

LEARNING AND QUALITY COMMITTEE

Minutes of the seventh meeting of the Learning and Quality Committee in the 2012-13 academic session, held on Wednesday 8th May in Queen Anne 075, Greenwich Campus

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| Present: | S. Jarvis (Chair) | Deputy Vice-Chancellor (Academic Development) |
|  | S. Naylor (Officer) | QA Manager Learning and Quality Unit |
|  | R. Blackburn | DLQ, School of Science |
|  | W. Cealey Harrison | Head of Learning and Quality Unit |
|  | C. Delage | DLQ, School of Architecture, Design and Construction |
|  | J. Cullinane | DLQ, School of Business |
|  | A. Grant | DLQ, School of Engineering |
|  | V. Habgood | DLQ, School of Health & Social Care |
|  | D. Hayes | Head of the partnership Division |
|  | C. Ierotheou | DLQ, School of Computing & Mathematical Sciences |
|  | E. Kehoe | Deputy Director of Office of Student Affairs |
|  | S. Leggatt | DLQ, School of Education |
|  | A. Murphy | Head of Learning Services, ILS |
|  | Z. Pettit | DLQ, School of Humanities & Social Sciences |
|  | D. Sheppard | SQAO, School of Business |
|  | S. Walker | Head of Educational Development Unit |
| In attendance | M. Lane | School of Health & Social Care |
| Apologies | None |  |
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| LQC/12/7.1 | **Items from Chair** |  |
|  | The Chair expressed thanks to ILS member, Anne Murphy, for her contribution to the committee and LQC took the opportunity to wish her well in her retirement.  The Chair also thanked all members for their contributions since 1998, noting that this would be the last LQC, the committee being merged with Academic Collaboration Committee in 2013 to form the Academic Quality and Standards Committee (AQS). Revised membership of the new committee will be agreed through discussions with the Faculty PVCs in due course. |  |
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| LQC/12/7.2 | **Minutes of the Previous Meeting** |  |
|  | The minutes of the meeting of 20th March were agreed subject to the Head of LQU submitting some minor amendments. |  |
| LQC/12/7.3 | **Matters arising from the Minutes** |  |
| 12/6.1 Refers | The Portal Teaching and Learning Strategy document has been updated with current version |  |
| 12/5.4 refers | LQU noted that the HEAR working Group is to reconvene. The Office of Student Affairs has produced a clear definition and description of the University HEAR together with a complete time scale for final implementation in November 2013. |  |
| 12/6.4 refers | The Schools of Humanities & Social Sciences and Education took advantage of the Business School offer for further engagement with the latter’s Employability Passport. |  |
| 12/6.5 refers | Final draft of Student Representation on Panels was presented to and accepted by academic council at its May meeting subject to adjustment to the timescale for the appointment of alumni. The central Academic Quality Unit, once fully established, will, from 2013 operationalise the policy. |  |
| 12/6.6 refers | The draft report to Edexcel was reviewed by the Deputy VC (Academic Development) and a final version submitted to Edexcel prior to the deadline. |  |
|  | The Chair added one additional item relating the University Working Group on Extenuating Circumstances Policy, a draft version of which has now been considered by Council. Council requested disaggregation of policy from process in the paper.  LQC endorsed the strengthening of links between personal tutoring and the policy though one School expressed concern over the implementation of “interim resit” as part of the policy. In principle this aspect of the proposal was endorsed but the Committee advised it needs to be kept under review in the light of widening flexibility of the general policy. School representatives also discussed the possible removal of mark capping in relation to submission deadlines due to the adverse affect this has on potential retention.  The Committee was supportive of increased flexibility that this policy proposes. |  |
| **Action** | **Extenuating Circumstances final draft paper to take into account the points raised prior to resubmission to Academic Council in June 2013.** |  |
| LQC/12/7.4 | **QAA: UK Quality Code**  Section B4: Enabling student development and achievement  Section B9: Student Appeals and Complaints  LQC received and noted two sections of the UK Quality Code. The committee was in general agreement that the University met the indicators contained within both sections. In respect of B4 it was agreed that evaluating effectiveness remained key to the success of implementing the code. LQC requested monitor ring the effectiveness this be placed on AQS agendas for 2013-14 as it will provide a useful review of how much the University has done over the past few sessions to meet this Sections of the code: including \Personal tutoring policies, development of Greenwich Graduate Attributes, University Transition Policy, Personal Development Planning, the Employability Passport and the Diploma Supplement.  In respect of B9 LQC recommended that the Office of Student Affairs annual review of the appeals process be presented to AQS prior to final submission to Council, and that this paper should provide greater focus on evaluation of process and outcomes leading to policy development and enhancement. |  |
| LQC/12/7.5 | **Approval and Review**  Statistical datasets for inclusion into QAH and PAS work flow |  |
|  | LQC acknowledged that work on datasets for Approval and review activities remains ongoing . A wealth of data exists through Business Objects and LQC noted that, rather than regurgitate this verbatim in review documentation, the QAH will be redesigned to provide clearer guidance on HOW to best use statistical data available as a means of discussion of the programmes success and enhancement. LQC noted that the University will aim to include KIS comparative data in future reviews and will begin to investigate use of DHLE data. |  |
| LQC/12/7.6 | **Professional, Statutory and Regulatory Bodies**   1. CIPD Quality Assurance Panel Visit Report for MA Personnel and Development (Business)   The Business School reported that this panel meeting had gone well with some minor actions requested, to which the programme leader has responded. The School noted that regulatory exemption from compensation at course level could not be implemented. However, as other institutions are permitted to apply internal compensation, the School will be pursuing this with the CIPD and aiming to change CIPD policy in relation to the University’s Masters award.   1. Architects Registration Board renewal of prescription for BA Architecture and related programmes (Architecture, Design and Construction)   LQC noted and congratulated the School that the above qualifications should continue to be prescribed until 30 September 2017. The ARB letter noted that the Board considered there was sufficient evidence in the material submitted in support of the application, […] to enable it to be confident that all students s who had been awarded the qualifications since the prescription of the qualifications was last renewed had met all the Criteria; that the University has adequate systems in place to ensure that students awarded the qualifications met all the Criteria; and that the University is in a position to maintain its ability to ensure that all students awarded the qualifications meet all the Criteria |  |
| LQC/12/7.7 | **Items from the DLQ Group**  Feedback on Annual Course Monitoring (CAMR) meeting  The DLQ group had met and had agreed to try and broaden usage of the system developed by the School of Engineering for annual course monitoring through discussion with Information and Library Services. ILS have supported the idea but require a formal proposal. The group noted that any systems development needs to take into account the following key points:   * The need to feed appropriate data direct into a monitoring template * Ensuring availability of reports for external examiners when they visit the University at the end of session * The role of course monitoring in relationship to the Subject Assessment Panel deliberations * Incorporation of student feedback into the monitoring process and production of the CAMR (in particular linkage to Moodle where this is being used for feedback purposes) * Monitoring scheduling: - all courses annually or selected? |  |
| LQC/12/7.8 | **Items for Information** |  |
|  | No further items were presented |  |
| AOB | The Chair noted that , in respect of the Personal Tutoring Policy a small working group will be meeting to consider the Balanced Academic Workload and points available for personal tutoring. The group will look at tariffs, with particular reference to research and scholarly activity differentials across the University. |  |

*Officer: Stephen Naylor   
Tel: 8159  
Email:* [*ns01@gre.ac.uk*](mailto:ns01@gre.ac.uk)