

MINUTES OF A MEETING HELD ON 7TH OCTOBER 2015

Present:

Prof Tim McIntyre-Bhatty (Chair)	Deputy Vice-Chancellor
Mr David Foot	Market Research Manager (M&C)
Mr Alan James (left at 11.30am)	General Manager of the Students' Union (SUBU)
Ms Jacky Mack	Head of Academic Services (AS)
Prof Iain MacRury	Deputy Dean – Research & Professional Practice (FMC)
Dr John Oliver, Assoc. Prof	Professoriate Representative (FMC)
Prof Keith Phalp	Deputy Dean – Education and Professional Practice (FST)
Prof Elizabeth Rosser	Deputy Dean – Education & Professional Practice (FHSS)
Dr Gelareh Roushan	Associate Dean (Education) (FM)
Ms Chloe Schendel-Wilson (left at 12.00pm)	President 2015/16, Students' Union (SUBU)
Ms Catherine Symonds (Secretary)	Head of Quality & Academic Partnerships (AS)
Prof Tiantian Zhang	Head of the Graduate School (GS)

In Attendance:

Prof Ann Brooks [Agenda Item 4.3.2]	Professor In Sociology (FHSS)
Dr Terri Cole [Agenda Item 4.3.6]	Senior Lecturer In Forensic Psychology (FST)
Dr Jane Elsley [Agenda Item 4.3.6]	Senior Lecturer in Psychology & PG Framework Leader (FST)
Ms Ann Fernandez [Agenda Item 3.1]	Director Of Marketing & Communications (M&C)
Ms Nikki Finnes [Agenda Item 3.2]	Quality & Enhancement Manager (AS)
Ms Maxine Frampton (Clerk)	Policy & Committees Officer (AS)
Dr Julie Kirkby [Agenda Item 4.3.6]	Senior Lecturer In Psychology (FST)
Dr Andrew Main	Associate Dean (Student Experience) (FST)
Prof Lee Miles [Agenda Item 4.3.7]	Professor of Crisis & Disaster Management (FM)
Ms Sally Weston [Agenda Item 4.3.3, 4.3.4, 4.3.5]	Head Of Department In Law (FMC)

1 APOLOGIES

Apologies were received from:

Ms Ellie Mayo-Ward	Vice President (Education) 2015/16, Students' Union (SUBU)
Mr A Thorkeldsen	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)

2 MINUTES OF THE MEETING HELD ON 14TH MAY 2015 (ASC-1516-01)

2.1 Accuracy

The minutes (ASC-1516-01) were approved as an accurate record.

2.2 Matters Arising (ASC-1516-02)

Minute 3.1.9 – Student Population Statistics – Doctoral Completions

The Doctoral Completions information provided by Dr Sheridan indicated that if a Doctoral student had a scholarship, they generally performed better and were more likely to complete their studies on time. Members were reminded to cascade this information through the academic community and to widen the discussion institutionally within Faculty Executive meetings.

Action Completed: All Faculties confirmed the information had been circulated to Heads of Department, FASC members and Faculty Executive for note and action. Discussions had taken place at Faculty Executive meetings and this standing item would ensure work would continue.

Minute 4.1.2 - Reconsideration of Professional Doctorate Titles

For consistency, Prof Zhang would reconsider the four Professional Doctorate titles in place and to realign with the newly approved Doctor of Professional Practice Health and Social Care which did not include brackets or a colon.

Action Completed: Prof Zhang confirmed on 21 May 2015 that she had received agreement from Programme Leaders to the suggested changes to Professional Doctorate titles. The titles would now read:

- Doctor of Education Creative and Media Education
- Doctor of Engineering and Professional Doctorate Digital Media
- Doctor of Professional Practice Creative Industries
- Professional Doctorate Research Practice

This item was also listed on the agenda under Agenda Item 2.2.1.

Minute 2.2.7 - EDQ Annual Report

Members had suggested that the Unit Monitoring Report (UMR) be amended to include reference to Mid Unit Student Evaluation (MUSE) as the UMR was due to be revised to include unit statistics (pass/fail rates) over a three year period. Following discussion at the April QASG meeting 5C – Monitoring of Taught Awards and ARMFs: Policy and Procedure had been updated as part of the non-standard ARPP republication. Ms Symonds agreed to send DDEPPs an email which should be disseminated to Faculty academic staff to ensure everyone has full understanding of what was expected.

Action Completed: Ms Symonds sent an email to DDEPPs on 20 May 2015 to advise of the changes made to the Unit Monitoring Report (UMR) and the reasoning behind the amendments. Dr Sheridan had made three year unit data available to facilitate completion of the UMRs at the link below:

[I:\Academic Services\Public\Student Administration \(SA\)\Academic Business Intelligence \(ABI\)\Annual Reports On Framework Monitoring Statistics\2014-15\Historical Unit Data](I:\Academic Services\Public\Student Administration (SA)\Academic Business Intelligence (ABI)\Annual Reports On Framework Monitoring Statistics\2014-15\Historical Unit Data)

Minute 3.2.6 – Annual Review of Key Performance Indicators/Performance Indicators

Members were aware that many academic staff did not effectively update their BRIAN profiles to record PSRB membership or research carried out. As awareness and engagement with BRIAN was very low amongst academic staff, this could have implications with regards to REF 2020. Prof McIntyre-Bhatty requested members to remind academic staff to regularly update their profiles on BRIAN. The regular updating of BRIAN by academic staff would in turn improve the results of the 2015/16 KPIs/Pis.

Action Ongoing: This information had been cascaded throughout academic staff in FM, FHSS and FST. Prof MacRury agreed to look into this issue in FMC and provide the Committee with an update. Prof McIntyre-Bhatty reminded members of the importance of all academic staff regularly updating their profiles on BRIAN.

Minute 3.2.7 - Annual Review of Key Performance Indicators/Performance Indicators

Prof McIntyre-Bhatty would request the Human Resources Department to undertake a project to scrutinise a sample of BRIAN profiles.

Action Completed: A review of the quality of PI data coming from BRIAN was being undertaken by PRIME in collaboration with RKEO. The aim of the review is to arrive at some institutional actions to improve the completeness and robustness of data used in PIs. The review was due to be completed by the end of October.

Minute 4.2.1.7 – Faculty of Media & Communication: New Programme – BA (Hons) Film

The proposed programme was well received by the Committee, however it was reiterated that Wiltshire College would need to be advised of the proposed programme. Prof MacRury agreed to contact Wiltshire College.

Action Completed: Prof MacRury confirmed that the Dean of the FMC and Mr Fair had contacted the Programme Leader at Wiltshire College. Wiltshire College were disappointed that the University was going ahead with new programme, but understood the reasoning behind it. The University has agreed that it would recognise the distinctiveness between new BA (Hons) Film programme and the Wiltshire College, BA Film Production & Cinematography programme. Wiltshire College had been reassured of the University's continued support with their current programme. It was noted that the Dean of FMC would be attending the Wiltshire College Graduation Ceremony on 4 November 2015.

2.2.1 Standardisation of Professional Doctorate Titles (ASC-1516-03)

2.2.1.1 Following discussions at the ASC meeting held on 4 February 2015, the process to standardise the Professional Doctorate titles had been completed.

2.2.1.2 The titles would now be:

Faculty of Health and Social Science

- Doctor of Professional Practice Health and Social Care (DProf)
(previous title: *Doctor of Professional Practice*)

Faculty of Media and Communications

- Doctor of Education Creative and Media (EdD)
(previous title: *Doctorate of Education (Creative and Media)*)
- Doctor of Engineering Digital Media (EngD)
(previous title: *Engineering Doctorate in Digital Media*)
- Doctor of Professional Practice Digital Media (DProf)
(previous title: *Professional Doctorate in Digital Media*)
- Doctor of Professional Practice Creative Industries (DProf)
(previous title: *Doctor of Professional Practice. Also published as Doctor of Professional Practice (Creative Industries)*)

Graduate School

- Doctor of Professional Practice Research Practice (DProf)
(previous title: *Professional Doctorate Research Practice*)

2.2.1.3 **Noted:** The Committee noted the updated Professional Doctorate titles.

2.3 ASC Terms of Reference and Membership List (ASC-1516-04)

2.3.1 The Terms of Reference had been updated to amend Schools to Faculties and also included the amendment of job titles.

2.3.2 The Chair advised members that he was in the process of recruiting a Deputy Chair, two Professoriate members and two members of Senate to the Committee. The Chair noted the valuable contribution of members of the Committee who were no longer serving members.

2.3.3 The Fusion Steering Group had been listed as an ASC sub-committee in the Terms of Reference. It was agreed that this Steering Group would be removed from the Terms of Reference as it was not a Senate sub-committee, however ASC would welcome the opportunity to receive reports/papers as they become available.

2.3.4 **Approved:** The Academic Standards Committee Terms of Reference and Membership List were approved.

2.4 Faculty Academic Standards Committee (FASC) Terms of Reference (ASC-1516-05)

2.4.1 The Terms of Reference had been updated to amend Schools to Faculties. Item 7 of the Main Responsibilities section had been updated to include the revised programme approval process, which would be discussed later in the meeting.

2.4.2 The Membership section had been amended to remove the requirement of an Independent Member attending each meeting. When this requirement was introduced, the University was a 'new organisation' with a number of Departments/Schools. The use of an Independent Member from outside the department helped to ensure consistency of approach and the sharing of good practice. The University now had four much larger Faculties. The organisation was now more mature and FASC members have more experience. In addition the membership had also been broadened to include the new Heads of Departments.

- 2.4.3 Following a discussion, it was agreed that if a Faculty wished to invite a staff member from an alternative Faculty for objectivity, they should contact EDQ who would be able to recommend an individual with particular expertise. Members agreed the Independent Member should be removed from the membership.
- 2.4.4 Mr James questioned whether there should be student involvement at Faculty Academic Standards Committee (FASC) meetings. It was noted that historically there had been some student engagement and there was no reason not to include students/SUBU full time officers in FASC meetings as long as they could contribute effectively. Ms Symonds advised that EDQ would be looking more broadly across committees this year from a quality assurance perspective in order to bring the University's committees in line with the sector.
- 2.4.5 Members questioned whether the new Heads of Departments should be listed as Deputy Chair of FASC meetings. Following discussion, members agreed that the role of Deputy Chair should remain as Associate Dean Student Experience.
- 2.4.6 **Approved:** The Faculty Academic Standards Committee (FASC) Terms of Reference were approved.

3 PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING

3.1 Marketing and Communications Annual Report (ASC-1516-06)

- 3.1.1 Ms Fernandez gave an overview of the Marketing & Communications (M&C) Annual Report 2014/15. This year had seen changes in the University's internal and external environments which had impacted on the way the University manages the publication of information about the University and its provision and services.
- 3.1.2 In September 2014, the first section of the new public facing website was launched. The website had seen a complete re-design and re-work of all sections which included a review of the accuracy of information published. This review gave M&C the opportunity to improve and enhance the information provided. The processes relating to the design and production of printed and digital communication had also been reviewed. Over the next 12 months, further work would be carried out on a devolved publishing model as it was important to control the accuracy and consistency of information.
- 3.1.3 Following the issue of guidance from the Competition and Markets Authority (CMA) to Higher Education Institutions (HEIs), a Task and Finish Group had been introduced to look at the impact of the guidance on the University's public information. One significant change which was being introduced was regarding the advertising of courses on the BU website. It had been practice to include programmes on the Course Search section of the website which were subject to validation and not formally approved. This allowed students to apply to these courses. With effect from 2015/16 academic year, all courses would be formally approved before being added to Course Search. It would not therefore be possible to apply for a programme of study until formal approval had been obtained. Information about 'courses under development' would be provided. This would include limited details about the course, when the programme is likely to be approved (and full information provided) along with an opportunity to request further information when it became available and for candidates to register their interest in the programme.
- 3.1.4 A Communications Policy had been developed and was currently under review by stakeholders. The policy provides guidance and clarity over the management and control measures in place to ensure accuracy and quality of public information in relation to the University's learning provision and associated services. The policy would be presented to the University Leadership Team (ULT) in October/November 2015.
- 3.1.5 An Autumn audit of Partner institutions was being carried out this year and would be completed by 16 October 2015. The Spring audit for the UK revealed that 17 courses (out of 35) listed on Partner websites required some updating. All 17 courses had now been accurately updated. The Spring audit of 5 international Partners with recognition agreements all required some amendment. All 5 of the websites had also now been accurately updated. The improved working partnership between M&C and Academic Partnerships had helped this process hugely.

- 3.1.6 The Chair questioned the accuracy of information available from international Partners without recognition agreements. The response rates for Erasmus and student exchange partners was very low as information was not always listed on their websites. Ms Symonds agreed to liaise with M&C to look into this issue.
Action: CS
- 3.1.7 Ms Fernandez agreed to look at the online Partner Marketing Guide to see whether it could be enhanced and to ensure it was suitable for international partners.
Action: AF
- 3.1.8 Historically, it had not been possible to audit websites which were not written in English. Moving forward, the Chair would like all Partner websites to be audited in order that any references to BU were checked for accuracy. Ms Fernandez agreed to look into this request further and to advise the Committee of how this could be achieved.
Action: AF
- 3.1.9 The bullet points listed on page 8 of the report listed all of the information which was checked at each audit. Ms Fernandez agreed to email members the list of all items which would be checked for 2016 entry to ensure that everything was in order for 2016 entry.
Action: AF
- 3.1.10 **Noted:** The Marketing & Communications Annual Report was noted.
- 3.2 Revised Approval/Review/Modification Processes (ASC-1516-07)**
- 3.2.1 EDQ had undertaken a review of all aspects of the programme approval/review process and documentation requirements. Numerous discussions had taken place across the University with all stakeholders include DDEPPs, Programme Leaders, administrative staff in Faculties and Academic Services.
- 3.2.2 The proposed process would include greater Faculty ownership of the process, the introduction of easier to follow document templates, the reduction in duplication of discussions which take place at the Design Phase and External meeting, and the shortening of the timeline to approximately three months for new programme developments from Faculty Executive approval to completion of the process if the information required for the process was available in the anticipated timescales. Members were reminded that all undergraduate programmes which were to be proposed for September 2016 entry, would need to be approved by Christmas 2015 in order to meet the end of the UCAS cycle in January. Postgraduate programme approval would be more flexible but approval would still need to be provided by the spring of each calendar year.
- 3.2.3 If any members had any comments or suggestions regarding the new documents/templates, they should contact EDQ. EDQ would continue to evaluate and make amendments as the process embedded.
Action: All
- 3.2.4 The new process had been designed so that it could be worked through quickly and new programmes could be approved and open for student applications at a much quicker pace. Faculty Executives would take ownership of the process at an early stage and would be responsible for the initial approval of new programme development, reviews or the closure of programmes. All new programme proposals/changes in programme titles which require submission to ASC would have already been considered by Faculty Executives and the Faculty Academic Board. The new ASC programme proposal form was now much shorter and the completed form would have the completed Faculty Executive template appended to it as this would provide information on the outcome of the Faculty consideration process. As a consequence, all programmes submitted to ASC moving forward would have been given thorough consideration before the commencement of the approval process. The new Head of Department role would need to be fully engaged in the process. It was noted that the new process may ultimately result in less modifications being proposed. Overall, the new process was very streamlined and should aid the efficiency and effectiveness of the considerations.

- 3.2.5 One of the biggest changes was to the updated Programme Specification which was more user friendly to students and applicants.
- 3.2.6 A number of staff development sessions would take place over the coming months for key staff members. Members suggested that more development was required regarding Faculty Executive decision making and in addition there needed to be clarification of which staff members maintain Programme Specifications along with editing rights.
- 3.2.7 The Committee suggested that the roles of the Faculty Executive and FASC needed to be clarified in the flowchart provided. There would need to be further consideration of how the new process and timeline would link to Delivery Planning for the 2015/16 academic year. Ms Finnes advised that a timeline would be included in the documents in due course and further discussions with Faculties would also take place regarding new developments planned for 2017 entry.
- 3.2.8 It was acknowledged that the timing of Faculty Academic Board meetings was not always convenient for consideration of new programme proposals. It was agreed that some new programme proposals would need to be circulated to the full Faculty Academic Board membership electronically in sufficient time for all members to comment with the decision formally ratified at the next meeting.
- 3.2.9 The Committee was reassured that ASC would now not receive papers with weak market research. Faculties need to ensure there was a market for a proposed programme and there was a demand from potential applicants. In the programme proposal propositions, it was important that Faculties include why the programme would be of value to a student and the benefits of a student studying at BU compared to another university. The proposal should include differentiation and the value each student would receive from the programme. These items were subjects that Faculties should be discussing before the papers reach ASC. Ms Symonds confirmed that this point would be strongly made to Faculty Executive staff at staff development sessions.
- 3.2.10 Dr Oliver commented on Section 5.7.2 of *4A – Programme Approval, Review and Closure: Policy and Procedure*, of which each of the four bullet points started with the word 'if'. It was suggested that the word 'if' allowed too much time for consideration. Ms Finnes would look further at the bullet points and amend as appropriate.

Action: NF

- 3.2.11 Ms Fernandez was pleased to see that an increased level of marketing information would now be considered by Faculties and also discussed by the Faculty Executive. Ms Fernandez reminded members that M&C were available to provide assistance to help drive this change forward at the Executive stage to encourage discussion.
- 3.2.12 Members questioned the end of the new process and how Faculties advise ASC of their proposed programme being submitted to ASC for approval. Ms Finnes confirmed that all new proposals should be submitted to EDQ to confirm final approval before submission to ASC. ARPP 4A – *Programme Approval, Review and Closure: Policy and Procedure* confirms that EDQ would act on behalf of ASC in this part of the process. The EDQ Quality and Enhancement Officer and an independent person would look at all responses to ensure that all information has been provided.
- 3.2.13 The Committee was reminded that no new programme proposals should be submitted for cohorts of less than 15 students, although it was acknowledged that some programmes with common/shared units, for example at PG level, may be able effectively to operate with cohorts as small as 10 students. Cohort sizes should be discussed by Faculty Executive.
- 3.2.14 Ms Symonds confirmed that all programmes in review at present should be reviewed using the new process. At planning meetings, all staff members should be advised of the new documentation. Ms Symonds re-confirmed that staff development sessions would be taking place shortly.
- 3.2.15 The Chair provided a summary of the discussions:
- ASC should not be receiving programme proposal documentation for cohorts of less than 15 students.
 - Faculties need to ensure that ASC is provided with convincing market intelligence. The papers submitted to Faculty Executives need to be clear and critical, as well as robust and well evidenced.

- Consideration needs to be given to agility in order to respond to market demand.
- A general statement regarding resourcing should be added to ensure this is considered by Faculty Executive at the early discussions. The Chair commented that the current BU student to staff ratio is 18:1 and this has been used as the basis for financial planning in the future and hence reallocation of resources needs to be considered when a decision is made to undertake new programme provision.

3.3 Faculty of Media & Communication – Faculty Quality Audit and Action Plan (ASC-1516-08)

3.3.1 The outcome of the Faculty Quality Audit had confirmed that confidence could be placed in the Faculty's current and future management of academic standards. However, a further audit would take place in May 2016 and would focus on the progress on actions arising from the 2015 audit.

3.3.2 Prof Zhang asked if the Graduate School could be sent a copy of the Faculty Research Degrees Quality Report as listed in the Action Plan, as the GS needed to be aware of any updates.

Action: IMcR

3.3.3 The Chair commented that the actions listed in the summary Action Plan were not specific enough and did not provide assurance that all actions either had been, or would be, appropriately addressed. A number of examples from the Action Plan were highlighted as lacking specificity and assurance. Ms Symonds advised that a paper had been written by the FMC to support the Action Plan. The ASC Clerk would circulate the supporting paper to help clarify the points raised. It was agreed that the Action Plan would be resubmitted to the next meeting to ensure that the Recommendations and Actions were being embedded.

Action: ASC Clerk/IMcR

3.4 Proposed Changes to 6A – Standard Assessment Regulations: Postgraduate Research Degrees (ASC-1516-08A)

3.4.1 The updated paper was being resubmitted following consideration of the comments received at the Senate meeting held on 3 June 2015. The paper now included further sector benchmarking and provided further clarity regarding the regulations. The paper set out the proposal to change the current minimum and maximum registration periods for standard research degrees (MRes, MPhil and PhD) only. It was noted that all Professional Doctorate programmes (EdD, EngD, DProf) were validated as individual programmes.

3.4.2 The Research Degrees Committee (RDC) had reviewed the current research registration periods and supported the changes to the MRes and PhD registration periods.

3.4.3 Prof Zhang advised that two additional paragraphs had been included in the paper to clarify deferrals e.g. any period of suspension within the registration period would temporarily arrest the registration period count for students in those situations.

3.4.4 The proposed change to maximum registration means that any PGR failing to complete their doctoral research degree within the maximum period of registration (4 years) would be required to request an extension to their registration period.

3.4.5 The Committee was supportive of the proposed changes to the University's 6A - *Standard Assessment Regulations for Postgraduate Research Degrees*.

3.4.6 **Approved:** The Committee gave **in principle approval** of the amended wording of 6A – *Standard Assessment Regulations: Postgraduate Research Degrees* and recommended the paper to Senate for approval.

4 PART TWO – FOR APPROVAL AND ENDORSEMENT

4.1 **8C – Higher Doctorate Awards at Bournemouth University: Procedure** (ASC-1516-09)

- 4.1.1 The Graduate School had received a number of enquiries from academic staff interested in being considered for a Higher Doctorate Award therefore a formal procedure for awarding Higher Doctorates had now been created.
- 4.1.2 The new Higher Doctorate Award was a very prestigious award which would only be awarded to candidates who were able to demonstrate they were a leading authority in their area of expertise and each candidate would be assessed on a case by case basis. The award would be restricted to BU staff and BU graduates only.
- 4.1.3 **Approved:** The Committee approved the new procedure *8C – Higher Doctorate Awards at Bournemouth University: Procedure*.

4.2 **Quality Assurance and Enhancement Group (QAEG) – New Nominations Received** (ASC-1516-10)

- 4.2.1 The nominations listed below were **approved** for QAEG membership:

- Shenel McLawrence, Faculty of Media & Communication
- Frazer Ball, Faculty of Management

4.3 **New Programme/Framework Developments Proposals**

4.3.1 **Faculty of Management Proposal: New Programme – M.AccFin (Hons) Accounting and Finance** (ASC-1516-11)

- 4.3.1.1 The proposed Integrated Master's programme would be based on the existing undergraduate programme BA Accounting and Finance, and the postgraduate programme, MSc Finance. The new programme would only require the creation of one new unit and the resource implications would be relatively small.
- 4.3.1.2 A discussion took place regarding the placement year between Level 5 and Level 6 and work experience at Level 7. Members agreed that the placement year should be optional and consideration should be given to the possibility of offering a placement unit. For marketing purposes, it would be more popular to prospective students to offer a 4 year programme with optional sandwich placement year. With the placement year being optional, students could potentially graduate with a Masters degree in the same time as a BA (Hons) sandwich degree. Ms Symonds agreed to take this discussion further with the Faculty of Management. This query was also to be taken forward with Faculty leads for the other integrated masters programmes at the University.

Action: CS

- 4.3.1.3 Mr Foot commented that other accounting programmes within the University are listed as 300 UCAS points, therefore it was agreed that the UCAS points for this proposed programme would be reduced from 320 to 300 points. This amendment would fall in line with the BU International College Business and Law programme and Finance programmes.
- 4.3.1.4 Members questioned the title of M.AccFin (Hons) Accounting and Finance and suggested this should be given further consideration. Dr Roushan confirmed that she would request further discussion within the Faculty. As this is a new award for the University it would need to be approved by Senate for inclusion in 2A – Awards of the University: Policy.
- 4.3.1.5 The Committee questioned the date of the first intake and also noted that the marketing information provided was quite limited and the proposal form had not included Faculty signatures. Moving forward, with the introduction of the new programme approval process, proposal forms without signatures would not be considered by ASC.

4.3.1.6 Dr Roushan agreed that a planning meeting would be arranged with Dr McCarthy as soon as possible as the programme was to recruit for September 2016, so that an External Panel meeting can be held before Christmas. If the decision from the planning meeting was to amend the title, the Chair of ASC would be informed. The agreed award title would be presented to the Chair of Senate for Senate Chair's Action ahead of the External Panel meeting.

4.3.1.7 **Approved:** The Committee approved the M.AccFin (Hons) Accounting and Finance programme proposal to progress to the development stage.

4.3.2 Faculty of Health and Social Sciences Proposal: New Programme – MA Sociology (ASC-1516-12)

4.3.2.1 Prof Brooks provided an overview of the rationale for the programme explaining that at a recent evaluation meeting for other Sociology related programmes, the Panel had recommended that the programme team consider the need for a progression route for UG students at BU to both Masters and PhD routes. At the same meeting, students had indicated a preference for a PGT route rather than a PGR route. This had been explored through the primary research undertaken as part of the development of this proposal.

4.3.2.2 The proposed MA Sociology programme would build on the successful cross-faculty collaboration between FHSS and FMC. It was proposed that the programme could form part of the current Fusion PGT project. The proposed programme would focus on an MA in Sociology with a cultural/media inflection which would appeal to students from a range of disciplines covered by both Faculties. There were a number of core units which would be entirely new and these new units would be developed jointly by Prof van Teijlingen and Prof Brooks whilst working with FMC staff.

4.3.2.3 The programme would provide a progression route for BU social science students. In addition, it was believed the programme would attract national and international students as the programme offered skills in substantive areas.

4.3.2.4 Dr Oliver noted that market research information had not been provided and therefore the Committee was unable to make an informed decision and decide whether the programme was sustainable. Prof Brooks tabled a paper titled Primary Market Research which had been carried out in July 2015. After considering the additional paper, members were still unsure whether there was demand for the programme. Mr Foot advised that Jonathan Powell, who had carried out the primary market research, had raised concerns about the market size.

4.3.2.5 It was further noted that the new programme would require a lot of new resourcing at a senior level and would be expensive to deliver without sharing units with other programmes. Members were concerned that the minimum number of students studying the programme would be as low as eight students.

4.3.2.6 The Committee agreed that this programme proposal should be given further consideration. If the programme proposal was to be resubmitted to the Committee for further discussion and approval, more information should be provided about market viability and career opportunities. The Committee would also like to receive more detailed information about the resourcing arrangements for this programme. The proposed new programme was not approved.

4.3.3 Faculty of Media & Communication Proposal: New Programme – LLB (Hons) Law with History (ASC-1516-13)

4.3.3.1 The LLB (Hons) Law with History programme proposal was presented simultaneously with the LLB (Hons) Law with Politics programme proposal.

4.3.3.2 The Level 4 core units would be common to both programmes with three optional units available. Members were concerned there may be an imbalance of units and it was possible that students may be able to select more of the Law units and less from the History or Politics units. Ms Weston advised that there were certain restrictions in place as the programme was a qualifying Law degree. It was suggested that the units could be structured so that students would study one History/Politics unit in year one, two History/Politics units in year two, and three History/Politics units in the final year. Ms Weston agreed to look into the balance of generic law and subject specific units further.

4.3.3.3 The Committee noted the student numbers would not be significantly large, however students would benefit from the choice and opportunities available. The units were already in approval so there would be no additional academic input involved.

4.3.3.4 **Approved:** The Committee approved the LLB (Hons) Law with History programme proposal to progress to the development stage.

4.3.4 Faculty of Media & Communication Proposal: New Programme – LLB (Hons) Law with Politics (ASC-1516-14)

4.3.4.1 The LLB (Hons) Law with Politics programme proposal had been discussed in conjunction with the LLB (Hons) Law with History programme.

4.3.4.2 **Approved:** The Committee approved the LLB (Hons) Law with Politics programme proposal to progress to the development stage.

4.3.5 Faculty of Media & Communication Proposal: New Programme – PG Cert in Legal Practice (ASC-1516-15)

4.3.5.1 The proposed programme for a PG Cert in Legal Practice programme would be developed to meet the immediate demand to train Law graduates from the Middle East following a visit by two representatives from Oman in July 2015. The discussion focused on a pre-sessional English course at BU International College followed by a Legal Practice course at BU. Students would be sponsored by the State of Oman and would live at Lansdowne Point for the duration of their studies.

4.3.5.2 At present, the programme had been designed to meet the needs of the Oman students and Ms Weston was unsure whether the programme met the needs of domestic students as she was uncertain of the professional body's requirements at present. The Committee was advised that advertising of the programme would not be required as it was not an open market programme.

4.3.5.3 Ms Symonds highlighted the 10 credit units listed in the programme diagram and reminded Ms Weston that units should be 20 credits or multiples thereof, although for a closed market this could be considered further. Ms Weston would examine this further and thought it would be possible to look into amalgamating the 10 credit units.

4.3.5.4 **Approved:** The Committee approved the PG Cert in Legal Practice programme proposal to progress to the development stage.

4.3.6 Faculty of Science & Technology Proposal: New Programme – MSc in Forensic and Investigative Psychology (ASC-1516-16)

4.3.6.1 The proposed programme would focus on theoretical and investigative aspects of forensic psychology, tracking how psychology and other disciplines could assist the criminal justice process, from the crime scene to the Court room. The proposed programme would require the development of only one unique unit, Forensic Psychology, which would focus on the underlying theory regarding the psychology of investigations.

4.3.6.2 The Committee questioned whether there would be a CPD market for this programme. Discussions had already taken place with Dorset Police and other avenues would be explored.

4.3.6.3 The existing units had been running for a number of years. The psychology units currently had 40 students at present. It was noted that one of the units would be tailored for this programme to cover areas such as giving evidence in Court. The Crime Scene House would also be used to assist with interpreting behaviour.

4.3.6.4 A planning meeting would need to take place as soon as possible if the programme was to start in September 2016.

4.3.6.5 **Approved:** The Committee approved the MSc in Forensic and Investigative Psychology programme proposal to progress to the development stage.

4.3.7 Faculty of Management Proposal: New Programme – MSc in Crises, Disaster Management and Cyber Security (ASC-1516-17)

- 4.3.7.1 The programme had been developed following a competitive tender through The Training Gateway. BU has been awarded a 36 month contract to develop and deliver programmes for a private training provider to support the Qatar Police and military officers who require NQF Level-7 training and education. The programme would consist of existing CPD modules.
- 4.3.7.2 It was confirmed that there was not a partnership arrangement under the BU definition. The programme would be delivered by BU staff and the location of delivery would be discussed as part of the approval process as the programme would not be delivered at BU. It was agreed that a planning meeting would need to take place as soon as possible and the entry date would be determined by timescales agreed with team to complete the approval process.
- 4.3.7.3 Although the programme would be a joint venture between the Faculty of Management (FM) and the Faculty of Science & Technology (FST), the lead Faculty would be FST and the administration of the programme would also be carried out by FST.
- 4.3.7.4 **Approved:** The Committee approved the MSc in Crises, Disaster Management and Cyber Security programme proposal to progress to the development stage.

4.3.8 Faculty of Health & Social Sciences Proposal: New Programme – MSc Skin Cancer (ASC-1516-18)

- 4.3.8.1 The University had been approached by a Poole Hospital surgeon, Professor Ilankovan, who was a Visiting Professor in the FMC. He was keen to develop an MSc Skin Cancer programme for the international market. Skin cancer was increasing globally and he wished to attract an international market for medical staff as well as a more local CPD market for General Practitioners (GPs) to attend stand-alone units. Professor Ilankovan was keen to offer placements for international medics to go into practice and see diagnoses and the follow on treatment for patients.
- 4.3.8.2 As the programme would be delivered by external partners such as medical consultants, the University would need to consider the quality assurance perspective, any partnership arrangement and the costing model, all of which were being worked on in FHSS at present.
- 4.3.8.3 The programme would comprise of six taught units and nine months of clinical practice in various relevant hospital departments locally where Professor Ilankovan has links. The dissertation would be completed towards the end of the programme, possibly after students had returned to their own country.
- 4.3.8.4 The proposed programme was a niche market with very few competitors and members agreed there could be interest from GPs for the CPD stand-alone units. It was anticipated the full time students would be international students. Prof Rosser advised that the programme would be accredited both by the University and the professional body, but local GPs may wish to take the 'stand-alone' units, unaccredited.
- 4.3.8.5 The Chair advised that the marketing information and resourcing needed further consideration by Faculty Executive as well as the commencement date due to the new approval process in particular around the timing of the External Panel meeting and marketing of the programme on Course Search.
- 4.3.8.6 Although the programme proposal was in-principle approved by the Committee, it was agreed that as the Faculty proceeded with the new programme, they should carry out the work suggested by the Committee and proceed at a time at which the Faculty was able to assure itself regarding adequate specialist resourcing such that the programme would be able sufficiently to satisfy the new programme approval process.

4.4 Programme/Framework Review Deferral Requests

4.4.1 Faculty of Health & Social Sciences Deferral: Independent and Supplementary Prescribing for Nurses and Midwives (Level 6 40 credits) (ASC-1516-19)

- 4.4.1.1 **Approved:** The Committee approved the deferral of review until the 2016/17 academic year.

4.4.2 Faculty of Media & Communication Deferrals: Deferral of periodic review of Grad Dip/CPE Law delivered at BU and GTA and PG Dip Legal Practice and LLM Legal Practice (LPC) Professor of Crisis & Disaster Management (ASC-1516-20)

4.4.2.1 **Approved:** The Committee approved the deferral of the review until the 2016/17 academic year.

4.4.3 Faculty of Management Deferral: MA/MSc/PG Dip/PG Cert Professional Development (Loss Adjusting) (CPD CILA Programme) (ASC-1516-21)

4.4.3.1 **Approved:** The Committee approved the deferral of the review until the 2016/17 academic year.

5 PART THREE – FOR NOTE

5.1 NSS Results (ASC-1516-22)

5.1.1 The paper was taken as read.

5.1.2 All staff members have been working hard to ensure they carry forward all appropriate actions. This work is critical in ensuring the University moves forward.

5.1.3 Members were pleased with the level of detail included in the paper as it was possible to see whether matters were a Departmental or Faculty issue. The Committee agreed that it was important that Faculties ensure that their hard work is focused and bears fruit in this academic cycle.

5.1.4 **Noted:** The Committee noted the report.

5.2 New Partnership Agreements (ASC-1516-23)

5.2.1 **Noted:** The Committee noted the report.

5.3 Completed Framework/Programme Reviews, Validations and Reviews for Closure (ASC-1516-24)

5.3.1 **Noted:** The Committee noted the report.

5.4 Pending External Examiners (ASC-1516-25)

5.4.1 The paper listed the details of pending external examiners appointments.

5.4.2 Ms Symonds highlighted the two FM programmes where further information was required, BA (Hons) Events & Leisure Marketing and BA (Hons) Events Management. The FM was requested to provide the External Examining & Operational Officer in EDQ with information as soon as possible.

Action: GR

5.4.3 Prof Phalp confirmed that Mike Jones would be supporting the Defence School of Communications and Information Systems (DSCIS) and the Link Tutors were currently working on appointing the external examiners for Bournemouth & Poole College. The external examiner for the BSc (Hons) Psychology programme would not be extended and the Faculty would be in contact with EDQ shortly to advise of the replacement external examiner.

5.4.4 Members were requested to look at their respective Faculties and advise Gill Sommersteth in EDQ of updates as soon as possible.

Action: All

5.4.5 **Noted:** The Committee noted the report.

5.5 External Examiner Nominations and Examination Teams for Research Degrees (ASC-1516-26)

5.5.1 **Ratified:** The Committee ratified the report.

5.6 AECC Partner Review Action Plan (ASC-1516-27)

5.6.1 **Noted:** The Committee noted the report.

5.7 Wiltshire College Salisbury Partner Review (ASC-1516-28)

5.7.1 **Noted:** The Committee noted the report.

5.8 Guernsey Training Agency Partner Review and Action Plan (ASC-1516-29)

5.8.1 **Noted:** The Committee noted the report.

6 REPORTING COMMITTEES

6.1 International and UK Partnerships Committee Minutes (ASC-1516-30)

6.1.1 The minutes of the IUPC meeting held on 22 May 2015 (confirmed) and 14 July 2015 (unconfirmed) were **noted**.

6.2 International and UK Partnerships Committee Terms of Reference (ASC-1516-31)

6.2.1 The Terms of Reference were **noted**.

6.3 Partnership Board Minutes (ASC-1516-32)

6.3.1 The AECC Partnership Board minutes of 18 June 2015 (unconfirmed) and the BPC Partnership Board minutes of 24 June 2015 (unconfirmed) were **noted**.

6.4 Quality Assurance Standing Group Minutes (ASC-1516-33)

6.4.1 The Quality Assurance Standing Group minutes of 22 September 2015 were **noted**.

6.5 Quality Assurance Standing Group Terms of Reference (ASC-1516-34)

6.5.1 The Terms of Reference were **noted**.

6.6 Faculty Academic Standards Committee Minutes (ASC-1516-35)

6.3.1 The following FASC minutes were **noted**.

- Faculty of Media & Communication (Media School) FASC minutes of 22 April 2015 (confirmed) and 17 June 2015 (unconfirmed)
- Faculty of Management (Business School) FASC minutes of 20 May 2015 (unconfirmed)
- Faculty of Management (School of Tourism) FASC minutes of 3 June 2015 (unconfirmed)
- Faculty of Science & Technology FASC minutes of 1 July 2015 (unconfirmed)
- Faculty of Health & Social Sciences FASC minutes of 13 May 2015 (unconfirmed)

6.3.2 The Committee was reminded of the importance of all FASC members attending meetings and therefore achieving quoracy of meetings. The number of apologies recorded in the FASC minutes was often not insignificant.

6.3.3 Attendance of future FASC meetings should be continually monitored by FASC Chairs and EDQ.

Action: DDEPPs

7. AECC Academic Development & Quality Committee Minutes (ASC-1516-36)

7.1 The AECC Academic Development & Quality Committee (unconfirmed) minutes of 20 May 2015 were **noted**.

8. Graduate School Academic Board Minutes (ASC-1516-37)

8.1 The minutes of the Graduate School Academic Board (unconfirmed) minutes of 27 May 2015 were **noted**.

9. JOINT ACADEMIC BOARD MINUTES (ASC-1516-38)

7.1 The minutes of the Joint Academic Board meeting of 22 July 2015 (unconfirmed) were **noted**.

8 ANY OTHER BUSINESS

8.1 There was no other business.

9 DATE AND TIME OF NEXT MEETING

Tuesday 1st December 2015 - 9.00am to 12.00pm in the Board Room