

# Academic Standards and Education Committee (ASEC) E-Meeting

02 December 2019, 8:00 to 16:00

## Attendees

### Board members

Prof T McIntyre-Bhatty ((Chair and Deputy Vice-Chancellor)),  
Prof Michael Silk ((Deputy Chair and Deputy Dean - Research and Professional Practice (FM))),  
Adam Child ((Secretary and Head of Academic Quality (AS))), Dr Carol Clark ((Member of Senate)),  
Mandi Barron ((Director of Student Services (SS))), Dr Lois Farquharson ((Executive Dean (FM))),  
Dr Christa van Raalte ((Deputy Dean - Education and Professional Practice (FMC))), Prof Julie Turner-Cobb ((Member of the Professoriate)),  
Dr Gelareh Roushan ((Head of FLIE)), Lenrick Greaves ((Vice-President (Education), Students' Union (SUBU))),  
Prof Christopher Hartwell ((Member of the Professoriate))

## Meeting minutes

### 1. For Ratification

#### 2. Chair's Action – 6D: Anonymous Marking

**Ratification**

.Adam Child

The Chair's Action to amend *6D - Marking, Independent Marking and Moderation: Policy and Procedure* in order to further support the introduction of anonymous marking was **ratified** by the Committee.

 2 Chair's Action - ARPP 6D Anonymous Marking.pdf

### 3. For Approval/Endorsement

#### 4. Annual Monitoring and Enhancement Review (AMER)

##### 4.1. Faculty of Health and Social Sciences (FHSS)

**Approval**

.Dr Sara White

The inclusion of milestones within the 'specific action to be taken' column of the action plan, as raised at the previous meeting of ASEC, were noted.

It was noted that timetabling issues, particularly for later sessions was a university-wide issue and not only occurring in FHSS. Timetabling issues had previously been escalated for discussion at ULT.

The SUVP Education noted that findings from the 'Lived experience of BME Students' research pilot were currently being reviewed and would be circulated on 3 February 2020. Regarding how Heads of Departments and the ADSE were engaging with SUBU to establish a way forward for students who felt that 'SUBU was not representing them', it was reported that SUBU's Student Voice Manager had held discussions with the FHSS Representatives Coordinator about how to work more closely together. However, SUBU were not aware that this related to the Faculty AMER. SUBU requested that FHSS inform SUBU as to where this feedback arose and to how many students it related in order to assist SUBU in developing an approach.

Action: SW

The AMER was **approved**.

 4.1 Annual Monitoring and Enhancement Review 1819 - FHSS.pdf

## 4.2. Faculty of Media and Communication (FMC)

The emphasis on reinforcing the importance of core policies around assessment and feedback was welcomed and aligned with the NSS corporate plan. The expectation was also that the recent FER for NCCA would contribute to the resolution of the challenges identified within this department. It was noted that ASEC would receive the outcomes of the FER in the New Year.

The SUVP Education was concerned by the description of the whole cohort 'programme meetings' which would be a forum for all students, not just representatives, and queried the rationale for this. He asked whether it was due to smaller sized programmes with limited numbers of representatives, which would avoid the meeting feeling 'staff heavy'. Otherwise, if this approach was used for larger cohorts that had a good number of representatives, it would disempower the representatives. The Deputy Dean Education responded that this was something that Programme Leaders had experimented with for some time and that it was popular with students and had proved very effective in raising the NSS results in the past. It intended to reinforce the position of the representatives especially where the latter helped to facilitate the meetings.

The AMER was **approved**.

 4.2 Annual Monitoring and Enhancement Review 1819 - FMC.pdf

**Approval**  
Dr Christa Van Raalte

## 5. Revisions to ARPPS

### 5.1. 5D – Academic Adviser Policy

There was support for the proposed amendments although concern was raised that administrative minutiae could outweigh meaningful engagement with students and create additional burdens for staff. It was noted that work was taking place to include tracking and recording of Academic Advising engagements on Brightspace, although the extent to which it could be used was not yet clear.

The proposal was **approved**.

 5.1 Revisions to ARPPs - 5D-Academic Advisor.pdf

**Approval**  
Dr Corrina Osborne

### 5.2. 9C – Focussed Enhancement Review: Policy and Procedure

In reviewing the changes to 9C a comment was made that the change from Faculty contact to Faculty lead was a major change of responsibility. In response it was explained that this was an attempt to position the FER further as an active process conducted in partnership with the Faculty.

The proposal was **approved**.

 5.2 Revisions to ARPPs - 9C-Focussed Enhancement Review.pdf

**Approval**  
Adam Child

## 6. External Examiner Nominations and Examination Teams for Research Degrees

The nominations were **approved**.

 6 External Examiner Nominations & Examination Teams for Research Degrees.pdf

**Approval**  
Adam Child

## 7. Quality Assurance and Enhancement Group Nominations

The nominations were **approved**.

 7 Quality Assurance and Enhancement Group Nominations.pdf

**Approval**  
Adam Child

## 8. Programme Review Deferral Requests

### 8.1. MSc Public Health in FHSS

The programme review deferral request was **approved**.

 8.1 Programme Review Deferral Request - FHSS MSc Public Health.pdf

**Approval**  
Dr Sara White

### 8.2. PG Dip/MA Advanced Mental Health Practice in FHSS

The programme review deferral request was **approved**, noting the context of the possible changes to PSRB requirements.

 8.2 Programme Review Deferral Request - FHSS Adv Mental Health Practice.pdf

**Approval**  
Dr Sara White

### 8.3. BSc/PG Dip Public Health with SCPHN

The programme review deferral request was **approved**, noting the pending review of NMC requirements.

 8.3 Programme Review Deferral Request - FHSS Public Health with SCPHN.pdf

**Approval**

.Dr Sara White

## 9. For Note

### 10. Fusion Learning, Innovation and Excellence (FLIE) Update

The increase in MUSE completions was noted as a positive and there were useful synergies with student voice regarding MUSE as well as the work to support cohort identity, which could potentially support NSS scores in that area of the survey.

The report was **noted**.

 10 Fusion Learning, Innovation and Excellence (FLIE) Update.pdf

**Information**

.Dr Gelareh Roushan

### 11. Updated Student Protection Plan 2019/20

The amendments to the Student Protection Plan were **noted**.

 11 Updated Student Protection Plan 201920.pdf

**Information**

.Adam Child

### 12. Pending External Examiner Appointments

A request was made to include the date by which the Reviewers were required to respond in the spreadsheet. The Secretary agreed to explore how this detail might be added to future updates. It was reported that the review period for nominations was three weeks (including both QAEG reviewers and the internal review within Academic Quality), which was communicated to the reviewers when considering a proposal. If there were any cases where a nomination was taking too long to get through that stage, the nomination could be reallocated to reduce the time taken.

Action: AC

The nominations were **noted**.

 12 Pending External Examiner Appointments.pdf

**Information**

.Adam Child

### 13. Outcomes from recent Evaluation Events and List of Completed Evaluation Events

The report was **noted**.

 13 Outcomes from recent Evaluation Events and List of Completed Events.pdf

**Information**

.Adam Child

### 14. FHSS FASEC Minutes: 2 October 2019 (Unconfirmed)

The Minutes were **noted**.

 14 FHSS FASEC Minutes 2 October 2019 (Unconfirmed).pdf

**Information**

.Dr Sara White

### 15. FM FASEC Minutes: 2 October 2019 (Confirmed)

The Minutes were **noted**.

 15 FM FASEC Minutes 2 October 2019 (Confirmed).pdf

**Information**

.Dr Lois Farquharson

### 16. FMC FASEC Minutes: 2 October 2019 (Unconfirmed)

The Minutes were **noted**.

 16 FMC FASEC Minutes 2 October 2019 (Unconfirmed).pdf

**Information**

.Dr Christa Van Raalte

### 17. FST FASEC Minutes: 8 May 2019 (Confirmed)

The Minutes were **noted**.

 17 FST FASEC Minutes 8 May 2019 (Confirmed).pdf

**Information**

.Prof. Kevin McGhee

## 18. FST FASEC Minutes: 2 October 2019 (Unconfirmed)

**Information**  
.Prof. Kevin McGhee

The Minutes were **noted**.

 18 FST FASEC Minutes 2 October 2019 (Unconfirmed).pdf

---

## 19. JAB Minutes: 8 July 2019 (Unconfirmed)

**Information**  
.Adam Child

The Secretary confirmed that the meeting was quorate and explained that the membership of JAB was relatively small compared to other committees.

The Minutes were **noted**.

 19 JAB Minutes 8 July 2019 (Unconfirmed).pdf

---

## 20. AECC POG Minutes: 5 June 2019 (Unconfirmed)

**Information**  
.Adam Child

The Secretary confirmed that the meeting was quorate. It was noted that the agreed membership was a group of five members plus co-opted members for individual items.

The Minutes were **noted**.

 20 AECC POG Minutes 5 June 2019 (Unconfirmed).pdf

---

## 21. Date and Time of Next Meeting

**21.1. Wednesday, 29 January 2020, 14:00 - 17:00, Boardroom**