

MINUTES OF A MEETING HELD ON 10TH DECEMBER 2014

Present:

Prof Tim McIntyre-Bhatty (TMB) (Chair)	Deputy Vice-Chancellor
Mr David Foot	Market Research Manager (M&C)
Mr Alan James	General Manager of the Students' Union (SUBU)
Ms Ellie Mayo-Ward	Vice President (Education) 2014/15, Students' Union (SUBU)
Dr John Oliver, Assoc. Prof	Professoriate Representative (MS)
Prof David Osselton	Head of Forensic & Biological Sciences (SciTech)
Prof Keith Phalp	Deputy Dean - Education and Professional Practice (SciTech)
Prof Elizabeth Rosser	Deputy Dean (Education), (HSC)
Dr Gelareh Roushan	Associate Dean (Education) (BS)
Ms Catherine Symonds	Head of Quality & Academic Partnerships (AS)
Mr Arvid Thorkeldsen	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)

In Attendance:

Dr Fiona Coward [ASC-1415-46]	Lecturer in Archaeological Sciences (SciTech)
Dr Sara Crabtree [ASC-1415-41 & 42]	Head of Sociology (HSC)
Ms Sharen Everitt	Faculty Quality & Enhancement Officer (MS)
Ms Vanessa Heaslip [ASC-1415-40]	Senior Lecturer Nursing (Adult Nursing) (HSC)
Dr Tania Humphries [ASC-1415-44]	Associate Dean (HOAG – Design & Engineering (SciTech)
Dr Fiona Knight [ASC-1415-36]	Graduate School Academic Manager (GS)
Dr Sonal Minocha [Observer]	Pro Vice-Chancellor (Global Engagement)
Dr Ben Parris [ASC-1415-48 & 50]	Senior Lecturer in Psychology (SciTech)
Dr Julia Taylor [ASC-1415-36]	Graduate School Academic Manager (GS)

1 APOLOGIES

Apologies were received from:

Dr Sue Eccles	Head of Education, Media School (MS)
Ms Jacky Mack	Head of Academic Services (AS)
Dr Philip Ryland	Deputy Dean for Education (ST)
Ms Chloe Schendel-Wilson	President 2014/15, Students' Union (SUBU)
Prof Tiantian Zhang	Head of the Graduate School (GS)

2 MINUTES OF THE MEETING HELD ON 20TH OCTOBER 2014

2.1 Accuracy

The minutes (ASC-1415-34) were approved as an accurate record, with the exception of section 4.2.6.1 whereby it was agreed the wording "first two years for postgraduate students" should be deleted.

2.2 Matters Arising (ASC-1415-35)

2.2.1 Minute 2.2.7 – School of Applied Sciences School Quality Audit (SQA) Action Plan – Referencing Styles

Action Ongoing: Prof Phalp advised that this document had not been circulated within SciTech as the FASC meeting had not taken place. Prof Phalp would report proceedings at the next ASC meeting on 4 February 2015.

Action: KP

- 2.2.2 Minute 3.5.16 – QAA Quality Code for Higher Education – Part B – Assuring and Enhancing Academic Quality – Chapter B6: Assessment of Students and the Recognition of Prior Learning
Action Ongoing: QASG is scheduled to meet on the 14 January 2015. Recommendations from QASG will be presented to the next ASC meeting on 4 February 2015.
- 2.2.3 Minute 3.1.3 – Marketing & Communications Annual Report
Action Completed: This suggestion has been noted and would be actioned for the 2014/15 report.
- 2.2.4 Minute 3.1.4 – Marketing & Communications Annual Report
Action Completed: This suggestion has been noted and would be actioned for the 2014/15 report.
- 2.2.5 Agenda Item 3.1.5 – Marketing & Communications Annual Report
Action Completed: This suggestion has been noted and would be actioned for the 2014/15 report.
- 2.2.6 Agenda Item 3.1.6 – Marketing & Communications Annual Report
Action Ongoing: M&C were working with Academic Partnerships to fix a schedule of audit weeks (expected to be one per quarter, alternating UK and International partners). Due to the length of time that had elapsed, Mr Foot would look into this and would aim to resolve this issue by the New Year.
- Action: DF**
- 2.2.7 Agenda Item 3.1.7 – Marketing & Communications Annual Report
Action Completed: Ms Fernandez updated Prof McIntyre-Bhatty by email.

3 PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING

3.1 Graduate School Annual Report 2013/14 (ASC-1415-36)

Received: Graduate School Annual Report 2013/14

- 3.1.1 Postgraduate Research (PGR) student numbers had continued to increase and had totalled 507 students in July 2014. It was important to note that the increase in students would impact the support with physical space within BU, however Dr Knight and Dr Taylor would continue to work with Faculties in order to resolve any issues. The growth of PGR numbers had led to an improvement of BU2018 Performance Indicator (PI) 3 and the PGR Academic Staff Ratio (FTE) was currently 0.65. Work was now being carried out with Faculties on the Recruitment Strategy and how to initiate Faculty recruitment targets.
- 3.1.2 Thirty nine doctoral awards were awarded between 1 August 2013 and 31 July 2014 which was an increase of 1 on the previous year. There had been more investment in studentships over the last two years, and this should continue to increase over the next few years.
- 3.1.3 Dr Sheridan of Academic Services had recently produced a Completion Rates report. Dr Knight and Dr Taylor would work with Dr Sheridan in the New Year with the results of the report.
- 3.1.4 The institutional rates of submission for those completing their research degree full time in 2013/14 was 26% within 3 years, 57% within 3½ years and 74% within 4 years. It was noted that there was no sector benchmarking data for PhD submission rates, although the Research Council stated that sanctions would be applied where a 4 year institutional completion rate fell below 70%.
- 3.1.5 However, Dr Knight advised that completion rates had two clear definitions and Dr Knight clarified the differences. BU currently calculates the completion rate as being from the date when a PGR is enrolled to the date when the PhD is awarded or conferred. The Research Councils use a different method of calculation based on the submission date. This is calculated as the date when a PGR is enrolled to the date when a PGR submits their thesis. Both BU and the Research Council figures exclude PGRs who withdrew during the first 12 months, and make allowances for suspensions/extensions to study. It was noted that the difference between date of submission and date of completion could be up to 16 months for a full time PGR. It would be useful for the completion rates as per the RCUK definition to be re-stated for 3, 3½ and 4 years. BU clearly conforms to the metric of 70% completion within 4 years. Members agreed that BU should record information using both methods and report on the basis the Research Councils were expecting.

- 3.1.6 Following discussion, the Committee recommended that the PI should be adjusted to include submission rates and completion rates and also that moving forward, the Graduate School Annual Report should include the numbers of students who had withdrawn or not completed. PRIME would be able to create data sets if they were needed in order that a single data repository was available to provide accurate information.

3.2 School/Faculty Quality Reports (ASC-1415-37)

Received: School/Faculty Quality Reports

Anglo-European College of Chiropractic

- 3.2.1 The National Student Survey (NSS) results had been disappointing for 2013/14. The NSS had historically been completed by final year MChiro students, however this year some BSc Chiropractic third year students had also responded to the NSS and it was clear that the BSc students were less satisfied than the MChiro students. Discussions would now take place with the MChiro and BSc cohorts to identify the issues with assessment and feedback, and organisation and management and take the necessary steps to address the issues.
- 3.2.2 The issue with the incorrect data being recorded and reported to an Assessment Board in July 2014 was an isolated incident and had been investigated thoroughly by BU and independently by AECC. New procedures had been introduced to ensure this would not re-occur. Formal reports had also been produced and reported to the AECC Partnership Board.
- 3.2.3 The recruitment rate for the BSc Chiropractic programme had been low this year. The new MChiro programme would go through its evaluation phase in February 2015 and early signs show that the application numbers for 2015 entry were encouraging.
- 3.2.4 The external examiner for the BSc Clinical Exercise Science programme had suggested that there was a lack of resources for the programme. The Programme Leader had received a list of equipment from the external examiner which listed the resources that were anticipated the College should provide; it was established that the list had included a number of items already in place. It was anticipated the missing resources would be acquired this academic year.
- 3.2.5 Dr Oliver questioned whether the external examiner was new to the programme and whether he had attended the external examiner orientation programme. It was confirmed the external examiner was new to the programme, although it was not known whether the external examiner had attended the orientation programme, although the vast majority of external examiners do attend when invited. Ms Symonds agreed to look at the strength of the wording of the invite to the orientation programme which is sent to all external examiners.

Action: CS

- 3.2.6 Prof Rosser advised that HSC were working closely with AECC to ensure that assessment and feedback, and organisation and management NSS issues were addressed across the two institutions. It was suggested that it would be beneficial to both BU and AECC if a meeting took place to plan strategically to ensure that students have a coherent picture across the two institutions.
- 3.2.7 With regards to the issue raised by the external examiner regarding the inflation of marks given at the higher end of grades for assignments of the MSc Advanced Professional Practice programme in 2013/14, a survey was carried out of the grades and it was agreed the distribution of marks was normal. The findings were reported to the external examiner. The external examiner raised the same issue again in 2014/15, therefore all assignments graded A+ and above will be double marked. The issue could be related to the use of numerical grades. Ms Symonds had discussed this issue with Jenni Bolton at the AECC, and further discussion was still to take place.

Action: CS

Business School

- 3.2.8 Student satisfaction had reduced during the 2013/14 academic year. All of the areas of decline that were common across the frameworks were extensively covered by the Business School 2014/15 Education and Student Experience Plan (ESEP). Positive feedback had been received from external examiners, although there was a recurring issue with the consistency of marking, which would continue to be monitored. Overall, external examiners were very happy with the quality in the samples of work they had seen and the conduct of the boards.

- 3.2.9 The issues identified associated with managing student experience in large cohorts were being addressed. The use of Academic Advisors to support students in their final year had been piloted. Based on the positive results of the pilot scheme, Academic Advisors for UG and PG students would be introduced within the Business School.
- 3.2.10 An external examiner raised concerns regarding a lack of evidence to validate the process of second marking. The Business School were now arranging to change some processes and change the assessment reporting forms in line with EDQ templates.
- 3.2.11 As many external examiners prefer to have sight of a review of the unit when they receive a sample of assignments, Unit Monitoring Reports (UMRs) would, where possible now be sent to external examiners with the samples of work.

School of Health & Social Care

- 3.2.12 The NSS scores for the 2013/14 academic year had a 1% improvement to 84% on the scores for 2012/13. The low scores for 2013/14 with assessment and feedback, and organisation and management were a concern. Changes would be made to the management of feedback, particularly for e-submissions and PREP activity, and other measures had been introduced to support failing students and to assist with students taking charge of their own academic recovery.
- 3.2.13 A new action listed within the Action Plan was the development of the 'cohort experience'. In addition HSC have put in place additional mechanisms to support individual failing students. Each student who has been referred in one or more units is asked to develop an Action Plan where the student identifies his/her own needs to recover their referral, and what they intend to do to be successful in their resubmission(s). This is in addition to the regular meetings with their Academic Advisor.
- 3.2.14 Moving forward, Unit Leads of units with a 20% or higher failure rate would be required to write a short report to Exam Boards to explain the high failure rates and the necessary resultant actions being put into place. These reports would also be discussed with external examiners at Exam Boards and referred to at FASC meetings to address the Action Plan going forward. Units with a 15%-20% failure rate would require the unit lead to give a verbal report to the Exam Board unless there was concern that would warrant a fuller written report (consultation with the Programme Lead would indicate the need for a written report). Members agreed this was an excellent suggestion and worth sharing with all other Faculties.
- 3.2.15 It was agreed that further discussion would take place at the end of the 2014/15 academic year to review and carry forward the practice across the institution in the 2015/16 academic year.

Media School

- 3.2.16 Members agreed the report was comprehensive and thorough. No questions were raised.

School of Tourism

- 3.2.17 The Committee agreed the report was very detailed and included some useful information. It was noted that Programme Leaders' meetings were only minuted when necessary. Ms Symonds explained that generally Programme Leaders' meetings were informal and the meetings were a format to share good practice, however if the agenda of the meeting reflected that a discussion required noting, minutes were taken. Prof Rosser gave an example of the HSC Education and Student Experience Committee (ESEC) meeting which had recently been introduced to share good practice. Ms Symonds would pass this information on to Dr Ryland.

Action: CS

- 3.2.18 Members commented on point 1 of the School of Tourism External Examiner Reports key themes section – *“Some external examiners feel it would be beneficial to receive in advance of the Board, unit mark sheets containing means, standard deviations and other useful statistics to enable the comparison of unit marks to be undertaken as well as the longitudinal comparison of marks between units”*. Ms Symonds advised that this information was available to the assessment boards, although making the information available before assessment boards would be a challenge due to the short period of time available between submission of marks and production of assessment board reports. It was noted that unit boards that were part of the pilot board process were useful to reflect on what took place in previous years for a unit. There was an opportunity for this discussion to take place within the current Assessment Board process.

3.2.19 Prof McIntyre-Bhatty drew attention to Section C1 of the Action Plan, and the two carried forward actions listed which had no clear outcomes in 2013/14 and had now been referred to a staff development session. The two carried forward action points now needed to be completed as soon as possible and the outcomes identified.

Action: PR

Overview of School/Faculty Quality Reports

3.2.20 Ms Symonds had examined the common themes across the School/Faculty Quality Reports received and noted that the reports were a good opportunity to reflect across the year. In summary, the common points were:

- Positive comments made within the reports regarding the range of assessment methods utilised.
- Commendations from external examiners on the quality and standards of the provision and conduct of assessment boards.
- Recruitment targets were met.
- A small number of external examiners had commented on generous marking at the higher end of assignments, although the main theme was a concern about the consistency of feedback being provided to students.
- Discussion about NSS scores had featured in the reports and it was agreed that this continued to be a challenge, which Schools/Faculties recognised and were addressing.

3.3 Partner Quality Reports (ASC-1415-38)

Received: Partner Quality Reports

Bournemouth & Poole College

3.3.1 Section 2b of the report commented on the increased performance gap between BU students and those studying the Business and Management programme at Bournemouth & Poole College (BPC). Prof McIntyre-Bhatty requested that more detail was required to understand the issues with the programme. It was noted that some detail may be included within the ARFMs. Ms Symonds would look into this issue.

Action: CS

3.3.2 Prof Rosser noted the poor Students' Union rating listed within Section A, Part 2. Mr James stated that one challenge faced was that BPC Students' Union may score poorly, however this score did not reflect the BU Students' Union score. It was important that BPC started to take control of the HE environment and Prof McIntyre-Bhatty would be discussing this issue at a meeting with BPC on 15 December 2014.

3.3.3 The Academic Group had been reinstated and now met termly. This would provide an opportunity for Programme Leaders and teaching staff to meet and share information. With effect from 2014/15 academic year, Heads of Curriculum would meet termly with the Director of Adult and Higher Education at an HE Steering Group which would increase communication within the college.

Bridgwater College

3.3.4 The Link Tutor interaction had improved from last year and the majority of programme meetings were attended by the Link Tutor. It was noted that there were no Link Tutor reports available, however this was due to the fact that meetings had not taken place when the Partner Quality Report was written.

3.3.5 The Partner Review for Closure meeting had been a positive event and Bridgwater College had valued the partnership with BU. Good provision had been made by Bridgwater College for the remaining students on the programmes.

Kingston Maurward College

3.3.6 The report was noted.

Yeovil College

3.3.7 A new Link Tutor had been introduced and involvement and support of the FdSc Computing programme would now increase. The external examiner had commented that the UMRs had not been available at the time of the Assessment Board. The external examiner also noted that it was important to ensure that Learning Outcomes matched those required in assessments. Also evidence

of second marking was not always clear. Ms Symonds was due to attend the BU/Yeovil College Partnership Board meeting on 11 December 2014, and this issue would be raised.

Action: CS

Partner Quality Reports Overview

- 3.3.8 Student retention rates had been positive within the Partner Colleges, this reflected the College culture and was linked with the small cohort size. It was noted that there were a number of closure activities taking place across the partners. The Review for Closure process involved talking to each college regarding provisions in place for final cohorts. Difficulties can arise if some students are referred and need a further year of study. It was important to ensure these students continue to be fully supported.
- 3.3.9 There had been various comments about the NSS within the reports, as often there was no published data available for cohorts of less than 10 students. It had been suggested to colleges that they obtain feedback through alternative mechanisms where the NSS data is not available.
- 3.3.10 There had been some issues with assessment boards when information available to the board was either late and/or was not complete. Whilst the information was always made available in order for the assessment board to take place it was noted that these issues had been investigated. Training and support had been provided but the difficulties were the result of staffing changes and that new staff had not realised the volume of work involved with the preparation of information for the assessment board.

4 PART TWO – FOR APPROVAL AND ENDORSEMENT

4.1 Quality Assurance and Enhancement Group (QAEG) (ASC-1415-39)

Received: Quality Assurance and Enhance Group (QAEG) – New Nominations Received

4.1.1 The nominations listed below were **approved** for QAEG membership.

- Dawn Morley
- Anne Quinney
- Dr Carol Clark
- Dr Bethan Collins
- Colin Paterson
- Dr Steve Trenoweth
- Dr Sarah Eales
- Mark Gagan
- Michael Knight
- Prof Iain MacRury

4.2 New Programme/Framework Developments Proposals:

4.2.1 HSC Proposal: New Programme – BA (Hons) / MA Care of Older People (ASC-1415-40)

Received: New Programme – BA (Hons) / MA Care of Older People

- 4.2.1.1 The proposal to develop a BA (Hons) / MA Care of Older People programme would enable students to undertake the units individually as stand-alone CPD units. The BA (Hons) programme would be a top-up degree. The units offered within the programme had been designed to meet the ongoing needs of older people and aligned to the application of care.
- 4.2.1.2 The programme would be suitable for a practitioner in full time employment who would be released by their practice and funded by their Trusts. The units could be delivered on site if required, which tended to be attractive to students. It was agreed the programme would not run with less than 10 students.
- 4.2.1.3 The Core Units section on the programme diagram for the BA and MA programmes totalled 80 credits and the Option Units totalled 60 credits which totalled 140 credits. Members questioned whether the Option Units should total 40 credits. This would be revisited.

- 4.2.1.4 **Approved:** The BA (Hons) / MA Care of Older People programme proposal was approved for development subject to further consideration being given to the comment above.
- 4.2.2 HSC Proposal: Change of Title – BA Sociology and Social Policy to BA (Hons) Sociology (ASC-1415-41)**
Received: Change of Title from BA Sociology and Social Policy to BA (Hons) Sociology
- 4.2.2.1 The change of title was proposed as many students were unfamiliar with the discipline of social policy and the use of this term in the title could be off-putting to prospective students. The programme proposal was strongly supported by BU market research which had shown preference of a single BA (Hons) Sociology programme. The proposed programme would expand on the current programme and the new units introduced would be attractive to students.
- 4.2.2.2 Following discussion it was not clear which of the existing units would remain and which units were being replaced. Therefore it was agreed that clarification of the 2015 and 2016 programme diagrams would be needed. The Committee requested that Sections 1.6 and 1.7 of the documentation be completed, that the documentation should include information regarding competition from other HEIs in the immediate region, and also explain how BU would be more attractive to prospective students.
- 4.2.2.3 Members also questioned why the dissertation was shown with 40 credits rather than 60 credits as is practice in other parts of the University. It was noted that increasing the size of the dissertation would require the removal of one of the Option Units. The teams would consider this suggestion during the development of the programme.
- 4.2.2.4 It was agreed the documentation for the change of title would be revisited to address comments made in 4.2.2.2 and the programme proposal would be circulated to members electronically for comment. Chair's Action would then be taken.
- 4.2.3 HSC Proposal: New Programme – BA (Hons) Sociology and Criminology (ASC-1415-42)**
Received: New Programme – BA (Hons) Sociology and Criminology
- 4.2.3.1 The new programme was proposed as BU market research had indicated that BU should offer a programme which included Criminology as a discrete subject area. Requests were regularly received from prospective students enquiring into such a degree. The proposed new programme would meet this market demand. In the New Year, a workshop would take place with the assistance of a criminology expert to help develop this programme. It was noted that a new Grade 7 post was likely to be required to support the delivery of the programme.
- 4.2.3.2 Members questioned whether there was a sufficient number of criminology units within Level I, however the response was that there was plenty of scope to embed relevant criminology material into other units within the programme. The programme would go through a design and evaluation phase where the full details of the programme would be discussed, including the number and content of criminology units included in the programme.
- 4.2.3.3 **Approved:** The BA (Hons) Sociology and Criminology programme proposal was approved for development subject to further consideration being given to the comments above.
- 4.2.4 HSC Proposal: New Programme – PG Cert Public Health (online) (ASC-1415-43)**
Received: New Programme – PG Cert Public Health (online)
- 4.2.4.1 The PG Cert Public Health programme already existed as an interim award in the taught MSc Public Health. It was proposed that a distinct award of PG Cert delivered online be introduced in order to attract overseas and home students.
- 4.2.4.2 It was noted that the resources required to produce online material were very significant and this was not reflected in the proposal, however Prof Rosser advised that she was in the process of backfilling the Learning Technologist vacancy and there would be sufficient expertise within the Faculty.
- 4.2.4.3 The design and evaluation phases were planned to take place in March 2015 and June 2015.
- 4.2.4.4 **Approved:** The PG Cert Public Health (online) programme proposal was approved for development.

- 4.2.5 SciTech Proposal: New Programme – MDes (Hons) Product Design to incorporate existing BA/BSc (Hons) Product Design as outcome** (ASC-1415-44)
Received: Programme Development Proposal – MDes (Hons) Product Design (pathway within the Design & Engineering Framework)
- 4.2.5.1 The new MDes (Hons) Product Design programme was proposed as the Institution of Engineering Designers (IED), the Professional, Statutory and Regulatory Body (PSRB) who accredits the Product Design programmes, had been granted the ability to award Chartered Technological Product Designer (CtPD) by the Privy Council. There was now a drive for an extended undergraduate or integrated Masters in a Product Design qualification which would meet the academic accreditation requirements of the CtPD.
- 4.2.5.2 Members questioned the increase in contact hours for Year 4 of the programme and it was explained the contact hours increased within Year 4 as this was when students manufacture their prototypes and would need to spend additional time in the workshop.
- 4.2.5.3 **Approved:** The MDes (Hons) Product Design programme proposal was approved for development subject to further discussion on resources requirements and student number targets.
- 4.2.6 AECC Proposal: New Programme – MSc Advanced Professional Practice (Functional Musculoskeletal Health)** (ASC-1415-45)
Received: Programme Development Proposal – MSc Advanced Professional Practice (Functional Musculoskeletal Health)
- 4.2.6.1 Following discussion at the Academic Standards Committee meeting on 20 October 2014, the documentation had been updated to include the information requested.
- 4.2.6.2 The proposed programme would replace two existing programmes, namely MSc Advanced Professional Practice (Musculoskeletal Rehabilitation) and MSc Advanced Professional Practice (Sports and Rehabilitation) as the two programmes had low recruitment numbers. The new programme title would be much clearer to prospective students as the title was a more accurate description of the content of the programme.
- 4.2.6.3 **Approved:** The MSc Advanced Professional Practice (Functional Musculoskeletal Health) programme proposal was approved for development.
- 4.2.7 SciTech Proposal: New Programme – BA (Hons) Anthropology** (ASC-1415-46)
Received: Programme Development Proposal – BA (Hons) Anthropology
- 4.2.7.1 Due to the increase in demand for anthropology related programmes, it was proposed to introduce the BA (Hons) Anthropology programme to capitalise on the expertise within BU. The new programme would not require too many additional resources and would also draw on expertise housed within the Media School and School of Tourism.
- 4.2.7.2 The proposed programme would be a collaborative programme, of which HSC would contribute a number of units to the programme. The programme would be taught at both Talbot and Lansdowne campuses. Members commented that if the programme were taught at BSc level, it was important there was sufficient mathematical content. Discussion would continue with Schools/Faculties regarding the units contained within the programme.
- 4.2.7.3 Following discussion, clarification was requested whether the proposed programme should be a BA or BSc programme. Members agreed the programme would be titled BSc (Hons) Anthropology.
- 4.2.7.4 **Approved:** The BSc (Hons) Anthropology programme proposal was approved for development.
- 4.2.8 SciTech Proposal: New Programme – MSc Bioarchaeology** (ASC-1415-47)
Received: Programme Development Proposal – MSc Bioarchaeology
- 4.2.8.1 The proposed programme would strengthen and complement the existing anthropology PGT provision. An increasing number of students who study at BU wished to study the analysis of human skeletal remains and found themselves confined to forensic applications. The aim was to provide a programme in the archaeological/osteology field which was non-forensic. The programme would be

attractive to the North American market as the UK offers skeletal artefacts and there were opportunities to study at archaeological sites.

4.2.8.2 Members noted that the Programme Diagram was omitted from the documentation submitted to the Committee. It was agreed this information would be provided at the next phase of development.

4.2.8.3 **Approved:** The MSc Bioarchaeology programme proposal was approved for development.

4.2.9 SciTech Proposal: New Programme – MSc Neuropsychological, Forensic and Experimental Issues in Face-Processing Research (ASC-1415-48)

Received: New Programme – MSc Neuropsychological, Forensic and Experimental Issues in Face-Processing Research

4.2.9.1 The Department of Psychology has a number of staff with expertise in face-processing, and also houses one of the largest face-processing laboratories within the UK. The academic staff who work within this area had received extensive media coverage of their work, and it was proposed the new programme would reflect the expertise of these staff members and recruit students who wish to pursue a research career in the field of face-processing.

4.2.9.2 Interest had already been shown in the proposed programme from prospective undergraduate students, although it was noted that the programme would not attract large numbers of students who wished to carry out research in this area.

4.2.9.3 In support of the programme, it was reported that a need had been identified for expertise in face recognition in law enforcement. Discussions had taken place with the Police and it was confirmed that there was limited training/education available in this field.

4.2.9.4 The Committee made the following requests for information which should be added to the paper for reconsideration at the next meeting on 4 February 2015.

- Reconsider the length of the title of the proposed new programme.
- Current Psychology students should be surveyed to determine their opinions/ views on the proposed new programme.
- Checks to be carried out with the Funding Council to obtain financial information and whether the Police could allocate any monies.
- Discussions should take place with Dr Christopher Richardson to establish whether any Police Forces would be interested in the proposed programme.

4.3 Programme/Framework Review Deferral Requests

4.3.1 SciTech Deferral: Faculty Quality Audit (ASC-1415-49)

Received: Request to defer the Faculty Quality Audit in Science & Technology

4.3.1.1 Prof Phalp requested a deferral of the Faculty Quality Audit planned for this academic year until the 2015/16 academic year to enable the newly formed Faculty the opportunity to establish enhancements to processes across the Faculty due to the current inconsistencies with the processes between the two old Schools.

4.3.1.2 **Approved:** The Committee approved the deferral of the SciTech Faculty Quality Audit.

4.3.2 SciTech Deferral: Framework Review Deferral – MSc Psychology Framework (ASC-1415-50)

Received: Framework Review Deferral – MSc Psychology Framework

4.3.2.1 Dr Parris requested a deferral of the MSc Psychology Framework Review to the 2015/16 academic year. Significant changes had taken place within the MSc Psychology Framework during the last academic year and there was a need to ascertain their impact before the planned review took place.

4.3.2.2 **Approved:** The Committee approved the deferral of the MSc Psychology Framework Review.

4.3.3 SciTech Deferral: SciTech Deferral: Revalidation Deferral - MSc Communications & Information Systems Management (ASC-1415-51)

Received: Defence School of Communication & Information Systems (DSCIS) – Deferral of Revalidation of MSc Communications and Information System Management

4.3.3.1 Due to the ongoing changes at DSCIS, and planned changes in the military requirement for the provision that will impact on the course design and content, a 12 month deferral of the revalidation of the MSc Communications & Information Systems Management programme was requested.

4.3.3.2 **Approved:** The Committee approved the deferral of the revalidation of the MSc Communications & Information Systems Management programme until 2015/16 academic year.

5 PART THREE – FOR NOTE

5.1 QAA Institutional Review 2013 Action Plan – updated November 2014 (ASC-1415-52)

Received: QAA Institutional Review 2013 Action Plan (updated November 2014)

5.1.1 The report was **noted** by the Committee.

5.2 Kaplan International College QAA Higher Education Review (ASC-1415-53)

Received: Kaplan International College QAA Higher Education Review

5.2.1 The report was **noted** by the Committee.

5.3 Partnership Agreements (ASC-1415-54)

Received: New Partnership Agreements

5.3.1 The report was **noted** by the Committee.

5.4 Completed Framework/Programme Reviews, Validations and Reviews for Closure (ASC-1415-55)

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

5.4.1 The report was **noted** by the Committee.

5.5 Pending External Examiner Appointments (ASC-1415-56)

Received: Pending External Examiner Appointments

5.5.1 The report was **noted** by the Committee.

5.6 External Examiner Nominations and Examination Teams for Research Degrees (ASC-1415-57)

Received: External Examiner Nominations and Examination Teams for Research Degrees

5.6.1 The report was **noted** by the Committee.

5.7 Defence School of Communication & Information Systems (DSCIS) Partner Review Report and Action Plan (ASC-1415-58)

Received: Partner Review Report and Action Plan of the Partner Review visit to the Defence School of Communication & Information Systems (DSCIS) on 2 July 2014.

5.7.1 The report was **noted** by the Committee.

6 REPORTING COMMITTEES

6.1 International and UK Partnerships Committee Minutes (ASC-1415-59)

6.1.1 The following IUPC minutes were **noted**.

- IUPC minutes of 15 September 2014 (confirmed)
- IUPC minutes of 28 October 2014 (unconfirmed)

6.2 International and UK Partnerships Committee Terms of Reference (ASC-1415-60)

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

6.3 Partnership Board Minutes (ASC-1415-61)

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

- Bridgwater College minutes of 3 October 2014 (unconfirmed)
- Guernsey Training Agency minutes of 22 October 2014 (unconfirmed)
- Wiltshire College minutes of 10 November 2014 (unconfirmed)

6.4 Partnership Board Terms of Reference (ASC-1415-62)

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

6.5 School Academic Standards Committee (SASC) Minutes (ASC-1415-63)

6.5.1 The following SASC/FASC minutes were **noted**.

- Business School minutes of 22 October 2014 (unconfirmed)
- School of Health & Social Care minutes of 22 October 2014 (unconfirmed)
- School of Tourism minutes of 3 September 2014 (confirmed)

7 Graduate School, School Academic Board Minutes of 22 October 2014 (unconfirmed) (ASC-1415-64)

7.1 The minutes were **noted**.

8 AECC Academic Development and Quality Committee Minutes of 22 October 2014 (unconfirmed) (ASC-1415-65)

8.1 The minutes were **noted**.

9 Joint Academic Board Minutes of 30 September 2014 (unconfirmed) (ASC-1415-66)

9.1 The minutes were **noted**.

10 ANY OTHER BUSINESS

10.1 There was no other business.

9 DATE AND TIME OF NEXT MEETING

Wednesday 4 February 2015 at 9.00am in the Board Room