

Academic Standards and Education Committee (ASEC) E-Meeting

24 February 2020, 8:00 to 16:00

Attendees

Board members

Prof. Tim McIntyre-Bhatty (Chair and Deputy Vice-Chancellor), Adam Child (Secretary and Head of Academic Quality (Academic Services)), Mandi Barron (Director of Student Services), Lenrick Greaves (Vice-President (Education), Students' Union (SUBU)), Prof. Christopher Hartwell (Member of the Professoriate), Samantha Leahy-Harland (Chief Executive, Students' Union (SUBU)), Jacky Mack (Academic Registrar (Academic Services)), Dr John Oliver (Interim Deputy Dean - Education and Professional Practice (FM)), Dr Gelareh Roushan (Head of Fusion Learning Innovation and Excellence (FLIE)), Prof. Julie Turner-Cobb (Member of the Professoriate), Dr Sara White (Deputy Dean - Education and Professional Practice (FHSS)), Judy Smith (Clerk and Academic Quality Officer (Academic Services))

Apologies

Dr Christa van Raalte (Deputy Dean - Education and Professional Practice (FMC)), Georgia Hill (Student Representative, Faculty of Management)

Meeting minutes

1. For Approval/Endorsement

2. NCCA Focussed Enhancement Review outcomes

For Approval
.Jules Forrest

It was noted that the NCCA FER had been rigorous and the feedback provided would be beneficial for the department and programme teams. The Faculty/Department would need to clearly show and respond to these actions on the AMER action plan so that progress could be tracked systematically.

The Secretary commented that Recommendation 2, concerning the amendment of the assessment patterns to avoid bottlenecks was a sensible approach, but that the implication in paragraph 3.4 of the main report was that a CAS exemption could be sought to resolve this issue for large cohorts. A CAS exemption could not be justified on that basis except as a last resort, when all other options for modifying the assessment regime for the programme had been exhausted.

The NCCA FER was **approved**.

 2. NCCA FER outcomes.pdf

3. External Examiner Nominations and Examination Teams for Research Degrees

For Approval
.Adam Child

The External Examiner nominations were **approved**.

 3. External Examiner Nominations and Examination Teams for Research Degrees.pdf

4. Quality Assurance and Enhancement Group Nominations

For Approval
.Adam Child

The QAEG nomination of Dr Humaira Hussain in FHSS was **approved**.

 4. QAEG nominations.pdf

5. Programme Development Proposals

5.1. CGI programmes at BPC

Committee members considered the proposal with an indication that they were minded to approve. However there was a query to resolve concerning the placement provisions within the programme and it was suggested that ASEC discuss the proposal at the next full meeting of the Committee.

The programme development proposal was **not approved** and would be added to the agenda for the March meeting of ASEC.

Action: Clerk

 5.1 Programme Development Proposal - BPC CGI programmes.pdf

For Approval
.Prof. Kevin McGhee

6. Programme Review Deferral Requests

6.1. BA (Hons) Film

The Programme Review Deferral Request for BA (Hons) Film was **approved**.

 6.1 Deferral Request - BA (Hons) Film.pdf

For Approval
.Dr Christa Van Raalte

6.2. MA International Political Communication

The Programme Review Deferral Request for MA International Political Communication was **approved**.

 6.2 Request for Deferral of MA International Political Communication.pdf

For Approval
.Dr Christa Van Raalte

7. For Note

8. Arrivals and Induction Report

The Secretary noted that there was a tremendous amount of activity recorded in the report which contributed to a positive early experience for students at a crucial point. In the context of future TEF exercises and possible challenges to institutional data around continuation rates, there was an opportunity to focus future reports on the outcomes of the interventions described (rather than input and activity levels). For example, it would be useful to observe how changes to Faculty activity had positively impacted on the rates of early drop-out. Examples such as these would be needed to demonstrate impact and would prove helpful in the current regulatory context.

The report was **noted**.

 8. Arrivals and Induction Report.pdf

Information
.Mandi Barron

9. Closure of provision at the Defence School of Communication Information Systems (DSCIS)

The Committee noted that the closure of the partnership at Defence School of Communication Information Systems (DSCIS) had been reported to the Office for Students (OfS) as a reportable event. It was made clear in this report that the closure was carried out in a planned way and obligations to all students had been met as part of the teach out arrangements.

The paper was **noted**.

 9. Closure of Provision at DSCIS.pdf

Information
.Andy Guttridge

10. Pending External Examiner Appointments

It was noted that there were a large number of External Examiners to be appointed in 2020. A suggestion was made that a summary of management information on outstanding/late appointments would be very helpful.

Action: Secretary

The paper was **noted**.

 10. Pending External Examiner Appointments.pdf

Information
.Adam Child

11. Outcomes from recent Evaluation Events and List of Completed Evaluation Events

Information
.Adam Child

The paper was **noted**.

 11. Outcomes and List of Completed Evaluation Events.pdf

12. FHSS FASEC Minutes: 19 November 2019 (Confirmed)

Information
.Dr Sara White

The minutes were **noted**.

 12. FHSS FASEC Minutes 19.11.2019 - Confirmed.pdf

13. FHSS FASEC Minutes: 15 January 2020 (Unconfirmed)

Information
.Dr Sara White

The minutes were **noted**.

 13. FHSS FASEC Minutes 15.01.2020 - Unconfirmed.pdf

14. FM FASEC Minutes: 13 November 2019 (Confirmed)

Information
.Dr John Oliver

Regarding Any Other Business - 12.2 - Careers Fair. The Director of Student Services commented that this had not been raised with Student Services to the best of her knowledge but had now been passed to the Head of Careers and Employability for follow up.

The minutes were **noted**.

 14. FM FASEC Minutes 13.11.2019 Confirmed.pdf

15. FM FASEC Minutes: 15 January 2020 (Unconfirmed)

Information
.Dr John Oliver

Regarding Item 9 - Student Services Report. The Director of Student Services noted that examinations were managed by Academic Services and any concerns about a change of practice to examinations being held outside of BU needed to be raised with them.

The Director of Student Services also commented on concerns raised about Student Services assessing student mental health problems online. The Director of Student Services confirmed that Student Services did not make assessments of a student's mental health; this could only be done by a qualified healthcare professional. She was willing to follow this up with the Faculty if more information could be provided.

The minutes were **noted**.

 15. FM FASEC Minutes 15.01.2020 Unconfirmed.pdf

16. FMC FASEC Minutes: 4 December 2019 (Unconfirmed)

Information
.Dr Christa Van Raalte

It was noted that the December FMC FASEC meeting was not quorate, however provisional approval decisions had been circulated to members post-meeting for ratification.

The minutes were **noted**.

 16. FMC FASEC Minutes 04.12.2019 - Unconfirmed.pdf

17. FMC e-FASEC Minutes: 15 January 2020 (Unconfirmed)

Information
.Dr Christa Van Raalte

The minutes were **noted**.

 17. FMC e-FASEC Minutes 15.01.2020 - Unconfirmed.pdf

18. FMC e-FASEC Minutes: 27 January 2020 (Unconfirmed)

Information
.Dr Christa Van Raalte

The minutes were **noted**.

 18. FMC e-FASEC Minutes 27.01.2020 - Unconfirmed.pdf

19. FST FASEC Minutes: 20 November 2019 (Unconfirmed)

Information
.Prof. Kevin McGhee

The minutes were **noted**.

 19. FST FASEC Minutes 20.11.2019 - Confirmed.pdf

20. JAB Minutes: 3 February 2020 (Unconfirmed)

Information

.Adam Child

In reviewing the minutes from the Joint Academic Board it was noted that these were related to a relatively specialised aspect of provision and some summarisation would assist the committee in noting the contents.

The Minutes were **noted**.

 20. Joint Academic Board Minutes 03.02.2020 - Unconfirmed.pdf