

**MINUTES OF A MEETING HELD ON 13<sup>TH</sup> FEBRUARY 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)
Dr Sue Eccles (SE)	Head of Education, Media School (MS)
Mr David Foot (DF)	Market Research and Development Manager (M&C)
Mr John Gusman (JG)	Vice President (Education) 2013/14, Students' Union (SUBU)
Mr James Holroyd (JH)	Student Journey Process Workstream Manager (Senate Representative)
Mr Alan James (AJ)	General Manager of the Students' Union (SUBU)
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)
Dr Geoff Willcocks (GW)	Director of Quality and Accreditations, Business School (BS)
Prof Tiantian Zhang (TZ)	Head of the Graduate School (GS)

**In Attendance:**

Dr Huseyin Dogan (HD)	Lecturer in Computing (SciTech)
Ms Maxine Frampton (MF) (Clerk)	Policy and Committees Officer (AS)
Dr Tania Humphries-Smith (THS)	Associate Dean (Design & Engineering) (SciTech)
Mr Ricky Rogers (RR)	Quality and Enhancement Officer, EDQ (AS)
Dr Geli Roushan (GR) (Observer)	Associate Dean (Education) (BS)
Dr Liam Sheridan (LS)	Academic Business Intelligence Manager (AS)

**1 APOLOGIES**

Apologies were received from:

Dr Sherry Jeary	Senior Lecturer, Faculty of Science & Technology (SciTech)
Mr Murray Simpson (MS)	President 2013/14, Students' Union (SUBU)

**MINUTES OF THE MEETING HELD ON 4 DECEMBER 2013 (ASC-1314-65)**

**2.1 Accuracy**

2.1.1 The minutes were approved as an accurate record.

## 2.2 Matters Arising (ASC-1314-66)

- 2.2.1 Minute 2.2.13 - Acceptable Evidence for Mitigating Circumstances: Update  
**Completed.** Following the amendments to 6J – *Mitigating Circumstances including Extensions: Policy and Procedure* in December 2013, DDEs had disseminated the updated information within Schools.
- 2.2.2 Minute 4.2.4.3 – BS Proposal: New Programme – BA (Hons) Law Top-Up  
**Completed.** The updated papers were circulated to ASC members on 14 January 2014.
- 2.2.3 Minute 4.2.5.3 – BS Proposal: New Programme – LLB (Hons) Law – International  
**Completed.** The updated papers were circulated to ASC members on 14 January 2014.
- 2.2.4 Minute 3.1.2 – Review of the QAA UK Quality Code for HE Chapter B9: Academic Appeals and Student Complaints  
**Completed.** Following the suggestion from Mr Simpson to include high level SUBU representation within the document, Mr Annear confirmed that SUBU's involvement in the review process had been included in the document under Section 2.2 and against 'Indicator 7'.
- 2.2.5 Minute 3.3.4 – Partner Quality Reports – Bridgwater College  
**Completed.** Further to the issue in the Bridgwater College PQR regarding the lack of contact with the BSc (Hons) Applied Computing Link Tutor, Dr Velay advised that following investigation, there was no evidence to show a lack of engagement and no further comments had been raised during this academic year.
- 2.2.6 Minute 3.4.2.2 – School Quality Reports – School of Applied Sciences  
**Completed.** Schools would provide refresher training on accessing on-line assessments for External Examiners as required.
- 2.2.7 Minute 3.4.3.4 – School Quality Reports – Business School  
**Completed.** An External Examiner had advised that evidence of second marking had not been provided on a mark-sheet and brief or indecipherable feedback on assessment had been given to some students at GTA and UCY. Dr Willcocks confirmed that this issue had been discussed at the BS SASC meeting on 4 February 2014 and would be added to the Action Plan in order to ensure this is kept under review.
- 2.2.8 Minute 3.4.4.2 – School Quality Reports – School of Design, Engineering & Computing  
**Completed.** Due to a high proportion of assignment feedback not meeting the three week turnaround within DEC, Dr Velay advised that further investigation had shown that the majority of late hand-ins was due to unforeseen events, e.g. staff illness and large groups (workload). The figures for the first semester had shown a significant improvement, with a 3 WAT of 89% and 4 WAT of 100%.
- 2.2.9 Minute 3.4.4.3 – School Quality Reports – School of Design, Engineering & Computing  
**Completed.** The issue with Link Tutors at partner institutions had not been included in the DEC SQR. Dr Velay confirmed the relevant issues had now been added for FdSc Computing and Internet Technology (Yeovil) and BSc Applied Computing (Bridgwater).
- 2.2.10 Minute 3.4.5.1 – School Quality Reports – School of Health & Social Care  
**Completed.** The tabled HSC Action Plan was emailed to members on 5 December 2013.
- 2.2.11 Minute 4.2.4.3 – MS Proposal: Media School Course Framework – MA Creative Media Practice and MA Creative Education Practice  
**Completed.** The list of existing units was missing from the paper presented to the Committee. A revised Approval Form which listed all of the units was circulated to members on 13 December 2013.
- 2.2.12 Minute 4.2.5 – MS Proposal: Computer Animation, Games & Effects UG Framework – Computer Animation Arts Foundation and Computer Animation Foundation Year  
**Completed.** Following a request at the December ASC meeting for further information, the MS had reviewed the structure for the Level 0 programme and agreed this would be problematic for students if the group offered the programme as a standalone option. The alternative would be to offer a 4 year programme including the Level 0, and the group did not wish to do this at this stage. The MS School

Exec met on 28 January 2014 and following discussion regarding the proposals and the funding implications, the School no longer wished to pursue the Level 0 route and would now consider alternative programmes.

2.2.13 Minute 4.2.8.2 – DEC Proposal: New Programme – MSc Cyber Security and Human Factors  
**Completed.** The updated papers for this programme proposal were listed on the ASC agenda for discussion under agenda item 4.4.1.

2.2.14 Minute 6.4.1.1 – School Academic Standards Committee Minutes – ApSci Minutes of 2 October 2013  
**Completed.** Following the non-receipt of the ARFM from Weald and Downland Museum, EDQ had suggested that as the programme was in the final stages of closing and only one student remained on the programme, rather than requiring an ARFM, the School SASC would receive regular updates on student progress and support until the student had completed.

### **2.3 Ratification of Chair's Approval to amend BS Masters Programme from 'MSc International Tax and Finance' to 'MSc International Taxation and Finance' (ASC-1314-67)**

2.3.1 The BS notified EDQ on 10 December 2013 of a typing error in one of the new titles proposed for the BS Masters Framework Review, which had been approved by ASC on 29 July 2013. In order for Course Search to be updated to show the correct title to applicants, the ASC Chair gave his approval to notify all interested parties of the amendment.

2.3.2 The Committee **ratified** the change of title.

### **2.4 Ratification of Chair's Action – Approval of BA (Hons) Law (Top-Up) and LLB (Hons) Law (International Students) (ASC-1314-68)**

2.4.1 ASC members had been requested to approve the BA (Hons) Law (Top-Up) programme and the LLB (Hons) Law (International Students) programme, in order for the ASC Chair to take Chair's Action in January 2014. Following receipt of responses from ASC members, it was decided the ASC Chair would provide approval for the BA (Hons) Law (Top-Up) programme only, in order to progress this programme to the design event.

2.4.2 The LLB (Hons) Law (International Students) programme proposal was withdrawn and the existing LLB (Hons) Law programme would now allow overseas students to have an optional placement, hence no Chair's Action was required for this programme.

2.4.3 The Committee **ratified** the approval of the BA (Hons) Law (Top-Up) programme only.

## **3 PART ONE: FOR DISCUSSION - INSTITUTIONAL MONITORING**

### **3.1 Student Population Statistics (ASC-1314-69)**

*Received: Student Population Statistics*

3.1.1 Dr Sheridan presented a summary of student achievement with relevant sector benchmarks, and provided an institutional overview of qualification rates and award classifications to monitor the trajectory of standards. The statistics for BU students for all full time first degree new entrants were comparable as the BU measure for 2010/11 year of entry was 91.1% against HESA's published Continue/Qualify rate for BU of 91.4%, the sector average being 90.7%. The Continue/Qualify rate at BU for 2012/13 had decreased to 89.9%, from 91.5% in 011/12, and 91.1% in 2010/11.

3.1.2 The Committee requested further information regarding tariff points for those students who fail. Dr Sheridan would look into this request and provide information to the Committee.

**Action: LS**

3.1.3 Within BU a figure of 90.6% students continued or qualified in 2010/11, although there was some variation between Schools. With the exception of DEC and the MS, Continue/Qualify rates had fallen, however, the sector average may also have fallen over the same period. It was noted that sector continuation rates from 2012/13 entry would not be available in HESA's Performance Indicators until Spring 2015.

- 3.1.4 Prof Rosser commented that the University of Southampton would not be accepting BTEC students from 2015 and questioned whether this would have an impact on BU applications in the future. Members agreed this would be worth keeping under review in the future.
- 3.1.5 The analysis for award classification and awards for additional learning needs (ALN) students indicated that the outcomes for students with and without a declared ALN were comparable to last year. The proportion of ALN students awarded a First Class or Upper Second Class degree was slightly lower 2012/13. 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. This figure suggests that improvements could be made to support students' levels of achievement. Dr Sheridan would revisit this information in order to establish whether any of this variation could be related to tariff points on entry and also if the information was available to compare the numbers of students' achievements against when students actually declare their Additional Learning Support (ALS) assistance.

**Action: LS**

- 3.1.6 It was interesting to note that UG award classifications for First and Upper Second Class degrees had risen for the third consecutive year from 67.6% in 2010/11, to 68.7% in 2011/12 and again to 71.6% in 2012/13.
- 3.1.7 Dr Ryland suggested that it would be useful if members could be provided with papers that showed exact numbers rather than percentages in order to share meaningful information with colleagues. Dr Sheridan would revisit the charts provided and include numbers and send a link to members to access the information.

**Action: LS**

- 3.1.8 Dr Sheridan would send Prof Zhang the revisited postgraduate data sheets and then discuss the way the postgraduate information should be reported moving forward.

**Action: LS**

- 3.1.9 The Committee **noted** the report.

### **3.2 Annual Review of Standard Assessment Regulations (ASC-1314-70)**

*Received: Annual Review of 6A – Standard Assessment Regulations for taught awards and 6L – Assessment Board Decision-making, including the Implementation of Assessment Regulations: Procedure*

- 3.2.1 Ms Symonds introduced the paper which made 4 recommendations arising from the annual review of the University's standard assessment regulations for taught programmes (undertaken by the QASG). Subject to approval by the Committee, the changes would be implemented for 2014/15 academic year.

#### Pass Mark: Clarification of Pass/Fail elements of assessment

- 3.2.2 Where Pass/Fail assessments are used to measure the achievement of intended learning outcomes, they are listed in the relevant unit and programme specification(s) but this is not currently reflected in the standard assessment regulations. It is therefore proposed that Pass/Fail assessments be added to the regulations for completeness and transparency.

- 3.2.3 The Committee **recommended to Senate for approval** that Section 6.2 of 6A – *Standard Assessment Regulations* (all awards) be amended to include reference to Pass/Fail assessments.

- 3.2.4 The Committee **approved** the QASG recommendation to give in-principle approval for associated procedural updates to 6L – *Assessment Board Decision-Making, including the Implementation of Assessment Regulations: Procedure*.

#### Progression/Awards: Completion of postgraduate placements as a progression/award requirement:

- 3.2.5 ASC agreed in December 2013 that non-credit bearing M-level placements should be optional unless designed to meet a professional body requirement. A subsequent discussion at QASG identified that a small number of current M-level programmes include a mandatory non-credit bearing placement. As the current postgraduate regulations do not refer to non-credit bearing placements as a progression/award requirement, it is recommended that the regulations be updated until all academic provision is aligned with ASC's decision through the standard evaluation cycle. Similarly,

none of the standard assessment regulations make reference to non-credit bearing short placements as an award requirement and it is recommended that this be added for completeness.

- 3.2.6 The Committee **recommended to Senate for approval** that the completion of placements was included as a progression requirement for postgraduate programmes in *6A – Standard Assessment Regulations* (postgraduate awards).
- 3.2.7 The Committee **recommended to Senate for approval** that the completion of placements was included as an award requirement in *6A – Standard Assessment Regulations* (all awards).
- 3.2.8 The Committee **gave in-principle approval** for associated procedural updates to *6L – Assessment Board Decision-Making, including the Implementation of Assessment Regulations: Procedure*.

Classification: The profile regulation and Accreditation of Prior Learning (APL)

- 3.2.9 Currently, the APL policy does not make it explicit the number of credits on which the profile regulation is based. QASG were of the view that classification calculations under the profile regulations remain appropriate. Hence it was recommended that the relevant procedures and student facing information should be clarified to help manage student expectations.
- 3.2.10 The Committee **approved** the proposed procedural updates to *3P – Accreditation of Prior Learning (APL): Policy and Procedure*, and *7H – Student Exchange: Policy and Procedure* to make it explicit that the profile rule was not adjusted for APL students or outgoing exchange students.

Provision for failed candidates: Repetition of units, the ‘unofficial placements policy’

- 3.2.11 The two recommendations proposed below would clarify processes for those students who failed credits at the end of Level I who then had the possibility of undertaking some units alongside a placement.
- 3.2.12 The Committee **approved** the clarification of *6L – Assessment Board Decision-making, including the Implementation of Assessment Regulations: Procedure* that a Board would normally support a decision to allow the repetition of units up to of up to 40 credits alongside a sandwich placement unless there were strong academic reasons not to do so.
- 3.2.13 The Committee **approved** the removal of the word ‘policy’ from *6L - Assessment Board Decision-making, including the Implementation of Assessment Regulations: Procedure* to accurately reflect the purpose of the document.

### **3.3 4K Placements: Policy and Procedure (ASC-1314-71)**

*Received: 4K – Placements: Policy and Procedure*

- 3.3.1 Following the December ASC meeting when the new *4K Placements: Policy and Procedure* was presented to ASC, three recommendations had been referred to QASG to consider/approve as part of the new policy and procedure.

#### Recommendation 1

- 3.3.2 Following discussion, members requested that further clarification should be made to the document regarding student mobility and study abroad. Further discussion would be needed to investigate whether study abroad/academic placement could/should be included as part of a 40 week placement but this should not delay publication of 4K.

**Action: CS/EDQ**

- 3.3.3 Subject to the suggestions made, the Committee **approved** the proposal that a 40 week placement should be specified by a full-time position equating to the requirements of the job role and any exceptions should be considered by the Assessment Board.

#### Recommendation 2

- 3.3.4 The Committee **approved** that current practice within Schools in terms of placement aims, learning outcomes and assessment is not changed, but is kept under review. Placements remain credit or non-credit bearing but would be considered by Schools during programme review.

### Recommendation 3

3.3.5 The Committee **approved** the recommendation that a University-wide Raising Concerns Protocol should not be developed. Schools should ensure their current processes for raising concerns were clearly communicated to students.

3.3.6 The Committee **approved** the *4K Placements: Policy and Procedure* for publication.

### **3.4 EDQ Annual Report 2012/13** (ASC-1314-72)

*Received: EDQ Annual Report 2012/13*

3.4.1 The EDQ Annual Report had brought together a number of key areas of activity from 2012/13, which had previously been reported separately to ASC.

3.4.2 Prof Rosser questioned the deadline for the submission of ARFMs, which was confirmed as 13 September 2013. The information provided for HSC and MS was queried as it was believed that all the information had been provided in a timely manner and that all ARFMs had been available at SASC meetings. It was agreed that in the future, 'ARFMs submitted on time' would be reported on by the number of ARFMs available for the first SASC (or its sub group for considering ARFMs). Schools still requested a central ARFM submission deadline be stipulated by EDQ.

**Action: RR**

3.4.3 Following discussion it was suggested that Sections 5.1.2 and 5.1.3 which listed the strengths and weaknesses obtained from SQRs and PQRs for annual monitoring, should be closely monitored by Schools and by BU as a whole.

### Recommendation 1

3.4.4 The Committee **approved** the proposal that *5C – Monitoring of Taught Academic Provision and ARFMs: Policy and Procedure* be published in the Summer of 2014 to align with the main publication of the ARPP and for this to be monitored.

### Recommendation 2

3.4.5 The Committee **approved** the proposal that Schools should ensure relevant support was provided to all External Examiners who need to access assessments online.

### Recommendation 3

3.4.6 Following discussion, the Committee **rejected** the proposal to amend the External Examiner's report template which would allow their consent to be given to use their feedback for open days and marketing purposes.

3.4.7 Overall, members agreed that broad assurance had been provided and the systems in place were working well.

### **3.5 Graduate School Annual Research Degree Quality Report 2012/13** (ASC-1314-73)

*Received: Graduate School Annual Research Degree Quality Report 2012/13*

3.5.1 Prof Zhang provided an overview of the GS Annual Research Degree Quality Report which gave details of BU-wide research degree activity for 2012/13 and other GS activity for the same period, including the Professional and Personal Development Framework, along with findings from PRES and PTES.

3.5.2 The PGR population had continued to grow, which in turn had led to an improved staff to PGR ratio which was an important KPI for the GS Delivery Plan. Apologies were given for the incorrect information quoted in Section 2.3 - Table 2 and a revised table was circulated to members.

3.5.3 It was noted that completion rates were in line with sector average, although this data would need to be looked at in further detail to establish how BU data was generated and whether it could be improved upon. 2010/11 data which compared the number of PhDs awarded, showed that BU ranked 74 out of 165. The HESA data for 2002/03 to 2010/11 demonstrated a steady growth in the number of PhDs awarded by BU annually, and subsequently an improvement in rankings from 114 to 74 over the same period.

- 3.5.4 Dr Oliver commented that within the EDQ Annual Report it had stated that the MS and HSC had its own Doctoral programmes and historically there was a Doctorate in the BS. Dr Oliver questioned whether there were five Professional Doctorates within BU as with the drive to Fusion, each School should have a Professional Doctorate. It was agreed there would be logic in providing a Professional Doctorate covering all disciplines in each School.
- 3.5.5 It was noted that 59% of PGRs had taught at BU which was above the national average. There was a policy in place for PGRs who teach and the GS ensures that each PGR who expresses their wish to teach receive the appropriate training. This issue had been discussed at length at Research Degree Committee meetings. The implementation of PGRs teaching at School level was not consistent at present and the GS would now work with Schools to ensure procedures were followed.
- 3.5.6 The Chair commented there was an Action Plan based on the outcomes of PRES and a set of key actions which needed to be acted upon would be set up. Key themes within Schools would also be analysed.
- 3.5.7 The Committee **noted** the report.
- 3.6 Partner Quality Report – Defence School of Communications and Information Systems (DSCIS) (ASC-1314-74)**  
*Received: Partner Quality Report – Defence School of Communications and Information Systems (DSCIS)*
- 3.6.1 The Partner Quality Report for the Defence School of Communications and Information Systems (DSCIS) was presented to the Committee.
- 3.6.2 It was noted that there were a number of queries outstanding regarding how DSCIS were managing some areas of the provision, and some housekeeping items which were not listed within the report which were currently being dealt with.
- 3.6.3 Dr Velay would update the report and to resubmit the report to the Committee on 17 March 2014.

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

- 4.1 New Award Proposal – Foundation Degree in Engineering (FdEng) including a change to existing programme titles (ASC-1314-75)**  
*Received: New award proposal – Foundation Degree in Engineering (FdEng) including a change to existing programme titles*
- 4.1.1 Dr Humphries-Smith was seeking the Committee's support to introduce a new Foundation Degree award title (FdEng), which would be added to the University's list of awards which could be conferred by the University. Using the Eng abbreviation within a course title was recognised as an indicator that the qualification was accredited by the Engineering Council through an associated Institute. As the current FdSc Engineering programmes were accredited through the Institute of Engineering Designers and progression was onto the MEng Engineering Programme, it would be sensible for the programmes to become FdEng.
- 4.1.2 The Committee **recommended** the new award title for approval by Senate and in principle **approval** for the title changes.
- 4.2 School of Applied Sciences School Quality Audit Action Plan (ASC-1314-76)**  
*Received: School of Applied Sciences – School Quality Audit Action Plan*
- 4.2.1 Dr Velay reported that all actions listed on the Action Plan were complete.
- 4.2.2 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 on this aspect of the Action Plan.

**Action: XV**

- 4.2.3 Recommendation (vii) regarding the School position on referencing requirements for all provision. Members were unsure whether the different referencing requirements issue would reassure and satisfy students this issue had been dealt with. A straight forward referencing system would be preferable to students and this issue should be kept under review by the School.

**Action: XV**

### **4.3 New Programme/Framework Developments Proposals**

#### **4.3.1 DEC Proposal: New Programme – MSc Cyber Security and Human Factors** (ASC-1314-77)

*Received: DEC Proposal: MSc Cyber Security and Human Factors*

- 4.3.1.1 This paper had previously been submitted to the December 2013 ASC meeting, and following discussion, members requested further clarification of a number of areas. It was proposed to recruit students from the current UG computing and psychology framework as well as recruiting from industry and CPD programmes. The fee was confirmed as being £5,950 (£850 per unit).

- 4.3.1.2 It was anticipated there would be approximately 10 to 12 CPD students and 10 full time students. The MSc would be one year of full time study, however, the programme could be completed over two years if preferred. It was anticipated that CPD students would be away from their place of work for approximately three days per unit.

- 4.3.1.3 Members discussed whether CPD students and full time students could be taught together due to the different needs of the two audiences, and suggested that this issue be given further thought. Dr Velay commented that this issue would be discussed at the design phase. It was noted that a September 2014 start date was intended. Members suggested that it may be best to start with the either the CPD or full time programme and then phase in the other programme.

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

#### **4.3.2 HSC Proposal: Change of Title – PG Dip Midwifery and MSc Midwifery** (ASC-1314-78)

*Received: HSC Proposal: Change of Title – PG Dip Midwifery and MSc Midwifery*

- 4.3.2.1 Following on from the December ASC meeting, when the two programmes were confirmed as PG Dip Midwifery (with professional registration) and MSc Midwifery (with professional registration). Prof Rosser advised that registration should now to be removed in order to meet the professional regulatory requirements of the Nursing and Midwifery Council (NMC). It had also been identified at the Design Phase that the proposed award titles were not consistent with NMC requirements.

- 4.3.2.2 **Approved:** The new programme titles were approved for onward progression to the Evaluation event in May 2014.

#### **4.3.3 DEC Proposal: Change of Title from MSc Foundations of Clinical Psychology to MSc Clinical Psychology (Theory and Applied)** (ASC-1314-79)

*Received: DEC Proposal: Change of Title from MSc Foundations of Clinical Psychology to MSc Clinical Psychology (Theory and Applied)*

- 4.3.3.1 The current MSc Foundations of Clinical Psychology had been redesigned in order to make the programme more attractive to international students. It was proposed to change the title to MSc Clinical Psychology (Theory and Applied) and to remove the placement requirement. Due to the removal of the placement, the dissertation element would be enhanced by offering increased support and workshops which would culminate in a longer dissertation of 15,000 words instead of 12,500 words. It was hoped the newly titled programme would attract more international students and more UK based students who did not wish to do a placement.

- 4.3.3.2 Members questioned the number of credits for the longer dissertation as the paper listed 60 credits which was the same as the shorter dissertation.

- 4.3.3.3 Ms Symonds commented that there had been a number of queries within the School, as quoted in the DEC SASC minutes of 22 January 2014. Dr Velay confirmed that further discussion regarding the format of the programme had taken place within the Faculty Executive Team who had supported this development.



- 4.3.3.4 Members suggested that the paper implied there would be a practical placement within the programme. Although students would not be placed within a hospital they would have access to practitioners. Members also queried whether the title was correct for the programme.
- 4.3.3.5 Following discussion, it was agreed that further clarification of the paper was required regarding the programme title, programme structure, deliberative process and also regarding the number of credits for the longer dissertation. Dr Eccles commented that the word 'Applied' would require further explanation as the word has many different meanings within academia.
- 4.3.3.6 The papers for the change of title from MSc Foundations of Clinical Psychology to MSc Clinical Psychology (Theory and Applied) would be revisited considering the suggestions made and would be discussed at the next meeting on 17 March 2014.
- 4.3.4 **BS Proposal: Change of Title from FdA Public Services to FdA Public Services and Public Sector Management (ASC-1314-80)**  
*Received: BS Proposal: Change of Title – From FdA Public Services to FdA in Public Services and Public Sector Management (Bournemouth & Poole College and Weymouth College)*
- 4.3.4.1 As part of the periodic review, Bournemouth & Poole College (BPC) wished to change the name of FdA Public Services to FdA Public Services and Public Sector Management. With the introduction of the new programme title, this would provide a local top up programme for students, as currently, students that wish to study the top up have to travel to Plymouth University. Weymouth College, who also provide the FdA Public Services programme also wished to join BPC in renaming the programme.
- 4.3.4.2 Members agreed that the Weymouth College paper needed overall further clarification as there were a lot of inconsistencies. Clarification was also required to advise whether the programmes at both sites would be full time or part time.
- 4.3.4.3 It was noted that for the Weymouth College programme if the proposed name change did not go ahead, the programme would still be reviewed and could remain as FdA Public Services. It was also noted that the Weymouth programme was due to move to the validated model by September 2014 and this would form part of the review process.
- 4.3.4.4 The papers for the change of title from FdA Public Services to FdA Public Services and Public Sector Management at Weymouth College would be revisited considering the suggestions made and would be discussed at the next meeting on 17 March 2014.
- 4.3.4.5 **Approved:** The change of title was approved for the Bournemouth & Poole College proposal.
- 4.3.5 **BS Proposal: MSc International Risk Management & Finance at GTA (ASC-1314-81)**  
*Received: BS Proposal: MSc International Risk Management and Finance to be delivered at Guernsey Training Academy*
- 4.3.5.1 Guernsey Training Academy (GTA) had requested to deliver the MSc International Risk Management & Finance programme from September 2014.
- 4.3.5.2 **Approved:** The Committee approved the MSc International Risk Management & Finance programme be delivered at GTA.
- 4.4 Partner Development/Contract Updates**
- 4.4.1 **Bath University, UK – Renewal of Collaboration Agreement for Shared Delivery/ Programme (ASC-1314-82)**  
*Received: Bath University, UK – Renewal of Collaboration Agreement for Shared Delivery/ Programme*
- 4.4.1.1 **Approved:** The Committee approved the renewal of the Media School's partnership with Bath University for shared delivery/programme.

## 5 PART THREE – FOR NOTE

### 5.1 Partnership Agreements (ASC-1314-83)

*Received: New Partnership Agreements*

5.1.1 The report was **noted**.

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

(ASC-1314-84)

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

5.2.1 The report was **noted**.

### 5.3 Pending External Examiner Appointments (ASC-1314-85)

*Received: Pending External Examiner Appointments*

5.3.1 The Committee considered the list of pending External Examiner appointments and discussed the actions being taken to address those which remained outstanding.

5.3.2 The Committee requested an update regarding the extension of the External Examiner's term for the Early Years programme. Prof Rosser would look into this issue and advise the Chair.

**Action: ER**

5.3.3 Members agreed that deadlines could be set by BU for External Examiners to respond to emails in order that the process be accelerated.

### 5.4 External Examiner Nominations and Examination Teams for Research Degrees (ASC-1314-86)

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

5.4.1 The report was **noted**.

### 5.5 Institutional Review Report for Pearsons/Edexcel (ASC-1314-87)

*Received: BU Institutional Review Report for Pearson (Edexcel)*

5.5.1 The report was **noted**.

## 6 REPORTING COMMITTEES

### 6.1 International and UK Partnerships Committee Minutes (ASC-1314-88)

*Received: IUPC Meeting Minutes of 13 November 2013 (confirmed), 11 December 2013 (confirmed) and 22 January 2014 (unconfirmed)*

6.1.1 The minutes were **noted**.

### 6.2 Partnership Board Minutes (ASC-1314-89)

*Received: Partnership Board Minutes*

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

Bournemouth & Poole College Minutes – 4 December 2013 (unconfirmed)

Anglo European College of Chiropractic (AECC) Minutes – 17 January 2014 (unconfirmed)

### 6.3 Quality Assurance Standing Group Minutes (ASC-1314-90)

*Received: QASG Minutes of 28 January 2014 (unconfirmed)*

6.3.1 The minutes were **noted**.

**6.4 School Academic Standards Committee (SASC) Minutes (ASC-1213-91)**

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

ApSci Minutes of meeting held on 29 November 2013 (unconfirmed)

BS Minutes of meeting held on 27 November 2013 (unconfirmed)

DEC Minutes of meeting held on 22 January 2014 (unconfirmed)

HSC Minutes of meeting held on 22 January 2014 (unconfirmed)

ST Minutes of meeting held on 20 November 2013 (unconfirmed)

**7 Joint Academic Board Minutes (ASC-1314-92)**

*Received: Joint Academic Board Meeting Minutes of 27 November 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**

Monday 17<sup>th</sup> March 2014 at 1.00pm in the Board Room