**Executive Secretary**

Chris Harper, Learning and Quality Unit

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**ACADEMIC COLLABORATION COMMITTEE**

**Minutes of the Fifty-Eighth meeting (third of 2011-12) of the Academic Collaboration Committee, held on Wednesday 7 March 2012 at 2.30pm in Room QA75, Maritime Greenwich Campus.**

**11/12.3.1 PRESENT:**  Richard Blackburn (Science)

Peter Bryant (EDU)

Will Calver (Partnership Division)

Wendy Cealey Harrison (LQU)

Alma Craft (LQU)

Fiona Conlan (International Partnerships Manager)

Corine Delage (ADC)

Gavin Farmer (Education)

Lorraine Gaskin (OSA)

Alasdair Grant (Engineering)

Veronica Habgood (HSS)

Nick Hand (Business)

Katrina Harradine (Student representative)

Chris Harper (LQU) *(Secretary)*

Richard Jump (Business)

Maggie Leharne (ILS)

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

Mayur Patel (CMS)

Emma Price (LQU)

**APOLOGIES:** Stuart Allen (ADC); Allessandro Benati (HSS) Samer El-Daher (Science); Mamood Gousy (HSC) Henry Hill (OSA); Zoe Pettit (HSS)

**WELCOME TO NEW MEMBERS**

**11/12.2.2** The Chair welcomed Katrina Harradine, a student representative, to the meeting.

**MINUTES OF LAST MEETING**

**11/12.3.3** The minutes of the previous meeting held on 12 January 2012 were confirmed as a true and accurate record.

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

**11/12.3.4** The list of actions arising from the October 2011 and January 2012 meetings of ACC was received. Specific attention was drawn to the following:

1. a University Assessment Policy was being written by the Head of LQU with input from EDU and Schools
2. Partner Colleges and international partners had received feedback from the University, following its consideration of their Annual Institutional Reports (AIRs)
3. An updated Collaborative Audit Action Plan would form part of the Mid Cycle Follow Up to the 2009 Institutional Audit. This would be submitted to the QAA on

16 April 2012.

1. the on-line registration process had been successfully piloted at several international partners and a schedule for further ‘roll-out’ during 2011/2012 had been identified.
2. OSA had conducted an audit of time scales involved in the production of degree certificates at some overseas centres. Further discussion was taking place with CMS. A new certificate generating system was being implemented in April 2012.

**Secretary’s note: an updated check-list incorporating actions arising from March 2012 meeting would be discussed at the next meeting of ACC.**

**MATTERS ARISING**

**11/12.3.5 *(***a) *Minute 11/12.1.4(d) Staff development activities at Partner Colleges*

A register of staff development activities available to partner college staff for 2011/2012 session, compiled by the Partnership Division, was received.

**ACTION: Partnership Division to publish an annual listing of activities on the University portal.**

(b) *Minute 11/12.2.17**ILS Stakeholder Responsibilities with Collaborative Partners*

The previous meeting of ACC had asked ILS to circulate stakeholder responsibilities to Schools, LQU, Partnership Division and International Partnerships Manager in order to secure further feedback.With the exception of the School of CMS, who required further time to discuss the revised draft, the other stakeholders were in agreement with proposals presented in the document. CMS was requested to feedback their comments directly to ILS. Nevertheless, the committee agreed that the responsibilities outlined in the document circulated by ILS would contribute to the consistency of learner resource provision and provide a benchmark by which the University can monitor the learning environment at its collaborative partners.

**ACTION: Stakeholder responsibilities to be incorporated within the International and Partner College Handbook. Revisions to the Quality Assurance Handbook would also be required. In addition to this, Link Tutors would need to be briefed to incorporate its use within their monitoring of partner resources.**

**International Partnerships Manager/Partnership Division/LQU/Link Tutors**

**CHAIR’S COMMUNICATIONS (oral update from Chair)**

**11/12.3.6** *Collaborative Strategy*

It was noted that the University Strategic Plan had not referred to collaborative activities in depth. The Chair reported that there was a need to convene a small ‘task and finish’ group to discuss Collaborative Strategy and consideration of the Collaborative Provision Audit 2011 recommendation to:

‘*Ensure that, as the University continues to develop its collaborative strategy, its processes and structures are appropriate to the scale and complexity of its collaborative provision’.*

**11/12.3.7** The Chair suggested that the group should also be mindful of recent developments such as growing numbers and improvements made in securing collaborative finances via invoicing from the centre. Fiona Conlan, Corine Delage, Will Calver and LQU representatives indicated their willingness to serve as members of the Collaborative Strategy Group.

**ACTION: DVC (Academic Development) to confirm membership of Collaborative Strategy Group.**

**EXTERNAL CREDIT RATING**

**11/12.3.8** The QAA Collaborative Audit 2011 had recommended that the University put in place a consistent and robust approach to the credit rating of external courses. Initial revisions had been made to the Quality Assurance Handbook. ACC received a paper which proposed further revisions to the QAH Appendix C4 *Guidelines on Credit Rating,* ACC agreed that:

* Each proposal for ECR must be authorised by Academic Planning Committee on the basis of preliminary information PLUS a Business Plan
* The maximum volume of credit allowed per course would be capped at 60 credits for Levels 4, 5 and 6, and 30 credits for Level 7
* External examiners appointed to ECR provision should normally be able to operate across all courses within a discipline, but where appropriate, specialist examiners may also be appointed to provide course-by-course scrutiny
* Although ECR partners’ marketing materials may continue to state that a course has been credit-rated by the University, they should NOT be allowed to use the University logo
* Health and Social Care, Education, and Partnership Division should continue to operate their own ECR activity, provided they work strictly to the agreed institutional model.
* Each must ensure that a School or Division-based Academic Coordinator/Adviser is nominated with time allowance for this role, and present an overview of ECR annual monitoring to ACC.

**ACTION:**

**LQU** to:

* revise the QAH and the ECR Guidelines to reflect the above, and disseminate across the University
* prepare a pro-forma for seeking APC authorisation (similar to the proforma currently in use for Articulation proposals). To be considered by the May 2012 meeting of APC.

**Alma Craft** to propose a business model for External Credit Rating activities to the May 2012 meeting of APC. The business model should:

* estimate the true costs of the University’s ECR activity (taking account of all development, approval operational and monitoring costs, including staff time and external examiners), and
* reflect the pricing structures elsewhere (eg at the Open University).

**PARTNER PROGRESSION STATISTICS**

**11/12.3.9** ACC received an analysis of partner progression statistics from the Office of Planning and Statistics. The analysis illustrated the number of registrations and the level of unsuccessful students at each partner for the period 2008/2009 to 2010/2011. Unsuccessful students were categorized by fails/withdrawals and unknowns (i.e. no decision/progression indicator).

**11/12.3.10** In monitoring standards, a key indicator was student progression and achievement. ACC considered such analysis on an annual basis in order to identify partners which had not meet University KPI. The figures contained in the PAS paper reflected the position as of 31October 2011. A separate paper provided by LQU had interrogated the same data and identified several international partners with a significant number of students with an unknown progression indicator. ACC questioned why ‘unknowns’ were still in the system at such a late date, given the work undertaken by student records throughout September and October.

**ACTION: ACC Secretary to liaise with PAS/OSA/Schools to determine:**

1. **the accuracy of statistics provided**
2. **the incidence of unknowns (and timeline of their record being completed)**
3. **the occurrence of PABs/School actions in dealing with cohorts of students equating to unknowns**
4. **the provision of a more definitive dataset**

**11/12.3.11**Following analysis of 2009/2010 statistics (ACC May 2011) poor progression at **East London College** had been noted (also referred to in the CMS SMRD). Both the College and School had agreed to review entry criteria and the recruitment pattern of future intakes. The School of CMS has been requested to provide cohort analysis for students recruited in 2010/2011.

**11/12/.3.12** Analysis was provided for a cohort of 25 students on the BSc Computing (Stage 3 entry) programme. Of the 25 students completing the programme since the changes referred to above, 23 had successfully completed with two Fail Repeats. Whilst this improvement was welcomed by ACC, it was suggested that this analysis did not cover the total student population at East London College (PAS figures indicated 92 student registrations for 2010/2011 session).

**ACTION: Mayur Patel (CMS) to investigate the student progression and attainment of all students registered for 2010/2011 and report to the next meeting of ACC. It was recognized that the total figures represented more than one cohort intake.**

**11/12.3.13 Hadlow College** had been identified (2009-2010) as needing to improve student progression and attainment. In May 2011, ACC noted that the College had introduced several initiatives to support students and had requested commentary regarding the success of such measures. These measures included:

* Additional Learning Support (ALS) with a Study Package aimed to support specific HE needs.  Students can access the package or go to a Drop-in Centre.  Study Clubs have also been introduced by the College
* In preparing for HE an Access to HE Land Based Studies Diploma was delivered in 2010/2011 with 63% of the cohort accepting an HE place for September 2011.
* the College ran a Summer School Transition into HE, over 2 days, at the beginning of September 2011.  There were 4 sessions each day including Harvard Referencing and Citation, IT Skills for HE, English for Academic Purposes and ‘Progression for All’ the e resources tool.  The average attendance was 28 students per session and 100% of those who attended confirmed that they had found it useful and were enthusiastic about their experience.  All of the materials were uploaded onto Moodle for all HE students to access.
* regular meetings have taken place with Programme Leaders with a  focus on monitoring student retention.

**11/12.3.14** The impact of these measures still needed to be fully analysed throughout 2011/2012. ACC noted that the number of unsuccessful students had dropped from 21% in 2009/2010 to 13% in 2010/2011. Hadlow College reported that the current in-year retention rate was in excess of 90% on Foundation Degree programmes.

**ACTION: School of Science to report on Hadlow College student progression and attainment at the October 2012 meeting of ACC**

**TRANSNATIONAL EDUCATION CHINA**

**11/12.3.15** ACC noted the contents of the QAA letter dated 13 February 2012, confirming that the University has been selected for an overseas quality assurance review. This would include a visit to Yunnan University of Finance and Economics on 27 November 2012 as part of the QAA’s programme of visits in China. The School of Architecture, Design and Construction was the only University School involved.

**PARTNER COLLEGE STUDENT REPRESENTATION**

**11/12.3.16** One of the recommendations arising from the Collaborative Audit 2011 was

*‘that the University seek to achieve greater consistency in the expectations placed upon its partners in relation to student involvement in quality assurance processes and give greater prominence to feedback from students in the partner's and University's reporting processes’*

ACC received a paper from the Partnership Division regarding the alignment of partner college student representation, with the University of Greenwich model.

**11/12.3.17** Leading on from the recommendation above the University and Partner College Network needed to:

* Explore how partner college students concerns are understood and acted upon and consider developing institutional models to evidence the processes.
* Explore and agree a system to allow for student concerns that have been acted upon to be aligned to the University’s reporting processes
* Ensure that students are aware of the student representation system in their college and how this links to the University’s reporting systems

**ACTION: Partnership Division to liaise with Partner Colleges and further develop the University response addressing the Audit recommendation**.

**COLLABORATIVE PROVISION UPDATE**

**11/12.3.18** ACC received feedback from:

1. *Partnership Division*

The allocations of direct NECNs to Partner Colleges arising from the HEFCE Core Margin process have begun to be shared by some partners who submitted bids, and bi lateral meetings are being arranged throughout March 2012 between Principals/PAS/Partnership Division to discuss the 2012 allocation. Successful partner college bids for direct numbers, has enabled the University to reclaim some student numbers back.

1. *LLS Network*

Each network college was seeking a renewal of its franchise of the DTLLS/ Additional Diploma programme. The School of Education in liaison with LQU had arranged a number of college cluster review meetings to satisfy the requirements of the partner renewal process.Gavin Farmer pointed out that the School Department managing this provision was now entitled Lifelong Learning Teacher Education.

1. *Partner Scrutiny Panel*

The discontinuation of 4 partners was reported: AEA Mauritius; Belfast College; Stargate Institute for English & Computer Studies, Saudi Arabia and TEI Kavala, Greece

**DATE OF NEXT MEETING:** Friday 18 May 2012 at 2.30pm, Room QA75 Maritime Greenwich