**Executive Secretary**

Chris Harper, Learning and Quality Unit

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**ACADEMIC COLLABORATION COMMITTEE**

**Minutes of the Sixty-Second meeting (third of 2012-13 session) of the Academic Collaboration Committee, held Wednesday 27 March 2013 at 2.30pm in Room QA75, Maritime Greenwich**

**12.3.1 PRESENT:**  June Balshaw (HSS)

Richard Blackburn (SCI)

Wendy Cealey Harrison (LQU)

Lorraine Gaskin (OSA)

Alasdair Grant (ENG)

Nick Hand (BUS)

Geoff Hallam (Partnerships Division)

Chris Harper (LQU) *(Secretary)*

Simon Jarvis (DVC – Academic Development) *(Chair)*

Matthew Lane (HSC)

Maggie Leharne (ILS)

Mayur Patel (CMS)

**APOLOGIES:** Gordon Ade-Ojo (Education)

Peter Bryant (EDU)

Will Calver (Access and Partnerships Manager)

Fiona Conlan (International Partnerships Manager)

Corine Delage (ADC)

Mamood Gousy (HSC)

Veronica Habgood (HSC)

Debi Hayes (Partnership Division)

Henry Hill (OSA)

Zoe Pettit (HSS)

Simon Walker (EDU)

Matthew Lane (HSC) was welcomed to his first meeting.

**MINUTES OF LAST MEETING**

**12.3.2** The minutes of the previous meeting held on 31 January 2013 were confirmed as a true and accurate record. The Secretary was requested to amend some minor grammatical errors.

**ACC ACTION CHECK-LIST FROM PREVIOUS MEETINGS**

**12.3.3** The list of actions arising from the October 2012 and January 2013 meetings of ACC was noted. Specific attention was drawn to the following:

1. ***12.1.11 Professional Development Scheme (GOLD)***

EDU had raised Partner College staff awareness of and involvement with the above scheme. Partner College staff can apply for HEA Fellowship via the University and would be supported through the GOLD scheme.

1. ***12.2.3(a) On-line Registration for international partners***

Feedback had been received from Schools and OSA representatives, reporting that the system was not being fully utilised by some partners.

It was noted that some of the technical issues relating to MSA had been resolved and that a meeting between Schools/OSA and Banner team to address registration and other operational issues would occur in May 2013.

**ACTION: It was agreed that recommendations from May 2013 meeting would be communicated to the international partners by the DVC (Academic Development)**

1. ***12.2.3(b) Partner College Student Representation***

Partnership Division had circulated website links of Partner Handbook to Schools and disseminated SUUG training material to Partner College student representatives.

**ACTION: liaison to continue with International Partnerships Manager to align practices with commentary within International Partners Handbook and ultimately appear on the planned portal for international partners.**

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(d) ***12.2.3 (c) QAA TNE China***

It was noted that the QAA had produced a draft report regarding its visit to Yunnan University of Economics & Finance (YUFE) on 27 November 2012.

**ACTION: the final report and response of the School of Architecture, Design and Construction to its recommendations to be received at May 2013 meeting of ACC.**

1. ***12.2.12 Collaborative Provision Update***

The progress made by the Partnership Division in developing Service Level Agreements with Partner Colleges was noted. Discussions were continuing with University and College staff with regard to Directly Funded Students. The DVC (Academic Development) commented that Colleges would need to identify and address the investment in learner resources that was required for the different groups of students.

**ACTION: Partnership Division to continue to lead discussion of SLA and the boundaries of responsibilities of the respective parties.**

**PARTNER COLLEGE ANNUAL INSTITUTIONAL REPORTS 2011-2012**

**12.3.4** AIRs were received from:

Academy of Live and Recorded Arts (ALRA)\*

Bexley

Bird

Bromley

Canterbury College\*

European School of Osteopathy

Greenwich Community College

Guildford

Hadlow

K College (previously West Kent)

Lewisham

North West Kent

\* these Colleges are no longer part of the Partner College Network for 2012/2013.

* + 1. Across the AIRs a number of general themes were identified by LQU:

1. **College/University Relationships**

Positive feedback was received from Partner Colleges in relation to the help and staff development opportunities provided by the University. Particularly commended were

* the support provided by link tutors
* the role of the EDU Critical friend in terms of assisting programme design and documentation
* the themed meetings convened by Partnership Division which have strengthened relationships between members of the Partner College Network and encourages the sharing of research and ideas.
* collaboration with the University Centre for Work Based Learning in the planning and approval of the Foundation Degree in Applied Professional Studies and Higher Apprenticeship across a number of Partner Colleges
* the supportive role of host Schools (in some instances where increased collaboration/oversight has been required to attend to issues of quality).

(b) **Learning Environment**

All Colleges outlined improvements and enhancements made (or being made in 2012/2013 session) to the learning environment and specific learner resources. The scale of improvements across the Network has also reflected the practical agendas of individual colleges whether through merger (Bromley/Orpington); specialist resources utilised at Bird College/ESO; the use of additional sites e.g. Greenwich Equestrian Centre/Hadlow College, or innovative use of existing resources/specific development of resource applications relating to Higher Education.

(c) **Future** **Recruitment**

A number of Colleges have just published/or will shortly publish a revised HE Strategy/strategic plan. Colleges are confident that their programme portfolio is relevant and capable of attracting applications, despite the volatility surrounding student recruitment. In the case of ESO this has required more emphasis in marketing its programmes within Europe.

1. **Sharing of good practice**

The following examples of good practice were identified within the Colleges:

* cross-moderation processes that takes place in the Schools of Business and Health and Social Care should be adopted (where appropriate) by other Schools. (Bexley)
* the comprehensive systems which support placements and workplace learning on part-time programmes (Bromley)
* delivery of WBL courses using mentors and clients from the community (Lewisham)
* Student Representative Handbook (Hadlow College)
* KLIC – an interactive database of teaching resources for academic staff (K College to disseminate to University on completion of project)
* CRIT – tri-annual programme meetings (K College)

1. **Organisational Links**

The AIRs identified further development/enhancements which have a wider application in relation to quality mechanisms and the student experience. Some of the issues highlighted across Colleges include:

* on-line mark entry for Partner College staff
* limited access to Business Objects to analyse/interrogate University data
* clarity over the student entitlement (directly funded students)
* streamlining of information and contacts

**ACTION:**

(i) **Partnership Division to address the specific points raised in ‘Organisational Links’**

**above by consulting with Schools, OSA, PAS and other University staff. Following consultation it was agreed that the Partnership Division would provide an updated response to each Partner College.**

1. **EDU to assess any wider application of good practice across the Partner College Network within the University. Partnership Development Group (PDG) achieves this to some extent within the PCN, but wider application within the University and transfer** t**o/from Partner Colleges needs further development.**

(c) **Schools to refer to College AIR action plans in order to identify**

**(i) ways in which they could contribute to implementation and,**

**(ii) areas of mutual collaboration.**

**UK QUALITY CODE - CHAPTER 10 MANAGING HE PROVISION WITH OTHERS**

* + 1. The Quality Code sets out the following Expectation about managing the delivery of learning opportunities with others, which degree-awarding bodies, and higher education providers without degree-awarding powers that are organising provision by third parties, are required to meet:

*“Degree-awarding bodies take ultimate responsibility for academic standards and the quality of learning opportunities irrespective of where these are delivered or who provides them. Arrangements for delivering learning opportunities with organisations other than the degree-awarding body are implemented securely and managed effectively.”*

* + 1. ACC received a paper which mapped the Chapter indicators against present University practice/responsibility. The attention of ACC was drawn to a number of areas where further action/reinforcement may be required. Namely:

1. Due diligence processes to be strengthened
2. Regulatory derogations to be identified
3. Maintenance of records including collaborative register
4. Risk – Discharging QA responsibilities in a Hostile/Deteriorated Environment
5. An agreed University Admissions policy/code to be approved by Council

**ACTION: It was recognized that the above were already being discussed prior to implementation. LQU to review progress made and instigate further action.**

**INTERNAL AUDIT: INTERNATIONAL COLLABORATIONS**

**PARTNER APPRAISAL/APPROVAL**

**12.3.8** The audit of International Collaborations was undertaken as part of the approved University internal audit periodic plan for 2012/13. The audit, carried out by RSM Tenon Ltd, was designed to assess the controls in place in relation to the appraisal and approval of international partners. As such the auditors met with a number of University staff and received key documentation such as the Quality Assurance Handbook and committee papers of APC and PSP.

**12.3.9** Three recommendations were identified in the published action plan.

“Consideration should be given to establishing additional central support to

the International Partnerships function. Appropriate measures should be

established to oversee the performance of the function”

“Consideration should be given to the establishment of an optimum level of

partnerships based on the resources available to adequately manage/ oversee

them in order to deliver agreed target”.

**“**Responsibility for undertaking the site visit should be established and confirmed

within the Quality Assurance Handbook. Where the institution has paid for the visit

this should be recorded in the documents”

**ACTION: it was noted that the Audit action plan identified managers responsible for implementation of recommendations and timescales.**

**COLLABORATIVE PROVISION UPDATE**

**12.3.10** ACC received an update from the Partnership Division which reflected upon the current activities recently/being undertaken by PD staff. Some minor corrections were noted in the report which ACC asked to be corrected.

**ACTION: Geoff Hallam**

**12.3.11** ACC received an update from the 21 February 2013 meeting of Partner Scrutiny Panel. It was noted that on 13 March 2013 Academic Council ratified:

1. the continuation of Multimedia College, Mbagathi, Kenya as a partner
2. the approval of ESCEM, Poitiers, France; Stichting Hogeschool, Utrecht; Genetic Computer School (GCS), Singapore; Gia Dinh University of Technologies and Information Sciences (GDU), Vietnam, the Institute of International Finance Education (IIFE), Hanoi, Vietnam and Cihan University, Kurdistan as partners of the university.
3. the reinstatement of the City of London College as an approved partner of the University.

**DATE OF NEXT MEETING:**

Friday 24 May 2013, commencing at 2.30 p.m. in Room QA75 Maritime Greenwich