Minutes of the sixty fourth meeting of Learning and Quality Committee held on Wednesday 14th March 2012 in QA063, Greenwich Maritime Campus

Present

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| S. Jarvis, Deputy Vice Chancellor (Academic Development)  Chair | | S. Naylor – Quality Assurance Manager (LQU)  Executive Officer |
| C. Delage (AC) | School Directors of Learning and Quality | W Cealey Harrison – Head of Learning and Quality Unit |
| J. Cullinane (BU) | S. Walker – Head of Educational Development Unit |
| C. Ierotheou (CM) | S. Leggatt - Head of Department , School of Education |
| G. Farmer (ET) | M. McGibbon – Head of Department, School of Science |
| A. Grant (EN) | M. Castens – Director of Information and Library Services |
| V. Habgood (HS) | D. Hayes – Head of Partnership Division |
| Z. Pettit (HU) | K. Haque – VP Education, Students’ Union |
| R. Blackburn (MS) |  |
| In attendance |  |  |
| L. Weller (Quality Manager ILS Projects) | | K. Smith (EDU) |

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| 11.64.1 | **Apologies**  D. Sheppard (SQAO, Business School), E. Kehoe (OSA) |  |
| 11.64.2 | **Minutes of the Meeting of 21st February 2012** |  |
|  | The minutes of the meeting of 21st February were agreed as an accurate record. |  |
| 11.64.3 | **Actions Arising from the Meetings of 2011-12** |  |
|  | The Committee received an actions’ listing related to meetings of the current session which identified actions ongoing or completed from all previous meetings. This will now be standard practice to bring all ongoing actions back to committee until it is satisfied that each one is fully complete.  Further actions that arose from consideration of this paper are: |  |
| 10.58.4(d) refers | School of Humanities to monitor and report on NN submissions for the Postgraduate English support programme. | DLQ Humanities |
| 10.59.4(d) refers | To follow up Schools who have yet to respond in respect of training requests for pedagogic development of Moodle. | EDU |
| 10.59.6 (a) refers | Devise and confirm protocols for the update of programme specifications once they have been made live on the University’s web site | Marketing and LQU |
| 10.59.7 refers | Contact all Deans and Heads of Department with details of how the University LQU will provide tailored induction concurrent with School induction for newly appointed examiners. | LQU |
| 11.64.4 | **QAA Mid Cycle Follow Up** |  |
|  | A final proposed draft of the University’s response to QAA request for mid cycle follow up of the last institutional audit and the collaborative audit was presented to Committee. The cover sheet was endorsed without further amendment. The Committee recommended further minor revisions as follows:   * Include more on the extent to which the University engages with and monitors the outcomes of PSRB activities (Advisable 1, Institutional Audit) * Add further comment regarding the commendation for the University’s risk based approach to monitoring the impact of cumulative programme changes. |  |
| 11.64.5 | **University Admissions Policy** |  |
|  | The Committee received a statement from Admissions as part of the ongoing codification of practice of University admissions policy, aimed at providing a general description relating to the admission of partner college students with non-standard qualifications on an equitable basis. LQC felt that two further actions ought to be discussed for implementation: locating general entry criteria into the programme specification in its next iteration and the definition of protocols to ensure that the appropriateness of decisions made for non-standard entrants to UK Partner Colleges are consistently applied and subject to audit by the School. It was accepted that further refinement of the policy’s basic premises remains to be undertaken. LQC further requested that the final draft of the Admissions Policy should separate policy elements from operational elements. |  |
| Action | LQU, Partnership Division and Admissions to discuss protocols for enabling School review of decisions made for students without formal qualifications entering programmes within the Partner College Network  Final draft of Admissions Policy to be presented at May LQC. | WCH  DH  PF  PF |
| 11.64.6 | **External Examining: Revised Regulations** |  |
|  | The Committee received and discussed a fully revised section of the Academic Regulations relating to the nomination and appointment of external examiners, drafted in response to recent QAA revisions to the UK Quality Code and aimed at amalgamating several current documents into a single whole. The Committee endorsed the revisions for continued inclusion in the Academic Regulations subject to a number of further revisions to specific clauses. Revisions will focus on clarifications regarding protocols for   * extensions to a period of tenure * changes of duties of an examiner * appointment of examiners to externally credit rated provision * the status of examining in respect of Year 0, L3 and L8 taught elements * sample size of student work to be reviewed externally * dates for submission of examiner reports to the institution * inclusion of a general indication where an appointment cannot be made due to conflict of interest to support the more detailed clauses already in place * termination of appointment and the role of the Dean and LQU in this procedure |  |
| Action | Final draft of Section 6 of the Academic Regulations to be submitted to LQC members prior to the May LQC and subsequent final draft to be presented to Academic Council in June 2012. | LQU |
|  | Further to the above, LQC raised the issue of examiner access to Moodle in order to be able to complete review of student work. The committee agreed that such access may be desirable or even fundamental to the management of student work in an electronic submission environment. However, to prevent difficulties of interpretation and data management any introduction would need to be carefully controlled in order to ensure that examiners can maximize use of Moodle for their role. How examiners might access the system without having to apply for an ARMS account remains problematic, and the Head of LQU and ILS agreed to consider with HR how examiner access might be best achieved in future and in a way that is consonant with their position as non-University members of staff. |  |
| Action | Discuss mechanisms whereby examiners may be furnished access to Moodle for the purposes of reviewing work that are required to carry out the duties of an external examiner. | ILS  LQU  HR |
| 11.64.7 | **Reports on the experiences of new arrivals to the University** |  |
|  | The Committee received and noted two reports relating to the experiences of students arriving at the University: a general report and a more focused second report on postgraduate students. The overall view of students arriving at the University is generally positive, that expectations are met and that activities help them understand the aims of their study and of Week 1. Within this view there are areas which the reports highlighted that could be improved and these include the necessity to streamline registration times, the stabilization of all timetables, ensuring greater consistency of pre-arrival information from different Offices/Departments engaged in contacting students and a recognition that the University would benefit from more activities specifically aimed at particular groups of students within the general cohort (postgraduate, mature and international). LQU noted that some of these suggestions are already being addressed through, for example, the implementation of a communications grid completed by the EDU. The Committee expressed its view that the main conclusions of the report should be taken forward through the New Arrivals Group. |  |
| 11.64.8  ACTION | **QAA Guidance Paper: Enterprise and Entrepreneurial Education**  EDU to present the report to the New Arrivals Group and to report back on enhancements agreed to be implemented for new arrivals in 2012/13 | EDU |
|  | The Committee received a Guidance Paper on *Enterprise and Entrepreneurial Education* from the QAA, a paper which is open to consultation (deadline 24th April 2012). The Committee welcomed the guidance which can be utilized to support the aims of *Greenwich Graduate Attributes*. The Business School offered to provide the Committee Officer with the School’s view of this aspect of University provision (as it teaches it directly) prior to the deadline. The paper will be circulated and members requested to consider whether it could provide a University response to the consultation. |  |
| Action | Business School to supply commentary upon its development of enterprise and entrepreneurial teaching and assessment by 17th April 2012. | DLQ |
| 11.64.9 | **2012/2013 Academic Review Schedule** |  |
|  | The Committee received a draft schedule for all reviews for the coming session. It was noted that a large section of those in the School of CMS have now been brought forward to May 2012 under special dispensation to address curriculum and resource issues within the School prior to the commencement of 2012/13. The Committee broadened discussion to the support that EDU has been providing for curriculum development and Greenwich Graduate Attributes agreeing that developments should always be predicated upon the individual discipline in question, noting that there remains scope for continued support to all academic staff on fundamental activities such as writing outcomes and ensuring courses are pitched at the correct level. |  |
| 11.64.10 | **School Learning and Quality Minutes** |  |
|  | LQC received minutes form the January/February meetings of the Schools of Architecture, Construction and Design (AC), Business (BU), Computing & Mathematical Science (CM) and Humanities (HU). One general issue raised by the Chair is that Schools must ensure that the Annual Monitoring cycle at programme level is consistently adopted within University timescales. The ongoing review of committee structures may consider undertaking a more regulated view of the nature and timescales of the annual monitoring cycle across all committees to ensure that the outcomes of annual monitoring are fed into the cycle at the most appropriate times of the academic session. |  |

Next Meeting Wednesday 9th May 2012, commences 13.00 in QA063, Greenwich Maritime Campus