

MINUTES OF A MEETING HELD ON 4TH DECEMBER 2013

Present:

Prof Tim McIntyre-Bhatty (TMB) (Chair)	Deputy Vice Chancellor
Prof Keith Phalp (KP) (Deputy Chair)	Associate Dean, HOAG Computing & Informatics, School of Design, Engineering & Computing (DEC)
Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Mr Alan James (AJ)	General Manager of the Students' Union (SUBU)
Dr Sherry Jeary (SJ)	Senior Lecturer, School of Design, Engineering and Computing (DEC)
Ms Jacky Mack (JM)	Head of Academic Services, Academic Services (AS)
Dr John Oliver, Assoc. Prof (JO)	Deputy President EMMA, Programme Director (MS)
Prof Elizabeth Rosser (ER)	Deputy Dean (Education), School of Health & Social Care (HSC)
Mr Murray Simpson (MS)	President 2013/14, Students' Union (SUBU)
Dr Rick Stafford (RS)	Associate Dean (Quality), School of Applied Sciences (ApSci)
Ms Catherine Symonds (CS)	Institutional Facilitator, School of Tourism (ST)
Ms Jennifer Taylor (JT) (Secretary)	Education Development & Quality Manager and Acting Academic Partnership Manager (EDQ), Academic Services (AS)
Mr Arvid Thorkeldsen (AT)	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)
Dr Xavier Velay (XV)	Deputy Dean (Education), School of Design, Engineering and Computing (DEC)
Dr Geoff Willcocks (GW)	Director of Quality and Accreditations, Business School (BS)

In Attendance:

Mr Charlie Annear (CA)	Appeals, Complaints and Conduct Officer (SSS)
Mr Moritz Ehlen (ME)	International Mobility Officer, Academic Partnerships (AS)
Dr Karen Fowler-Watt (KFW)	Associate Dean - Journalism & Communication (MS)
Ms Maxine Frampton (MF) (Clerk)	Policy and Committees Officer (AS)
Dr Tania Humphries-Smith (THS)	Associate Dean (Design & Engineering) (DEC)
Mr Ricky Rogers (RR)	Quality & Enhancement Officer, EDQ (AS)
Mr Chris Williams (CW)	Associate Dean - Computer Animation (MS)

1 APOLOGIES

Apologies were received from:

Mr David Foot	Market Research and Development Manager (M&C)
Mr John Gusman	Vice President (Education) 2013/14, Students' Union (SUBU)
Mr James Holroyd	Student Journey Process Workstream Manager (Senate Representative)
Prof David Osselton	Head of Forensic & Biological Sciences (ApSci)
Dr Philip Ryland	Deputy Dean for Education (ST)
Prof Tiantian Zhang	Head of the Graduate School (GS)

MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2013

2.1 Accuracy

- 2.1.1 The minutes (ASC-1314-28) were approved as an accurate record with the exception of:
- The revised wording to two sentences within Section 3.3.2 suggested by Ms Symonds.
 - The revised wording to Section 4.2 – MA Advertising, which was to be ratified under Agenda Item 5.4.
 - Section 4.2.5.2 should read 'Bar Council'.
- 2.1.2 MS Proposal: New Programme - BA History – Extract of ASC Minutes of 20 September 2013

Members noted that approval had been given by the Committee at the meeting on 20 September 2013 for that the MS to continue through the evaluation event process.

2.2 Matters Arising (ASC-1314-29)

- 2.2.1 Minute 2.2.13 - Acceptable Evidence for Mitigating Circumstances: Update
Completed. The amendments to 6J – *Mitigating Circumstances including Extensions: Policy and Procedure* had been approved by Chair's Action and was listed on the agenda for ratification under Agenda Item 5.3. DD(E)s were requested to disseminate the updated information within Schools.

Action: DD(E)s

- 2.2.2 Minute 4.2.4.3 – BS Proposal: New Programme – BA (Hons) Law Top-Up
Action ongoing. Following notification of revised Law Society requirements, this proposed programme would be resubmitted to a future meeting of ASC. In addition, it was reported that the Advanced Academic English unit had been in approval for a number of years and a recent sector scan had identified similar provision at other institutions. This unit would be revisited this year as part of a wider undergraduate review within the School.
- 2.2.3 Minute 4.2.5.3 – BS Proposal: New Programme – LLB (Hons) Law – International
Action ongoing. The BS was still reflecting on this programme and would produce a considered resubmission to a later ASC meeting.

2.3 Amendment to ASC Minutes of 29 July 2013 (ASC-1314-30)

- 2.3.1 **Section 4.4.1 – MSc Midwifery (with professional registration), PGDip Midwifery (with professional registration) and BSc (Hons) in Paramedic Science**

Members noted the clarification of the ASC minutes of 29 July 2013 in order to clarify the approval status of the MSc Midwifery (with professional registration) and PGDip Midwifery (with professional registration) programmes.

3 PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING

- 3.1 **Review of the QAA UK Quality Code for HE Chapter B9: Academic Appeals and Student Complaints (ASC-1314-31)**

Received: Review of the QAA Quality Code for HE Chapter B9: Academic Appeals and Student Complaints

- 3.1.1 In April 2013, the QAA published a document titled *Chapter B9: Academic Appeals and Student Complaints* in April 2013. A detailed mapping exercise of the University's practice against the new Chapter B9 had been carried out and it was confirmed that BU demonstrated alignment with the requirements of the QAA. The new *Chapter B9: Academic Appeals and Student Complaints* document was required to be in place by August 2014.

- 3.1.2 Following the suggestion from Mr Simpson to include the high level of SUBU representation within the document, it was agreed this suggestion would be added to the document.

Action: CA

- 3.1.3 Members noted this document did not require approval by Senate as stated in the paper.
- 3.1.4 The *Chapter B9: Academic Appeals and Student Complaints* document was **approved** by the Committee subject to the suggestion made by Mr Simpson.

3.2 4K – Placements: Policy and Procedure (ASC-1314-32)

Received: 4K – Placements: Policy and Procedure

- 3.2.1 Following the greater emphasis the institution had put on the development and inclusion of placements within the curriculum in line with BU2018, a new *4K – Placements: Policy and Procedure* had been put in place to support the development and enhancement of placements within the provision. The document had been informed by University colleagues from each School and had also been submitted to AAT and DD(E)s for feedback. This had concluded with a number of recommendations to enhance current practices pertaining to placements being made to ASC for further consideration/approval. The proposals had been mapped against the relevant section of the QAA Quality Code to ensure all aspects of the Code were addressed.
- 3.2.2 A discussion took place regarding Recommendation 1, which questioned what constituted the successful completion of a 40-week placement in terms of weeks and hours. Members noted that placements varied greatly in terms of weekly hours/days worked whilst students were on placements, and also in the quality of the experience. It was agreed that the word 'normally' provided scope for teams to make a judgement on satisfactory completion based on these factors. Members noted that discretion should be facilitated but agreed that this should be applied within defined parameters to encourage consistency in judgements. It was noted that statements on equivalences, similar to the word count statements used in benchmarking assessments equivalences would be helpful. It was agreed that this should be discussed at the next QASG meeting.
- 3.2.3 Recommendation 2, which stated that placements at PG level be optional only (with the exception of those required to meet PSRB requirements), was **approved** by the Committee.
- 3.2.4 Members agreed that Recommendation 3 which stated that all placements, which are an integral part of the programme, should always have clearly defined and appropriate aims, learning outcomes and assessments should be discussed at the next QASG meeting.
- 3.2.5 Recommendation 4, which stated that Placement Handbooks be a compulsory part of evaluation event documentation where a placement is included, was **approved** by the Committee.
- 3.2.6 Recommendation 5, which stated that placement packs, appropriate to the placement, be provided to placement providers, was **approved** by the Committee.
- 3.2.7 Recommendation 6, which stated that the monitoring of placements within *5C – Monitoring of Taught Academic Provision and ARFMs: Policy and Procedure* be incorporated, was **approved** by the Committee.
- 3.2.8 HSC currently has a Raising Concerns Policy, which allows students to report serious issues of concern to the University. Recommendation 7 questioned whether a University-wide document should be developed, or whether Schools should develop their own and who would be responsible for developing the University-wide document. Following discussion, members agreed that this recommendation should be discussed at the next QASG meeting.

3.2.9 The document already included information on unpaid placements but EDQ would look to see if this could be enhanced upon. Additional guidance would be added to the document in due course on the types of resources that BU students would be able to access during their placement, as well as an appendix on 'opting in' and 'opting out' of placements to support Section 6.1 of the policy and procedure.

3.3 Partner Quality Reports (ASC-1314-33)

Received: Partner Quality Reports

3.3.1 Ms Taylor presented the Partner Quality Reports (PQR). It was noted that Wiltshire College was not required to provide a PQR and that the report from DSCIS was outstanding. BU had been working with partners to improve the data provided within PQRs and specific issues contained within the reports had recently been discussed with partners at Partnership Board meetings and were being closely monitored. In terms of common themes, it was noted that NSS scores had significantly increased in most areas, with the three-week turnaround figures being high across the partners. A concern raised in more than one report was the support provided by Link Tutors from DEC.

3.3.2 Dr Velay advised that the issue listed on the Yeovil College PQR concerning contact with the Link Tutor had been resolved at a meeting on 19 November 2013. The issue had been compounded by the need to return the Annual Report on Framework Monitoring (ARFM) for more work, although this was now in the process of being written in partnership with Yeovil College.

3.3.3 Dr Velay advised that the issue in the Bridgwater College PQR concerning contact with the BSc (Hons) Applied Computing Link Tutor would be looked into.

Action: XV

3.3.4 Comments made within the Yeovil College PQR Sports Division programmes implied that students had not been able to visit BU. It was confirmed that Yeovil College students had been encouraged to visit BU and the programmes were well supported by BU resources although students were less satisfied with the College resource provision. The PQR had also inferred that Reader reports had not been received at Yeovil College. It was confirmed that these would not have been available when the PQR was completed but had been sent to the partner.

3.3.5 The PQRs for Bournemouth & Poole College, Yeovil College, Bridgwater College, Weymouth College and Kingston Maurward College were **approved** subject to the above comments.

3.4 School Quality Reports (ASC-1314-34)

Received: School Quality Reports

3.4.1 AECC

3.4.1.1 The Committee noted the issues regarding generous marking for the postgraduate programmes. This had been addressed at a Programme Team Meeting in October 2012.

3.4.1.2 The query raised by an External Examiner regarding the ability to demonstrate level 7 learning in log book entries (PgCert programme only) had been discussed with the Programme Team and modifications had now been made. This query had now been addressed.

3.4.1.3 The issue with regards to the three-week turnaround time for coursework assessment on the BSc Human Sciences programme had been addressed and would there be no reoccurrence.

3.4.2 School of Applied Sciences

3.4.2.1 Dr Stafford advised that one External Examiner had been critical about External Examiner processes. This issue had been acknowledged by the School and the External Examiner had been advised of information available on myBU. EDQ had been notified of this issue and Framework Co-ordinators would now ensure that External Examiners had access to material in a timely manner.

3.4.2.2 A discussion took place regarding the need to help External Examiners use and understand BU systems. Regular refresher training would be provided to External Examiners, as often External Examiners only have the opportunity to use myBU annually. Ms Taylor confirmed that myBU training had been included in the recent External Examiner seminar, however refresher information should be circulated by Schools due to the variation of processes within Schools.

Action: DDEs

3.4.3 Business School

3.4.3.1 Dr Willcocks noted that the partnership with the new International College was working well and a high level of good quality students had been applying for 2014 entry.

3.4.3.2 Overall, the feedback received from External Examiners had been generally very positive and supportive.

3.4.3.3 The BS had identified a high level of academic offences in the Master's framework. Ms Taylor advised that the Academic Offences Annual Report would be presented at the next ASC meeting so that this could be considered in the light of other school data on academic offences.

3.4.3.4 An External Examiner advised that evidence of second marking had not been provided on a mark-sheet. It was also noted that brief or indecipherable feedback on assessment had been given to some students at GTA and UCY. Members requested this issue be added to the Action Plan.

Action: GW

3.4.4 School of Design, Engineering and Computing

3.4.4.1 Dr Velay advised that the high dropout rate for Creative Technology (Levels C, I and H students) was possibly due to the large cohort of students studying this programme. It was noted that this issue had been discussed at a Team Away Day in October 2013.

3.4.4.2 There had been a high proportion of assignment feedback not meeting the three-week turnaround. The rates had dropped from 91% to 83% over the last year. Dr Velay would look into the reasons behind this lower figure.

Action: XV

3.4.4.3 Ms Mack advised Dr Velay that the issue with Link Tutors at partner institutions was not included in the SQR. Dr Velay would add this item to the SQR and Action Plan.

Action: XV

3.4.5 School of Health & Social Care

3.4.5.1 Prof Rosser circulated the HSC Action Plan, which had not been included in the meeting papers. The Action Plan would be emailed to members for information after the meeting.

Action: Clerk

3.4.5.2 HSC had attempted to increase the numbers of assessments submitted online this year. Technician support had been provided to academics in order to support an efficient process for marking this year. However, one External Examiner had highlighted concerns regarding the process for online scrutiny of assessments by External Examiners. HSC would now put in

place a refined process for online marking to enable academic staff and External Examiners to work efficiently and effectively.

3.4.5.3 Recruitment had been buoyant for the NHS programmes, however HEFCE funded programmes had not met their targets. Programme Leaders would continue to work closely with M&C to work on increasing student recruitment numbers.

3.4.5.4 Following the slight rise in numbers of first class honours classifications in Midwifery and Nursing, the classifications of all programmes would be monitored and kept under review.

3.4.6 Media School

3.4.6.1 Employability had featured highly across all MS programmes and various activities within the MS were to be embedded within the curriculum and would add to the student experience. External Examiners had positively commented on this area.

3.4.6.2 Several External Examiners had commented on the additional language and study skills support that was required by international and other students, and they had been supportive of the service provided by the Media School.

3.4.6.3 External Examiners had commented on a number of positive areas regarding Assessment and Feedback within the MS. It was important to receive new ideas and areas of improvement from External Examiners in order to avoid complacency.

3.4.6.4 The detailed MS Action Plan would work alongside the ESEP and would identify quality and standards issues. An additional SASC meeting had been arranged to share good practice and ideas, and to ensure solutions were found to make improvements.

3.4.6.5 Mr Simpson suggested that all SQRs should include the number of Wednesday afternoon lectures which take place. It was agreed that Mr Simpson and Ms Taylor would discuss this out of Committee to identify the most appropriate place for this.

3.4.7 School of Tourism

3.4.7.1 Positive and supportive comments had been received from External Examiners, who were pleased with the level of engagement with the team. External Examiners had commented that good assessment processes were in place within the ST with detailed and constructive feedback being provided to students. Praise for the Administration Team had also been received from External Examiners for their professionalism and helpfulness.

3.4.7.2 The ST was looking into the comments received regarding the perceived marking ceilings at 80%. Dr Ryland held a discussion with Programme Leads to discuss this and to establish whether there was an issue to be dealt with. The ST would now look into the differences between units and programmes.

3.4.7.3 The School Quality Reports were **noted**.

4 **PART TWO – FOR APPROVAL AND ENDORSEMENT**

4.1 **Quality Assurance and Enhancement Group (QAEG) – New Nominations Received (ASC-1314-35 and ASC-1314-36)**

Received: School of Tourism – new nomination and Business School new nominations

4.1.1 School of Tourism Nomination (ASC-1314-35)

The ST nomination of Dr Andrew Adams for QAEG membership was **approved**.

4.1.2 Business School Nominations (ASC-1314-36)

The eight BS nominations for Dr Lois Farquharson, Dr Yasmin Sekhon, Prof Dean Patton, Gbola Gbadamosi, Dr Christos Apostolakis, Prof Jens Holscher, Prof Andy Mullineux and Dr Julie Robson for QAEG membership were **approved**.

4.2 **New Programme/Framework Developments Proposals**

4.2.1 **DEC Proposal: New Programme – BSc (Hons) Built Environment Design** (ASC-1314-37)

Received: DEC Programme Development Proposal – BSc (Hons) Built Environment Design (pathway within the Design & Engineering Framework)

4.2.1.1 The proposed new programme was introduced to the Committee. The new programme would be part of the Design and Engineering Framework and it was anticipated that student numbers across the framework would increase and provide sustainability.

4.2.1.2 Due to the rapidly changing skillsets required within the construction industry, new skills such as the environment and the impact on buildings, and the physical wellbeing of human beings was now required. A small number of programme units would be shared with ApSci, and students would be taught jointly between DEC and ApSci staff. The programme would include three brand new units which had been designed specifically for the Built Environment Design programme. This programme would be a new segment of the market and would be a new entry into a new area of construction.

4.2.1.3 It was noted that a programme diagram had not been included in the Initial Approval Form presented to ASC.

4.2.1.4 **Approved:** The new programme proposal was approved for development.

4.2.2 **DEC Proposal: Change of Title from MSc Design Engineering to MSc Mechanical Engineering Design** (ASC-1314-38)

Received: DEC Programme Development Proposal – Change of Title – MSc Mechanical Engineering Design (pathway within the Design & Engineering Framework)

4.2.2.1 The paper which outlined the proposed change of title for the MSc Design Engineering programme to MSc Mechanical Engineering Design was introduced to the Committee. The new title would be more easily understood for overseas candidates and would more accurately convey the content and programme outcomes to prospective applicants and employers. The proposed amendment would not make any changes to the accreditation of the course with the Institution of Engineering Designers (IED) and would be more appealing to BSc (Hons) students.

4.2.2.2 **Approved:** The change of title was approved.

4.2.3 **MS Proposal: Summer Schools Framework Developments** (ASC-1314-39)

Received: Media School Proposal: Summer Schools Framework Developments

4.2.3.1 An overview of a portfolio of courses within the Summer School Framework was given to the Committee. The Committee was requested to explore and give approval for units to be credit bearing in order to make the Summer Schools more attractive to international students and to the USA market.

4.2.3.2 It was noted that the demand for credited Summer School programmes had come through attempts to market programmes, and the feedback received confirmed that recruitment numbers would increase if credits could be earned. Most UK competitors offered credit.

4.2.3.3 A discussion took place regarding credits and the transfer to the European and US credits system. Members also discussed resource implications of the programmes and whether the income received would pay for the extra resources required to approve and manage a credit framework. It was also important that the Summer School programmes fit within the BU quality processes and clarification was required on how the quality assurance processes associated with credit would be managed across multiple Schools.

4.2.3.4 The Chair asked that additional information and justification be provided to the Committee for further discussion and decision.

4.2.3.5 The papers for the Summer School Framework would be revisited considering the suggestions made and would be discussed at the next meeting on 13 February 2014.

4.2.4 **MS Proposal: Media School Course Framework – MA Creative Media Practice and MA Creative Education Practice (ASC-1314-40)**

Received: Media School Course Framework – MA Creative Media Practice and MA Creative Education Practice

4.2.4.1 As part of the revalidation of the Media Short Course Framework, it was proposed to make two changes to the pathway titles. It was proposed to change the name of an existing programme from MA Communications Practice to MA Creative Media Practice which would be more meaningful to a wider audience and would be targeted towards media professionals.

4.2.4.2 It was also proposed to introduce a new pathway which would provide an alternative route for those keen to undertake Masters level CPD, but unable to commit to the 18 month MA Creative Media Education programme.

4.2.4.3 It was noted that the list of existing units was missing from the paper which would have been beneficial to members. The Deputy Dean (Education) (MS) would circulate the list of units to members for information.

Action: SE

4.2.4.4 It was suggested the programme be titled MA Creative Media Education Practice which would make it clearer to prospective students that this was about education within the media context. Dr Eccles would refer this suggestion back to the paper author and if appropriate, a title change request could be made to ASC at a later date.

4.2.4.5 **Approved:** The new programme proposals were approved for development subject to the comments made above.

4.2.5 **MS Proposal: Computer Animation, Games & Effects UG Framework – Computer Animation Arts Foundation and Computer Animation Foundation Year (ASC-1314-41)**

Received: Computer Animation, Games and Effects Undergraduate Framework – Computer Animation Arts Foundation Year and Computer Animation Science Foundation Year

4.2.5.1 An overview of the two Level 0 programmes to be introduced to the Undergraduate Computer Animation Framework was given to members.

4.2.5.2 Each year, BU rejects a number of applicants which do not fit the profile of preferred students. Last year, 51 students who were keen to study at BU did not have the correct academic profile or did not have the correct tariff points. It was anticipated that the two new programmes would give the facility to provide the skills required to bring students up to the level required for the degree programmes. It was noted these types of programmes had been successfully introduced at Teesside University.

4.2.5.3 It was noted that capital investment would be required by BU, however it was anticipated this would not be a large amount of investment. Ms Taylor noted that the resource implications did not include central resources as new processes and regulations would need to be developed for this provision at a time when the University was seeking to simplify academic structures. Members also questioned whether the current level of rooms, studios and resources were sufficient. Following discussion, members requested that further information about resource implications and costs be included in revised papers.

4.2.5.4 It was agreed the papers for this proposal would be revisited considering the suggestions made and the programme would be discussed again at the next meeting on 13 February 2014.

4.2.6 **MS Proposal: Change of Title – MA Journalism and New Media to MA Journalism Studies** (ASC-1314-42)

Received: MS Proposal: Change of Title from MA Journalism and New Media to MA Journalism Studies

4.2.6.1 The MA Journalism and New Media programme had been suspended for the 2013/14 academic year due to a lack of clarity around the title. Following market research carried out, it was proposed to change the title to MA Journalism Studies, which would be in tune with the Media School strategy of developing progression degrees which enable undergraduate students to progress to postgraduate study at BU.

4.2.6.2 Members agreed on the importance of trying to grow postgraduate student numbers and to grow progression routes for postgraduate students. It was noted this programme would be very marketable to international students and for mid-career journalists. It was clarified that within the field, 'Studies' conveyed a research approach to the subject rather than the practice of being a journalist which concurred with the target market.

4.2.6.3 **Approved:** The change of title proposal was approved.

4.2.7 **HSC Proposal: New Programmes – MSc Occupational Therapy and MSc Physiotherapy** (ASC-1314-43)

Received: HSC Programme Development Proposals – MSc Occupational Therapy and MSc Physiotherapy

4.2.7.1 Prof Rosser introduced the two proposed HSC programmes which would be two year fast-track Masters programmes leading to professional Registration and were anticipated being commissioned by Health Education Wessex, in keeping with an emerging regional and national picture in this development. It was noted that these programmes would be required to compete in the sector.

4.2.7.2 It was noted that progression rates would eventually be required.

4.2.7.3 Prof Rosser would clarify whether the term 'Pre-Registration' should be included in the award titles and advise members.

Post Meeting Note: Prof Rosser has confirmed that the term 'Pre-Registration' should be included in the award title.

4.2.7.4 **Approved:** The two new programme proposals were approved for development subject to the comments made above.

4.2.8 **DEC Proposal: New Programme – MSc Cyber Security and Human Factors** (ASC-1314-44)

Received: DEC Proposal: New Programme – MSc Cyber Security and Human Factors

4.2.8.1 Dr Velay introduced the proposed new programme. The introduction of an MSc Cyber Security and Human Factors programme would allow business executives, practitioners and interested participants to adjust their learning to suit their working environment.

4.2.8.2 Following discussion, members noted the discrepancy regarding the fees. Dr Velay agreed to clarify the fees as it was believed the £5,500 listed in the paper was incorrect.

Action: XV

4.2.8.3 Members agreed the paper lacked clarity, therefore, the document would be redrafted and resubmitted to the Committee on 13 February 2014. Members requested the paper include the target market, justification of the CPD and the anticipated number of students that were interested in studying this programme.

4.2.8.4 Following discussion, it was agreed the papers for this proposal would be revisited considering the suggestions made and the programme would be discussed again at the next meeting on 13 February 2014.

4.2.9 **DEC Proposal: New Programme – MSc Information Technology Management (online)**
(ASC-1314-45)

Received: DEC Proposal: New Programme – MSc Information Technology Management (online)

4.2.9.1 The MSc Information Technology Management (online) programme would be provided through a distance learning platform. The programme would include two units from other MSc programmes to develop a more management oriented online MSc and it was anticipated this programme would commence in January 2015. It was confirmed that 'online' was intended as part of the award title although members noted that the mode of delivery was not usually reflected in this way. Dr Velay would ask the team to revisit this with the marketing team and would propose an amendment to the title at a later stage if appropriate.

4.2.9.2 **Approved:** The new programme proposal was approved for development.

4.5 Programme/Framework Review Deferral Requests

4.5.1 **ST Deferral: CHE/FdA/BA Hons – Business & Hospitality Management**
(ASC-1314-46)

Received: School of Tourism – Programme Review Deferral Request – CHE/FdA/BA Hons – Business & Hospitality Management

4.5.1.1 **Approved:** The Committee approved the deferral of the review to 2014/15 academic year.

4.5.2 **MS Deferral: MA Public Relations Revalidation** (ASC-1314-47)

Received: MS Deferral – MA (Hons) Public Relations Revalidation – Request for Deferral

4.5.2.1 **Approved:** The Committee approved the deferral of the review to 2014/15 academic year.

5 PART THREE – FOR NOTE

5.1 **PR Outcomes / Bournemouth & Poole College Partner Review Report**
(ASC-1314-48)

Received: Partner Review Outcomes – Bournemouth & Poole College Partner Review Report

5.1.1 The Committee **noted** the report.

- 5.2 Higher National Licence Centre Agreement (ASC-1314-49)**
Received: Higher National Licence Centre Agreement
- 5.2.1 The Committee **noted** the report.
- 5.3 Ratification of Chair's Action: 6J – Mitigating Circumstances including Extensions: Policy and Procedure (ASC-1314-50)**
Received: Ratification of Chair's Action: 6J Mitigating Circumstances including Extensions: Policy and Procedure – Short-term sickness notification: agreed procedural changes for ratification by ASC
- 5.3.1 The Committee **ratified** the Chair's Action to approve the procedural changes to 6J – *Mitigating Circumstances including Extensions: Policy and Procedure.*
- 5.4 Ratification of Chair's Action: MS Proposal: MA Advertising (ASC-1314-51)**
Received: Ratification of Chair's Action – MS Proposal: MA Advertising
- 5.4.1 The Committee **ratified** the Chair's Action to approve the MA Advertising degree.
- 5.5 QAA Institutional Review Action Plan (ASC-1314-52)**
Received: QAA Institutional Review Action Plan
- 5.5.1 The QAA Institutional Review Action Plan had been produced in consultation with various staff members within BU and had been posted to the BU website. It was a requirement of the QAA process that the Action Plan be posted to the website and updated annually.
- 5.5.2 The report was **noted**.
- 5.6 Annual Partnerships Report (ASC-1314-53)**
Received: Academic Partnerships Annual Report
- 5.6.1 The report was **noted**.
- 5.7 Partnership Agreements (ASC-1314-54)**
Received: New Partnership Agreements (October 2013 to December 2013)
- 5.7.1 The report was **noted**.
- 5.8 Completed Framework/Programme Reviews, Validations and Reviews for Closure (ASC-1314-55)**
Received: List of Completed Evaluation Events
- 5.8.1 The report was **noted**.
- 5.9 Pending External Examiner Appointments (ASC-1314-56)**
Received: Pending External Examiner Appointments
- 5.9.1 The Committee considered the list of pending External Examiner appointments and discussed the actions being taken to address those which remained outstanding. In addition to reminders from the EDQ Office, relevant DD(E)s were made aware and monitoring was being undertaken within Schools.
- 5.9.2 The report was **noted**.

5.10 External Examiner Nominations and Examination Teams for Research Degrees
(ASC-1314-57)
Received: External Examiner Nominations and Examination Teams for Research Degrees

5.10.1 The Committee **ratified** the external examiner appointments.

6 REPORTING COMMITTEES

6.1 International and UK Partnerships Committee Minutes (ASC-1314-58)
Received: International and UK Partnerships Committee Minutes of Meetings held on 4 September 2013 and 2 October 2013

The minutes were **noted**.

6.2 Partnership Board Minutes (ASC-1314-59)
Received: Partnership Board Meeting Minutes

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

Anglo European College of Chiropractic (AECC) Minutes - 26 June 2013 (unconfirmed)
Guernsey Training Agency (GTA) Minutes - 21 October 2013 (unconfirmed)
BRIT School Minutes - 6 November 2013 (unconfirmed)
Yeovil College Minutes - 7 November 2013 (unconfirmed)
Bridgwater College Minutes - 11 November 2013 (unconfirmed)
Kingston Maurward College Minutes - 15 November 2013 (unconfirmed)

6.2.1 Partnership Board Terms of Reference (ASC-1314-60)
Received: Partnership Boards Terms of Reference

The Terms of Reference were **noted**.

6.3 Quality Assurance Standing Group Minutes (ASC-1314-61)
Received: QASG Minutes of 17 October 2013 (unconfirmed)

6.3.1 The minutes were **noted**.

6.4 School Academic Standards Committee (SASC) Minutes (ASC-1213-62)

6.4.1 The ApSci Minutes of meeting held on 2 October 2013 (unconfirmed) were **noted**.

6.4.1.1 The ARFM had still not been received from Weald and Downland as at 4 December 2013. This issue would be progressed by Ms Taylor with the Academic Partnerships Team.

Action: JT

6.4.2 The following SASC minutes were **noted**.

BS Minutes of meeting held on 9 October 2013 (unconfirmed)
DEC Minutes of meeting held on 13 November 2013 (unconfirmed)
MS Minutes of meeting held on 16 October 2013 (confirmed)
MS Minutes of meeting held on 30 October 2013 (unconfirmed)
ST Minutes of meeting held on 27 September 2013 (unconfirmed)

6.4.2.1 Prof Rosser commented that a student had recently submitted an email request for mitigating circumstances due to the mental health issues of a partner. Unfortunately, the student emailed a number of BU staff members and therefore the request had not remained confidential. EDQ were now dealing with this issue in order to put in place a suitable process of managing electronic requests from students.

7 Graduate School, School Academic Board Minutes (ASC-1314-63)

Received: Graduate School, School Academic Board Meeting Minutes of 22 October 2013 (unconfirmed)

7.1 The minutes were **noted**.

8. AECC Academic Standards & Quality Committee Minutes (ASC-1314-64)

Received: AECC Academic Standards and Quality Committee Minutes of 30 October 2013

8.1 The minutes were **noted**.

9 ANY OTHER BUSINESS

9.1 There was no other business.

10 DATE AND TIME OF NEXT MEETING

Thursday 13th February 2014 at 1.00pm in the Board Room