BOURNEMOUTH UNIVERSITY   **Confirmed**
ACADEMIC STANDARDS COMMITTEE

MINUTES OF A MEETING HELD ON 20 SEPTEMBER 2013

Present:

Prof Tim McIntyre-Bhatty (TMB) (Chair)	Deputy Vice Chancellor
Prof Keith Phalp (KP) (Deputy Chair)	Associate Dean, HOAG Computing and Informatics (DEC)
Ms Marianne Barnard (MB)	Academic Partnerships Manager (AS)
Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Mr David Foot (DF)	Senior Market Research and Development Manager (M&C) *[Joined the meeting at 11.02am]*
Mr John Gusman (JG)	Vice President (Education) 2013/14, Students' Union (SUBU)
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) (Secretary)	Head of Academic Services (AS)
Prof John Oliver	Deputy President EMMA, Programme Director (MS)
Prof Elizabeth Rosser (ER)	Deputy Dean for Education (HSC)
Dr Philip Ryland (PR)	Deputy Dean (Education), School of Tourism (ST)
Mr Murray Simpson (MS)	SU President 2013/14, Students' Union (SUBU)
Dr Rick Stafford (RS)	Associate Dean (Quality) (ApSci)
Ms Catherine Symonds (CS)	Institutional Facilitator, School of Tourism (ST)
Ms Jennifer Taylor (JT)	Educational Development and Quality Manager (EDQ)
Mr Arvid Thorkeldsen	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

In Attendance:

Prof Hugh Chignell (HG)	Director of Media History (MS)
Ms Amber Burton (AB)	Deputy Programme Co-ordinator for BA (Hons) Advertising (MS)
Ms Ann Fernandez	Acting Director of Marketing & Communication (M&C)
Dr Carrie Hodges (CH)	Senior Lecturer/PG Framework Leader - CMC (MS)
Ms Maxine Frampton (MF) (Clerk)	Policy and Committees Officer (AS)
Ms Sarah Knox (SK)	Marketing Manager (M&C)
Mr Russell Pottle (RP)	Business Intelligence Manager (AS)
Dr Richard Scullion (RS)	Course Tutor – MACC (MS)

1   **APOLOGIES**

Apologies were received from:

Mr James Holroyd	Student Journey Process Workstream Manager (OVC)
Prof David Osselton	Head of Forensic and Biological Sciences, School of Applied Sciences (ApSci)
Prof Tiantian Zhang	Head of the Graduate School

2.   MINUTES OF THE MEETING HELD ON 29 JULY 2013

2.1   **Accuracy**

2.1.1   The minutes (ASC-1314-01) were approved as an accurate record with the exception of Section 4.4.1.3. Prof Rosser advised that the proposed BSc (Hons) Paramedic Science programme would have new students enrolled on the programme, whereas the students enrolled on the Pearsons' Paramedic Science programme would be existing employees of the Ambulance Service.

2.1.2   Prof McIntyre-Bhatty highlighted agenda item 5.1, the QAA Institutional Review Report, and commented on the hard work of many staff members across the University which had resulted in an excellent outcome.

2.1.3   There had been a change to the Committee meeting cycle, and moving forward there would be no Committee meetings post-Senate as in previous years. It was confirmed the last meeting of the 2013/14 academic year would be Senate on Wednesday 4 June 2014.

2.1.4   The Committee welcomed Ms Taylor back to the Committee.

2.2   **Matters Arising** (ASC-1314-02)

2.2.1   <u>Minute 2.2.11 – New Partner Proposal: Mercy College, USA – Student Exchange (Level 2)</u>
Completed. Following further discussion with Schools, it had been agreed that this partnership proposal would no longer go ahead due to a lack of interest from Schools. This proposal would now be listed on the agenda for the IUPC meeting on 2 October 2013 for final discussion.

2.2.2   <u>Minute 2.2.13 – Acceptable Evidence for Mitigating Circumstances: Update</u>
Ongoing. The Mitigating Circumstances tabled paper provided an update on recent discussions held regarding self-certification for Mitigating Circumstances. The main issues discussed focused around self-certification and whether this was acceptable, and the charges incurred by students for the issue of sick notes by GPs.

2.2.2.1   The group recommended the following process to QASG regarding self-certification:

- Students should telephone their Programme Administrator on the first day of illness. These details would be recorded on a pro-forma template, as Programme Administrators would have continuity and could highlight any persistent issues. Programme Administrators could also advise students that their sickness absence was being monitored.
- The complete pro-forma would be forwarded to a designated person for their agreement and that self-certification was acceptable in support of a mitigating circumstances claim. (QASG would confirm the procedure and provide further information to ASC for final ratification).
- Upon return to the University, the student should collect the pro-forma from the Programme Administrator and submit it with their assignment.

2.2.2.2   Members agreed to the principle of self-certification and the recommendations made in the paper. It was confirmed that this did not alter the current principles governing mitigating circumstances. QASG was requested to make appropriate amendments to 6J – Mitigating Circumstances including Extensions: Policy and Procedure and outline an approach to allow implementation at the earliest opportunity in the current academic year which may involve use of ASC Chair's Action. The revised Policy and Procedure would be brought to the December meeting of ASC for ratification.

Action: QASG

2.2.2.3   It was agreed that the whole process should be monitored for one academic year to determine its effectiveness. Members agreed that students should be clearly communicated to with regards to the revised process of self-certification and that self-certification does not guarantee an extension.

Action: DD(E)s

2.2.3   Minute 3.1 – Principles Determining the Rounding of Marks in the Student Record System/at Assessment Board Meetings
        Completed. The BS confirmed that this issue would be disseminated to all staff through various School meetings.

2.2.4   Minute 3.2 – Commissioning Research
        Completed. The BS confirmed that this subject had been discussed across the BS frameworks.

2.2.5   Minute 4.4.1.3 – HSC Proposal: New Programmes – PGDip Midwifery and BSc (Hons) Paramedic Science
        Completed. This item was listed on the agenda for discussion on 20 September 2013.

2.2.6   Minute 4.4.1.4 – HSC Proposal: New Programmes – PGDip Midwifery and BSc (Hons) Paramedic Science
        Completed.   This item was listed on the agenda for discussion on 20 September 2013.

2.2.7   Minute 4.4.3.2 – BS Proposal: Change of Title – BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up)
        Completed. This item was listed on the agenda for discussion on 20 September 2013.

2.2.8   Minute 4.4.3.3 – BS Proposal: Change of Title – BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up)
        Completed. This item was listed on the agenda for discussion on 20 September 2013.

2.2.9   Minute 4.4.3.4 – BS Proposal: Change of Title – BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up)
        Completed. The current Recognition Agreement was signed in February 2012 (to last five years). BU would need to issue a variation to the current Recognition Agreement should the change of title go ahead.

2.2.10 Minute 5.1.1 – Review of KPIs
        Completed. Members were requested to send comments to Prof McIntyre-Bhatty.

2.2.11 Minute 5.5.1 – Pending External Examiner Appointments
        Completed. Following the first trawl of adverts, only one expression of interest was made. Unfortunately, this could not be taken forward as there was a reciprocity issue with an external examiner at Manchester Met which coincided with a BU member of staff examining in that institution. The advert has gone out again and success was expected.

        It was noted the existing External Examiner had been extended until December 2013, and the new application was being processed. There would be some overlap of the two External Examiners to ensure consistent cover.

2.2.12 Minute 5.8.1 – Update on Edexcel (Pearsons) HN Awards
        Completed. On 31 July 2013, documentation was received for the review of the FdSc/HNC in Communication Systems Engineering (CSE) and in Communication & System Management (CSM). An email was received on 2 August 2013 from Edexcel confirming what was being put in place by the University was acceptable. A positive outcome of the review was received from Edexcel on 21 August 2013.

2.2.1   **ASC Terms of Reference and Membership** (ASC-1314-03)
        Received: Academic Standards Terms of Reference and Membership

2.2.1.1 Prof McIntyre-Bhatty advised the Committee that "Central Academic Services" would now be referred to as "Academic Services". This would be updated throughout the ASC Terms of Reference and Membership List.
                                                                                    Action: Clerk

2.2.1.2 It was noted that Item 14 of the Membership section of the Terms of Reference should read Academic Partnerships Manager.

2.2.1.3 As explained by Prof McIntyre-Bhatty earlier in the meeting, Committee meetings would not take place after the last Senate meeting of the year. Therefore, the number of ASC meetings per year would reduce to 5 per year.

2.2.1.4 It was noted that Items 11 and 12 of the Terms of Reference had been clarified by confirming these two responsibilities were carried out on behalf of Senate.

3 PART ONE: FOR DISCUSSION

3.1 **QAA Institutional Review Action Plan** (ASC-1314-04)
Received: QAA Institutional Review 2013 Action Plan

3.1.1 Following the QAA Institutional Review in June 2013, BU was now required to put together an Action Plan against the two areas of good practice and one affirmation received. These were areas where BU would need to respond formally as part of the QAA Institutional Review process. The University would be expected to update the Action Plan annually until all actions were completed, and to publish the updates on the BU website.

3.1.2 Members were requested to provide suggestions of positive actions which could be taken forward. The suggestions provided were:

- Fusion
- Student Voice Committee
- The sharing of best practice across the sector, through publications, hosting events and providing external speakers at conferences and leadership events
- Centre of Excellence in Learning
- Provide BU academics who are external examiners with a briefing sheet to spread the news in an informal and productive way which sends a consistent message
- Student Journey Project
- Advertise that placement opportunities were available to all students

3.1.3 It was noted that although BU advertises placement opportunities for all students, there were a small number of students who did not obtain placements. It was therefore suggested that for any students who did not have a placement, a formal arrangement could be put into place whereby those students could remain at BU and attend CV workshops and receive assistance to revitalise their application campaign, which in turn would hopefully increase the numbers of students being placed. EDQ were in the process of putting together a Policy and Procedure for this area, which would then provide a shared understanding of the processes in place for these circumstances.

3.1.4 Prof McIntyre-Bhatty highlighted to members that BU had the largest number of students that go out to placements and BU was within the Top 5 institutions who provide placements to the majority of its students. Through the NSS Results it was confirmed that students were very satisfied with the quality of their placements when returning to BU for their final year.

3.2 **NSS Results** (ASC-1314-05)
Received: National Student Survey Results

3.2.1 The National Student Survey (NSS) report had shown more stable and improved results than previous years. The huge effort given by all staff was now clearly having an impact on the results received.

3.2.2 Overall satisfaction had reached its highest level of 80% since the introduction of the NSS in 2005. This figure was an improvement of 1% since the previous year. The results had improved in all areas of the University with the exception of Personal Development, which remained at 81%. The results for Organisation & Management and Learning Resources had significant increases by 4% and 6% respectively.

3.2.3 The School results had shown an improvement within the MS, ApSci and ST, with DEC remaining static. HSC's overall satisfaction rate dropped 2% to 83%, however this was still above the overall BU score.   The BS overall satisfaction rate had dropped 4% to 74% since 2012. The areas

showing significant improvement had been Organisational Management in ApSci and the MS of 13% and 12% respectively. Learning Resources results for the MS and ST had shown positive increases of 14% and 17% respectively.

3.2.4   The partner colleges had all had a successful year and all results had shown good increases with the exception of Wiltshire College which had decreased results in all areas.

3.2.5   The SUBU President noted his surprise in the decrease in results for HSC and confirmed that SUBU would work closely with senior HSC staff in an attempt to improve student satisfaction for next year. Prof Rosser commented that the majority of HSC students were likely to be members of their own professional union, which could have contributed towards the lower results for HSC being achieved.

3.2.6   Prof McIntyre-Bhatty reported good news that BU had increased its position in The Times and The Sunday Times Good University Guide 2014 from No.81 in 2013 to No.67 in 2014. It was hoped that BU could achieve a position in the 50's range moving forward.

3.3   **BU Mapping to QAA Quality Code for HE: Chapter B4 – Enabling Student Development and Achievement** (ASC-1314-06)
Received: QAA Quality Code Chapter B4: Enabling Student Development and Achievement – Mapping with BU provision

3.3.1   The Chapter B4 – Enabling Student Development and Achievement report was presented to the Committee following the QAA publication of various chapters which replaced previous Codes of Practice. It was reported this document was very broad and there was a significant overlap of information with Chapter B3 – Learning and Teaching which had been reviewed by the Committee earlier in the year.

3.3.2   Ms Symonds had discussed the content of the document with many staff across the University and established whether BU met the requirements of the indicators. The document was now presented to the Committee for comment. The following comments/clarifications were suggested.

- Indicators 2 and 4 – It was agreed that the VLE at myBU was the best location to find all generic school-wide documentation.
- Indicator 3 - Paragraph 4 - It was important to promote the availability of support mechanisms to all international students.
- Indicator 4 – It was important to continue providing as much information as possible to students regarding any additional course costs which students incur. It was acknowledged that BU was already proficient at providing this information.

All members agreed with the minor amendments suggested. It was agreed that the document did not need to return to ASC and would be archived for future reference.

3.4   **Marketing & Communications Annual Report** (ASC-1314-07)
Received: Marketing and Communications Annual Report

3.4.1   Ms Fernandez gave an overview of the Marketing & Communications Annual Report and gave assurance to the Committee that marketing publications produced by BU were accurate and reliable.

3.4.2   Some improvements had been made to the Course Communication Process this year, whereby double checks had been introduced for UG and PG entry requirements and fees information provided online. New programme development and programmes which had been amended mid-cycle had been devolved to individual marketing staff responsible for each School. This in turn had led to the improvement of information now available, which was agreed as an important step forward this year.

3.4.3   Externally hosted listings of BU programmes were maintained on an ongoing basis throughout the year. When programmes changed, the details were updated on UCAS Media, Hotcourses and Postgrad Solutions. A research project to look at how other universities were using their new

profiles and the information being provided on the UCAS websites was planned during 2013/14. It was important that BU continued to make best use of UCAS.

3.4.4   An audit was undertaken in conjunction with the update to entry requirements for 2013 for international and regional partners by M&C and the Academic Partnerships team. The major inconsistencies were identified as entry requirements, unit titles, start dates and fees not listed.

3.4.5   Dr Ryland questioned whether M&C would conduct a study of where BU sits against competitors and commented on the importance of Key Information Sets (KIS) holding this type of data due to its importance at Open Days. It was noted that BU was one of the few organisations that holds contextual data included in the KIS and suggested that Business Intelligence looked into this information. It was agreed that if any members would like Business Intelligence to focus on any particular programmes, they should provide guidance and prompts to Russell Pottle.

Action: ALL

3.4.6   Ms Barnard clarified that within Section 3.1, the reference to 14 partnership models referred to the Partner Marketing Guide Listings which included a number of variations to the official 7 partnership models. Ms Barnard also confirmed that within Section 3.3, a limited number of the difficulties identifying ownership were linked to historic partnerships where it had not been possible to identify a contact within the schools. Academic Partnerships were now following up whether any relevant partners could be archived.

3.4.7   It was reported that students enter BU from various routes such as Student Exchange and Research in addition to those stated within the report. M&C were therefore requested to keep on top of this information moving forward.

3.4.8   An annual audit cycle would be arranged firstly for regional partners and secondly for non-regional partners in order to ensure all information was correct and an Annual Audit Schedule would be created. Members agreed that a new Annual Audit Schedule would be a very useful tool to have.

3.4.9   In Section 4.1, members requested the collection of overseas partner numbers within the annual audit moving forward, along with the volume of courses.

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

4.1   **Quality Assurance & Enhancement Group (QAEG) – New Nomination Received**
         (ASC-1314-08)
         Received: Quality Assurance and Enhancement Group (QAEG) – New Nomination Received

4.1.1   Mr Andy Guttridge, Academic Enhancement Officer (EDQ)

         The nomination of Mr Andy Guttridge for QAEG membership was **approved.**

4.2   **New Programme/Framework Developments Proposals**

4.2.1   **MS Proposal: Change of Title – MA Advertising** (ASC-1314-09)
         Received: MS Proposal: MA Advertising

4.2.1.1 Dr Scullion introduced the paper which was to request the replacement of the MA Advertising and Marketing Communication with MA Advertising within the framework. This programme would fit within the MS strategy and would develop a specialist niche MA for progression within the MS.

4.2.1.2 MA Advertising would attract students from both BU UG programmes as well as advertising practitioners seeking to further develop their knowledge of their chosen profession. Following market research undertaken, it was now considered this programme would provide an opportunity for students to build on the theory and practice and would enable students to problem solve at a high level. There was also the added attraction of the 'Advertising Boot Camp' which would take place with the collaboration of advertising agencies in London and relevant professional associations. Research had identified the 'Bootcamp' as very appealing to students.

4.2.1.3 It was highlighted that 160 credits were not listed in the Programme Diagram. Following investigation it was noted this was a typing error: the 'Advertising Boot Camp' had 20 credits and was not included in the diagram. This would be corrected.

Action: RS

4.2.1.4 Clarification was needed regarding whether this was a new programme or a revalidation of the old programme.

4.2.1.5 Following discussion it was noted the MA Advertising programme was highly innovative and would be very successful. However, there was concern that this specialist programme would be replacing a generalist programme which had always recruited well and a strategic risk to the School was noted. This programme would demonstrate BU's commitment to Fusion and would allow academic staff to teach to their research areas. It was suggested that the MA Advertising and Marketing Communication programme could run in parallel to the new MA Advertising programme in order that students could be redirected to the programme best suited to each student.

4.2.1.6 Dr Scullion would provide Prof McIntyre-Bhatty with updated papers showing how risks to student recruitment during the transition period between the two programmes could be mitigated. Members agreed that Prof McIntyre-Bhatty could take the appropriate Chair's Action for ratification at the next meeting.

Action: RS

4.2.2 **MS Proposal: New Programme – MA International Political Communication**
(ASC-1314-10)
Received: MS Proposal: New Programme – MA International Political Communication

4.2.2.1 Dr Scullion introduced the new MA International Political Communication programme which would sit within the existing framework of Politics and Media. This programme would attract a niche group of highly motivated students, as well as practitioners seeking to further develop their critical skills in order to advance their career relating to political communication. This programme offered a specialist degree for those who wanted a career in politics and wanted an international perspective, especially with the new emerging democracies in Europe.

4.2.2.2 The Committee **approved** the new MA International Political Communication programme for development.

4.2.3 **MS Proposal: New Programme – BA History** (ASC-1314-11)
Received: MS Proposal: New Programme – BA History

4.2.3.1 Prof Chignell gave an overview of the new BA History programme which fits within the MS strategy. Prof Chignell was confident this would be a general History degree and the programme would give the opportunity for students to work on other programmes e.g. TV documentaries and exhibitions.

4.2.3.2 It was commented there would be a large amount of library resource needed to provide a History programme and some additional publications would need to be provided within the library, although a lot of information was available online. Human resources and expertise were currently in place within the MS. Market research had established that there were some UG students who wanted to study a mainstream humanities subject with a 'twist', and the programme would be attractive to local students who wished to remain living at home.

4.2.3.3 A discussion took place regarding the length of the proposed placement opportunity, which could vary from 4 weeks to 40 weeks. Members agreed that all BU programmes should include the option to have a 40 week placement. Prof Chignell advised that placements for this programme would generally be within Heritage, a Museum or Archive, or with organisations such as the National Trust.

4.2.3.4 Within Section 2.2 of the paper, it was noted that the section described the various History programme titles available at alternative HE institutions. It was agreed that there should be a differentiation in the title or this title would not be seen by the audience, therefore the title would be revisited and looked at in further detail for the design phase.

4.2.3.5 A discussion took place regarding the optional units available to students, as described in the Programme Diagram. Members were concerned how realistic it would be for students to study the option of their choice with such small numbers of students expected on the programme. Prof Chignell advised that some units would be taught in conjunction with other programmes, and the third year of study would depend on the students' specialisms. Prof Chignell agreed to revisit the programme proposal papers and give more thought to the programme title and the student market during the design phase. It was important to keep the student experience in mind and to not unrealistically raise student expectations in what could be offered.

4.2.3.6 The Committee **approved** the new BA History programme for development.

4.2.4 **BS Proposal: New Programme – BA (Hons) Law Top-Up** (ASC-1314-12)
Received: BS Proposal: New Programme – BA (Hons) Law Top-Up

4.2.4.1 Following on from discussions at the previous ASC meeting, members queried the Advanced Academic English unit. Dr Willcocks confirmed the Academic English unit was credit weighted and the unit was extant at present. This programme was targeted at enrolling more international students, with the English part of the programme being provided to improve overseas' students level of English.

4.2.4.2 It was agreed that the Framework for Higher Education Qualification (FHEQ) would need to be Level 6 and the appropriate level descriptors would need to be included, which would need to be provided by a linguist.

Action: GW

4.2.4.3 Members agreed that further clarification was required regarding the language unit and the appropriate level, which was to be IELTS 6.0 for this programme, as well as the intended learning outcomes. This programme would be discussed again at the next meeting on 4 December 2013.

Action: GW

4.2.5 **BS Proposal: New Programme - LLB (Hons) Law – International** (ASC-1313-13)
Received: BS Proposal: New Programme – LLB (Hons) Law (International)

4.2.5.1 Following on from discussions at the previous ASC meeting, members requested clarification of the programme content, programme title and the international content of the programme.

4.2.5.2 Dr Willcocks confirmed this programme would target the overseas market. Research had established that international students did not wish to have a placement, as they wished to complete their degree in three years. It was confirmed the units were almost identical to the Law degree, the only difference was that only overseas students would be studying this programme. Only English and Welsh Law would be studied, and the qualification would be recognised by the Bar Council and Solicitors.

4.2.5.3 Following discussion, members agreed that further clarification was required regarding the language unit and the appropriate level of English required for this programme. The programme title, programme content and the international content of the programme should all be revisited, and whether the current LLB Law should be revisited to make it attractive to both home and international students possibly with an optional placement for international students.

Action: GW

4.2.5.4 The papers for this new programme would be revisited considering the suggestions made and the programme would be discussed again at the next meeting on 4 December 2013.

4.2.6   **BS Proposal: Change of Title – BA (Hons) International Business Communication Top_Up** (ASC-1314-14)
Received: BS Proposal: BA (Hons) International Business Communication Top Up

4.2.6.1   Following on from discussions at the previous ASC meeting, members had requested the number of units of the programme or a programme diagram be provided. The programme diagram was now provided and the information regarding the change of title from BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up).

4.2.6.2   The Committee **approved** the change of title from BA (Hons) International Business Communication (Top Up) to BA (Hons) International Management (Top Up) programme for development.

4.2.7   **BS Proposal: New Programme – MSc Innovation Management & Entrepreneurship** (ASC-1314-15)
Received: BS Proposal: New Programme – MSc Innovation Management & Entrepreneurship

4.2.7.1   Following on from previous discussions, members had requested the programme diagram be provided and information relating to a specialised Masters programme and the higher entry requirements.

4.2.7.2   Dr Willcocks confirmed the programme diagram had now been provided and also confirmed an IELTS level of 6.5 was required, with a minimum of 6.0 in written English.

4.2.7.3   The Committee **approved** the new MSc Innovation Management & Entrepreneurship programme for development.

4.2.8   **BS Proposal: New Programme – MSc Consumer Behaviour** (ASC-1314-16)
Received: BS Proposal: New Programme – MSc Consumer Behaviour

4.2.8.1   Dr Willcocks provided an overview of the proposed MSc Consumer Behaviour programme and the intended content of the programme. The programme would strengthen the BS's current PG portfolio by offering a subject specialism in a contemporary area.

4.2.8.2   Prof Oliver advised that the MS had provided a Consumer Behaviour programme in the past, unfortunately without success due to low student numbers. It was anticipated the programme would be more successful with today's consumer culture. Joint delivery was offered to the BS as there was a lot of expertise within the MS.

4.2.8.3   The Committee **approved** the new MSc Consumer Behaviour programme for development.

4.3   Programme/Framework Review Deferral Requests

4.3.1   **HSC Deferral: Review of Fd Sc Paramedic Science** (ASC-1314-17)
Received: Programme Development Deferral – Fd Sc Paramedic Science

4.3.1.1   Prof Rosser advised that the existing Fd Sc Paramedic Science programme had been delivered by South West Ambulance NHS Trust (SWAST) and BU since 2007 and was due a rewrite of the curriculum during 2013/14. Since the last ASC meeting, a lot of management staff changes had taken place at the SWAST, and changes in the profession meant that a deferral of the review would be appropriate.

4.3.1.2   The Committee **approved** the deferral of the Fd Sc Paramedic Science programme revalidation event for one year.

4.3.2 **MS Deferral: Media Production Framework Review from 2013/14 to 2014/15**
(ASC-1314-18)
Received: Programme Development Deferral – Media Production Framework Review from 2013/14 to 2014/15

4.3.2.1 Prof Chignell provided some background to the deferral request to postpone the Media Production Framework Review from 2013/14 to 2014/15. The newly appointed Associate Dean was due to commence work at BU on 7 October 2013 and it was thought that the new Associate Dean's contribution to the review would be beneficial to the MS and students.

4.3.2.2 The Committee **approved** the deferral of the Media Production Framework Review from 2013/14 to 2014/15.

5   **PART THREE – FOR NOTE**

5.1   **QAA Institutional Review** (ASC-1314-19)
Received: Bournemouth University – Institutional Review by the Quality Assurance Agency for Higher Education – June 2013

5.1.1   The Bournemouth University – Institutional Review Report by the Quality Assurance Agency for Higher Education, dated June 2013 was **noted** by the Committee.

5.2   **Partnership Agreements** (ASC-1314-20)
Received: New Partnership Agreements (July 2013 to September 2013)

5.2.1   The Committee **noted** the report.

5.3   **Completed Framework/Programme Reviews, Validations and Reviews for Closure**
(ASC-1314-21)
Received: Outcomes from recent Evaluation Events and list of Completed Evaluation Events

5.3.1   The Committee **noted** the report.

5.4   **Pending External Examiner Appointments** (ASC-1314-22)
Received: Pending External Examiner Appointments

5.4.1   The Committee **noted** the report.

5.5   **External Examiner Nominations and Examination Teams for Research Degrees**
(ASC-1314-23)
Received: External Examiner Nominations and Examination Teams for Research Degrees

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

6   **REPORTING COMMITTEES**

6.1   **International and UK Partnerships Committee Minutes** (ASC-1314-24)
Received: International and UK Partnerships Committee Minutes of Meeting held on 4 July 2013 (confirmed)

6.1.1   The minutes were **noted.**

6.2   Partnership Board Minutes (ASC-1213-218)
Received: West London College Partnership Board Minutes of Meeting held on 20 August 2013 (unconfirmed)

6.2.1   The minutes were **noted**.

6.3   School Academic Standards Committee (SASC) Minutes (ASC-1314-26)
Received: DEC SASC Minutes of Meeting held on 19 August 2013 (unconfirmed)

6.3.1   The minutes were **noted**.

7   Graduate School, School Academic Board Minutes (ASC-1314-27)
Received: Graduate School, School Academic Board Minutes of Meeting held on 16 July 2013 (unconfirmed)

7.1   The minutes were **noted.**

8.   ANY OTHER BUSINESS

8.1   There was no other business.

9   DATE AND TIME OF NEXT MEETING

Wednesday 4 December 2013 – 1.00pm to 4.00pm in the **<u>Committee Room</u>**