**LEARNING AND QUALITY COMMITTEE**

**Minutes of the second meeting of the Learning and Quality Committee in the 2012-13 academic session, held on Thursday 18th October in Seacole 109/10, Avery Hill Campus**

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| **Present**: | S. Jarvis (Chair) | Deputy Vice-Chancellor (Academic Development) |
|  | S. Naylor (Officer) | QA Manager Learning and Quality Unit |
|  | D. Brander | Vice President (Education), Students’ Union |
|  | 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 Health and Social Care |
|  | D. Hayes | Head of Partnership Division |
|  | C. Ierotheou | DLQ, School of Computing & Mathematical Sciences |
|  | S. Leggatt | Acting DLQ, School of Education |
|  | A. Murphy | Head of Learning Services, ILS |
|  | Z. Pettit | DLQ, School of Humanities & Social Sciences |
|  | S. Walker | Head of Educational Development Unit |
| **Apologies** | D. Sheppard | SQAO, School of Business |

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| **LQC/12/2.1** | **Items from Chair** |  |
| 1.1 | **SMRD**: LQC noted that data for the 2011-12 SMRD has been sent to Deans and represented the position at the end of July 2012. Submission of the Report is due by 30/11/2012. If members wished to reflect on the final position following resits, they were advised to consult SAP reports for consideration of outcomes at Course Level for the previous session. |  |
| 1.2 | **Portfolio Review**: LQC was requested to note that the VCO is gathering data with respect to the extent to which programmes are meeting student number targets and the overall timely progression of cohorts from year to year. This data combined with KIS and academic dashboards will feed into a portfolio review and the need to have a continued rationalisation of the University’s portfolio of programmes and the identification of programmes that can grow. |  |
| **LQC/12/2.2** | **Minutes of the Previous Meeting** |  |
|  | The minutes of the meeting of 19th September were agreed as a correct record subject to corrections to some errors in respect of member’s surnames and position. |  |
| **LQC/12/2.3** | **Matters arising from the Minutes** |  |
| 3.1 | 12/3.3 refers: The VLE Working Group placed phantom sites on its agenda though all recognised that no easy automated solution is available to remove phantom Moodle sites. Schools retain responsibility for checking and ensuring that course materials are attached to the correct sites. |  |
| 3.2 | 12/4 refers: EDU has registered interest with Higher Education Academy for participation in Postgraduate Taught Experience Survey. PAS have agreed to identify cost and will contact DVC (Academic Development) for final confirmation to engage in the survey in 2012/13. |  |
| **Action** | **PAS to confirm participation in PTES as a matter of priority** | **PAS** |
| 3.3 | 12/4 refers: The Chair reminded all members that new examiners need to be in place well before 31st December deadline to provide course and assessment coverage of term 2 and 3 courses. Members were requested to ensure School agendas consider the replacement for outgoing examiners and extensions where appropriate and inform the LQU as a matter of priority. |  |
| 3.4 | 12.7.3 refers: The Chair noted that he has discussed the University website with the University Secretary and the Director of Development and Communications. LQU noted that the Head of Marketing has contacted the LQU and is also reviewing the outcomes of the review of Quality Code Section C from the point of view of the University web. |  |
| **Action** | **AOB Refers: LQU will request from appropriate parties a statement to all Partners reminding them of their obligations in respect of UKBA for the small number of overseas students who register at the Partner and then transfer to the University.** | **LQU** |
| **LQC/12/2.4** | **University Learning, Teaching and Assessment Policy** |  |
|  | The Committee received the final draft of the University’s Learning, Teaching and Assessment Strategy, whose recent revisions have been aimed at incorporating the principles of the Strategic Plan 21012 -2017 and to focus on “engagement”, both student and staff, as an underlying philosophy. The Committee endorsed the Strategy with some comment on the use of “feed-forward” being included as a principle and to consider whether the final version needs to include the general Strategic KPIs.The Committee noted that the next phase will require the production of an implementation plan across the University, engaging all Schools and Departments as appropriate.The draft Strategy will go to the November meeting of Council for ratification. |  |
| **LQC/12/2.5** | **Academic Regulations** |  |
| 5a 5b | At the request of School Directors of Learning and Quality the item 5a, relating to update of the Academic Regulations governing the nature, role, constituency and quoracy of SAPs and PABS was removed from the agenda and requested to be returned to committee once the formal structural revisions of the University have been completed. The LQU agreed to re-circulate the draft with notes from members as well as a clear indication as to what has been retained from the current version. LQU representatives noted that the current version did not represent a change to the overall nature of this part of the Academic Regulations but clarifications of what could reasonably be expected in current practice.A small number of external examiners had commented on the fact that students can pass a course not having attempted or seriously failed key elements of the assessment. LQC members acknowledged that it was general policy to provide a variety of assessments to measure general course outcomes, and that as these can overlap students can pass courses should they achieve high grades in single elements where the weightings permit. The Committee agreed that it did not wish to return to any form of component requirement as had operated in the past. The paper submitted for this item was endorsed in that the key issues to be kept under review are those of:* reducing over-assessment where possible in both the course and programme assessment strategy:
* reducing variation of the weight and time allocated to assessment completion across Schools is desirable so that there is a consistency of University approach (Members were requested to utilise the EDU assessment tool for course assessment review).

LQC wished to re-emphasise that PABs also retain the ability to set holistic reassessment tasks to cover multiple failed assessments where it deems this appropriate. |  |
| **Action** | **LQU to re-circulate SAP and PAB paper to include indications of old and revised text together with School comments** | **LQU** |
| **LQC/12/2.6** | **UK Quality Code: Chapter B3 Learning and Teaching** |  |
|  | The Committee received the general Chapter of the UK Quality Code on Learning and Teaching. Discussion of the general principles included:* Acknowledgment that any revised Estates Strategy should include important drivers in respect of Indicator 6.
* Consideration of whether staff CPD activities ought to be incorporated into the Balanced Academic Workload
* Acknowledgement that current LQU audits being undertaken will cover the extent to which the University now meets aspects of the revised QAA Code (c.f. Indicator 7 and Audit of Student Handbooks)

LQC noted approaches to PDP (c.f. Indicator 9) vary with the nature of disciplinary requirements and expectations and that a consistent approach across all Schools would not be desirable. Approaches include development of specific courses focussing on increasing professionalisation as students progress (Business School), portfolio completion (Humanities and Social Sciences), inclusion in professional practice elements of programmes (Health and Social Care and Education). LQC agreed that linking the activity to the individual curricula remains key to its success and that continued efforts should be made to link PDP to employability aims and Greenwich Graduate attributes. |  |
| **Action** | **Schools to provide a review of PDP activities (aims and outcomes) as part of development of implementation plan for the Learning, Teaching and Assessment Strategy.** |  |
| **LQC/12/2.7** | **Approvals and Reviews: Central scheduling of events** |  |
|  | LQC received a paper from the LQU in which it was proposed that from 2013/14 the LQU would schedule all reviews and approvals and nominate panel Chairs and external School members (members from other Schools in the University). The paper was endorsed.Members also noted that LQU and EDU could work together on proving staff experience through panel membership for those staff newly qualified with the PG Certificate.Schools will also be requested to provide nominated staff members for Panel Chairing outside of those who maybe expected to complete this activity as part of their normal corporate role. |  |
| **Action** | * **Circulate review listing for first comments on events structures**
* **Supply list of nominated School Panel Chairs**
* **Supply first draft Schedule**
 | **LQU****DLQ****LQU (Feb LQC)** |
| **LQC/12/2.8** | **Items for Information** |  |
|  | No items presented |  |
| **AOB** | Higher Education Achievement Report.The Chair reminded the committee that the University has been a pilot institution for the HEAR and noted that a request will be sent to the OSA for a report on status at LQC’s December 2012 meeting. |  |
| **Action** | **Submit report on progress of the HEAR to December meeting of LQC** | **OSA** |
|  | **Date and Time of Next Meeting**The next meeting of the Learning and Quality Committee will take place on Wednesday 2nd December 2012, at 13.00 in Blake 028 Medway Campus.Members are requested to provide papers and agenda items (only supported by written material) no later than Wednesday 28th November for circulation on 29th November. |  |

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Actions Arising from the Second meeting (2012/13) of the Learning and Quality Committee, 18th October 2012.

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| Minute | Action | Responsibility | Status |
| 1/ 3.2 | PAS to confirm participation in PTES as a matter of priority | PAS |  |
| 1/3.4  | AOB Refers: LQU will request from appropriate parties a statement to all Partners reminding them of their obligations in respect of UKBA for the small number of overseas students who register at the Partner and then transfer to the University. | LQU | Completed 29/10/2012. Emailed Peter Fisher and Jane Bland with request for reminder text to be sent to Partner College staff. |
| 2/2.6 | Schools to provide a review of PDP activities (aims and outcomes) as part of development of implementation plan for the Learning, Teaching and Assessment Strategy. |  |  |
| 2/2.5b | LQU to re-circulate SAP and PAB paper to include indications of old and revised text together with School comments | LQU | 29/10/12 DLQs circulated with textual revisions and request to comment by 12/12/12 for inclusion into January LQC |
| 2/2.7 | 1. Circulate review listing for first comments on events structures
2. Supply list of nominated School Panel Chairs
3. Supply first draft Schedule
 | LQUDLQLQU | 1. Completed 19/10/2012 (lengthy email with request for comment by 7/12/12
2. Awaited by 7/12/12
3. To be completed by Feb 2013 LQC
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| 2/AOB | Submit report on progress of the HEAR to December meeting of LQC | OSA | Agenda Item, December 2012 |