BOURNEMOUTH UNIVERSITY   **Confirmed**
ACADEMIC STANDARDS COMMITTEE

MINITUES OF A MEETING HELD ON 14TH FEBRUARY 2013

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)
Ms Ana Gutierrez (AG)	Head of Student Administration, Student and Academic Services (SAS)
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)	Academic Partnerships Manager, Student & Academic Services (SAS)
Dr John Oliver, Associate Professor (JO)	Deputy President EMMA, Programme Director (MS)
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(EDQ), Student & Academic Services
Mr Murray Simpson (MS)	Vice President (Education) 2012/13, Students' Union (SUBU)
Dr Rick Stafford (RS)	Associate Dean (Quality) (ApSci)
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)
Prof Tiantian Zhang (TZ)	Head of the Graduate School, Research and Knowledge Exchange Office (RKEO)

In Attendance:

Ms Fiona Cownie	Head of Student Experience (MS) (Agenda Item 4.3.2)
Dr Barbara Dyer	Associate Dean, Undergraduate Students (HSC) (Agenda Item 3.5)
Ms Nikki Finnes	Senior Quality & Enhancement Officer (EDQ) (Agenda Item 3.1)
Ms Maxine Frampton (MF) (Clerk)	Policy and Committee Officer (SAS)
Ms Sharen Everitt (SE)	Media School Quality Enhancement Officer (MS) (Deputising for Dr Eccles)
Dr Janet Hanson (JH)	Education Enhancement Adviser (SAS)(Agenda Item 3.3)
Ms Marianne Harris-Bridge(MHB)	Strategic Adviser (OVC) (Deputising for Mr Foot)
Mr Geoff Rayment (GR)	Committee Clerk (SAS)
Mr Ricky Rogers (RR)	Quality & Enhancement Officer (EDQ) (Agenda Item 3.2)
Dr Liam Sheridan (LS)	Academic Business Intelligence Manager (SAS) (Agenda Item 3.11)

1   APOLOGIES

Apologies were received from:

Mr Ian Carter (IC)	Member of University Board, Observer

Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Mr David Foot (DF)	Market Research and Development Manager, Marketing and Communications (M&C)
Dr Ross Hill (RH)	Associate Dean (Education), School of Applied Sciences (ApSci)
Mr James Holroyd	Student Journey Process Workstream Manager (Senate Representative).
Dr Philip Ryland (PR)	Deputy Dean (Education), School of Tourism (ST)
Ms Catherine Symonds (CS)	Institutional Facilitator, School of Tourism (ST)
Dr Geoff Willcocks (GW) (BS)	Director of Quality and Accreditations, Business School.

2 MINUTES OF THE MEETING HELD ON 3 DECEMBER 2012

2.1 Accuracy

2.1.1 The minutes (ASC-1213-109) were approved as an accurate record.

2.2 Matters Arising (ASC-1213-110A)

2.2.1 *Minute 2.2.1 – Terms of Reference and Membership*
As agreed at the previous meeting, minor amendments to the Terms of Reference had been approved by Chair's action and were presented at agenda item 5.8 (below) for ratification.

2.2.2 *Minute 3.1.4 – Graduate School Annual Report – Business School & School of Applied Science (ApSci)*
Action had been completed, with the Business School report having been updated and submitted to the Graduate School. The queried risk rating in the ApSci report had been reviewed and revised from 'Medium' to 'Low' following the tightening of procedures in relation to research student admission.

2.2.3 *Minute 3.1.5 – Graduate School Annual Report – Graduate School*
It had been agreed that the Graduate School would review the use of risk-ratings in the School reports and ensure they were applied appropriately and consistently. This was completed and guidance had been provided through the Research Degrees Committee on 22 January 2013.

2.2.4 *Minute 3.1.6 – Graduate School Annual Report – Media School*
The report for the Media School had been reviewed and was resubmitted to the Committee for consideration at agenda item 2.3 (below).

2.2.5 *Minute 3.1.7 – Graduate School Annual Report – School of Tourism*
The Student Records Manager had discussed PGR enrolments with the Graduate School Academic Manager and changes to the way in which enrolments were recorded had been agreed which would simplify the dataset for the end user. The Head of Student Administration confirmed that these changes would be implemented within the current academic cycle.

2.2.6 *Minute 3.2.2 – Academic Offences Annual Report*
Consideration of the issues raised was on-going within Schools and a paper would be presented for further discussion at the May meeting of the Committee.

2.2.7 *Minute 3.3.1 – Quality Code for HE: Chapter B5 – Student Engagement BU Mapping Against Sector Requirements*
The mapping document and related action plan were presented to the Committee at agenda item 3.5 (below) for consideration.

2.2.8   *Minute 3.5.1.1 – 4.1.1 Partner Quality Reports*
Actions identified in respect of the Partner Quality Reports had now been completed and reports updated accordingly. Work had also been undertaken to reinforce the reporting requirements from the relevant link tutors.

2.3   Graduate School Annual Report (ASC-1213-110B)

2.3.1   Updated Media School Report
Received: Updated Media School Section of the Graduate School Annual Report 2011/12

2.3.1.1   The Head of the Graduate School presented an updated report for the Media School which had been reviewed in order to make it consistent with other Schools' reports and provide additional details. Members queried the validity of the statement at part 2 of the report that "the Media School has high completion rates for its PGR students" in light of the Research Degree Activity Data provided at part 3 of the report. Members suggested that this may be due to a time-lag arising from the method of recording the information and availability of historical data. The Chair also queried the risk ratings shown in the Action Plan at part 4 of the report.

2.3.1.2   In summary, the Committee agreed that further work was needed on the report but was content to **delegate authority for final approval to the Head of the Graduate School**, once she was satisfied that these issues had been addressed. The final report would then be re-submitted to the Chair for ratification via Chair's Action.

Action: TZ

3   PART ONE: FOR DISCUSSION

3.1   Institutional Review Update – to consider the draft Self Evaluation Document (SED) (ASC-1213-111)
Received: Preparation for QAA Institutional Review June 2013 and Draft Self Evaluation Document (SED)

3.1.1   The Senior Quality & Enhancement Officer presented the latest draft Institutional Review 2013 Self Evaluation Document which was almost in its final form following consideration by both the Institutional Review Working Group and Steering Group. Additional comments were invited prior to the draft being presented to Senate 20th March. Schools were also being invited to comment on the draft via School Academic Boards. The deadline for comments was 4th March. Members debated the style and tone of the document, with some suggesting that the introductory text might be redrafted to make it more inspirational and less dry. It was noted, however, that the QAA's expectation was that the document should be clearly evidence based rather than containing lengthy narratives.

3.1.2   In conclusion, the Committee noted and **endorsed** this latest draft subject to further internal consultation as set out above. Members were invited to submit any detailed comments directly to Senior Quality & Enhancement Officer by 4th March.

3.2   Audit of Annual Reports on Framework Monitoring (ARFM) 2012 (ASC-1213-112)
Received: Audit of Annual Reports on the Framework Monitoring (2011-12)

3.2.1   The Quality & Enhancement Officer presented the report on the Audit of ARFM for 2011/12. A random sample of ARFMs were scrutinised as part of the annual review process. In summary the results revealed evidence of good practice and the resolution of a number of issues identified in previous audits (details being contained in the report). EDQ had delivered Staff Development Workshops on the monitoring process which had been well attended. Despite enhancements to the process, however, a small number of minor recommendations for further improvement were proposed, along with a recommendation that the ARFM process remain unchanged for 2012/13 to allow the process to become fully embedded and to allow for consolidation.

3.2.2   The Committee **approved** the recommendations set out at section 4 of the report.

3.3   External Examining Annual Report (ASC-1213-113)
Received: External Examining Annual Report 2011-12

3.3.1   Dr Hanson presented the External Examining Annual Report for 2011/12 and proposed Action Plan on behalf of the Quality Assurance Standing Group (QASG). In preparing the report, 228 external examiner reports had been reviewed and the resulting data analysed. Compared to the previous year, there were no categorical 'No' responses from external examiner report summaries, but an increase in the number of 'Yes' with reservations' responses. The comments accompanying the responses, however, indicated that reservations related to specific incidents rather than being indicative of any trends which would cause concern. The use of electronic documentation and online material had also been broadly welcomed although there were some reports of access issues. DDEs would be asked to consider these issues and report back to the QASG. Work was also being taken forward with EDQ on suggestions for minor changes to processes which had arisen from the report.

3.3.2   It was noted that the reports included external examiners' comments on particular strengths or innovative features, which resulted in a number of positive comments being made. Dr Hanson would discuss these directly with the Marketing and Communications Team to explore the possibility of how these comments might be better exploited, for example in University publicity materials.

3.3.3   The Chair thanked the QASG for the report and the assurances which it provided. Members debated whether some of the 'Yes, with reservations' responses might result from external examiners lacking understanding of the process. This could be the subject for further analysis. The Chair noted the outstanding action for DEC in respect of the Computing Masters framework (Page 1 of Appendix 1 of the report) to respond to and address concerns that the proportion of merit/distinction grades was higher than expected. Dr Velay confirmed that a revised response to the external examiner on this point would be provided shortly within the current cycle.

3.3.4   The External Examining Annual Report 2011-12 was **noted** and the action plan **approved**.

3.4   Academic Partnerships Annual Report (ASC-1213-114)
Received: Academic Partnerships Annual Report 2011/12

3.4.1   The Academic Partnerships Manager presented this report which updated the Committee on the University's UK and International partnerships. She explained that the report focused on the outputs for 2011/12 and progress on new partnership developments rather than issues of academic quality and standards. The complexity of new partner proposals had increased compared to the previous year, with 4 International Level 2 proposals being submitted, together with increased student mobility. Five recommendations arose from the report which would be implemented by the Academic Partnerships Team, with the exception of recommendation d) ('To develop an institutional approach to the provision of short term accommodation for students to increase access to mobility opportunities') which would be remitted to the International Task Force for action. Given that the report's focus was not on matters of quality or standards, it was suggested that in future years it could be presented to the Committee for information rather than approval.

3.4.2   The Academic Partnerships Annual Report was noted and the recommendations were **approved**.

3.5   BU Mapping to QAA Quality Code for HE: Chapter B5 – Student Engagement
(ASC-1213-115)
Received: BU Mapping to QAA Quality Code for HE: Chapter B5 – Student Engagement

3.5.1   The Associate Dean, Undergraduate Students (HSC), presented this document which had been revised following discussion at the previous meeting and now included a formalised action plan.   In summary the key actions were that the Student Voice Committee (SVC) would review current survey/feedback approaches; representation at Partner Institutions and for non-standard delivery would be further developed; local performance indicators would be developed (jointly with SUBU); and those leading on all of these developments would receive the finalised mapping document and on-going action plan.

3.5.2   Members noted the outstanding action in relation to Indicator 6 (Schools to provide short summaries of how they close the loop in response to student feedback on a School level) and the Associate Dean, Undergraduate Students (HSC), confirmed that this was in hand.   The Committee also noted the comment against Indicator 7 that "…the University uses the term 'Student Experience' interchangeably with the term 'Student Engagement'" and it was agreed that this should be considered further with a view to ensuring consistency in the use of this terminology.

Action: BD/SVC

3.5.3   The report 'BU Mapping to QAA Quality Code for HE: Chapter B5 – Student Engagement was **noted** and the recommended action plan **approved**.

3.6   **BU Mapping to QAA Quality Code for HE: Chapter B11 – Research Degrees**
(ASC-1213-116)
Received: BU Mapping to QAA Quality Code for HE: Chapter B11: Research Degrees

3.6.1   The Head of the Graduate School presented this report which had been prepared by the Graduate School and included an action plan to be implemented in consultation with academic Schools.   Members queried the recommended actions in respect of indicators 5, 7 and 16.   It was felt that, as drafted, the proposed actions did not appear to relate directly to the issues identified.   For example, for Indicator 5 it was noted that the recommended action was intended to help improve consistent application of the admissions procedure, but that this was not clear from the text.   The Head of the Graduate School confirmed that the recommended actions were appropriate in all cases but agreed to review the associated text to ensure clarity.

Action: TZ

3.6.2   The Committee broadly **endorsed** the recommendations for action, subject to clarification of the text as above.

3.7   **Acceptable Evidence for Mitigating Circumstances** (ASC-1213-117)
Received: Update Regarding Mitigating Circumstances Evidence

3.7.1   The Chair informed the Committee that this item had been withdrawn pending further consideration of the matter.   A revised paper would be presented to a future meeting of the Committee.

3.8   **Standard Assessment Regulations: Recommendations for Change from Quality Assurance Standing Group (QASG)** (ASC-1213-118)
Received: Changes to Standard Assessment Regulations

3.8.1   The Educational Development and Quality Manager presented this paper which made 4 recommendations arising from the annual review of the University's standard assessment regulations for taught programmes (undertaken by the QASG).   Subject to approval the changes would be implemented for academic year 2013/14.

3.8.2   The Committee **recommended to Senate for approval** the proposal that Section 9 of the regulations (*Submission of coursework, non-attendance at examinations*) be amended to include non-attendance at examinations and retitled 'Submission of coursework and attendance at examinations' with amended wording as per Appendix A, Section 9 of the paper.

3.8.3   The Committee **recommended to Senate for approval** the proposal that Section 12 of the regulations (*Provision for failed candidates, reassessment*) be amended to cap formal element marks rather than whole unit marks at the pass mark following successful reassessment in one or more formal elements of assessment with amended wording as per Appendix A, Section 12.3 of the paper.

(Secretary's Note: To allow for additional work on the mechanism for the implementation of the revised capping rule in order to ensure equitable operation of the rule across all programmes of study, this item will be referred back to QASG and brought back to ASC before being recommended to Senate).

3.8.4   The Committee **approved** the QASG recommendation to allow for greater flexibility with regards to the timing of reassessment between levels for those students who have mitigating circumstances during the resit period, and for the Assessment Board Decision Making Procedure to be amended accordingly.

3.8.5   The Committee **approved** the QASG recommendation that an outcome from an Assessment Board could be to carry a capped pass mark forward to the following Board as the resubmission mark if this is deemed appropriate, and for the Assessment Board Decision Making Procedure to be amended accordingly.

3.9   3A – Standard Admissions Regulations for Postgraduate Research Degrees (ASC-1213-119)
Received: Standard Admissions Regulations for Postgraduate Research Degrees

3.9.1   The Head of the Graduate School presented these draft updated Regulations for approval on the recommendation of the Graduate School Research Degrees Committee. The Regulations had been amended to reflect the new Master by Research (MRes) degree programme.

3.9.2   The Committee **recommended to Senate for approval** the amended Standard Admissions Regulations for Postgraduate Research Degrees.

3.10   6A – Standard Assessment Regulations for Postgraduate Research Degrees (ASC-1213-120)
Received: Standard Assessment Regulations for Postgraduate Research Degrees

3.10.1 The Head of the Graduate School presented these draft updated regulations which had been amended to reflect the new Master by Research (MRes) degree programme.

3.10.2 The Committee **recommended to Senate for approval** the amended Standard Assessment Regulations for Postgraduate Research Degrees.

3.11   Student Population Statistics (ASC-1213-121)
Received: Student Population Statistics

3.11.1 The Academic Business Intelligence Manager presented a summary of student achievement and relevant sector benchmarks for the information of the Committee and highlighted key points of interest. In terms of students continue/qualify rates, the University rate held steady at approximately 90%, on a par with the rest of the sector. There was some variation in these rates between Schools with DEC increasing over the last 3 years whilst other Schools fluctuated. Members noted the first degree outcomes for ALN students which were comparable in terms of the proportion of degrees awarded,

although the degree classifications were slightly lower for ALN students. It was agreed to investigate this issue further and examine whether enhanced support for ALN appeared necessary.

Action: LS

3.11.2 In terms of Undergraduate award classifications generally, the proportion of students gaining first and upper second class degrees had risen from 63.7% in 2009/10 to 68.7% in 2011/12. Analysis showed a clear relationship between the degree classification awarded and tariff points on entry. Data for Postgraduate (Taught) entrants: outcomes and award classifications were noted, and showed a significant rise in the proportion of students achieving a Masters degree.

3.11.3 The Committee **noted** the report.

4.1 Partner Quality Report (ASC-1213-122)

4.1.1 Weymouth College

4.1.1.1 The Academic Partnerships Manager presented the Partner Quality Report for Weymouth College, which had been outstanding at the time of the Committee's previous meeting. Members noted the Action Plan at Section B of the report and queried the risk ratings applied. In particular, it was suggested that the risk rating for action 3 (FdSc Forensic Science, high numbers of applications being rejected) should be 'low' rather than 'medium'. The wording for action 4 should be clarified to make clear that it refers to poor response rates from students rather than a high number of negative responses.

4.1.1.2 The report was **approved** subject to these comments (above).

4.2 Quality Assurance and Enhancement Group (QAEG) – New Nominations Received
(ASC-1213-123)
Received: Quality Assurance and Enhancement Group (QAEG) Nominations

4.2.1 Roy Watson, Bournemouth & Poole College

The nomination of Roy Watson for QAEG membership was **approved**.

4.2.2 Dr Paul Bailey, University Centre, Yeovil

The nomination of Dr Paul Bailey for QAEG membership was **approved**.

4.3 New Programme/Framework Developments Proposals

4.3.1 **Graduate School Proposal – Doctor of Education (Research Practice)**
(ASC-1213-124)
Received: Doctor of Education (Research Practice)

4.3.1.1 The Head of the Graduate School presented this proposal and stated that, since submitting the paper, it had been agreed that the correct award title being proposed should be Doctor of Professional Practice (DProf) rather than Doctor of Education. She set out the rationale for the proposed award, which was in line with the University's international partnership development strategy and would allow international partner institutions to up-skill its staff through a professional doctorate research degree. Staff would study in the UK at key points of the programme, but would mainly study at their home institutions under local supervision and through on-line assessment. Members noted that the proposal incorporated a compulsory research element which did not result in any credit for the student. Members also suggested that it would be helpful to receive a clearer articulation of the difference between the proposed programme and a PhD. The relevant QAA guidance (December 2011) should also be referenced.

4.3.1.2 The proposal was **approved** to progress to the development stage, taking into account the above comments.

4.3.2 **Media School Proposal – MA Media and Communications** (ASC-1213-125)
Received: MA Media and Communication

4.3.2.1 The Head of Student Experience (MS) presented this proposal for a new cross-School masters degree in Media and Communications which would complement a range of practice orientated study provided through specialist masters programmes. The Programme would commence from September 2014 and admissions would be in accordance with the standard admissions regulations. The Committee noted that the market research report was particularly strong for this proposal. Members also noted that the Programme structure diagram at appendix 5 of the proposal did not appear to include all of the relevant Units.

4.3.2.2 The proposal for the MA Media and Communications programme was **approved** for progression to the design phase (subject to the amendment of appendix 5 as noted above).

5   PART THREE

5.1   Institutional Review Report for Edexcel (ASC-1213-126)
         Received: Institutional Review Report for Edexcel (now Pearsons)

5.1.1   The report was **noted**.

5.2   Sector Consultations (ASC-1213-127)
         Received: Sector Consultations Update

5.2.1   The report was **noted**.

5.3   Partnership Agreements (ASC-1213-128)
         Received: New Partnership Agreements (November 2012 – January 2013)

5.3.1   The report was **noted**.

5.4   Completed Framework/Programme Reviews, Validations and Reviews for Closure
         (ASC-1213-129)
         Received: Completed Framework/Programme Reviews, Validations and Reviews for Closure

5.4.1   The provisions listed in the report were **ratified** and the outcomes of individual evaluation events were **noted**.

5.5   Pending External Examiner Appointments (ASC-1213-130)
         Received: Pending External Examiner Appointments

5.5.1   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 Educational Development and Quality Office, relevant DDEs were made aware and monitoring was being undertaken at School Academic Standards Committees. Members expressed concern that there were a small number of unfilled positions and encouraged action to address these as soon as possible.

5.5.2   The Committee **noted** the report.

5.6 **External Examiner Nominations and Examination Teams for Research Degrees** (ASC-1213-131)
Received: External Examiner Nominations and Examination Teams for Research Degrees

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

5.7 **External Examiner Termination of Appointment (to ratify action of ASC Chair)** (ASC-1213-132)
Received: External Examination Termination of Appointment

5.7.1 The Committee **ratified** the Chair's action to terminate the appointment of an external examiner.

5.8 **Amendments to ASC Terms of Reference and Membership List 2012/13 (to ratify action of ASC Chair)** (ASC-1213-133)
Received: Amendments to ASC Terms of Reference and Membership List 2012/13

5.8.1 The Committee **ratified** the Chair's action to make minor amendments to its Terms of Reference.

5.9 **Review of Educational Oversight: Key Findings** (ASC-1213-134)
Received: Review of Educational Oversight - Update

5.9.1 The Committee noted the reports in respect of West London College and Met Film School.

6 **REPORTING COMMITTEES**

6.1 **International and UK Partnerships Committee Minutes** (ASC-1213-135)
Received: International and UK Partnerships Committee Minutes of Meetings held on 15 November 2012 and 16 January 2013

6.1.1 The minutes were **noted**.

6.2 **Partnership Board Minutes** (ASC-1213-136)

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

Guernsey Training Agency University Centre – 30 October 2012 (unconfirmed)
Sony Computer Entertainment – 7 November 2012 (unconfirmed)
Bournemouth & Poole College – 9 November 2012 (unconfirmed)
Bridgwater College – 12 November 2012 (unconfirmed)
Yeovil College – 14 November 2012 (unconfirmed)
DSCIS – 19 November 2012 (unconfirmed)
BRIT School – 29 November 2012 (unconfirmed)
Met Film School – 12 December 2012 (unconfirmed)

6.3 **Quality Assurance Standing Group Minutes** (ASC-1213-137)
Received: QASG Minutes of 28 January 2013

6.3.1 The minutes were **noted**.

6.4   School Academic Standards Committee (SASC) Minutes (ASC-1213-138)

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

DEC SASC Minutes of meeting held 14 November 2012
ApSci SASC Minutes of meeting held 13 December 2012
BS SASC Minutes of meeting held 28 November 2012

7   ANY OTHER BUSINESS

7.1   There was no other business.

8   DATE AND TIME OF NEXT MEETING
Thursday 2nd May 2013 at 2.00pm in the Board Room