LONDON'S GLOBAL UNIVERSITY

EDUCATION COMMITTEE

2 December 2014

MINUTES

Present:
Professor Anthony Smith (*Chair*)

Ms Wendy Appleby	Dr Arne Hofmann
Mr David Ashton	Mr Lukmaan Kolia
Ms Mariana Cecotti	Professor Tim McHugh
Dr Brenda Cross	Professor John Mitchell
Dr Caroline Essex	Mr Derfel Owen
Dr Julie Evans	Dr Hazel Smith
Mr Marco Federighi	Ms Olga Thomas
Dr Dilly Fung	Professor Derek Tocher
Dr Joyce Harper	Ms Susan Ware
Dr Christine Hoffmann	

In attendance: Ms Clare Goudy; Ms Sandra Hinton (Secretary); Dr Helen Matthews; Professor Norbert Pachler; Ms Paula Speller; Mr Simon To.

Apologies for absence were received from: Ms Leah Francis; Ms Judith Hillmore; Ms Valerie Hogg; Dr Fiona Strawbridge.

Key to abbreviations:	
AC	Academic Committee
AS	Academic Services
BME	Black and Minority Ethnic
CALT	Centre for the Advancement of Learning and Teaching
ECWG	Extenuating Circumstances Working Group
EdCom	Education Committee
FTC	Faculty Teaching Committee
GPA	Grade Point Average
HoD	Head of Department
IoE	Institute of Education
PGT	Postgraduate taught
PMASG	Programme and Module Approval Steering Group
QAA	Quality Assurance Agency
QMEC	Quality Management and Enhancement Committee
SSCC	Staff Student Consultative Committee
StAR	Student Academic Representative
UCLBE	UCL Board of Examiners
UCLU	UCL Union

16   MINUTES OF THE MEETING OF 7 OCTOBER 2014

   Approved:

16.1   The unconfirmed Minutes of the meeting of EdCom held on 7 October 2014 *1-15, 07.10.14]*, circulated previously.

17   MATTERS ARISING FROM THE MINUTES *[see also Minutes 20 & 24 below]*

17A   Marking Policy *[EdCom Min.7, 14-15]*

   Noted:

17A.1   A final, amended version of the marking policy was circulated to EdCom members prior to approval by Chair's Action. This final version has been embedded as the new appendix 16 to the UCL Regulations for Boards of Examiners, replacing the current policy on moderation. Discussions concerning its wider circulation will continue offline.

17B   Institute of Education Higher Education Qualifications and Programmes *[EdCom Min.11, 14-15]*

   Noted:

17B.1   An amended list of Institute of Education Higher Education Qualifications and Programmes was approved by AC on 16 October 2014. The fine detail of this list would be finalised by 5 December and Edcom would receive a copy at its next meeting.

17B.1   The Chair welcomed to the meeting Professor Norbert Pachler of the IoE, noting that UCL and the IoE had now formally merged, affording UCL a great opportunity to learn from the collective expertise of IoE colleagues. It was also noted that as a result of the merger, UCL now had a greater number of postgraduates than undergraduates. This would bring both opportunities and challenges in the years ahead to which UCL would need to respond. Here again, there would be much that UCL could learn from the IoE.

17C   BME Attainment *[EdCom Min.14, 14-15]*

   Reported:

17C.1   The Faculty Tutor, Faculty of Brain Sciences, Dr Julie Evans, reported that BME achievement should be monitored for all years of undergraduate study in each Faculty which might be done either using analysis of variance to look at the average percentage of different ethnic groups or by multiway contingency tables looking at the percentage of students in each degree class by ethnicity. There were constraints in some areas and faculties due to the small or zero numbers of students in some ethnic groups.

17C.2   The data should be collated after the June examination boards, analysed over the summer and a report sent to faculties in early September to be discussed at the first EdCom of the new academic year. It had been suggested that the data collation might be undertaken by the Student Data Officer, Office of the Vice-Provost (Education and Student Affairs) with some financial support. The statistical analysis and reporting for

each Faculty, might then be undertaken by Dr Julie Evans and Professor Alastair McClelland, as with the initial report submitted to EdCom in June 2014.

17C.3 All interested parties would be meeting on 16 January 2015 to discuss how this might be progressed and would update EdCom at its March 2015 meeting. **[Action: Dr Julie Evans, Professor Alastair McClelland, Ms Clare Goudy and Mr Derfel Owen]**

17D **Interruptions** *[EdCom Min.3H, 14-15]*

Noted:

17D.1 The Director of Student Administration met with the UCLU Education and Campaigns Officer, on Friday 21st November to discuss Interruptions. The UCLU is not yet ready to refer this matter back to EdCom and wished to do so at a later date. The UCLU wished to ascertain what experiences students have had, particularly in light of the new ways of supporting students set out by the new Support for Study Policy approved by EdCom last session. This was a complex area over which EdCom would keep a watching brief. **[Action: Mr David Ashton]**

18 **ATTENDANCE MONITORING PROJECT**

Received:

18.1 At EDCOM 2/16 (14-15) a report on the progress of the project, introduced by the Joint Faculty Tutor, Faculty of Arts and Humanities/Social and Historical Sciences, Dr Arne Hofmann.

Reported:

18.2 EdCom was asked to note the current developments in the UCL Attendance Monitoring Project and endorse these prior to the project moving to finalise the invitation to tender documentation. Thanks were recorded to the Director of Student Administration for his editorial assistance with the report. The following points were noted:

- Engagement Monitoring had now formally been moved within the scope of the project;
- Robust communications would be key as the project outcomes would impact on the whole UCL community. In this regard, the backing of the Provost or the Vice-Provost (Education and Student Affairs) would be helpful to ensure buy-in.
- EdCom was invited to endorse the progress made and, when the user group had chosen its system, EdCom would be invited to view it.

Discussion:

18.3 The user group was advised when tendering, to ensure that the demands made of any software were as clear and simple as possible, as excessive complexity and 'scope creep' had compromised the effectiveness of software systems in the past.

RESOLVED:

18.4   That EdCom continue to receive updates on the progress of the project. **[Action: Dr Arne Hofmann]**

19   QAA CODE OF PRACTICE SCHEDULE

Noted:

19.1   In accordance with QMEC's approved method[1] for the review of UCL's provision against Part B of the new QAA UK Quality Code for Higher Education ('Quality Code' hereafter) drafts of UCL's provision in respect of Chapters relevant to EdCom have been prepared. EdCom was invited to discuss the following draft Chapters.

Received:

19.2   At <u>EDCOM 2/17 (14-15)</u> B3: Learning and Teaching
        At <u>EDCOM 2/18 (14-15)</u> B4: Enabling Student Development and Achievement
        At <u>EDCOM 2/19 (14-15)</u> B6: Assessment of Students & Recognition of Prior Learning
        At <u>EDCOM 2/20 (14-15)</u> B7: External Examining

Discussion:

19.3   The completed Code of Practice Schedule was envisaged as a dynamic suite of documents which would require regular updating as UCL moved ahead with its planned enhancement work, particularly in respect of the Connected Curriculum initiative. EdCom would be updated further once the Connected Curriculum Steering Group had met. One or two non-substantive errors were noted which would be passed to the relevant Chapters' Co-ordinating Officers offline. **[Action: Ms Clare Goudy and Dr Dilly Fung to note]**

19.4   EdCom was assured that where UCL was recorded as not being compliant with a particular Indicator (for example those in Chapter B7 on External Examining) steps would be taken to ensure institutional compliance. EdCom would receive proposals in respect of Indicators 8, 14 and 18 at its March 2015 meeting. **[Action: Mr Derfel Owen]**

19.5   It was noted that the Chapters had been completed prior to the merger with the IoE and that they would be circulated to relevant IoE colleagues for additional input. **[Action: Ms Clare Goudy Dr Dilly Fung and Ms Irenie Morley]**

20   LATE SUMMER RESITS *[EdCom Min.4.4, 14-15]*

Noted:

20.1   On 7 October, EdCom had resolved that the Extenuating Circumstances Working Group, with additional representation, should meet to scope the issues involved in

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[1] a Co-ordinating Officer was assigned to each Chapter of the revised Part B. Each Co-ordinating Officer was then written to formally and asked to consider which other relevant colleagues, stakeholders etc. should be consulted, so that their input might be organised and compiled by the designated Co-ordinating Officer in order to formulate a full response: namely: a series of detailed explanations of how UCL practice 'meets' (or does not meet) the requirements of the Code.

offering late summer resits and that EdCom should receive an update at its 2 December meeting. The ECWG met on 27 November 2014.

Received:

20.2   The ECWG Chair, Mr David Ashton, reported that the Group has discussed the background to the issues and had received information on practice in other HEIs. It had begun to tackle a list of key questions and had made good progress.

20.3   So far, the working group had reached broad agreement that if late summer resits were to be offered:

- they should be offered to all years of undergraduate students, including finalists, and to taught masters students;
- they should not be restricted to formal written examinations but apply to all forms of assessment;
- they should where possible take the same format as the original sitting.

20.4   Discussions were ongoing regarding the capping of marks and the remaining key questions identified by the working group, and further meetings would be needed, the first of which would be scheduled for January 2015.

Discussion:

20.5   The EdCom Chair noted that during a series of meetings with HoDs whose students were primarily undergraduate, a discussion of late summer resits had yielded mixed responses. However, in light of the predominance of PGT students at UCL following the merger with the IoE, for whom late summer resits were of particular significance, it was important to get it right.

RESOLVED:

20.6   That EdCom receive a further update on the work of the ECWG at its March 2015 meeting. **[Action: Ms Sandra Hinton to note]**

21   STUDENT ACADEMIC REPRESENTATIVES' (StARS) ANNUAL REPORT 2013-14

Received:

21.1   At <u>EDCOM 2/21 (14-15)</u> the Report, introduced by the UCL Representation and Campaigns Manager, Mr Simon To.

Reported:

21.2   The StARS Steering Group had developed a three year plan, scheduled to run from 2013-2016, which aimed to develop a robust system of student representation, concentrating in particular on student representation at faculty level.

Discussion:

21.3   The EdCom Chair thanked the UCLU for an interesting and informative piece of work which attempted to tackle the challenges of student representation at postgraduate as well as undergraduate level. Again this was particularly important in light of the post-merger increase in the numbers of PGT students already noted at 20.5 above.

21.4 Faculty Tutors representing single-department faculties requested that the table and chart showing the spread of StARs across the faculties correlated to the spread of SSCCs be adjusted to reflect their single-department status. **[Action: Mr Simon To]**

22 (DRAFT) ANNUAL REPORT OF EDCOM TO AC 2013-14

Approved:

22.1 At <u>EDCOM 2/22 (14-15)</u> the draft Annual Report, which will be submitted to AC on 18 December 2014. **[Action: Ms Sandra Hinton]**

23 PROCEEDINGS OF FACULTY TEACHING COMMITTEES 2013-14

Approved:

23.1 At <u>EDCOM 2/23 (14-15)</u> the Report, which included a summary of noteworthy items arising from the minutes of FTCs during the 2013-14 session[2].

24 QUALITY ASSURANCE WORK PLAN 2014-15 *[EdCom Min.5.4, 14-15]*

Reported:

24.1 The EdCom Chair announced that the QAA Higher Education Review of UCL had been confirmed for summer 2016.

24.2 The Director of Academic Services, Mr Derfel Owen, reported that Academic Services' staff would be augmented by an Assessment and Regulations Manager and a Quality Assurance and Governance Support Officer who would be supporting the work of the Department. In addition, colleagues from the IoE with expertise in quality assurance and in student data analysis would be joining the AS team. Key priorities would be:

- to develop a new assessment framework and a comprehensive narrative of the student assessment journey;
- to develop appropriate policies and processes around academic partnerships, which currently constituted an area of risk for UCL. AS would be consulting with the IoE who had considerable experience in this area;
- to develop student data software and systems and, using the additional expertise imported from the IoE, to develop tools for the UCL community itself to use for analysis and reporting.
- to develop a package of more targeted, joined-up policies and procedures for all UCL's quality review processes (Peer Observation, Annual Monitoring, Augmented Annual Monitoring, Internal Quality Review, External Examining etc.). These would be sufficiently flexible to be responsive to institutional strategies (such as BME attainment reporting) and would adopt a more risk-based approach than hitherto. To this end, AS would be seeking to identify a number of key contacts in faculties and department with whom to discuss

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[2] Prior to submission, the report was circulated to Faculty Tutors for comment or notification of factual error. No substantive comments were received.

frontline engagement with UCL quality management policies and processes. AS would be asking for colleagues' views, building relationships and consulting on different and more effective approaches.

RESOLVED:

24.3 EdCom would be kept updated with progress as necessary. **[Action: Mr Derfel Owen]**

25   APPROVAL OF NEW PROGRAMMES OF STUDY

Approved:

25.1 The PMASG Chair, acting on behalf of EdCom and on the recommendation of PMASG, had approved the following programmes of study since the meeting of EdCom on 7 October 2014:

- *BA Comparative Literature*
- *BA Latin and English*
- *BA Greek and English*
- *MA Russian and Post-Soviet Politics*
- *Post Graduate Diploma in Cognitive Behavioural Therapy*
- *MA/MSc African Studies*
- *BSc Social Sciences*
- *BSc Social Sciences with Quantitative Methods*
- *MSc Arts and Sciences*
- *MSc in Rehabilitation Engineering and Assistive Technologies*
- *MSc Physical Therapy in Musculoskeletal Healthcare and Rehabilitation*

26   MINUTES ETC. FROM STEERING GROUPS OF EDCOM

26A   Programme and Module Approval Steering Group

26A.1 **Annual Report of PMASG to EdCom 2013-14**

Approved:

26A.2 At <u>EDCOM 2/24 (14-15)</u> the Annual Report.

26B   UCL Board of Examiners

26B.1 **Annual Report of UCLBE to EdCom 2013-14.**

Approved:

26B.2 At <u>EDCOM 2/25 (14-15)</u> the Annual Report.

26C   Grade Point Average Working Group

Received:

26C.1   An oral update from the Director of Student Administration, Mr David Ashton.

Reported:

26C.2   The AC GPA Working Group had met on 21 November 2014) and had set out the likely recommendations of the national GPA Advisory Group which had met on September 2014 as follows:

- A common GPA system was to be recommended to institutions, likely to be based on the model tested in the pilots;
- Dual running of the GPA and the current Honours Degree Classification system;
- The GPA system would have no omissions (all years would count) and no exit velocity in the final year;
- Institutions would retain regulatory discretion and have control over their own assessment policies and practices;
- A large promotional push would be required to ensure that students, employers, schools/colleges and other key stakeholders were aware of the system and that the benefits of the GPA were widely understood.

26C.3   The UCL AC GPA Working Group had raised the following concerns:

- Indefinite dual running of the two systems was not desirable and could encourage confusion in practices;
- It would make it more difficult to maximise the benefits of the GPA (i.e. opportunity to re-focus and enhance assessment policies and practice, clearer grading boundaries, less time required at Exam Boards on borderline cases, as well as the greater international recognition of the GPA);
- Exit velocity was a key practice which enabled UCL to produce excellent graduates;
- The Group also had concerns about the way these recommendations had been presented at the national group, as a "fait accompli" with no real discussion.

26C.4   The national GPA Advisory Group would finalise the report at its December meeting and it was expected to be published in January 2015. The Chair of the AC GPA Working Group would inform the Advisory Group of UCL's concerns and advocate a decisive approach.

RESOLVED:

26C.5   That the GPA Working Group would continue with a watching brief and report to AC (and EdCom) once the national group's report was published. **[Action: Professor Alastair McClelland]**

27   AMENDMENTS TO CONDUCT OF EXAMINATIONS

Noted:

27.1   EdCom was asked to note that a number of amendments to the conduct of examinations, were approved by Chair's Action on 15 October 2014. These can be found in the Examination Guide for Staff, Regulations and Guidelines at http://www.ucl.ac.uk/srs/exams-and-student-assessment/staff-docs/programme_guide.pdf

28   ANY OTHER BUSINESS

28A   Reserved Business

Noted:

28A.1   The Chair initiated a discussion of the practice of having reserved business on University agendas, inviting EdCom to consider whether business should ever be closed to students or whether they should instead be involved in all business on the basis of partnership and trust, on the assumption that they would behave professionally with the information submitted.

28A.2   While it was acknowledged that this was a matter for separate discussion and agreement, in respect of the paper at EDCOM 2/26 (14-15) – the report on Suspension of Regulations for UG and PGT Taught Students (a standing item) - it was suggested that in future, student names be redacted, as these were of no material interest to EdCom, and that the paper concentrate on the reason for the request to suspend, the decision made and the identification of institutional level themes and issues for discussion. **[Action: Mr David Ashton]**

29   DATE OF NEXT MEETINGS

Noted:

29.1   Future meetings of EdCom as follows:

- Tuesday 3 March 2015   2-4pm   UCL Conference Suite 05
- Monday 27 April 2015   10-12am   Darwin B05
- Tuesday 16 June 2015   9-11am   Chadwick G08

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17 December 2014.

A G E N D A

30   SUSPENSIONS OF REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS

Received:

30.1   At <u>EDCOM 2/26 (14-15)</u> – the report on Suspension of Regulations for UG and PGT Taught Students.

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17 December 2014.