

MINUTES OF A MEETING HELD ON 11TH OCTOBER 2012

Present:

Prof Tim McIntyre-Bhatty (TMB)(Chair)	Deputy Vice Chancellor
Prof Keith Phalp (KP)(Deputy Chair)	Associate Dean, HOAG (Software Systems & Psychology)(DEC)
Ms Louise Bryant (LB)	President 2012/13, Students' Union (SUBU)
Mr David Foot (DF)	Market Research and Development Manager, Marketing and Communications (M&C)
Ms Ana Gutierrez (AG)	Head of Student Administration, Student and Academic Services (SAS)
Dr Ross Hill (RH)	Associate Dean (Education), School of Applied Sciences (ApSci)
Mr Alan James (AJ)	General Manager of the Students' Union (SUBU)
Ms Jacky Mack (JM)	Academic Partnerships Manager, Student & Academic Services (SAS)
Prof David Osselton (DO)	Head of Forensic and Biological Sciences, School of Applied Sciences (ApSci)
Prof Elizabeth Rosser (ER)	Deputy Dean for Education (HSC)
Ms Pamela Rouse (PJR) (Secretary)	Educational Development and Quality Manager, Student & Academic Services (EDQ)
Mr Philip Ryland (PR)	Deputy Dean (Education), School of Tourism (ST)
Mr Murray Simpson (MS)	SU Vice President (Education) 2012/13, Students' Union (SUBU)
Ms Catherine Symonds (CS)	Institutional Facilitator, School of Tourism (ST)
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)

1 APOLOGIES AND MEMBERSHIP

Apologies were received from:

Mr David Ball (DB)	Head of Academic Development Services, Student and Academic Services (SAS)
Mr Ian Carter (IC)	Member of University Board Observer
Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Prof Alan Fyall (AF)	Deputy Dean (Research), School of Tourism (ST)
Mr James Holroyd (JH)	Student Journey Process Workstream Manager, Office of the Vice Chancellor (OVC)
Ms Sherry Jeary (SJ)	Senior Lecturer, School of Design, Engineering and Computing (DEC)
Prof Tiantian Zhang (TZ)	Head of the Graduate School, Research and Knowledge Exchange Office (RKEO)

IN ATTENDANCE

Mr Robin Chater (RC)	Quality and Enhancement Officer, Student & Academic Services (EDQ)
Ms Sharen Everitt (SE)	Media School Quality Enhancement Officer (MS)
Ms Karen Fowler-Watt (KFW)	Associate Dean - Journalism and Communication (MS) [For item 4.1.2]
Ms Maxine Frampton (MF) (Clerk)	Policy and Committee Officer (SAS)
Ms Jenny Jenkin (JJ)	Director of Student and Academic Services (SAS)
Mr Clive Matthews (CM)	Head of Education Management & Development (HSC) [For item 4.1.3 and 4.4]
Dr Andy Mercer (AM)	Professional Lead for Mental Health (HSC) [For item 4.1.3 and 4.4]

- 1.1 The Committee welcomed two new members: Prof Elizabeth Rosser who replaced Mr Clive Matthews as the DD(E) for HSC and Ms Catherine Symonds, Institutional Facilitator for the QAA Institutional Review.

MINUTES OF THE MEETING HELD ON 14TH SEPTEMBER 2012

2.1 Accuracy

- 2.1.1 The minutes were approved as an accurate record of the meeting, with the exception of the addition of one paragraph after 5.5.1: "5.5.2 - The Students' Union would liaise with the Head of Graduate School outwith of the meeting regarding some detail within the Code of Practice".

2.2 Matters Arising

- 2.2.1 Minute 2.2.4: New International Preparatory Programmes Proposal Cross School Event
The IPSPG meeting on 17th September 2012 discussed the academic mapping process and it was agreed that relevant Schools should return the Schedule A's by mid-October. A further cross-School meeting would be arranged if it was felt to be beneficial for Schools.
- 2.2.2 Minute 3.2: Marketing and Communications Annual Report
The Committee was concerned that there appeared to be no firm date when BU would complete the audit of corrections for inaccuracies in online partner course information. The Committee was advised that this should be completed by the end of the month, and in the next cycle it was envisaged that the campus based and partner audits could be combined.
- 2.2.2.1 The online version of the ASC initial approval form for new framework/programme proposals was in the process of being developed. This initiative was now being led by Victoria Bel Gil and an update would be provided to the Committee at the February 2013 meeting.
- 2.2.3 Minute 3.3: Framework Evaluation and Processes Annual Report
In relation to the underlying issues with unit descriptors, it was established that the majority of these arose from errors in the completion of the unit descriptor template. The development of online unit descriptors would help to eradicate this in future.
- 2.2.4 Minute 4.1: Assessment Regulations and Academic Offences: Policy and Procedure
The SU Vice President (Education) had commented in the last meeting that the assessment regulations regarding unit mark capping for reassessment should be less stringent than penalties for academic offences. It was noted that in Spring 2013, the Assessment Regulations would be reviewed by QASG, which included the SU Vice President (Education) in its membership.

2.2.5 Minute 4.3: New Programme/Framework Development Proposals – School of Health & Social Care: BA (Hons) Sociology and Anthropology

The HSC DD(E) confirmed that the optional placement for the proposed new programme was being included in the documentation for the design phase.

3 PART ONE: FOR DISCUSSION

3.1 Assessment Board Working Group Report

Received: Assessment Board Working Group Report

3.1.1 Ms Symonds summarised the paper for the Committee. A significant amount of work had been carried out by the Assessment Board Working Group (ABWG) to review and incrementally adjust Assessment Board processes over recent academic cycles. A revised and final Assessment Boards Policy and Procedure had been produced in 2011/12. Staff development activities outlining BU's revised Assessment Board processes had taken place for Schools and Partner Institutions. Feedback at the end of the 2011/12 academic cycle had been positive.

3.1.2 It was envisaged that improvements aimed at aiding further embedding of the revised process for the coming academic cycle would include clearer guidance around the expected level of discussion on units at Boards and guidance on dealing with students who were suspended or withdrawn.

3.1.3 It was agreed the process of holding Preparatory and Assessment Boards had worked well. It was noted that feedback from External Examiners had been positive. The Committee thanked everyone who had contributed to the development of the Assessment Board process.

3.2 QAA Quality Code: BU Mapping to New Section C of Code

Received: QAA Quality Code: BU Mapping to New Section C of Code

3.2.1 The EDQ Manager introduced the report that had been written by the Head of Academic Development Services. The paper provided a mapping of how BU meets the UK Quality Code for HE Part C: Information About HE Provision.

3.2.2 It was noted that although the paper mapped BU's practical performance to the seven specific indicators of sound practice identified in the Code, further information was required to articulate how the University ensures that the information is and remains fit for purpose, accessible and trustworthy. The EDQ Manager agreed to appropriately expand the paper in consultation with the administrative sections responsible for those areas that covered the seven indicators, and to update the mapping and evaluation accordingly.

Action: PJR

3.2.3 It was noted that the revised report would be useful as part of the evidence for the forthcoming QAA Institutional Review and the Committee requested that the report be updated by the end of October 2012.

3.2.4 In relation to the fifth of the indicators of sound practice, that HE providers set out what they expect of current students and what current students expect of the HE provider, the Director of Student and Academic Services advised that separate Charters were in place for each School.

3.3 Update to ASC on Acceptable Evidence for Mitigating Circumstances

Received: Update Regarding Mitigating Circumstances Evidence Report

- 3.3.1 The Director of Student and Academic Services introduced a paper from the Head of Student Services, recommending that BU policy be revised so that only mitigating circumstances evidenced by a GP would be considered eligible. She advised there had been on-going discussions with regards to the role of the Talbot Medical Centre in providing mitigating circumstances evidence.
- 3.3.2 Talbot Medical Centre had agreed to provide medical certificates for short term illnesses in cases where the illness could be evidenced, however medical certificates would not be provided post-illness.
- 3.3.3 The Committee felt that further clarification was required in relation to self-certification for mitigating circumstances. The SU Vice President (Education) commented that if a student suffered a short term illness and was not able to visit their GP at that time, the student may be disadvantaged if the proposal was put into place. The Deputy Dean (Education)(ST), advised that students should e-mail or telephone their School to advise of illness.
- 3.3.4 The Committee referred the recommendation regarding acceptable evidence for mitigating circumstances back for further consideration and for a revised proposal to be presented for consideration to the next ASC meeting. It also proposed that the group reviewing this should include the Head of Student Services, the Deputy Dean for Education (HSC), Deputy Dean (Education) (ST), SUBU President and the SUBU Vice President.

Action: JJ/MB

4.1 New Programme/Framework Developments Proposals:

4.1.1 DEC Proposal: Change of Title of BSc (Hons) 'Network Systems Management' to BSc (Hons) 'Computer Networks' Degree

Received: School of Design, Engineering and Computing Framework/Programme Proposal: Change of Title of 'Network Systems Management' to 'Computer Networks' Degree

- 4.1.1.1 The Deputy Dean (Education) (DEC) introduced a paper outlining the proposed change of title for the BSc Honours degree in 'Network Systems Management' to BSc (Hons) 'Computer Networks'. The new title would more accurately convey the content and programme outcomes to prospective applicants and employers and had been benchmarked against provision within the sector.

- 4.1.1.2 **Approved:** The change of title was approved.

4.1.2 MS Proposal: MA Adaptation and MA Literary Media

Received: Media School Framework/Programme Proposal: MA Adaptation and MA Literary Media

- 4.1.2.1 The Associate Dean - Journalism and Communication (MS) gave an overview of the two new MA programmes within the Journalism and Communication academic group, and confirmed that this proposal had also been approved at the MS Executive Team Meeting and the MS Academic Board meeting.
- 4.1.2.2 The Committee was advised that BU does currently offer a Masters framework in journalism, however the undergraduate framework BA (Hons) Communications and Media/BA (Hons) English currently has no equivalent Masters degree for progression beyond Level H. Market research had been carried out and significant interest had been shown in the proposed new programmes, which would draw on existing School strengths in academic research, professional practice and teaching expertise.

4.1.2.3 The Market Research and Development Manager (M&C) commented that the term Adaptation could often be misunderstood and advised that it was not felt to be the recommended title given some student feedback. The Committee agreed that the academic team should carefully consider the market appeal of the proposed programme title and requested that advice from industry should be sought for the design phase.

4.1.2.4 It was confirmed that the academic team would also consider how the programme would accommodate two annual intakes.

4.1.2.5 **Approved:** The new programme proposals were approved for development.

4.1.3 **HSC Proposal: PgDip Nursing**

Received: School of Health & Social Care Framework/Programme Proposal: PgDip Nursing

4.1.3.1 The Professional Lead for Mental Health (HSC) gave an overview of the proposal for three linked postgraduate diploma programmes. In 2010, NMC had introduced a revised set of standards for pre-registration nurse education programmes, which must form the basis of all nurse education programmes by 2013. The three new programmes were designed to meet these revised standards and would run alongside the BSc (Hons) routes from 2014.

4.1.3.2 Nurses were now required to take on different roles such as management and leadership which accounted for the slightly unusual design of this programme. For professional registration, the NMC required the student nurses to complete 2,300 hours of theory and 2,300 hours of practice within the programme. Members were advised that BU was looking to provide competency and clinical assessments, whilst also giving students the opportunity to study for a PgDip award.

4.1.3.3 In the current economic climate, the number of graduates applying for programmes leading to professional registration in nursing was expected to grow. This programme was intended to start in 2013/2014 and had been approved by the School Executive Team and the School Academic Board.

4.1.3.4 In response to a query as to why the programmes were being introduced when existing student demand for current programmes was already buoyant, it was explained that other universities were offering a PgDip route and it was important to include this in the BU academic portfolio to continue to remain competitive in this significant market.

4.1.3.5 **Approved:** The new programme proposals were approved for development.

4.2 **Programme/Framework Review Deferral Requests**

Received: Programme/Framework Review Deferral Requests Report

4.2.1 FdA Public Services Deferral Request

4.2.1.1 The Foundation Degrees offered at Weymouth College and Bournemouth & Poole College were originally approved for three years to Summer 2013. As neither had made the move to a validated model, the future student number allocations for these programmes remained uncertain and it was envisaged the FdA's might close in 2013/14 or 2014/15.

4.2.1.2 **Approved:** The Committee approved the deferral of the review to 2013/14.

4.2.2 BA (Hons) Early Years Care & Education Top Up

4.2.2.1 The School of Health & Social Care had decided to close all Early Years provision and therefore Early Years programmes with other providers would be reviewed for closure later this year. Bridgwater College was now in the fifth year of providing programmes under the current approval and had a large and well respected Early Years Department

with a successful foundation degree approved through Plymouth University. They intended to seek a new partner to approve their top-up, but this might take some time, and the deferral was therefore requested to permit a final intake in 2013 under BU approval.

4.2.2.2 **Approved:** The Committee approved the deferral of the review to 2013/14.

4.2.3 School of Tourism CPD Framework

4.2.3.1 The School of Tourism requested a one year deferral of the scheduled review of their CPD framework. The Deputy Dean (Education) advised that the School's entire undergraduate and postgraduate taught provision was due for early review this academic year to ensure alignment with CAS and to identify new programme developments. Deferral of the review for the CPD framework was requested to avoid holding a combined event with the rest of the School's provision. This would facilitate a clear focus at each event and avoid the complications, for the Panel and for the external partner, which might arise from a combined event.

4.2.3.2 **Approved:** The Committee agreed to defer the review to 2013/14.

4.3 **Partner Institution Review (PIR) Deferral Requests**

Received: Partner Institution Review Deferral Requests Report

4.3.1 The Academic Partnerships Manager summarised the paper and advised that the PIR for Bournemouth & Poole College and Yeovil College was due in the 2012/13 academic year. As both partners had recently migrated part of their HE portfolio to the new BU validated model, it was proposed to defer the Review to autumn 2013 to allow the PIR Panel to evaluate a full academic year of provision under the validated model. It was confirmed that there were no concerns with regard to the partner provision.

4.3.3 **Approved:** The Committee approved the deferral of the review of the two PIRs to 2013/14.

4.4 **Pearson College Ltd, UK – Validation (Level 2) (CONFIDENTIAL PAPER)**

4.4.1 **Programme Development Proposal**

Received: Pearson College Ltd Partnership Development Proposal – Validation (Level 2)

4.4.1.1 Secretary's Note: This item has been redacted from the minutes as the proposal will be re-presented for consideration by the Committee at its next meeting on 3 December 2012.

4.4.2 **Pearson College Ltd, UK – Validation (Level 2) - Due Diligence**

Report and Pearson College Ltd – Due Diligence Report

4.4.2.1 Secretary's Note: This item has been redacted from the minutes as the due diligence report will be re-presented for consideration by the Committee at its next meeting on 3 December 2012.

4.5 **Universiti Sains Malaysia – Student Exchange (Level 2)**

Received: Universiti Sains Malaysia (USM) Due Diligence Report – Student Exchange (Level 2)

4.5.1 Following previous ASC approval for Level 2 desk-based due diligence, the Academic Partnerships Manager gave an update on progress and advised that due diligence had not been fully completed as some pieces of key information had not been provided by the partner. As information was still outstanding, members were not yet content to proceed with a full approval visit, or to approve USM as a Level 2 student exchange partner.

- 4.5.2 **Resolved:** The Committee resolved that this partnership would not be approved until satisfactory outstanding information had been received.
- 4.6 University of South Australia – Student Exchange (Level 2)**
Received: University of South Australia – Renewal Form and Level 1 Due Diligence Report
- 4.6.1 The Academic Partnerships Manager gave an update on progress to date and reported that BU was looking to extend activities with this university. The School of Tourism was seeking to renew the MoU and to proceed to Level 2 Student Exchange approval.
- 4.6.2 **Approved:** Members approved the proposal to move forward to Level 2 partner approval and agreed that a desk-based approval would be appropriate.

5 PART THREE

5.1 Institutional Review Update

Received: Preparation for QAA Institutional Review June 2013 Report

- 5.1.1 The Institutional Facilitator gave an update on activity associated with the forthcoming QAA Audit. It was confirmed that a meeting with the QAA Associate Director, Professor Robert Harris, would take place on 6th December 2012.

5.2 Completed Framework/Programme Reviews, Validations and Reviews for Closure

Received: Completed Framework/Programme Reviews, Validations and Review for Closure Report

- 5.2.1 **Ratified:** The list of completed evaluation events included in the paper was ratified.

5.3 Pending External Examiner Appointments

Received: Pending External Examiner Appointments Report

- 5.3.1 The EDQ Manager provided an update on the pending External Examiner appointments. The External Examiner for the MSc Chiropractic would not be replaced as other examiners in the team would now provide the necessary coverage through enhanced duties.

- 5.3.2 **Noted:** The pending External Examiner appointments detailed in the paper were noted.

5.4 External Examiner Nominations and Examinations Teams for Research Degrees

Received: External Examiner Nominations and Examination Teams for Research Degrees Reports

- 5.4.1 **Ratified:** The External Examiner Nominations and Examination Teams for Research Degrees were ratified.

5.5 Student Complaint – To Note Outcome and Completion of Actions (CONFIDENTIAL PAPER)

Received: Investigation into the handling of a student complaint (October 2010) – ACTION PLAN

- 5.5.1 The Director of Student and Academic Services gave an update to the Committee on a student complaint and on the actions that had been taken. One action that was still outstanding was the cross-referencing between policies (Item 2.2.7 on the action plan). This would be undertaken within the Governance Review that was now underway.

5.5.2 **Noted:** The Committee noted the actions taken following the investigation into the handling and consideration of the student complaint.

5.6 Validation Model Report

Received: Validation Model Report

5.6.1 The Academic Partnerships Manager gave an update on the validation model process.

5.6.2 **Noted:** The Validation Model Report was noted.

6 COMMITTEES

6.1 International and UK Partnerships Committee Minutes

Received: International and UK Partnerships Committee Minutes of Meetings held on 3rd September 2012 and 26th September 2012

6.1.1 **Noted:** The minutes were noted.

6.2 School Academic Standards Committee Minutes

6.2.1 ApSci Minutes of meeting held 30 August 2012

Received: ApSci School Academic Standards Committee minutes of a meeting held on 30th August 2012

6.2.1.1 **Noted:** The minutes were noted.

6.2.2 DEC SASC Minutes of meeting held 19 September 2012

Received: DEC School Academic Standards Committee minutes of a meeting held on 19th September 2012

6.2.2.1 **Noted:** The minutes were noted.

6.2.3 MS SASC Minutes of meeting held 2 May 2012

Received: Media School, School Academic Standards Committee minutes of a meeting held on 2nd May 2012

6.2.3.1 **Noted:** The minutes were noted.

7 ANY OTHER BUSINESS

7.1 None.

8 DATE AND TIME OF NEXT MEETING

Monday 3rd December 2012 at 10.00am in the Board Room