LONDON'S GLOBAL UNIVERSITY

EDUCATION COMMITTEE

4 May 2012

M I N U T E S

Present:

Prof Mike Ewing (*Chair*)

Mr David Ashton
Ms Karen Barnard
Ms Kate Cheney (*vice* Ms June Hedges)
Mr Jason Clarke
Dr Brenda Cross
Professor Vince Emery
Dr Caroline Essex
Dr Arne Hofmann
Dr Christine Hoffmann
Ms Valerie Hogg
Ms Helen Matthews
Prof Alexi Marmot
Dr Alastair McClelland (*vice* Dr Hilary Richards)
Dr John Mitchell
Ms Kathleen Nicholls
Dr Liz Shephard
Dr Ruth Siddall
Prof Richard Simons
Dr Fiona Strawbridge
Ms Olga Thomas
Ms Susan Ware
Mr Paul Walker (*vice* Dr Sue Bryant)

In attendance: Ms Clare Goudy; Ms Sandra Hinton (Secretary); Ms Irenie Morley.

Apologies for absence were received from: Dr Sue Bryant; Mr Neil Chowdhury; Mr Luke Durigan; Mr Marco Federighi; Ms June Hedges; Dr Hilary Richards.

Key to abbreviations:

AC	Academic Committee
A&H	Arts and Humanities (Faculty)
DLTS	Departmental Learning and Teaching Strategy
EdCom	Education Committee
FTC	Faculty Teaching Committee
HEAR	Higher Education Achievement Record
ILTS	Institutional Learning and Teaching Strategy
ISD	Information Systems Division
KIS	Key Information Set
MAPS	Mathematical and Physical Sciences (Faculty)
OHP	Overhead Projector
PDMSMG	Programme Diet and Module Selection Management Group
PGT	Postgraduate Taught (student)
PMASG	Programme and Module Approval Steering Group
RAS	Registry and Academic Services
RRG	Regulation Review Group
SHS	Social and Historical Sciences (Faculty)
SoP	School of Pharmacy
UCLBE	UCL Board of Examiners
UG	Undergraduate
URL	Uniform Resource Locator

54 TERMS OF REFERENCE, CONSTITUTION AND 2011-12 MEMBERSHIP

Noted

54.1 On 22 March 2012, AC resolved that the terms of reference of EdCom should be amended to encompass taught (undergraduate and postgraduate) student admissions. EdCom noted the following addition to its terms of reference:

- *To formulate general UCL policy on the recruitment and admission of taught students (undergraduate and postgraduate) in accordance with UCL's strategy for student recruitment and other relevant policy statements and to promote and monitor the implementation of that policy.*

54.2 Officers would review EdCom's constitution in light of this additional responsibility and make a report to EdCom at its next meeting.

54.3 **Dr Christine Hoffmann, Director of the Language Centre** had joined EdCom as a co-opted member with immediate effect and was welcomed by the Chair.

55 MINUTES

Approved

55.1 The Minutes of the meeting of EdCom held on 14 March 2012 *[EdCom Mins. 37-53, 14.03.11]*, issued previously, were confirmed by the Committee and signed by the Chair.

56 MATTERS ARISING FROM THE MINUTES

[See also Mins. 57-60 below]

56A Recording of external examiner activity undertaken by UCL staff

[EdCom Min. 39A, 11-12]

Noted

56A.1 The Vice-Chair had revisited, with Mr Richard Warren of UCL Management Systems Division, the possibility of recording UCL staff external examiner activity via existing functionality and had been informed that this was unlikely to be feasible. This activity would therefore need to be captured on spreadsheets, maintained in and by faculties. The Vice-Chair will update EdCom at its meeting of 29 June on this and on the related issue of the institutional recognition and reward of external examiner activity undertaken by UCL staff.

56B Overhead projectors in lecture theatres

[EdCom Min. 39C, 11-12]

Noted

56B.1 Lack of consultation with faculty staff over refurbishment of teaching space, particularly lecture theatres, has resulted in some overhead projectors being removed with no substitute device provided for staff (i) to display information in a lecture and (ii) to be able to do this while using Powerpoint.

Reported

56B.2 The Director of UCL Estates had now confirmed that all OHPs have been replaced by 'visualisers' as a matter of UCL policy but that where possible in some spaces (ie. where the space contains adequate focal length) both projectors and visualisers are being provided. A Learning and Teaching Information Services Group has also been established which contains a number of academic staff practitioners and which it is hoped will function in future as an effective interface between ISD and the academic community.

56C **Regulatory Information on the UCL Website**
[EdCom Min. 48, 11-12]

Noted

56C.1 Work is underway to improve the quality and accessibility of information about regulations etc. on the UCL website. It was resolved that as there were other related matters to report, a fuller report would be made under Any Other Business. See Min. 64C below.

57 **INSTITUTIONAL LEARNING AND TEACHING STRATEGY – RANGE OF ASSESSMENT TYPES**
[EdCom Min.19, 11-12]

Noted

57.1 The ILTS Implementation Plan (item 52) requires EdCom to 'monitor the range of assessment types in use across disciplines with a view to informing UCL strategies for encouraging greater diversity in this area'. A report on key assessment types was submitted to EdCom's December meeting and the data, grouped by faculty, sent to Faculty Tutors for discussion by FTCs. FTCs were asked to consider whether it would be useful to gather data on e-assessments and whether there should be a change to the overarching module assessment components terminology. It was resolved that the outcomes of this would be discussed at EdCom's meeting of 4 May 2012. The data was also made available to view on the EdCom Sharepoint.

Reported

57.2 Faculty Tutors had been invited to speak to arrangements in their particular Faculty and the following was reported:

- Two separate issues have been noted in the Faculties of Arts and Humanities and Social and Historical Sciences: (i) the inconsistency of

amounts and types of assessment across modules and programmes and (ii) uncertainty regarding the terminology for recording assessment. The joint FTC would be considering these issues with a view to imposing more consistent assessment regulations across both faculties. EdCom's backing in this respect would be welcomed.

- The requested assessment diets of new module proposals also required appropriate justification on academic grounds but proposals were frequently justified by citing departmental custom and practice. This would be challenged.
- Problems with recording assessment were exacerbated by the fact that Portico did not hold details of assessment. For example, 'coursework' might mean 'a presentation', 'a log' or 'an essay' and a 'test' was similarly insufficiently defined.
- The Faculty of the Built Environment reported that it had not yet discussed the data at its FTC but it was already the Faculty's custom to scrutinise at its FTC all new module proposals to ensure consistency in assessment and to review rigorously its existing word lengths for essays etc. on an ongoing basis.
- The Faculty of Laws reported that it already had in place a clear agenda for encouraging diversity in assessment and an exercise the previous year in standardising coursework and essay lengths was now bearing fruit.
- The Faculty of MAPS reported that it would be helpful if Portico were to record laboratory work as a discrete assessment type, rather than it being, as currently, subsumed in 'coursework'. It would also be useful if Portico were additionally able to record the aims of an assessment type.

Discussion

57.3 EdCom was reminded that the triggers for this monitoring of the range of assessment types in use across disciplines were threefold: namely (i) information required for the HEAR (ii) information required for the KIS and (iii) the requirements of the ILTS Implementation Plan

RESOLVED

57.4 That EdCom would monitor progress in respect of the above at its autumn 2012 meeting. **[Action: Mr David Ashton to note]**

58 **SCHOOL OF PHARMACY – EDUCATIONAL IMPLICATIONS FOR UCL**
[EdCom Min. 43, 11-12]

Noted

58.1 On 14 March, EdCom had received reports from the Academic Director of Studies of the UCL School of Pharmacy, Dr Mike Munday, the Faculty Tutor, Faculty of Life Sciences, Dr Hilary Richards and the Director of Student Services, Mr David Ashton. Overall, matters were progressing. However, it was resolved that EdCom would continue to receive regular reports on the educational implications of the merger.

Received

58.2 An oral report from the **Director of Student Services, Mr David Ashton.**

Reported

58.3 Work on integrating the various areas in which UCL and SoP policy and practice differed was ongoing and the Director of Student Services listed these. Not all policies and procedures were expected to be fully integrated by the beginning of the coming session 2012-13 and there would be further discussion of those aspects of SoP practice which needed to be brought into line with UCL with immediate effect, such as the 'fit to sit' policy, which did not match the structure of UCL's policy on extenuating circumstances.

58.4 A group had also been established to evaluate and to ensure the smooth transition of the student data on the student records system with a view to moving over to a full record for the start of 2012-13 academic session.

RESOLVED

58.5 That EdCom would continue to receive regular updates on relevant aspects of the merger for the foreseeable future. **[Action: Mr David Ashton to note]**

59 **COMMON TIMETABLE REVIEW**
[EdCom Min. 45, 11-12]

Noted

59.1 Proposed changes in the operation of timetabling at departmental/divisional levels had been approved by AC on 15 December 2011 and circulated to Faculties. On 14 March EdCom had resolved that the Vice-Chair and the Director of Information and Data Services would identify those responsible for timetabling in each Faculty, undertake further analysis of the issues raised and report back to EdCom on 4 May 2012.

Received

59.2 An oral report from the **Vice Chair, Professor Vince Emery.**

Reported

59.3 A small group had now been established to explore more creative solutions to timetabling issues. EdCom would receive a report in due course. **[Action: Professor Vince Emery]**

60 **SCHEDULE OF DUTIES OF DEPARTMENTAL TUTORS**
[EdCom Min. 47, 11-12]

Noted

60.1 The Academic Manual document 'Duties of Departmental Tutors' was now considerably out of date and had been withdrawn from the Academic Manual for review. On 14 March, EdCom had resolved that a draft of the Schedule of Duties of Departmental Tutors be submitted to EdCom for discussion on 4 May 2012.

Received

60.2 At APPENDIX EDCOM 4/31 (11-12) – the draft Schedule of Duties.

60.3 An oral report from the **Dean of Students (Academic), Professor Mike Ewing.**

Reported

60.4 Comments and suggestions on the document, particularly regarding those duties which were not included but which EdCom felt that it should contain, would be particularly welcome. Feedback had so far been received from three faculties who had noted the absence of references to the timetabling and disciplinary functions of the Departmental Tutor. These would be added. Overall, the document had attempted to mirror the themes contained in the most recent job description for Faculty Tutors.

Discussion

60.5 Members made the following comments and suggestions:

- It was particularly difficult to recruit Departmental Tutors owing to a combination of the heavy workload it entailed and, despite the apparent seniority of the role, the relative lack of prestige/status that it actually conferred.
- The theme of employability was missing from the draft. Although it was a responsibility usually delegated by the Departmental Tutor, the draft should nevertheless formally record the responsibility for embedded careers sessions and, discussion of destination results etc.
- Nomenclature was changing rapidly and staff who carried out the functions of a Departmental Tutor were also known variously as 'Directors of Studies', 'Programme Directors' Heads of Teaching' etc. It was considered by some members that the term 'Tutor' should be phased out altogether and an alternative title sought.
- In addition to the duties and responsibilities of Departmental Tutors, a form of person specification was required, which listed the interpersonal skills and attributes needed for the role and which clearly identified the time which it would take up. It was resolved that the Dean of Students (Academic) would draft an Introduction which clarified these issues.
- There should be a training programme for staff intending to take up the role.
- The appointment should be time-limited.
- The Schedule of Duties should make clear the obligation to liaise with the Admissions Tutor in carrying out departmental policy in respect of admissions.
- The responsibilities in respect of student progression should be made more explicit in the draft.
- The possibility of career progression to Faculty Tutor should be made explicit in the draft and this should be communicated clearly to Heads of Department.
- The draft should state clearly the role of the Departmental Tutor in the first stage of a student complaint or grievance.

RESOLVED

60.6 That the existing draft be circulated by Faculty Tutors to Departmental Tutors (etc.) (with the note that some aspects, as listed at 60.5 above, were already under review) and that any further comments and suggestions should be submitted to the Dean of Students (Academic). **[Action: Faculty Tutors]**

60.7 That the Dean of Students (Academic) revise the existing draft to take into consideration the points raised above and any further comments and suggestions made and re-submit this to EdCom on 29 June 2012. **[Action: Professor Mike Ewing]**

61 REGULATIONS ON 'COMPLETENESS'

Received

61.1 At APPENDIX EDCOM 4/32 (11-12) – the UCL regulations on completeness (UG and PGT).

61.2 An oral report from **the EdCom Chair, Professor Mike Ewing**.

Reported

61.3 A number of unintended consequences arising from the wording of the regulations on completeness had come to the attention of the Dean of Students (Academic).

RESOLVED

61.4 That these issues be referred to the RRG for more detailed discussion at its meeting of 22 May 2012. **[Action: Ms Sandra Hinton/Mr David Ashton]**

61.5 That Faculty Tutors check that all potential issues of incompleteness in the 12 course units had been identified and that remedial action was in train where students had been identified as incomplete so that no suspensions of Regulations would be necessary. Students who were incomplete in the 12 course units should not be put forward for graduation. **[Action: Faculty Tutors]**

62 ACTION TAKEN BY THE VICE-CHAIR

62A Approval of New Programmes of Study

Noted

62A.1 The EdCom Vice-Chair, Professor Vince Emery, acting on behalf of EdCom and on the recommendation of PMASG, had approved the following programmes of study:

- UCL Qatar - MA Conservation and Museum Studies has been changed to MSc Conservation
- UCL Qatar - MA Museum and Gallery Practice
- MRes Cognitive Neuroscience
- MA United States Studies
- MA Latin America Studies
- MSc Latin American Politics
- MSc Globalisation and Development in Latin America
- MA Caribbean and Latin American Studies
- MSc Molecular Measurements in Medicine

63 MINUTES FROM STEERING GROUPS ETC.

63A UCL Board of Examiners

Received

63A.1 At APPENDIX EDCOM 4/33 (11-12) – the Minutes of the meeting of UCLBE held on 7 March 2012.

Reported

63A.2 Discussion had resumed regarding the Award of Merit, notwithstanding the extensive coverage the subject had already received, and in this context, it was noted that the results of an analysis undertaken by the joint SHS and A&H FTC would shortly be submitted to EdCom for further consideration.

63B Programme and Module Approval Steering Group

Received

63B.1 At APPENDIX EDCOM 4/34 (11-12) – the Minutes of the meeting of PMASG held on 25 January 2012.

Reported

63B.2 PMASG had received a statement on the role of the Office for International Affairs in respect of quality assurance procedures which had confirmed that the Office for International Affairs would assume the role of Faculty for UCL Qatar and UCL Australia in respect of quality assurance.

63C Programme Diet and Module Selection Management Group

Received

63C.1 At APPENDIX EDCOM 4/35 (11-12) – the Minutes of the meeting of PDMSMG held on 8 March 2012.

Discussion

63C.2 The Chair noted that the PDMSMG had made a number of recommendations regarding the timing of module selection and these were approved by EdCom after considerable discussion. Module Selection would be carried forward as a Matter for Information to the EdCom's meeting on 29 June 2012. **[Action: Ms Sandra Hinton to note]**

64 ANY OTHER BUSINESS

64A Information about regulations etc. on the UCL Website

[EdCom Min. 48, 11-12]

Received

64A.1 An oral report from the **Director of Academic Support, Mr Jason Clarke**. (See also Minute 56C above).

Reported

64A.2 Improving the quality and accessibility of information about regulations etc. on the UCL website involved three separate but connected strands of work.

64A.3 Firstly, the creation of a 'policy zone' on the UCL website, envisaged as a central and comprehensive repository of all key policies, procedures, guidelines etc, covering all areas of operation, which was being taken forward on behalf of AC by the Director of Academic Support and Ms Susan Farrell, Head of UCL Web and Mobile Services.

64A.4 Secondly, the provision of information for staff and students on the RAS website. A project was currently underway to review the RAS website and, more broadly, the ways in which RAS communicated with the wider academic community. Developments in this area would be influenced by the Institutional Web Strategy currently being developed by Head of Web and Mobile Services and her team.

64A.5 Thirdly, there was the more pressing issue of how the Academic Regulations were presented on the website. The Director of Academic Support had recently convened a meeting of relevant RAS colleagues to agree a way forward for a more user-friendly presentation of these. It had been resolved that the Academic Regulations for 2012-13 (on which the Curricular Development and Examiners' team was currently working) would be presented in a different format. This was likely to involve the use of interactive (rather than standard) pdfs with hyperlinks, glossaries of key words etc. to improve the search and navigation functions. The Head of Web and Mobile Services would be working with the Curricular Development and Examiners' team on this over the summer, once the contents of the 2012-13 Academic Regulations had been formally signed off. These improvements to the navigation and search functions of the Regulations would take place

irrespective of any decisions made in respect of the 'policy zone' or the review of the RAS website.

Discussion

64A.6 EdCom requested the institution of a clear, definitive and unchanging URL numbering scheme so that links to documents would remain unbroken when a document's contents were changed.

65 DATES OF MEETINGS 2011-12

Noted

65.1 The final meeting of EdCom in 2012 would be as follows:

- Friday 29 June 2012, 2pm to 4pm - South Wing Council Room.

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