BOURNEMOUTH UNIVERSITY   **Confirmed**
ACADEMIC STANDARDS COMMITTEE

MINUTES OF A MEETING HELD ON 17 MARCH 2014

Present:

Prof Tim McIntyre-Bhatty (TMB) (Chair)	Deputy Vice-Chancellor
Prof Keith Phalp (KP) (Deputy Chair)	Associate Dean, HOAG Computing & Informatics, Faculty of Science & Technology (SciTech)
Mr David Foot (DF)	Market Research and Development Manager (M&C)
Mr Alan James (AJ)	General Manager of the Students' Union (SUBU)
Dr Sherry Jeary	Senior Lecturer, Faculty of Science & Technology (SciTech)
Ms Jacky Mack (JM)	Head of Academic Services, Academic Services (AS)
Dr John Oliver, Assoc. Prof (JO)	Deputy President EMMA, Programme Director (MS)
Prof David Osselton (DO)	Head of Forensic & Biological Sciences, Faculty of Science & Technology (SciTech)
Prof Elizabeth Rosser (ER)	Deputy Dean (Education), School of Health and Social Care (HSC)
Dr Philip Ryland (PR)	Deputy Dean for Education (ST)
Ms Catherine Symonds (CS) (Secretary)	Head of Quality & Academic Partnerships (AS)
Mr Arvid Thorkeldsen (AT)	Director of Undergraduate Programmes, Anglo European College of Chiropractic (AECC)
Dr Xavier Velay (XV)	Deputy Dean (Education), Faculty of Science and Technology (SciTech)

In Attendance:

Mr Sofronis Efstathiou (SE)	Programme Leader for MA 3D Animation (MS) [Agenda Item 4.1.4]
Ms Maxine Frampton (MF) (Clerk)	Policy and Committees Officer (AS)
Mr Trevor Hearing (TH)	Senior Lecturer (MS) [Agenda Item 4.1.7 & 4.1.8]
Dr Ben Parris (BP)	Senior Lecturer (MS) [Agenda Item 4.1.3]
Ms Paula Peckham (PP)	Academic Administration Manager (MS)
Dr Christa van Raalte (CvR)	Associate Dean – Media (MS) [Agenda Item 4.1.6, 4.1.7 & 4.1.8]
Dr Gelareh Roushan (GR) (Observer)	Associate Dean (Education) (BS)
Prof Simon Thompson (ST)	Associate Professor of Clinical Psychology and Neuropsychology (SciTech) [Agenda Item 4.1.2]
Dr Jan Weiner (JW)	Senior Lecturer in Psychology (SciTech) [Agenda Item 4.1.3]
Prof Neal White (NW)	Associate Professor or Art and Media (MS) [Agenda Item 4.1.6]

1   APOLOGIES

Apologies were received from:

Dr Sue Eccles	Head of Education, Media School (MS)
Mr John Gusman	Vice President (Education) 2013/14, Students' Union (SUBU)
Mr James Holroyd	Student Journey Process Workstream Manager (Senate Representative)
Mr Murray Simpson	President 2013/14, Students' Union (SUBU)
Dr Geoff Willcocks	Director of Quality and Accreditations, Business School (BS)
Prof Tiantian Zhang	Head of the Graduate School (GS)

2.   MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2014

2.1   Accuracy

2.1.1   The minutes (ASC-1314-93) were approved as an accurate record with the exception of Section 5.3.3 which should read "in order that the process be accelerated".

2.2   Matters Arising (ASC-1314-94)

2.2.1   Minute 3.1.2 – Student Population Statistics
Action Ongoing. Dr Sheridan would provide further information regarding tariff points for those students who fail for the next meeting on 15 May 2014.

2.2.2   Minute 3.1.5 – Student Population Statistics
Action Ongoing. In 2012/13, 66.3% of ALN students received First Class or Upper Second Class degrees compared to 72.3% of students without an ALN, which suggested that improvements could be made to support students' levels of achievement. Dr Sheridan would revisit the information in order to establish whether any of this variation could be related to tariff points on entry, and also whether information was available to compare the numbers of students' achievements against when students actually declare their Additional Learning Support (ALS) assistance. Dr Sheridan would provide further information at the next meeting on 15 May 2014.

2.2.3   Minute 3.1.7 – Student Population Statistics
Action Completed. Dr Sheridan sent an email to members on 7 March 2014 which provided a link to the report which showed exact numbers rather than percentages in order that members could share meaningful information with colleagues.

2.2.4   Minute 3.1.8 – Student Population Statistics
Action Ongoing. Dr Sheridan sent Prof Zhang and Dr Fiona Knight PGR completion data and an invitation had been sent for a follow up meeting regarding the recording of PGR completion reporting. Dr Sheridan would advise the Committee when a decision had been made regarding how to support PGR completion reporting.
Action: LS

2.2.5   Minute 3.3.2 – 4K Placements: Policy and Procedure
Action Ongoing. The 4K Placements: Policy and Procedure had been published within the ARPP on the staff intranet. The issue regarding student mobility and study abroad was still ongoing and would be discussed at QASG on 6 May 2014 and an update would be provided in due course.

2.2.6   Minute 3.4.2 – EDQ Annual Report
Action Ongoing. The EDQ Annual Report template had been updated with the suggestions made by members, and the timely submission of 2013/14 ARFMs would be reported on by the number available for the first SASC (or its sub group for considering ARFMs). EDQ would forward a submission date to all Schools in due course.

2.2.7   Minute 4.2.2 – School of Applied Sciences School Quality Audit Action Plan
Action Ongoing. Recommendation (v) regarding the provision of research methods and data analysis across all levels and programmes – It was noted that the Action Plan had been discussed at the ApSci SAB and had been agreed by all staff. Members agreed on the importance of the new faculty conducting regular reviews of this aspect of the Action Plan. This item has been added to the agenda of the next ApSci SASC meeting on 2 April 2014. An update would be provided to the next meeting of ASC on 15 May 2014.

2.2.8   Minute 4.2.3 – School of Applied Sciences School Quality Audit Action Plan
Action Ongoing. Recommendation (vii) regarding the School position on referencing requirements for all provision – Members were unsure whether the different referencing requirements issue had been adequately addressed. A clear referencing system would be preferable to students and this issue should be kept under review by the School. This item has been added to the agenda of the next ApSci SASC meeting on 2 April 2014. An update would be provided to the next meeting of ASC on 15 May 2014.

3   PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING

3.1   Partner Quality Report – Defence School of Communication & Information Systems (DSCIS) (ASC-1314-95)
Received: Update to the Partner Quality Report – Defence School of Communications & Information Systems (DSCIS)

3.1.1   At the ASC meeting on 13 February 2014, it was reported that the DSCIS Partner Quality Report did not reflect some outstanding concerns associated with the intermediate awards for the FdSc Communications Systems Management (CSM) and FdSc Communications Systems Engineering (CSE) programmes as reported at the 29 July 2013 ASC meeting. In addition, there were some outstanding questions around the sequencing of delivery of units on the BEng/PG Cert TSE programme. Dr Velay was asked to provide an update to the committee to correct this oversight.

3.1.2   Dr Velay provided an update to the Committee and confirmed that all of the issues noted within the paper would be discussed at the next SciTech (DEC) SASC meeting on 23 April 2014. The Committee would be updated following this meeting.

Action: XV

4   PART TWO – FOR APPROVAL AND ENDORSEMENT

4.1   New Programme/Framework Developments Proposals

4.1.1   **ST Proposal: Change of Title from MSc Retail Management to MSc Retail Management and Marketing** (ASC-1314-96)
Received: ST Proposal: Change of Title from MSc Retail Management to MSc Retail Management and Marketing

4.1.1.1 The MSc Retail Management programme had recruited well since 2008, however feedback received from the International Recruitment Team and agents had indicated that the degree title did not translate well or market well internationally. Feedback had suggested that the inclusion the word 'Marketing' within the title would have a significant positive impact on student recruitment.

4.1.1.2 A discussion took place regarding the level of marketing content within the programme and it was confirmed that some key units had a marketing focus. The units titled Retail Business Development and Retail Marketing & Consumer Behaviour both considered the demands of the consumer and were considered to be marketing units. It was noted that when this programme is considered at the validation event the School would discuss the necessity of articulating to students that marketing would be embedded in the programme.

4.1.1.3 There were a number of competitors within the UK that included the word 'marketing' in their programme titles, and their average cohort numbers tended to be 20 students, which was more students than had been recruited by BU in the past few years. It was believed that the current title name was failing to attract students to the programme. Ms Symonds commented that the programme diagram should be updated to reflect the change in qualification title.

4.1.1.4 The Committee were advised that agents had been communicated with and were supportive of the reasoning behind the change of title.

4.1.1.5 Following discussion, members agreed the new programme proposal could proceed for development, subject to consideration being given to the embedding of the philosophy of marketing, consideration of the market position and investment in recruiting students to the programme.

4.1.1.6 **Approved:** The new programme proposal was approved for development subject to the comments made above.

4.1.2   **SciTech (DEC) Proposal: Change of Title from MSc Foundations of Clinical Psychology to MSc Clinical Psychology (Theory and Applied)** (ASC-1314-97)
Received: SciTech (DEC) Proposal: Change of Title from MSc Foundations of Clinical Psychology to MSc Clinical Psychology (Theory and Applied)

4.1.2.1 Following on from the February ASC meeting, the paper had been updated in response to comments received and an overview was provided of the points addressed.

4.1.2.2 This programme had originally included a 15 day placement which was not assessed. The proposal before ASC was that the length of the dissertation would increase by 2,500 words to 15,000 words but would remain at 60 credits, as to award more credits would unduly weight this element of assessment in comparison to of the remainder of the programme.

4.1.2.3 As the proposal was to remove the placement from the programme, the practical theme would continue through role plays, presentations and workshops with all lecturers allowing students to demonstrate and apply theory in practice. The programme would also include a number of external clinical psychology experts delivering workshops. Students could continue to gain experience by networking with these external speakers.

4.1.2.4 Recruitment had been considerably lower this last academic year, partly due to similar programmes being offered elsewhere which did not require deposits and did not offer placements. With the introduction of the new programme title BU would expect to receive 90 to 100 applications from many international areas, in particular, Turkey. Dr Roushan commented that following a visit to Turkey, it had been noted that the inclusion of a placement had deterred applicants from applying to BU. To date, BU had already offered 25 places to a combination of UK and international students.

4.1.2.5 Members questioned whether Clinical Psychology was a protected title and agreed that it should be made clear to students that this degree would not lead to the student becoming a Clinical Psychologist. Members were cautious of the inclusion of '(Theory and Applied)' being used within the title and it was suggested that consideration be given to use the title of 'Applied Clinical Psychology' or 'Essentials of Applied Clinical Psychology'. Dr Thompson would give the suggested titles further thought and welcomed guidance from the Committee.

4.1.2.6 Following the proposal to increase the word count of the dissertation, it was confirmed that extra support would be available to students on an informal basis with a number of 1:1 meetings and formal workshops. It was noted that students had commented that they agreed with the increased word count due to the high number of references which had to be included in the dissertation. Ms Symonds reminded members that university guidance for dissertation word counts did not routinely include the reference list as part of the word count.

4.1.2.7 The Chair thanked members for sharing their comments and concerns, and it was agreed that the Committee was not in a position to give approval to take the proposal forward, although members had approved the removal of the placement. Dr Thompson was requested to give further thought to the proposed change of title and to resubmit the paper to the Committee when the concerns had been addressed. In the meantime, the programme could continue with the current title.

4.1.2.8 The paper for the change of title from MSc Foundations on Clinical Psychology to MSc Clinical Psychology (Theory and Applied) would be revisited considering the suggestions made and the paper would be discussed again at a future ASC meeting.

4.1.3 **SciTech (DEC) Proposal: Change of Title from MSc Lifespan Neuropsychology to MSc in Clinical and Developmental Neuropsychology** (ASC-1314-98)
Received: SciTech (DEC) Proposal: Change of Title from MSc Lifespan Neuropsychology to MSc in Clinical and Developmental Neuropsychology

4.1.3.1 In response to student demand and feedback received, the clinical and developmental neuropsychology content had been increased within the programme. As the term 'Lifespan' had been confusing to applicants, it was suggested that the new title better reflected the content of the programme.

4.1.3.2 Up to 16 students studying the new programme could opt to attend a placement at the Shelley Park Neurocare Centre in Boscombe and work with people with dementia. It was noted that placements were not currently assessed however this could be introduced in the future.

4.1.3.3 **Approved:** The change of title was approved.

4.1.4 **MS Proposal: New Programme – MA Computer Games Art** (ASC-1314-99)
Received: MS Proposal: New Programme – MA Computer Games Art

4.1.4.1 The proposed new programme would see a fourth pathway added to the current Computer Animation and Effects framework. The one year programme would facilitate a synergy within the framework with shared teaching with regards to moving image practice and theory. This pathway would be designed for students who wished to pursue a career in the field of Computer Games, but would also be a foundation for a career in a wide range of disciplines. The new programme would be computer games design programme which included a high level of animation art, theory and delivery.

4.1.4.2 It was noted that a number of Sony PS4 and/or Microsoft Xbox One development kits would need to be purchased to sit alongside the studios' workstations. A Games Lab would need to be sourced should the course be validated in order that students could work with MSc students to create projects and carry out testing.

4.1.4.3 It was anticipated that applicants would have a computer animation background and would need to provide a demonstration at their interview. It was noted that the proposal indicated that students on this programme would receive 540 contact hours, and it was questioned whether this was too large a resource to be offering for Masters level students when independent learning should be encouraged. Mr Efstathiou was also asked to think of any areas where efficiencies could be made.

4.1.4.4 Mr Efstathiou stated that students would arrive each September and graduate the following November, exam results would need to be provided within two weeks. An Exam Board had been organised in time for November's graduation ceremony. Members asked for the Programme Diagram to be updated to show exit qualifications for Diploma level.

4.1.4.5 Following discussion, members agreed with the proposal, although a general observation was made which was that there should be further consideration of the teaching and learning strategy, educational philosophy and the lab space required. The lab space issue would need to be looked into as soon as possible as it would have an impact on whether the programme could run or not.

4.1.4.6 **Approved:** The new programme proposal was approved for development subject to the comments made above.

4.1.5 **MS Proposal: New Programme – MA Visual Effects Compositing & Design**
(ASC-1314-100)

4.1.5.1 This paper was withdrawn.

4.1.6 **MS Proposal: New Programme – MA Media Arts Practice** (ASC-1314-101)
Received: MS Proposal: New Programme – MA Media Arts Practice

4.1.6.1 This innovative proposal was created in response to the development of one of two key areas outlined in the current and former REF 2014 Research Strategy. The MS was looking to create a greater presence in this area which they intend to develop alongside various initiatives. This programme would involve field based delivery where students remain in their own places of practice and learn through part time distance learning or through part time lab based study. Prof White confirmed that the types of learning would be looked at in greater depth during the design phase, in addition to the programme title.

4.1.6.2 Prof White stated that students would arrive in September and graduate the following November, therefore exam results would need to be provided within two weeks. An Exam Board would be organised in time for November's graduation ceremony.

4.1.6.3 **Approved:** The new programme proposal was approved for development subject to the comments made above.

4.1.7 **MS Proposal: New Programme – MA Production Design for Film & Television**
(ASC-1314-102)
Received: MS Proposal: New Programme – MA Production Design for Film & Television

4.1.7.1 The Media Production framework has been in existence for five years and the proposed programme would sit comfortably within the framework. Although further market research was required, there was a perceived demand for a postgraduate course in this field which was not being met currently. The only equivalent at present was the MA Production Design for Film and Television at the National Film and Television School.

4.1.7.2 It was noted that additional construction and sound space would be required however this space would hopefully be forthcoming within the next few months.

4.1.7.3 Members were advised there was an issue with the timing of the graduation ceremony as students begin their Masters projects and filming projects in June, and students also need time to carry out their production work. Students do not deliver their Masters work until 10 September, which would have a knock on effect for the Graduation Ceremony and student accommodation. Ms Peckham confirmed that the MS was looking into these issues.

4.1.7.4 **Approved:** The new programme proposal was approved for development.

4.1.8 **MS Proposal: Change of Title from MA Sound Production to MA Sound Design for Film & Television** (ASC-1314-103)
Received: MS Proposal: Change of Title from MA Sound Production to MA Sound Design for Film & Television

4.1.8.1 The proposal to change the title of MA Sound Production to MA Sound Design for Film and Television followed a recent survey of the market. It was established that the current title was limiting applications to the course and the term 'sound design' more accurately described the content of the programme and would have a greater appeal and would increase the level of student recruitment.

4.1.8.2 **Approved:** The new programme proposal was approved for development.

4.1.9 **HSC Proposal: Change of Title of FdSc Paramedic Science to BSc (Hons) Paramedic Practice** (ASC-1314-104)
Received: HSC Proposal: Change of Title of FdSc Paramedic Science to BSc (Hons) Paramedic Practice

4.1.9.1 The new title of BSc (Hons) Paramedic Practice was being proposed due to Health Education Wessex having agreed to commission the new programme from September 2014 for three years, which would free 60 HEFCE places. As part of the development, the existing FdSc Paramedic Science programme would be closed.

4.1.9.2 The South Western Ambulance Service Foundation Trust (SWASFT) was supportive of the transition to degree level, as all the other universities associated with their area of operation offered a BSc (Hons) degree. Additionally, Oxford Brookes University and the University of Portsmouth, which were under the remit of Health Education Wessex, would be commissioned for their two paramedic programmes from 2014. Prof Rosser highlighted an error within the paper and advised that the degree would start from 2015 not 2014 as quoted.

4.1.9.3 Discussions at previous ASC meetings had noted it would be difficult to have in place two Bournemouth University paramedic programmes with the same title. The use of the name Paramedic Science for the Pearson's programme had previously been agreed. By using the title Paramedic Practice for the new BSc paramedic programme, this would provide clear differentiation between the two titles.

4.2.9.4 Members noted that the Pearsons programme would not be advertised through UCAS as applicants apply directly to Pearsons.

4.2.9.5 Prof Rosser commented that the SWASFT did not require BU to provide a programme with science in the title, although it was noted that BU would be the only provider for this organisation which provided a differently titled programme.

4.2.9.6 Members agreed that the Committee would accept the proposal, however further discussion would take place regarding the title outside of the Committee. Prof McIntyre-Bhatty and Prof Rosser would discuss this further and a decision would be taken via Chair's Action.

Post Meeting Note
Following further discussion, Prof McIntyre-Bhatty, Prof Rosser and Ms Mack gave in principle approval that the programme title be amended to BSc (Hons) Paramedic Science.

4.2   Programme/Framework Review Deferral Requests

4.2.1   **Deferral Request: FdA Public Services (Weymouth College) Review** (ASC-1314-105)
Received: Deferral Request: FdA Public Services (Weymouth College) Review

4.2.1.1   At the previous ASC meeting, Weymouth College had requested a change of name for their Public Services programmes as part of a programme review. The Committee had requested further clarification within the paper from Weymouth College in order for a decision to be made.

4.2.1.2   A deferral request was now presented to the Committee from Weymouth College for them to further consider the future of this programme and/or for a programme to be developed that reflected the expertise with the programme team.

4.2.1.3   **Approved:**   The Committee **approved** the deferral of the FdA Public Services programme periodic review until 2014/15.

4.3   Partnership Renewals

4.3.1   **Defence School of Communications & Information Systems (DSCIS) – Franchise Agreement** (ASC-1314-106)
Received: Defence School of Communication and Information Systems (DSCIS) – Renewal Form – Partnership Development Proposal and Due Diligence

4.3.1.1   The proposal to renew the partnership between BU and DSCIS was presented to the Committee following approval at the recent International & UK Partnerships Committee meeting.

4.3.1.2   **Approved:** The Committee approved the renewal of the partnership between BU and DSCIS.

5   PART THREE – FOR NOTE

5.1   Partnership Agreements (ASC-1314-107)
Received: New Partnership Agreements

5.1.1   The report was **noted.**

5.2   Completed Framework/Programme Reviews, Validations and Reviews for Closure
(ASC-1314-108)
Received: Outcomes from recent Evaluation Events and List of Completed Evaluation Events

5.2.1   The report was **noted.**

5.3   Pending External Examiner Appointments (ASC-1314-109)
Received: Pending External Examiner Appointments

5.3.1   There were no pending External Examiner appoints to advise the Committee of.

5.3.2   The report was **noted.**

5.4   External Examiner Nominations and Examination Teams for Research Degrees
(ASC-1314-110)
Received: External Examiner Nominations and Examination Teams for Research Degrees

5.4.1   The report was **noted.**

5.5 **Partner Review Outcomes (Bournemouth & Poole College and Yeovil College**
(ASC-1314-111)
Received: Partner Review Reports for Bournemouth & Poole College and Yeovil College

5.5.1 The report was **noted.**

6 **REPORTING COMMITTEES**

6.1 **International and UK Partnerships Committee Minutes** (ASC-1314-112)
Received: IUPC Meeting Minutes of 27 February 2014 (unconfirmed)

6.1.1 The minutes were **noted.**

6.2 **Partnership Board Minutes** (ASC-1314-113)
Received: Defence School of Communication and Information Systems (DSCIS) Partnership Board Minutes of 8 January 2014 (unconfirmed)

The Defence School of Communication and Information Systems (DSCIS) Partnership Board minutes were **noted**.

6.3 **School Academic Standards Committee (SASC) Minutes** (ASC-1213-114)

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

SciTech (ApSci) Minutes of meeting held on 29 January 2014 (unconfirmed)
BS Minutes of meeting held on 5 February 2014 (unconfirmed)
SciTech (DEC) Minutes of meeting held on 6 March 2014 (unconfirmed)
MS Minutes of meeting held on 15 January 2014 (unconfirmed)
ST Minutes of meeting held on 5 February 2014 (unconfirmed)

7 **AECC Academic Development & Quality Committee** (ASC-1314-115)
Received:

7.1 The minutes were **noted.**

7 **Joint Academic Board Minutes** (ASC-1314-116)
Received: Joint Academic Board Meeting Minutes of 28 January 2014 (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**

Thursday 15 May 2014 at 1.00pm in the Committee Room