



EXTRA – ORDINARY ACADEMIC COMMITTEE

Tuesday 2 February 2016

MINUTES

PRESENT:

Provost and President (Chair)

Ms Wendy Appleby; Mr David Ashton; Dr Paul Ayris; Dr Simon Banks; Professor David Bogle; Dr Brenda Cross; Ms Anna Douglas; Dr Caroline Essex; Dr Julie Evans; Dr Dilly Fung; Dr Christine Hoffmann; Dr Arne Hofmann; Dr Helen Matthews; Ms Suguna Nair; Professor Norbert Pachler; Professor David Price; Mr Tom Robinson; Mr Mike Rowson; Ms Wahida Samie; Professor Anthony Smith; Ms Olga Thomas; Ms Susan Ware; Professor Jonathan Wolff.

In attendance: Ms Clare Goudy; Mr Derfel Owen (Secretary); Ms Chandan Shah; Mr Simon To

Apologies for absence: Dame Nicola Brewer; Professor Nick Brook; Professor Andrew Brown; Mr Simon Cane; Dr Celia Caulcott; Professor Mark Emberton; Professor Dame Hazel Genn; Professor David Lomas; Professor Alan Penn; Professor Don Pennington; Professor Michael Pitt; Professor Geraint Rees; Dr Ruth Siddall; Dr Hazel Smith; Professor Alan Thompson; Professor Titchener-Hooker.

Key to abbreviations:

AC	Academic Committee
HER	Higher Education Review
IoE	Institute of Education
IQR	Internal Quality Review
NSS	National Student Survey
PGT	Postgraduate Taught
QAA	Quality Assurance Agency
SED	Self-Evaluation Document
SoP	School of Pharmacy
UCLU	University College London Union
VP	Vice-Provost

Matters for discussion

1 QAA HER SELF-EVALUATION DOCUMENT

[PAPER 2-01, 2015-16]

- 1.1 **Received** – an oral introduction to the paper from Professor Anthony Smith, Vice-Provost (Education and Student Affairs)

- 1.2 The VP reported that the SED would be submitted on 19 February to the QAA reviewers in preparation of the HER visit to UCL commencing 9 May 2016. The report sets out UCL's approach to managing academic standards, student experience, public information and education enhancement and is mapped onto the criteria defined by QAA.
- 1.3 The VP thanked members of staff across UCL for their contributions to ensure that the document was a true reflection of UCL's activity and invited further comment from AC on whether any critical features, activities or practices had been overlooked. Obvious strengths are indicated in the SED, however, members were requested to comment on the intensity and type of weaknesses identified.
- 1.4 The VP reported that there was increased complexity in this review as two previously independent institutions, SoP and IoE had now merged with UCL.
- 1.5 It was noted by members that activities to enhance the quality of student experience did not feature strongly enough throughout the document, such as the IQR process. This may be a consequence of QAA's rigid separation of judgement areas and elaborate focus on aspects of the UK Quality Code and subsequent impact on drafting the SED.
- 1.6 In response to a member's comment, the VP noted that recent changes to the regulations have resulted in improved systems to enhance the student experience, and that evidence of this would be included in the SED and during the review visit.
- 1.7 It was noted that the research link to education was clear, although it would be worth emphasising that the standard UCL rules and regulations apply to all students including PGR students and specific rules for Doctoral students are extracted and highlighted in relevant places.
- 1.8 In response to members' comments, the Director of Academic Services highlighted that in some areas, work is being developed to tackle the issues, such as working innovatively with UCLU in exploring initiatives to increase and enhance student engagement.
- 1.9 **Resolved** – *Members of Academic Committee approved in principle the SED with minor amendments.*

2 QAA HER: STUDENT SUBMISSION

[PAPER 2-02, 2015-16]

- 2.1 **Received** – an oral introduction to the paper from Ms Wahida Samie, Education and Campaigns Officer, UCLU.
- 2.2 Members suggestions and comments included:
 - UCLU should review the surveys and examples provided as evidence for statements highlighted in the report and consider examples that explore common issues and challenges instead of concentrating on only Faculty specific ones;
 - UCLU should review and expand the section on information to international students, particularly on student inductions;
 - An overall good working relationship exists between UCL and UCLU and the improvement agenda included in the student submission will be a good basis to work collaboratively to improve the overall student experience.

2.3 The Director of Academic Services also mentioned that the student submission would be a major drive in the review process for reviewers to inquire and formulate their line of investigation.

2.4 The Provost thanked the Education and Campaigns Officer and UCLU for drafting the student submission and sharing it in advance of submission to QAA.

3 EDUCATION STRATEGY

[PAPER 2-03, 2015-16]

3.1 *Postponed to the next meeting*

4 DATE OF NEXT MEETING

4.1 The next Academic Committee meeting would be held on **Thursday 17 March 2016 at 10.00am, ICH Wolfson Room B (Ground Floor)**

DERFEL OWEN

Director of Academic Services and Secretary to Academic Committee

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4 February 2016