Quality Assurance and Enhancement Committee (QAEC)
Minutes from the meeting held on
Wednesday 15 January 2020

Present
David Ashton, Academic Registrar – Chair
Ashley Brooks, ICU Deputy President (Education)
Dr Lorraine Craig, Faculty of Engineering representative
Milia Hasbani, GSU Vice President (on behalf of Mohit Devgan)
Laura Lane, Head of Strategy and Operations, Graduate School
Professor Jonathan Mestel, College Consul (on behalf of Professor Peter Openshaw)
Claire Stapley, CLCC/CHERS representative
Karen Tweddle, Business School representative
Dr Jeffrey Vernon, Faculty of Medicine representative (on behalf of Martin Lupton)
Judith Webster, Director of Academic Quality and Standards
Scott Tucker, Deputy Director (Academic Quality and Standards) - Secretary

Apologies
Mohit Devgan, GSU President
Martin Lupton, Faculty of Medicine representative
Rebecca Middleton, Faculty of Natural Sciences representative
Dr Edgar Meyer, Chair of Programmes Committee

1.   **Welcome, apologies and announcements**

1.1   The Chair welcomed the attendees to the meeting, noting apologies for absence.

2.   **Minutes of the Previous Meeting**   QAEC.2019.27

2.1   The Committee confirmed the minutes of 20 November 2019 as an accurate record.

3.   **Matters arising from the Minutes**

3.1   **External Examiners (QAEC 6.4 and 6.6 refers)**

3.1.1   The Summary of Undergraduate External Examiner Reports 2018-19 highlighted the
        following key areas for development and improvement: Programme information;
        Assessment setting; Marking, moderation and feedback; Year abroad; and Board of
        Examiners. The Committee asked how these areas will be addressed going forwards. It was
        highlighted that policies and procedures are being developed and revised by the Quality
        Assurance and Enhancement Team, which will provide clarification on a number of points
        within the summary report. In addition, the College's Regulations for Taught Programmes
        of Study will be updated over the academic year. The College's Governance Review was

also highlighted as an exercise that will lead to more transparent reporting mechanisms and in turn, address some of the issues raised by external examiners.

3.1.2 It was noted that some late external examiner appointments are being made and that timely appointments are essential to ensure an external receives a thorough induction. It was acknowledged that in some specialist areas external examiners can be more problematic to find, given the College's stringent criteria for appointment. It was clarified that, although the remuneration for external examiners was modest, this was comparable with the sector.

3.2 **Study Abroad Placements Task and Finish Group (QAEC 8.1 refers)**

The Group will convene on 18 February 2020. It was noted that the membership has now been confirmed as follows:

Faculty of Engineering
- Dr Christian Onof, Dept of Civil and Environmental Engineering
- Dr Andreas Kogelbauer, Department of Chemical Engineering
- Dr Lorraine Craig

Faculty of Natural Sciences
- Dr Robert Nurnberg, Department of Mathematics
- Prof Gavin Davies, Department of Physics
- Dr Dave Hartley, Department of Life Sciences
- Becky Middleton

Business School
- Veronica Russell

Centre for Languages, Culture and Communication
- Dr Felicitas Starr-Egger

Assistant Registrar (Placements), Quality Assurance and Enhancement Team
- Adrian Hawksworth (also Secretary)

Assistant Registrar (Partnerships, Monitoring and Evaluation), Quality Assurance and Enhancement Team
- Emma Rabin (due to start in April 2020)

4. **Review of the Committee Actions**   QAEC.2019.28

4.1 The Committee noted the status of the points of the action log. It was highlighted that a number of actions are still outstanding but that the action list will be reviewed to ensure pending actions have not been superseded.

5. **Programme and Module Modification Procedure** QAEC.2019.29

5.1 The Committee received a draft Programme and Module Modification Procedure and noted that the document was presented for initial feedback, not for approval at this stage. The Committee recommended the following revisions:

- Remove reference to short courses/non-credit bearing modules (QA Team to subsequently review the quality assurance procedures for these courses and modules)
- Remove reference to student positive consent and assumed consent (effective
- student consultation and communication will be key)
- Include reference to academic judgement
- Provide clarification that the *withdrawal* of an elective module is a major modification. However, if an elective *does not run* in a given year, due to low numbers for example, this will not be deemed a modification (it also needs to be clear as to whether any other circumstances exists where non-delivery of an elective is not construed as a modification)
- College to ensure the caveat on webpages is consistent regarding electives

5.2 The Committee agreed that further consultation with Faculties will be carried out, through the following indicative process:

1. Update Programme and Module Modification Procedure following QAEC feedback
2. QA Team to meet Faculty Education Mangers towards the end of February to discuss proposed changes
3. Education Mangers to gather Faculty feedback (e.g. via email to FEC members)
4. QA Team to update document, if required, following Faculty feedback
5. QA Team to submit document to Programmes Committee for consideration (31 March 2020 meeting)
6. If approved, QA Team submit document to QAEC for consideration (22 April 2020 meeting)
7. If approved, revised process implemented from October 2020

6. **Postgraduate Taught Experience Survey (PTES)** QAEC.2019.30

6.1 The Committee noted that AdvanceHE has announced the following PTES window for 2020 and confirmed that 104 institutions have registered to participate:

- Earliest opening date is Monday 3 February 2020
- Latest opening date is Monday 25 May 2020
- Latest closing date is Monday 15 June 2020
- The survey must be open for a minimum of 3 weeks

The Committee approved the following College PTES window, which was consistent with previous years:

- Open: Thursday 14 May 2020
- Close: Friday 12 June 2020
- The survey will be open for 30 days

The rationale for the above timings is:
- A concentrated survey window to allow for focused advertising and communications
- Most survey responses happen towards the survey deadline
- To avoid running in tandem with PG SOLE which is scheduled to run from Tuesday 10 March to Tuesday 21 April
- Survey window also avoids being open over the Easter vacation period where there is reduced staff available for survey support or to send communications encouraging response.

7.   Programmes Committee Report   QAEC.2019.31

7.1   The Committee received a report on the Programmes Committee meeting held on 3 December 2019. The Committee approved the following:

New Programmes:

MSc Machine Learning and Data Science (Online)
The above programme from the Department of Mathematics, Faculty of Natural Sciences, will be available as a part-time fully online programme over two academic years with effect from October 2020.

MSc Engineering for Biomedicine
The above programme from the Department of Engineering, Faculty of Engineering, will be available as a full-time programme over one academic year with effect from October 2020.

Major Modifications:

Faculty of Engineering:

MEng Mechanical Engineering
To retrospectively add two additional elective modules to the above programme with effect from October 2019.

MS MSc Innovation Design Engineering
To retrospectively make changes to modules within the above programme including changes to module weightings and assessment weightings with effect from October 2019.

MSc Chemical Engineering
To retrospectively replace the examination element of the Advanced Process Design module with coursework, with effect from October 2019.

MRes Molecular Science and Engineering
To retrospectively make changes to modules within the above programme including changes to contact hours and assessment weightings with effect from October 2019.

Faculty of Natural Sciences:

UG Physics
MSci Physics
MSci Physics with Theoretical Physics
To retrospectively make changes to the progression rules of the above programmes with effect from October 2019

Suspensions and Withdrawals:

With effect from October 2021:
BSc Mathematics, Optimisation and Statistics

With effect from October 2020:
BSc Biochemistry with Management and a Year in Industry/Research (4yr)
BSc Biochemistry with Management and a Year in Industry/Research (5yr)
BSc Biotechnology with Management with a Year in Industry/Research (5yr)
BSc Biological Sciences with Management and a Year in Industry/Research (4yr)
BSc Biological Sciences with Management and a Year in Industry/Research (5yr)

8.   Student Exchange Partnerships 2019-20   QAEC.2019.32

8.1   The Committee received an annual report on the number of exchange links in operation at the College. It was noted that an exchange partner (a university or college of higher education) may be involved in one or more exchange links.

The Committee noted that as of 27 September 2019 there are 164 exchange links, involving 86 exchange partners.

Exchange Partners by region:
- EU   57
- EEA & Switzerland   4
- North America   8
- South America   2
- Australasia   4
- East Asia   9
- South East Asia   2

9. **Degrees Outcomes Statement** <div align="right">QAEC.2019.33</div>

9.1 The following guidance documents were noted in advance of the College producing its Degree Outcomes Statement:

- Guidance for Degree Awarding Bodies on Producing Degree Outcomes Statements
- Checklist for Considering and Validating Degree Outcomes Statements
- Outcome Classification Descriptions for FHEQ Level 6

10. **External Examiners** <div align="right">QAEC.2019.34</div>

10.1 The Committee noted the 'External Examiner Bulletin - Undergraduate Provision 2018-2019 - Themes and Action Points', which will be emailed to all undergraduate external examiners on behalf of the Vice Provost (Education).

11. **Learning & Teaching Committee Report**

11.1 The Committee received a verbal report on the Learning and Teaching Committee meeting held on 12 December 2019.

12. **Senate Report**

12.1 The Committee received a verbal report on the Senate meeting held on 18 December 2019.

13. **Chair's Action**

The Committee ratified the following Chair's action taken on behalf of the Committee since the last meeting:

13.1 **Policy on the handling of Disclosure and Barring Service (DBS) Certificate information** <div align="right">QAEC.2019.34</div>
Chair's Action was taken to approve a procedure for handling DBS, as the College is required to have this in place as part of a review of its license (taken on 19.12.2019).

14. **Any other Business**

14.1 **Academic Regulations for Taught Programmes**
The Quality Assurance Team is undertaking work to provide further guidance on the 'old' and 'new' academic regulations for taught programmes. Briefing sessions will be delivered across Registry teams and well as College Faculties.

15.   **Dates for Meeting 2019/20**

15.1   The dates for meetings for the remainder of the academic year were noted as:
- 26 February 2020 (also reporting to Senate on 11 March)
- 22 April 2020 (reporting to Senate on 6 May)
- 3 June 2020 (reporting to Senate on 24 June)

16.   **Reserved Area of Business**

16.1   There was no reserved business.