BOURNEMOUTH UNIVERSITY **CONFIRMED**

ELECTRONIC ASEC

REPORT OF A MEETING OF ELECTRONIC ASEC held between 25th February 2019 and 1st March 2019

STATEMENT ON QUORUM

The meeting was quorate with 12 members attending.

Apologies: Ann Fernandez and Debbie Holley.

18/082 FOR APPROVAL

18/083 Focussed Enhancement Reviews: Approval of Chairs (ASEC-18-079) Mr A Child

Decision required: ASEC is asked to approve the paper.

The Head of Academic Quality noted his thanks to Dr Richard Scullion, Professor Michael Silk and Professor Stephen Tee for agreeing in principle to Chair these reviews, subject to approval from the Committee.

The General Manager of SUBU commented that SUBU had a significant interest in the review of the Student Voice.

Members **approved** the nomination of FER Chairs.

Chair's Decision:

Approved

18/084 Changes to International Student Mobility and BU Recognition (ASEC-18-080) Mr A Child

Decision required: ASEC is asked to endorse the paper.

The Committee discussed the proposal to add a third description type for combined UK and International Placements. In discussion, it was felt that this added unnecessary complexity and the Committee agreed that categorisation of international placements should apply when over 50% of time spent on placement was overseas. It was noted that the Global Engagement Hub would hold the information necessary to inform whether a student has met this threshold, which would be held for five years in line with Erasmus+ requirements.

The Committee also agreed to remove the word 'industrial' from the transcript category as applied to international placements.

The members **endorsed** the paper, subject to the removal of the word 'industrial' as outlined above and the omission of the recommendation for a third description for combined UK and international placements.

Chair's Decision:
Endorsed

18/085 External Examiner Nominations and Examination Teams for Research Degrees (ASEC-18-075) Mr A Child

Decision required: ASEC is asked to approve the paper.

A clarification was requested concerning the appointment the External Examiner for BA (Hons) Event

Management in relation to the person specification (5.2) in 6N (External Examining Policy & Procedure). It was noted that the Faculty had considered the Examiner's academic qualifications as part of the nomination process and that the QAEG reviewers had noted the level of expertise and experience of the Examiner which ensured the appointment was appropriate. This included previous examination experience and current teaching at Master's level.

Members **approved** the nominations.

Chair's Decision:
Approved

18/086 FM External Examiner Appointment Termination (ASEC-18-083) Dr L Farquharson

Decision required: ASEC is asked to <u>approve</u> the termination of appointment.

The Committee noted a concern regarding the need to terminate appointments. The Secretary commented in response that these terminations were one off instances and, in the context of a large number of external examiner appointments remained a very small proportion. BU was proactive in tracking and flagging issues with external examiner engagement with the effect that termination had become more common. This ensured BU could respond appropriately whilst giving a fair chance to account for legitimate reasons for non-engagement.

The Committee discussed the potential for enhancements to training and guidance. The regulations were clear on the implications of non-engagement but there was potential to emphasise these points in the External Examiner handbook and the seminars for new Examiners. It was noted in response to a query that fees were only paid on receipt of the annual report.

Action 18/086: AC

Members **approved** the termination of appointment.

Chair's Decision:
Approved

18/087 <u>Programme Development Proposals</u>

18/088 MA Literary Media Name Change (ASEC-18-082) Dr C van Raalte

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

Whilst noting the strong marketing case for the change in programme title, the Committee discussed the extent to which the programme content supported the use of the term 'English'. This was set in the context of the QAA Subject Benchmark Statement for English which was only available at Bachelor's level.

The Deputy Dean Education (FMC), noted the similarity between the programme's content and that available in other institutions offering English Literature, which was apparent at the level of the detailed units, with other parts of the programme focussing more explicitly on media.

The Committee noted that the review event for this programme was scheduled for Friday, 1st March 2019 which was to consider both title options. The panel had advised that the change in title was appropriate given the subject content and the Committee was satisfied to approve the change in the light of this recommendation.

Chair's Decision:
Approved

18/089 Programme Development Proposals (ASEC-18-081) Prof S Porter

- BA (Hons) Criminology
- BSc (Hons) Criminology with Psychology
- BA (Hons) Criminology with Law
- BA (Hons) Sociology with Politics

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

Noting the 2019 start date for the BA (Hons) Criminology in particular, Academic Quality was working closely with the Faculty to facilitate the approval process. Marketing & Communications was also aware and was putting the plans in place for promotion of the programme.

It was noted that there was potential for the programmes to draw market share away from programmes with a Criminology component already in place at the University. This was to be considered as part of the next stages of approval to ensure each programme would receive sufficient interest from prospective students.

Action 18/089: SP

The proposals were **approved** by the Committee.

Chair's Decision:
Approved

18/090 Quality Assurance & Enhancement Group Nomination (ASEC-18-084) Mr A Child

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

Members **approved** the nomination.

Chair's Decision:
Approved

18/091 FOR NOTE

18/092 Additional Information: Tianjin University of Technology (ASEC-18-060) Dr A Morrison/Dr A Stefanidis

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

Members **noted** the additional information contained in the paper.

Chair's Decision:
Noted

18/093 Arrivals and Induction Report (ASEC-18-056) Ms M Barron

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

It was noted that the report was comprehensive and that it contained an interesting account of a significant body of work. However it was suggested that future iterations could be shorter and provide a less detailed overview given that ULT was receiving regular updates through the executive reporting line.

The efforts of the Faculties were apparent in the report and there was acknowledgement of pockets of success, for example, the increase in student satisfaction with induction seen in FMC. Sharing this information with key colleagues would be useful to learn from others and develop ideas further. It was noted that this information was potentially very useful for ADSEs and Heads of Education. SUBU commented that it would learn from the matters raised with regard to welcome talks.

It was suggested that IT be represented on the Induction working group, given that this was a core aspect related to a good arrivals/induction experience and this would allow earlier flagging of issues.

Action 18/093 MB

Members **noted** the paper.

Chair's Decision:
Noted

18/094 Peer Reflection on Education Practice: 2018/19 (PREP) (ASEC-18-069) Prof D Holley

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

In discussing the updated version of the report the Committee noted the current position in terms of engagement with PREP during 2018/19. The data regarding engagement with PREP and Peer Observation was gathered at Department/Faculty level but there was also opportunity to log engagement through iPersonalise. Faculties were reporting low levels of engagement with PREP this year and a breakdown of engagement per Faculty and Department would be useful. PREP remained mandatory but the iPersonalise tool was not the compulsory mechanism and this would benefit from consideration to ensure PREP was maximising impact. Faculties remained responsible for ensuring engagement with PREP for all academic staff and Deputy Deans would need to progress this as necessary and advise what steps were being taken to do this.

Action 18/094A: Deputy Deans

There was also discussion regarding the nature of PREP and its broadening to incorporate other aspects of peer review beyond peer observation. It was questioned whether key benefits had been lost with this change noting good examples cited related to peer observation of teaching.

It was also commented that it was essential to ensure that all online activity was inclusive and disability compliant.

Members **noted** the paper and the issues raised above would be fed back to the new Head of CEL once appointed.

Action 18/094B: AC

Chair's Decision:
Noted

18/095 Pending External Examiner Appointments (ASEC-18-076) Mr A Child

Decision required: ASEC is asked to <u>note</u> the appointments.

It was noted that all but one of the pending appointments related to Examiner terms that ended later in 2019. The vacancy related to an External for the MA Sound Design for Film and Television who had stepped down before the end of the term. The Faculty was to be asked for an update on this appointment.

Action 18/095: CvR

Following the meeting a correction was made to the document to correct the appointments held by the External Examiner for the MSc in Forensic and Neuropsychological Perspectives in Face Processing.

Members **noted** the appointments.

Chair's Decision:
Noted

18/096 Completed programme reviews, approvals and reviews (ASEC-18-054) Mr A Child

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

It was noted that the outcomes for some programmes had already been reported to previous meetings and that for others, conditions may not have been met at that stage. Programmes were reported via the completed evaluations document when conditions had been met and final approval had been granted.

Members **noted** the paper.

Chair's Decision:
Noted

18/097 FHSS FASEC Minutes: 13 November 2018 (ASEC-18-077) Dr S White

Decision required: ASEC is asked to <u>note</u> the minutes.

Members **noted** the minutes.

Chair's Decision:
Noted

18/098 FHSS FASEC Minutes: 5 December 2018 (ASEC-18-078) Dr S White

Decision required: ASEC is asked to <u>note</u> the minutes.

Members **noted** the minutes.

Chair's Decision:
Noted

18/099 FM FASEC Minutes: 14 November 2018 (ASEC-18-073) Dr L Farquharson

Decision required: ASEC is asked to <u>note</u> the minutes.

Members **noted** the minutes.

Chair's Decision:
Noted

18/100 FM FASEC Minutes: 12 December 2018 (ASEC-18-074) Dr L Farquharson

Decision required: ASEC is asked to <u>note</u> the minutes.

Members **noted** the minutes.

Chair's Decision:
Noted

18/101 FMC FASEC Minutes: 14 November 2018 (ASEC-18-071) Dr R Scullion

Decision required: ASEC is asked to <u>note</u> the minutes.

A query was raised as to whether this meeting was quorate, as there were several apologies. The FMC FASEC Clerk confirmed that the meeting was quorate.

Members **noted** the minutes.

Chair's Decision:
Noted

18/102 FMC FASEC Minutes: 12 December 2018 (ASEC-18-072) Dr R Scullion

Decision required: ASEC is asked to <u>note</u> the minutes.

With reference to Item 18/023 Student Non-Attendance and Non-Engagement **-** The General Manager of SUBU suggested that FMC invite a representative at local or SUBU level to contribute to the working group on student attendance.

Members **noted** the minutes.

Chair's Decision:
Noted

18/103 FST FASEC Minutes: 5 December 2018 (ASEC-18-070) Prof K McGhee

Decision required: ASEC is asked to <u>note</u> the minutes.

Members **noted** the minutes.

Chair's Decision:
Noted

DATE OF NEXT MEETING

Next in-person meeting:
Wednesday, 20th March 2019 at 2:00pm in the Board Room.

Next e-ASEC meeting:
Monday - Thursday, 15th – 18th April 2019.