BOURNEMOUTH UNIVERSITY

ELECTRONIC ASEC

REPORT OF A MEETING OF ELECTRONIC ASEC held between 26 and 30 November 2018

STATEMENT ON QUORUM

The meeting was quorate with 12 members attending.

18/032 FOR APPROVAL

18/033 FER proposed reviews (ASEC-18-031) Mr A Child

Decision required: ASEC is asked to approve the paper.

The Committee welcomed the proposed institutional review of Student Voice and it was noted that this would complement work already underway linked to BU2025 actions and provide opportunity to engage with best practice across the sector. The timescale needed to be fairly short to ensure that any enhancements could be progressed in good time in the current academic year.

The proposals as described had been endorsed at the November meeting of AEIC. The review of AMER outputs from both NCCA and AFE conducted by that Committee suggested that there would be benefit from closer engagement with the AMER process, the development of strengthened action plans and support in enhancing student voice as well as more tailored plans at programme level.

It was anticipated that the Departments concerned would engage effectively and implement emerging actions and that, in NCCA's case, the FER would send clear signals in relation to the Department's performance levels in relation to many KPIs concerning teaching and the student experience. However it was not expected that the outcomes from the FER would directly resolve all challenges within these Departments.

The Faculty of Management had proposed that the FER panel for AFE be held in late March or April to align with the programme review external panels for undergraduate and postgraduate provision which were scheduled for the academic year. This proposed timing would still allow time to make and embed improvements needed for 2019/20.

Chair's Decision:
Approved.

18/034 Quality Assurance & Enhancement Group Nominations (ASEC-18-032) Mr A Child

Decision required: ASEC is asked to approve the paper.

Members approved the nominations.

Chair's Decision:
Approved.

18/035 Programme Review Deferrals from Faculties

18/036 EdD Creative and Media Education (ASEC-18-033) Dr R Scullion

Decision required: ASEC is asked to approve the paper.

The Committee noted that the revised documentation for the review had been submitted to the

DDEPP as part of the Faculty approval. The deferral was approved on the basis that additional time was needed for full exploration of the issues outlined in the paper, which would lead to an optimal eventual outcome when the programme was redesigned and ensure that full consideration could be given to the issues that needed to be addressed. It was noted that there was a low risk to students who had already commenced the programme.

A request was made for an update on the broader EdD which was previously approved by ASC.

Action: RS

Chair's Decision:
Approved.

18/037 HSS NMC Provision plus BSc (Hons) Nutrition (ASEC-18-046) Dr S White

Decision required: ASEC is asked to <u>approve</u> the paper.

Committee members indicated their support for the proposal noting the need to ensure compliance with PSRB requirements and the changes in the external context that had created reasons for delays to the University's procedures.

Chair's Decision:
Approved.

18/038 <u>Programme Development Proposals</u>

18/039 MSc Titles from Department of Computing & Informatics (ASEC-18-045) Dr A Stefanidis

- MSc Data Science and Artificial Intelligence
- MSc Digital Health and Artificial Intelligence
- MSc Digital Health

Decision required: ASEC is asked to <u>approve</u> the proposals.

When considering the case for the development of the proposed programmes the Committee noted evidence of future employer demand but recognised that competitor research had not yet been conducted, which would be valuable to inform pricing and market positioning. It was suggested that the University might benefit from first mover advantage in an emerging area. Targets set for 2019 entry needed to be considered as BU was mid-cycle with only 4-5 months of promotional time, depending on approval process timescales.

In indicating its support for the proposal the Committee suggested that a discussion be held between FST and FM about whether there was some content from these programmes which could be offered to MBA or MSc students. The potential to draw on the expertise in the Faculty of Media and Communication, notably in NCCA, was also highlighted.

In addition it was noted that the Artificial Intelligence programmes might have a different level of mathematic skill requirement when compared with the standalone Digital Health programme and it was suggested the programme team consider this as part of the development.

A typing error was identified on the date of MSc Digital Health & Artificial Intelligence on page 6. It was to be confirmed that the MSc in Digital Health and Artificial Intelligence was also to start in September 2019 like the other proposed programmes.

Action: KM

Chair’s Decision:
Approved.

18/040 External Examiner Nominations and Examination Teams for Research Degrees (ASEC-18-034) Mr A Child

Decision required: ASEC is asked to <u>approve</u> the paper.

The Committee queried the table outlining examination teams for research degrees noting that this indicated three teams consisted of memberships without any examiner holding a Doctorate. It was confirmed that all but one of the teams was directly compliant with the Code of Practice with at least one examiner holding a Doctorate. In future, Academic Quality would ensure that full titles were used for all rows of these updates to avoid the need to issue this form of clarification. Academic Quality was aware of the fact that the team for the "Approaches to the Formation of Perceptible Creative Expressions from the Scientifically Impalpable" was made up of two external examiners without Doctorates, although the team was very experienced in PhD examination and one was a Professor at their institution. However, the intention was to appoint a third examiner to this team who holds a Doctorate, although this appointment had not yet been finalised.

Related to the above discussion there was a view that BU could not examine a Doctoral level candidate with two external examiners holding undergraduate degrees as their highest awards, considering the normal view that staff at BU and within partners must hold awards at least, if not higher than, the course they teach on. It was suggested that that external examiner nominations be rejected as currently configured, noting the plans already in place to add to this examining team.

It was noted that standard practice was for examiner proposals to be considered by the Faculty and the approving panel with reference to the stated criteria in the Code of Practice.

A comment was made that BU should be aware of the number of external examiners from Southampton Solent and that perhaps a wider 'trawl' could be considered on an ongoing basis.

Chair’s Decision:
Approved – with the exception of the team for the ‘Approaches to the Formation of Perceptible Creative Expressions from the Scientifically Impalpable’ which was subject to the appointment of an additional examiner to strengthen the team in line with the criteria within the Code of Practice.

Action: Secretary

18/041 Programme/Unit Title Change: Supplementary Independent Prescribing for Allied Health Professionals (ASEC-18-035) Dr S White

Decision required: ASEC is asked to <u>approve</u> the paper.

The Committee noted that this was a slightly unusual case where an individual unit was also available as a programme for the purposes of continuing professional development. Escalating this approval of a name change to ASEC allowed full scrutiny of the decision to change the title. It was noted that there was an external driver for this change.

It was also noted that there was no direct impact on current and/or prospective students.

Chair’s Decision:
Approved.

18/042 FOR NOTE

18/043 Pending External Examiner Appointments (ASEC-18-036) Mr A Child

Decision required: ASEC is asked to note the paper.

In noting the update the Committee expressed some concern that appointments expiring at the end of September were still outstanding. Faculty representatives advised that progress was being made towards securing appointments which would likely be captured within the next update.

The Committee noted the particular importance of the nominations for the Business Studies/Accounting programmes in Faculty of Management in the context of the size of the programmes, the noted levels of engagement with AMER and the commencement of the Focussed Enhancement Review. The Committee was advised that on page 9 of the External Examiner nomination procedure, a summary of the appointment process was provided. There were several points of review which ensured appropriate scrutiny of appointments. The Faculty Dean reviewed the proposals at a relatively early stage of the process. Please see the link here:
https://intranetsp.bournemouth.ac.uk/pandptest/6n-external-examining-policy-and-procedure.pdf

Chair's Decision:
Noted.

18/044 Completed programme reviews, approvals and reviews for closure (ASEC-18-037) Mr A Child

Decision required: ASEC is asked to note the paper.

A query was raised as to whether reviews listed as unconfirmed required any further intervention in order to progress them. It was clarified that this was not the case as the status change occurred routinely after a period of time, once External Panel members had had a window to consider the reports.

Chair's Decision:
Noted.

18/045 IUPC Minutes: 4 July 2018 (ASEC-18-038) Mr A Child

Decision required: ASEC is asked to note the minutes.

Committee members discussed the development of the common Summer School model being led by International Marketing and Student Recruitment (IMSRT). It was noted that FM's Associate Dean (Global Engagement) was actively working on a Summer School for 2019 and that this was expected to be advertised internationally very soon. The NCCA was also involved in the Summer School meaning it would cover the interests of two Faculties. An earlier suggestion from a ULT away day was also noted involving a cultural and archaeological themed Summer School of potential interest to American students.

The Director of Marketing & Communications commented that an update on Summer Schools could be provided by IMSRT by email circulation or at the next meeting as required.

Action: AF

There was a query regarding FST's description of a 'number one strategic partnership' and how this related to the levels of partnerships as defined within Faculties and the institution, how these should engage with BU2025, minimal requirements for partnerships, number of partnerships and so on. The Deputy Dean (FST) commented that a 'number one partnership' was a description used within the

Faculty as that partnership was anticipated to generate significant income. This proposal was currently being considered through the approval process including discussion of the contractual basis for the partnership.

Other comments noted included view on the limitations of SciVal as an indicator of international collaboration and a comment that the Global Engagement annual reports contained useful material, but did not consistently link to the overarching BU2025 steer on that area (which in itself needed fully articulating as soon as possible).

Chair's Decision:
Noted.

18/046 JAB Minutes: 3 July 2018 (ASEC-18-039) Mr A Child

Decision required: ASEC is asked to note the minutes.

Members noted the minutes from the meeting.

Chair's Decision:
Noted.

18/047 FHSS FASEC Minutes: 3 October 2018 (ASEC-18-040) Dr S White

Decision required: ASEC is asked to note the minutes.

It was noted that this meeting was held on 3 October and therefore before student representatives were elected, consideration should be given to whether there should always be student representation at meetings.

Building on the Faculty consideration of AMER action plans, AEIC was to feedback to DDEs on a review that was conducted on a sample of departmental action plans, to help in future cycles. Student voice would be a theme for a FER this year and hopefully some more attractive and engaging ways for students to contribute (or a range of alternatives) would come out of this piece of work. It was noted that CEL could assist on ideas for digital engagement with students.

Chair's Decision:
Noted.

18/048 FM FASEC Minutes: 3 October 2018 (ASEC-18-041) Dr P Ryland

Decision required: ASEC is asked to note the minutes.

In discussing the minutes it was noted that there were some important pointers for the AFE FER especially related to the formulation of action plans, lack of student engagement with the Maths & Stats clinic and internal/external marketing. It was noted that, as with other FASEC minutes, there was very little drilling down to programme level as might be expected, but that questions arose over the mechanism for this. The Committee welcomed emergent relationship between research teams (SIGs) and course delivery in LSO.

It was noted that the DDEs and Academic Services had discussed how to support the Faculty's review at the programme level and also to do this earlier, through preparatory workshops to support programme AMERs and initial discussions ahead of the publication of the data dashboard in August.

It was also noted that AEIC had shared high level feedback with Heads of Department after this summer's subject TEF work. All departments' feedback and actions were available from which practice could be shared. It was noted there were plans to have a staff scheme to acknowledge innovation. The Head of CEL asked SUBU to remind course representatives that they could nominate 'You're brilliant awards' to recognise innovation as well.

Chair's Decision:
Noted.

18/049 FMC FASEC Minutes: 3 October 2018 (ASEC-18-042) Dr R Scullion

Decision required: ASEC is asked to note the minutes.

In response to the point in the minutes, Student Services indicated it was aware of the postgraduate accommodation issue and was working with Academic Services to assess the scale of the problem and to identify a workable and affordable solution, if one was possible.

The focus on academic advisors, data driven metrics and solutions for BME was welcomed. It was noted that JEC was particularly student focused in their responses to AMER. The CMC was thanked for including the PG Cert in their provision for the purposes of annual monitoring.

The Vice-President (Education) asked if SUBU could be involved in the process of understanding BME students' dissatisfaction within their course and whether it was only an issue in FMC.

Action: RS

It was suggested that further discussions take place between the Faculties to share good practice regarding the Academic Advisor systems.

Action: DDEs

Chair's Decision:
Noted.

18/050 FST FASEC Minutes: 3 October 2018 (ASEC-18-043) Dr K McGhee

Decision required: ASEC is asked to note the minutes.

The Committee welcomed the clear approach to recording the approval of annual monitoring action plans and the level of scrutiny applied which was regarded as an example of good practice.

Chair's Decision:
Noted.

18/051 Centre for Excellence in Learning Update (ASEC-18-044) Prof D Holley

Decision required: ASEC is asked to note the paper.

SUBU wished to record its appreciation of the close working relationship it had with CEL for example during Speak Week as well as the engagement with the Go Out and Talk (GOAT) team. The Head of CEL responded and recorded her appreciation of the SUBU input into their work.

Through engagement with various groups and committees, there was an opportunity for bringing together insights from these differing groups for input into the Fusion Based Learning working group. It was suggested that this be considered through e-ULT, but it was possible that this could be drawn together for ASEC as part of these updates. For example, there had been some strong suggestions for institution wide units (e.g. in ethics and research integrity, sustainability and other UN Sustainable Development Goals) which could form part of the Fusion Based Learning Approach. Discussions were being held in FM regarding employability and skills/experiences units which could be Faculty-wide too. The Head of CEL noted that this was possible and that as Chair of the working group she would aim to feed these ideas into ongoing discussion.

Committee members noted ongoing issues in relation to how Brightspace and the data protection regulations interacted as well as challenges for deploying MUSE through Brightspace. The Head of CEL responded by noting the complexities of developing a new VLE at the point GDPR came into force and that they were working through issues as they arose. She also noted that they were currently in discussions with the Chief Data Protection Officer.

Chair's Decision:
Noted.

DATE OF NEXT MEETING

Next in-person meeting:
Wednesday, 30 January 2019 at 2:00pm in the Board Room.

Next Electronic ASEC meeting:
Monday, 25 February 2019 to Friday, 1 March 2019.