded the information to the Academic Partnerships Team for their information on 16 May 2014.

Action Completed: This programme had been withdrawn as the partnership was not now proceeding.

2.2.9 Minute 4.1.4.1 – MS Proposal: Replace MA Public Relations Conversion Programme with MA Corporate Communication Programme

Action Completed: The closure of MA Public Relations would be considered as part of the revalidation event. There was no requirement for a separate closure event.

2.3 **Terms of Reference and Membership List (ASC-1415-03)**

Received: ASC Terms of Reference and Membership

Approved: The Committee approved the updated ASC Terms of Reference and Membership List.

3 PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING

3.1 Marketing & Communications Annual Report (ASC-1415-04)

Received: Marketing and Communications Annual Report

3.1.1 Ms Fernandez gave an overview of the Marketing & Communications (M&C) Annual Report and gave assurance to the Committee that marketing publications had, with few exceptions, been accurate and reliable, and all processes were followed during 2013/14. Audits of UK and overseas partner institutions had been completed and no major issues of accuracy were identified. From February 2015, the new course search facility on the BU website would be supported by the new Student Records System (SITS), which was a major step forward for BU as this linkage would further help ensure the accuracy of course information.

3.1.2 Following the introduction of a new content management system which supports the publication of online information, a review of all processes would be undertaken in 2014/15. Wider contextual marketing information was audited on a rolling basis by the School Marketing Account Teams and liaison with Programme Leaders would continue as appropriate through the year.

3.1.3 Members requested that BU International College information be included in the M&C Annual Reports moving forward.

Action: AF

3.1.4 In order to increase the level of detail provided to ASC, members requested that future M&C Annual Reports include a spreadsheet to show all inaccuracies identified during audits, the actions being taken and the level of importance.

Action: AF

3.1.5 Section 4.1 of the report stated that a total of 42 overseas partner institution websites had been reviewed in May 2014, however 15 partner institutions had been identified as not providing any reference to BU on their websites. The information regarding the 15 partner institutions had not been specifically included in the report, however this information would be included in future reports, in order that the Committee could see the scale of the review being conducted.

Action: AF

3.1.6 Following discussion, it was agreed that more regular audits would be preferable to the Committee, possibly quarterly or bi-annually. Following further discussion on the frequency of audits, an Audit Calendar would be created.

Action: AF

3.1.7 A number of entry requirements had been incorrectly displayed by UK partners, and it was agreed that the audits arranged for December were too late in the year and should be brought forward. Ms Fernandez would look into this request and update Prof McIntyre-Bhatty accordingly.

Action: AF

4 PART TWO – FOR APPROVAL AND ENDORSEMENT

4.1 Quality Assurance and Enhancement Group (QAEG) (ASC-1415-05)

Received: Quality Assurance and Enhancement Group (QAEG) – New Nomination for Dr Karen Piggott, Anglo-European College of Chiropractic (AECC)

4.1.1 The nomination of Dr Karen Piggott for QAEG membership was **approved**.

4.2 New Programme/Framework Developments Proposals:

4.2.1 HSC Proposal: New Programme – MSc Applied Dementia Studies (ASC-1415-06)

Received: Programme Development Proposal: MSc Applied Dementia Studies

4.2.1.1 The proposed MSc Applied Dementia Studies programme would create a unique offering based on an eco-bio-psycho-social approach to dementia and would be marketed to an international audience. Following the work carried out on the Erasmus Mundus project with five other universities, BU was looking to develop this programme in parallel with the Erasmus Mundus project. Currently, the provision of education by the BU Dementia Institute was confined to continuous professional development (CPD) and the proposed programme would allow BU to provide the next level of education.

4.2.1.2 As the proposed programme would be an online programme, Dr Roushan advised that tools and techniques for pedagogy development were available through the Technology Enhanced Learning Strategy Forum (TELSF). Prof Rosser also advised that an online PG Cert was currently being developed and there was an opportunity for Dr Fisher to collaborate with the working group to gain technological expertise.

4.2.1.3 Members questioned whether the word 'Applied' in the title should be used as it may appear to devalue the award. Dr Fisher advised that the word 'Applied' had been included in the title as the work students would eventually carry out, would look at how they would restructure or make a difference to those with dementia. Dr Fisher agreed to give further consideration to the word 'Applied'.

4.2.1.4 Dr Oliver questioned whether the reference to 'Research and Dissertation' within the Programme Diagram should read 'Research Methods'. This would be amended within the programme documentation. Dr Fisher was also requested to consider the resources required for blended learning in order to develop good practice with other HSC programmes.

4.2.1.5 The proposed programme would be marketed as an MSc rather than CPD. In terms of resources it was noted that one of the research units for PG Cert in Public Health could be helpful for the new programme and the dovetailing and sharing of resources would be available if required.

4.2.1.6 **Approved:** The MSc Applied Dementia Studies programme proposal was approved for development subject to further consideration being given to the comments made above.

4.2.2 HSC Proposal: New Programme - MNutrition (ASC-1415-07)

Received: HSC Programme Development Proposal: MNutrition (integrated masters)

4.2.2.1 The proposed four year Integrated Masters programme in Nutrition would place BU at the forefront of training and would develop the skills of the future nutrition workforce. There was no other similar programme available in the UK at present. The programme would provide an extension of the undergraduate programme in nutrition with increased emphasis on work based learning. Students would gain professional registration upon completion of the award. All students would have a work based learning experience, which in turn would provide the students with an increased skill base for their future employability.

4.2.2.2 Within the fourth year of study, one unit would include the student working with an employer and to also undertake a research project linked to work based learning. Following discussion, members suggested the weightings of the final year units be amended. Dr Murphy agreed to give further consideration to this request.

4.2.2.3 Dr Murphy confirmed she would have further discussion with EDQ regarding the proposed assessment qualifications.

4.2.2.4 Members requested clarification of the placements available to students. It was agreed that students would have the opportunity to undertake a 20 day placement, a 40 week placement and then a 12 week placement. The 12 week placement would be part of the work based learning unit. Members requested Dr Murphy to clarify the role of placements within the documentation made available to the evaluation panel.

4.2.2.5 Dr Eccles advised that the MS was putting together an Integrated Masters programme and suggested collaborating with Dr Murphy to share good practice.

4.2.2.6 **Approved:** The MNutrition programme proposal was approved to progress to the development stage, taking into account the above comments.

4.2.3 SciTech Proposal: New Programme – BSc (Hons) Data Science and Analytics (ASC-1415-08)

Received: SciTech Programme Development Proposal: BSc (Hons) Data Science and Analytics

4.2.3.1 The proposed programme would fit within the Computing Framework and was being proposed in response to the immediate requirement for people with data science and advanced analytics expertise. In order to help facilitate development and delivery of the programme, four new academics were to be recruited to join the Data Science Institute (DSI). The programme would have shared Level C units, then students would specialise at Levels I and H, with possible progression to MSc. The entry criteria would be set to attract high quality applicants with a mathematical background.

4.2.3.2 **Approved:** The BSc (Hons) Data Science and Analytics programme proposal was approved to progress to the development stage.

4.2.4 SciTech Proposal: Change of Title from BSc (Hons) Applied Geography to BSc (Hons) Geography (ASC-1415-09)

Received: SciTech Proposal: Change of Title from BSc (Hons) Applied Geography to BSc (Hons) Geography

4.2.4.1 The change of title had been proposed to bring the programme in line with the recently improved content to improve student experience and to also create a more recognised title, which would increase recruitment in the longer term. It was believed that the removal of the word 'Applied' from the title would better reflect the programme content and it would deal with the perception of applicants that the word 'Applied' referred to an inferior programme.

4.2.4.2 **Approved:** The change of title to BSc (Hons) Geography was approved to progress to the development stage.

4.2.5 SciTech Proposal: New Programme – BSc (Hons) Cyber Security Management (ASC-1415-10)

Received: SciTech Proposal: New Programme – BSc Cyber Security

4.2.5.1 The proposed programme had been developed in response to the major skills shortage for cyber security practitioners. The proposed programme would be a four year BSc degree with a short-term Industry placement in the first and final year, and a full placement in the third year. Dr Richardson was confident in being able to provide 40 week placements for all students in their third year of study.

4.2.5.2 Members questioned whether the proposed programme was an Honours degree and whether the title should be listed at BSc (Hons) Cyber Security Management. Dr Richardson confirmed that the proposal was for an Honours degree.

4.2.5.3 It was proposed the programme would be run from the 2015/16 academic year with many of the initial student intake being ABB+ and/or industry sponsored. In response to a query regarding the availability of placements, Dr Richardson confirmed that currently BU had details of approximately 30 organisations who would be in a position to provide placements.

- 4.2.5.4 Prof Rosser questioned contact hours and student managed learning and the 450 hours quoted for the placement in Year 2. Dr Richardson confirmed that the programme was mostly lab based as Cyber Security was a complex environment and required a significant number of laboratory hours.
- 4.2.5.5 The programme had included a fourth year placement due to the industry need for competent practitioners. Members questioned whether the number of placements would be a burden for students to locate and secure. Dr Richardson confirmed that he had many contacts throughout the UK for placements, which included 43 separate Police Forces and Security/Digital Investigators all of whom had a need for appropriately qualified and skilled staff. It was noted that students were not obliged to undertake a sandwich placement.
- 4.2.5.6 Overall, the Committee agreed to the proposed programme, but requested Dr Richardson to give further consideration to the wording used within the documentation and to refer to the relevant Academic Regulation, Policy and Procedure (ARPP) for further advice, to review the contact hours/time in class and to account for the placement in the Key Information Set (KIS) profile.

Approved: The BSc (Hons) Cyber Security Management programme proposal was approved to progress to the development stage, taking into account the above comments.

4.2.6 AECC Proposal: New Programme – Master of Chiropractic (MChiro) (ASC-1415-11)
Received: AECC Proposal: New Programme – Masters in Chiropractic (MChiro)

- 4.2.6.1 The proposed programme would replace the BSc Human Sciences/MSc Chiropractic programme (3+2) with an Integrated Masters degree programme (1+4). The programme was proposed partly in response to the funding mechanism currently in place within the UK. UK undergraduate students are only able to access funding for the first three years. The proposal for an Integrated Masters model would follow the format used previously and would allow students to access funding across the whole programme.
- 4.2.6.2 The Year 0 preparatory year had been included in the programme in order to further widen access for potential applicants. Year 0 would be set at Level 3 and would be designed to give students a thorough grounding in science subjects applicable to chiropractic education, students would then progress to Year 1 upon successful completion of the academic requirements for the year.
- 4.2.6.3 Ms Symonds advised that Year 0/Level 3 was untypical within BU, although it was permitted within the regulations. However, there are currently no Level 3 assessment regulations in place and these would need to be developed if the programme was approved. It was also noted that the University of South Wales titled their Year 0, Chiropractic Foundation Year and AECC might wish to consider the use of a similar title.
- 4.2.6.4 It was agreed that the process for existing students studying BSc/MSc transferring to the proposed programme would be discussed further during the evaluation and design phases. It was noted that upon approval of the proposed programme students would be recruited to the Integrated Masters in 2015.
- 4.2.6.5 **Approved:** The Master of Chiropractic (MChiro) programme proposal was approved to progress to the design stage.

4.2.7 AECC Proposal: New Programme – BSc (Hons) Ultrasound (ASC-1415-12)
Received: AECC Proposal: Programme Development Proposal – BSc (Hons) Ultrasound

- 4.2.7.1 This paper was withdrawn.

4.2.8 AECC Proposal: New Programme – MSc Advanced Professional Development (Functional Musculoskeletal Health) (ASC-1415-13)
Received: AECC Proposal: Programme Development Proposal – MSc Advanced Professional Development (Functional Musculoskeletal Health)

- 4.2.8.1 Due to low recruitment numbers, it was proposed that MSc Advanced Professional Practice (Musculoskeletal Rehabilitation) programme and MSc Advanced Professional Practice (Sports and Rehabilitation) programme be closed and replaced with the MSc Advanced Professional Practice (Functional Musculoskeletal Health) programme. Feedback from students had shown the two rehabilitation programmes had a significant amount of overlap and required revision to ensure they remained fit for purpose.
- 4.2.8.2 Following discussion it was agreed the title of the proposed programme should read MSc Advanced Professional Practice rather than MSc Advanced Professional Development.
- 4.2.8.3 Section 1.5 of the ASC Initial Approval Form had not been completed, possibly due to expected students studying the programme carrying out most study within their place of work. This would be checked.
- 4.2.8.4 In the Programme Diagram, it was noted that within the Option Units section it stated to 'Choose 1 option unit', however it should read 'Choose 3 option units'. Members also agreed that the Programme Diagram required further clarification, along with further justification of the title as it was not clear to the Committee why the word 'rehabilitation' was not included in the title.
- 4.2.8.5 It was agreed the papers for this proposal would be revisited considering the suggestions made and the programme proposal would be discussed again at the next ASC meeting on 10 December 2014.
- 4.2.9 MS Proposal: New Programme – FdA in Visual Effects & Digital Film (BPC)**
(ASC-1415-14)
Received: MS Proposal: New Programme – FdA in Visual Effects and Digital Film (BPC)
- 4.2.9.1 This paper was withdrawn.
- 4.2.10 MS Proposal: New Programme – M.Lit English (Integrated Masters) (ASC-1415-15)**
Received: MS Proposal: New Programme – M.Lit English (Integrated Masters)
- 4.2.10.1 The proposed Integrated Masters programme would increase both the number of postgraduate courses available and its total number of M-Level students, and in turn the overall market share. The programme would combine the study of traditional literary texts with the study of English in a number of other media such as film, television and web-based narratives.
- 4.2.10.2 As students progress through the degree, there would be an increasing element of choice, so by the time the student reaches the Master's year, students would select their own texts for study.
- 4.2.10.3 The entry requirements for international students was unclear to the Committee, therefore this would be checked and amended.
- 4.2.10.4 The information contained within the table of Section 1.5 of the ASC Initial Approval Form would be revisited for accuracy and information regarding the placement and this would be included in the programme documentation.
- 4.2.10.5 **Approved:** The M.Lit English (Integrated Masters) programme proposal was approved to progress to the design stage.
- 4.2.11 MS Proposal: New Programme – BA (Hons) Computer Games Art (ASC-1415-16)**
Received: MS Proposal: New Programme – BA (Hons) Computer Games Art
- 4.2.11.1 The proposed programme would be added to the current suite of programmes within the Media School and had been specifically designed for students who wished to pursue a career in the field of computer games as a character, environment or mechanical asset artist.

- 4.2.11.2 The KIS data within Section 1.5 of the ASC Initial Approval Form had not included placement information, however the Programme Diagram had shown evidence of a placement. This information would be checked and included within the programme documentation.
- 4.2.11.3 Dr Eccles and Prof Phalp would jointly work on a clear message which would clarify the difference between SciTech programmes and Media School programmes as it was often not clear to parents and stakeholders.
- 4.2.11.4 Dr Eccles would confirm that the Media School was able to fund the new staff members stated in Section 1.10.
- 4.2.11.5 **Approved:** The BA (Hons) Computer Games Art programme proposal was approved to progress to the design stage.

4.3 Programme/Framework Review Deferral Requests

4.3.1 BS Deferral: LPC Revalidation Deferral (ASC-1415-17) *Received: BS Deferral – LPC Re-validation Deferral*

- 4.3.1.1 **Approved:** The Committee approved the deferral of the review to 2015/16 academic year.

4.3.2 HSC Deferral: Independent and Supplementary Prescribing for Nurses and Midwives Deferral (ASC-1415-18) *Received: HSC Deferral: Deferral of the Independent and Supplementary Prescribing for Nurses and Midwives Unit (40 credits Level H)*

- 4.3.2.1 **Approved:** The Committee approved the deferral of the review to 2015/16 academic year.

5 PART THREE – FOR NOTE

5.1 National Student Survey (NSS) Results (ASC-1415-19) *Received: National Student Survey Results 2014*

- 5.1.1 **Noted:** The report was noted.

5.2 Assessment Turnaround Service Standard (ASC-1415-20) *Received: Assessment Turnaround Service Standard for Mid-Year Exams*

- 5.2.1 Members confirmed that the implementation of a four week assessment turnaround service standard was for all mid-year exams during 2014/15.

- 5.2.2 It was agreed that the third sentence of Section 3.1 of the paper which started with 'The form of feedback' should be removed from the document.

5.3 Partnership Agreements (ASC-1415-21) *Received: New Partnership Agreements*

- 5.3.1 **Noted:** The report was noted.

5.4 Completed Framework/Programme Reviews, Validations and Reviews for Closure (ASC-1415-22) *Received: Completed Framework/Programme Reviews, Validations and Reviews for Closure*

- 5.4.1 **Noted:** The report was noted.

5.5 Pending External Examiner Appointments (ASC-1415-23) *Received: Pending External Examiner Appointments*

5.5.1 The replacement External Examiners for HSC were being dealt with. The BSc (Hons) Midwifery External Examiner would continue to oversee the programme until the new External Examiner was recruited. The appointment of an FdSc Paramedic Science External Examiner was imminent.

5.5.2 **Noted:** The report was noted.

5.6 External Examiner Nominations and Examination Teams for Research Degrees

(ASC-1415-24)

Received: External Examiner Nominations and Examination Teams for Research Degrees

5.6.1 **Noted:** The report was noted.

5.7 Wiltshire College, Salisbury – Partner Review Report and Action Plan (ASC-1415-25)

Received: Partner Review Report and Action Plan for Wiltshire College, Salisbury

5.7.1 Following the Partner Review of Wiltshire College, it was concluded that whilst confidence could currently be placed in the capacity of Wiltshire College to meet the requirements of the partnership arrangement, a further review would be scheduled to take place in May 2016.

5.7.2 **Noted:** The report was noted.

5.8 Bridgwater College QAA Higher Education Review Executive Summary (ASC-1415-26)

Received: Bridgwater College QAA Higher Education Review – Executive Summary – May 2014

5.8.1 **Noted:** The report was noted.

5.9 School/Faculty Academic Standards Committee Terms of Reference (ASC-1415-27)

Received: School/Faculty Academic Standards Committee Terms of Reference

5.9.1 **Noted:** The report was noted.

6 REPORTING COMMITTEES

6.1 International and UK Partnerships Committee Minutes (ASC-1415-28)

6.1.1 The following IUPC minutes were **noted**.

- IUPC minutes of 22 May 2014 (confirmed)
- IUPC minutes of 11 July 2014 (unconfirmed)

6.2 Partnership Board Minutes (ASC-1415-29)

6.2.1 The following Partnership Board minutes were **noted**.

- Anglo European Chiropractic College (AECC) minutes of 4 June 2014 (unconfirmed)
- Sony Computer Entertainment Europe (SCEE) minutes of 24 June 2014 (unconfirmed)
- Bournemouth & Poole College minutes of 27 June 2014 (unconfirmed)

6.3 Quality Assurance Standing Group Minutes (ASC-1415-30)

6.2.1 The following QASG minutes were **noted**.

- QASG minutes of 6 May 2014 (confirmed)
- QASG minutes of 11 July 2014 (unconfirmed)

6.3 School Academic Standards Committee (SASC) Minutes (ASC-1415-XX)

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

- BS Minutes of 7 May 2014 (unconfirmed)
- HSC Minutes of 2 July 2014 (unconfirmed)
- MS Minutes of 9 April 2014 (confirmed)
- MS Minutes of 4 June 2014 (unconfirmed)
- SciTech (ApSci) Minutes of 2 April 2014 (unconfirmed)
- SciTech (DEC) Minutes of 4 July 2014 (unconfirmed)
- SciTech Minutes of 10 September 2014 (unconfirmed)
- ST Minutes of 7 May 2014 (confirmed)
- ST Minutes of 21 May 2014 (confirmed)

7 AECC Academic Development and Quality Committee Minutes of 21 May 2014 (unconfirmed) (ASC-1415-32)

7.1 The minutes were **noted**.

8 Joint Academic Board Minutes of 4 July 2014 (unconfirmed) (ASC-1415-33)

8.1 The minutes were **noted**.

9 ANY OTHER BUSINESS

9.1 Ms Symonds reminded the Committee that one year had passed since the QAA Review and ASC were required to update the Action Plan. Ms Symonds would shortly request responses from various staff members regarding the update of particular points, and the Action Plan would be presented at the next ASC meeting on 10 December 2014.

10 DATE AND TIME OF NEXT MEETING

Wednesday 10 December 2014 at 1.00pm in the Board Room