EDUCATION COMMITTEE

6 July 2011

M I N U T E S

Present:

Professor Mike Ewing (*Chair*)

Mr Bob Allan	Mr Marco Federighi
Mr David Ashton	Prof Alexi Marmot
Prof David Bogle	Dr John Mitchell
Mr Michael Chessum	Mr Alex Nesbitt
Mr Jason Clarke	Dr Hilary Richards
Dr Brenda Cross	Dr Ruth Siddall
Dr Rosalind Duhs	Prof Richard Simons
Prof Vince Emery	Dr Fiona Strawbridge
Dr Caroline Essex	Ms Olga Thomas
	Ms Soo Ware

In attendance: Ms Sandra Hinton (Secretary); Ms Clare Goudy; Ms Kathleen Nicholls; Ms Paula Speller; Ms Irenie Morley.

Apologies for absence were received from: Ms Karen Barnard; Mr Luke Durigan; Ms Valerie Hogg; Mr Martin Reid and Ms Rachel Solnick.

Key to abbreviations:	
AC	Academic Committee
CALT	Centre for the Advancement of Learning and Teaching
EdCom	Education Committee
FTC	Faculty Teaching Committee
HEAR	Higher Education Achievement Record
HEFCE	Higher Education Funding Council for England
ILTS	Institutional Learning and Teaching Strategy
JSSC	Joint Staff Student Committee
PDMSMSG	Programme Diet and Module Selection Management Steering Group (of EdCom)
PIQ	Programme Institution Questionnaire
PGR	Postgraduate research (student)
PMASG	Programme and Module Approval Steering Group
PPDExSCo	Programme Planning and Development Executive Sub Committee
QAA	Quality Assurance Agency
QMEC	Quality Management and Enhancement Committee
RAS	Registry and Academic Services
RRG	Regulation Review Group (of EdCom)
UCLU	UCL Union
UCLBE	UCL Board of Examiners
UKBA	UK Border Agency

47   **MEMBERSHIP**

   Noted

   47.1   **Mr Bob Allan** would be stepping down from EdCom at the end of session
          2010-11 as the Faculty Tutor, Arts and Humanities and the acting Faculty
          Tutor, Social and Historical Sciences.

   47.2   **Mr Michael Chessum** would be stepping down from EdCom at the end of
          session 2010-11 as the Education and Campaigns Officer, UCLU and would
          be replaced by **Mr Luke Durigan**.

   47.3   **Mr Alex Nesbitt** would be stepping down from EdCom at the end of session
          2010-11 as the Medical and Postgraduate Students Officer, UCLU and would
          be replaced by **Mr Neil Chowdhury**

   47.4   **Mr Ahmad Malik** would be stepping down from EdCom at the end of session
          2010-11 as the International Students Officer, UCLU and would be replaced
          by **Mr Milo Bem.**

48   **MINUTES**

   Approved

   48.1   The Minutes of the meeting of EdCom held on 26 May 2011 *[EdCom Mins. 32-
          46, 26.05.11]*, issued previously, were confirmed by the Committee and signed
          by the Chair, subject to the confirmation at Minute 40.4 that EdCom had
          resolved to recommend the BASc Arts and Sciences for the approval of AC.

49   **MATTERS ARISING FROM THE MINUTES**
        [See also Mins. 50, 51, 52, 56 & 57 below]

   49A   **Terms of Reference for the UCL Board of Examiners**
          [EdCom Min. 2, 10-11]

          Noted

   49A.1 The Terms of Reference for the UCLBE were approved by EdCom Chair's
          Action on 25 May 2011. These could be found at <u>APPENDIX EDCOM 4/38
          (10-11)</u>.

   49B   **Approval of a New Degree Award - BASc: Bachelor of Arts and Sciences**
          [EdCom Min. 40, 10-11]

          Noted

   49B.1 On 26 May 2011, EdCom recommended for approval by AC the following new
          degree: BASc: Bachelor of Arts and Sciences.

49B.2 A report on (i) the module choices available for years two and three of the BASc and (ii) timetabling issues raised by its implementation was submitted to the meeting of PMASG on 29 June 2011.

49C **Review of the Harmonised Scheme of Award**
[EdCom Min. 23, 10-11]

Noted

49C.1 On 14 March 2011, EdCom had resolved that departments/divisions should be provided with programme level data, via the Faculty Tutors, relating to the Harmonised Scheme of Award so that it could be reviewed together with Faculty variations on the Harmonised Scheme. EdCom had requested submission by each Faculty of a collated report on the outcome of its departmental/divisional review and these would be submitted to EdCom's first meeting of the Autumn Term.

50 **ENGAGEMENT MONITORING**
[EdCom Min. 21, 10-11]

Noted

50.1 On 21 March 2011, EdCom discussed Engagement Monitoring, noting that although the majority of faculties were meeting the required points of engagement, many of the instances of non-engagement reported had concerned PGR students. The issue was referred to the Research Degrees Committee for its consideration. In light of this, EdCom received a further progress report.

Received

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

Reported

50.3 It was too early to make a definitive report as the final Point of Engagement was due to be signed off at the end of July. RAS was monitoring some Points of Engagement and departments were responsible for others. RAS would augment the support offered to departments in their monitoring by introducing a passport and visa check, with an electronic verification of address in term three. The UKBA had made some mid-cycle amendments to, among other things, the English Language requirements. RAS was trying to ensure that there was a progression statement for every student with Tier 4 visa status and was aiming to build a catalogue of those programmes of study where students tended to remain on the same visa status. A fuller report would be made to EdCom in due course

RESOLVED

50.4 That the Director of Student Services make a fuller report to EdCom in due course. **[Action: Mr David Ashton]**

51   **STUDY ABROAD**
      [EdCom Min. 36, 10-11]

      Noted

51.1 On 26 March 2011, EdCom had noted that the lack of advance agreement
      and/or transparency regarding how marks achieved during study abroad
      would be translated upon return to UCL was a serious concern, with methods
      for the translation of marks awarded by overseas institutions into the UCL
      marking scheme subject to much variation. Faculty Tutors were asked to
      compile information regarding their methods for the translation of marks
      awarded by overseas institutions and send these to the Director of Student
      Services for discussion at EdCom.

      Received

51.2 At <u>APPENDIX EDCOM 4/39 (10-11)</u> – a selection of faculty responses.

51.3 At <u>APPENDIX EDCOM 4/40 (10-11)</u> - Study Abroad Laws Overview.

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

      Reported

51.5 The note was intended to signal the beginning of a broader discussion and
      analysis of UCL's processes in respect of study abroad and to bolster and
      improve such processes where possible. It was essential that UCL be
      completely transparent in the translation of marks achieved during study
      abroad and that these needed to be agreed in advance. EdCom was invited to
      consider the faculty responses received and discuss whether there should be
      any overarching statements and principles applied to study abroad.

      Discussion

51.6 The following points were made:

      - Marks achieved during study abroad should always count towards the
        final classification.
      - Students had reported mixed experiences of study abroad but where
        these were perceived by the student to have been difficult or
        unsuccessful, the questionnaires supplied by the International Office at
        the end of a period of study abroad should pick this up and address the
        issues involved.
      - That fees for study abroad, previously agreed by PPDExSCo, should be
        reviewed in light of UCL's prospective new fee regime.
      - That in reviewing fees, it was essential to ascertain the cost to UCL of
        providing study abroad (for example, for those students who attended the
        Hebrew University which charged substantial fees).

      RESOLVED

51.7   That a small working group comprising (*inter alia*) the Director of Student Services, the Chair of EdCom and representatives from the International Office should meet initially to discuss the issues, develop proposals and put these to EdCom in the Autumn Term. **[Action: Mr David Ashton and Professor Mike Ewing]**

52   **COMMON TIMETABLE – PROGRESS REPORT**
        [EdCom Min. 40.7, 10-11]

Noted

52.1   At its meeting of 26 May 2011, EdCom noted that following the completion of the Common Timetable Project Board's remit, there had been no formal progress reports submitted to UCL. EdCom was also concerned as to how the Common Timetable might impact on interdisciplinary teaching, particularly the new BASc. Mr Alec Gray and Ms Kathleen Nicholls were invited to make a report to EdCom on the current situation regarding the implementation and progress of the Common Timetable to include the outcomes of research which the Project Board had commissioned from 'Eventmap'. However, the 'Eventmap' report was not made available until late June. The Chair of EdCom therefore agreed that Edcom should receive an initial oral report, including a summary of Eventmap's findings, and receive a more considered report at its first meeting of the Autumn Term.

Received

52.2   An oral report from the Director of Registry Information and Data Services, **Ms Kathleen Nicholls**.

Reported

52.3   The PORTICO Services Office had now assumed 'ownership' of the Common Timetable process. The Common Timetabling User Group had recently published an Opinio survey designed to elicit the views of students and academic staff on the effectiveness of the online timetable. In nearly every area it was perceived as being improved. The online timetable and link from Moodle had likewise been well received although its usage was capable of improvement; for example, the survey noted that 73% of academics (who responded to the survey) currently did not link from the Moodle course to the online timetable and the majority of these (over 55%) were not aware this was possible.

52.4   When the Eventmap report had been fully digested, its findings would be incorporated into a wider review of the timetabling method in view of increasing numbers of students and an increase in interdisciplinary programmes of study.

Discussion

52.5   The following points were made:

        • It was envisaged that dissemination of updates, including new modules and altered module codes would, in future be issued via the Common Timetable User Group using (*inter alia*) the 'Week at UCL' newsletter.

- Since the departure of Professor Buxton, there had been no academic overview of the development of the timetable and clear academic leadership would be essential if the review of the timetabling method were to take into account those academic imperatives which should be driving the process.
- EdCom resolved that it should give a clear steer to AC that there should be an academic lead for the timetable review process. It was resolved that a Dean should be appointed as Academic Champion and that this should be Professor Vince Emery.
- It was noted that the Programme Diet and Module Selection Management Group (PDMSMG) of EdCom would also continue its work of reviewing and rationalising the curriculum over the forthcoming session. This ongoing simplification of the programme diet would also help to make the timetabling process easier.
- A number of issues regarding the Common Timetable had also emerged from faculty summaries of AM in 2010-11 received by QMEC on 29 June 2011.

RESOLVED

52.6   That Professor Vince Emery should act as Academic Champion in the forthcoming review of the timetabling method. **[Action: Professor Vince Emery]**

52.7   That the QMEC Secretary forward issues regarding the Common Timetable emerging from 2010-11 AM to the Director of Registry Information and Data Services for a response. **[Action: Ms Sandra Hinton]**

53   **UCLU ASSESSMENT FEEDBACK CAMPAIGN - REPORT AND RECOMMENDATIONS**

Noted

53.1   In March 2010 AC had approved UCL-wide service standards for provision of feedback to students on assessed work. However, the UCLU had since raised a number of concerns about how well these had been communicated to students and staff. On 19 May 2011, UCLU Officers submitted to JSSC a report on a feedback survey and promotional activity conducted by the UCLU. The report and its recommendations, including amendments requested by JSSC, was submitted for discussion to EdCom. The report had also been circulated to the Faculty Tutors by the UCLU Officers for discussion prior to the meeting.

Received

53.2   At <u>APPENDIX EDCOM 4/41 (10-11)</u> – the UCLU Assessment Feedback Campaign Report.

53.3   An oral report from the Medical and Postgraduate Students Officer, UCLU, Mr Alex Nesbitt.

Reported

53.4   The survey had obtained 1800 student responses and key findings were that 56% of students had not been told how they would be given feedback and 46% of students did not receive feedback within four weeks of the deadline specified in the service standards. Based on its findings, UCLU had made a number of recommendations. These included the more effective dissemination of the service standards, including their incorporation into the Academic Manual and a request to EdCom that each department be asked provide a map of its assessments and to develop a departmental action plan detailing how feedback to student could be improved.

Discussion

53.5   EdCom welcomed the report and analysis, noting that it highlighted a continuing issue for UCL and contained useful suggestions about how matters could be improved. In addition to the recommendations it was resolved that the advice to departments on developing module evaluation questionnaires should be expanded to include questions designed to assess quality and frequency of feedback to students. The Dean of Students (Welfare) (and JSSC Chair) would develop this further with Officers of the JSSC.

RESOLVED

53.6   That the advice to departments on developing module evaluation questionnaires should be expanded as per Min. 53.5 above. **[Action: Dr Ruth Siddall and Mr Rob Traynor]**

53.7   That the Dean of Students (Welfare) and the Chair discuss with the incoming Sabbatical Officers the viability of re-issuing the survey on an annual basis in order to keep abreast of ongoing student opinion regarding feedback. **[Action: Dr Ruth Siddall and Professor Mike Ewing]**

53.8   That EdCom oversee and monitor the implementation of the remaining recommendations of the UCLU feedback survey. **[Action: Ms Sandra Hinton]**

54   **LAPTOPS IN EXAMINATIONS**

Noted

54.1   EdCom received a progress report on a recent pilot of the use of student-owned laptops to allow students to type, rather than hand-write, their answers in otherwise traditional essay-style exams.

Received

54.2   At <u>APPENDIX EDCOM 4/42 (10-11)</u> – a report on the pilot.

54.3   An oral report from the **Manager, LTSS, Dr Fiona Strawbridge.**

Reported

54.4   The pilot, within the Faculty of Laws had experienced poor levels of participation, with fewer than 5% of the invited cohort taking part. On the

strength of this pilot therefore, it was not possible to make recommendations for extending this approach for wider use at UCL and it was suggested that a further pilot be run in Laws on a single module in the coming session with students being given the opportunity to sit a mock exam and withdraw after this if they wished.

Discussion

54.5   There was some discussion concerning the levels of support for the project within the Faculty of Laws and it was resolved that the Laws Faculty Tutor would seek clarification as to the Faculty's position regarding whether there was sufficient support for and commitment to the project in view of the resource implications and burdens which would be placed on its Graduate Office.

RESOLVED

54.6   That the Laws Faculty Tutor would seek clarification as to the Faculty's position regarding the project. **[Action: Professor Olga Thomas]** [1]

55   REPORT ON TURNITIN PLAGIARISM DETECTION UPTAKE

Noted

55.1   EdCom is invited to receive a progress report on the above.

Received

55.2   At <u>APPENDIX EDCOM 4/43 (10-11)</u> – a report on the pilot.

55.3   An oral report from the **Manager, LTSS, Dr Fiona Strawbridge.**

Reported

55.4   The availability of Turnitin directly from Moodle had made it easier for staff to set up Turnitin assignments, and for students to submit them. It had also raised visibility and awareness of the service. It has removed the need for staff and students to log in to an additional system, and grades and feedback could be viewed in Moodle alongside other assessed work. Turnitin also provided the ability for staff to leave in-text and general comments and feedback for students via the Grademark tool. Staff who had tried this had been very positive about it, and it had the potential to improve the provision of feedback to students. It was hoped that this feature would become more widely used as the use of Turnitin generally increased and staff became more accustomed to the process of marking assignments electronically.

56   HEFCE (ETC) REVIEW OF EXTERNAL EXAMINING ARRANGEMENTS

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[1] Immediately following the meeting, the Laws Faculty Tutor reported to the EdCom Chair that, following discussions which had included the Dean of Laws and the incoming Head of Department, the Faculty would not at this stage support the continuation of, or invest further resources in, the initiative. This had also now been communicated to the Project Board.

[EdCom Min. 38, 10-11]

Noted

56.1   On 26 May 2011, EdCom had convened a small working group to discuss in more detail UCL's implementation of the recommendations set out in the above report. The working group, comprising Mr David Ashton, Mr Michael Chessum, Professor Vince Emery (Chair), Professor Mike Ewing, Ms Sandra Hinton, Ms Irenie Morley (Secretary), Dr Hilary Richards and Ms Susan Ware, met on 13 June 2011.

Received

56.2   At <u>APPENDIX EDCOM 4/44 (10-11)</u> – a report from the working group.

56.3   An oral report from the **Chair of the working group, Professor Vince Emery.**

Reported

56.4   Two amendments to the working group's conclusions were noted as follows:

- **Recommendation 13** – (that the name, position and institution of all External Examiners should be included in programme details provided to students). UCL's response should read 'UCL will not include this at institutional level but these details will be included in all local literature'.
- **Recommendation 14** – UCL's response should read 'UCL will adopt this recommendation'.

Discussion

56.5   The QAA had recently published for consultation the revised text of its guidance on external examining, (currently set out in the Code of Practice, Section 4: External Examining). The current Academic Infrastructure would shortly be developed into a UK Quality Code for Higher Education and this new Quality Code would incorporate the current Section 4 but, instead of the existing 'Precepts' would contain much stronger 'Expectations' based on the assumption of institutional adherence to the recommendations of the HEFCE review. The Expectations would also be used as the basis for evaluating institutional arrangements when the QAA conducted Institutional Reviews.

RESOLVED

56.6   That all changes proposed to UCL's current procedures in light of the recommendations should be implemented in time for the commencement of the 2012-13 academic session. **[Action: Ms Irenie Morley]**

56.7   That Faculty Tutors should disseminate the national criteria for the appointment of external examiners (<u>APPENDIX EDCOM 4/44 (10-11)</u>, section 3) to their Chairs of Boards of Examiners. **[Action: Faculty Tutors]**

57   **INSTITUTIONAL LEARNING AND TEACHING STRATEGY – IMPLEMENTATION PLAN**
[EdCom Min. 13, 10-11]

Noted

57.1   At its meeting of 14 December EdCom received the ILTS with the information that AC Officers were liaising with the Office of the Vice-Provost (Academic and International) over the updating and finalising of the ILTS Implementation Plan. This could be found at <u>APPENDIX EDCOM 4/45 (10-11).</u>

57.2   There were four items in the Implementation Plan for action by EdCom as follows:

- (52) Monitor range of assessment types in use across disciplines with a view to informing UCL strategies for encouraging greater diversity in this area - **for action by EdCom and CALT**
- (53) Implement standards for student feedback across all programmes and courses - **for action by EdCom**, **with Faculty/Departmental Teaching Committees**
- (56) Adopt ECTS credits across all courses at UCL and promote a clear understanding of academic equivalence and credit transfer **– for action by Registry and EdCom.**
- (65) Implement the recommendations of the 2009-10 Personal Tutor Scheme review, including the structures necessary to support enhanced careers advice to students and the compilation of the HEAR**. – for action by EdCom, Heads of Department, Faculty Tutors, Dean of Students (Academic)**

57.3   Action had been completed or was underway or in respect of (53) (56) and (65). EdCom Officers would liaise over the summer with relevant colleagues in respect of (52) and would make a report to EdCom at its first meeting of the Autumn Term.

58   **PERSONAL TUTORING: OVERVIEW, MONITORING AND IMPLEMENTATION**

Noted

58.1   EdCom was charged by its terms of reference to develop, review and monitor the implementation of UCL's Personal Tutoring Scheme. Accordingly, over the summer, the Chair would request a progress report from all Faculty Tutors on the first year of the Strategy's implementation. Faculty Tutors would be asked to distribute a proforma to their departments, asking them to note progress against or comments on each of the key elements of the strategy. An overview of the departmental responses, one for each Faculty, would then be submitted for discussion to EdCom's first meeting of the Autumn Term.

59   **ACTION TAKEN BY THE VICE-CHAIR**

59B   **Approval of new programmes of study**

Noted

59B.1 The Vice-Chair, acting on behalf of EdCom and on the recommendation of PMASG, had approved the institution of the following programmes of study:

- MRes in Medical Physics and Bioengineering[2]
- BSc Bioprocessing of New Medicines (Science and Engineering)
- BSc Bioprocessing of New Medicines (Business and Management)

60 STEERING/WORKING GROUPS ETC. OF EDCOM

60A Issues arising from Programme and Module Approval Steering Group

Noted

60A.1 PMASG met on 29 June 2011.

Received

60A.2 An oral report from **the Chair of PMASG, Professor Vince Emery.**

Reported

- In the forthcoming session PMASG would be considering a number of programmes for UCL-Q in Qatar. Some of these would need to be referred upward to EdCom for discussion.
- The new online PIQ appeared so far to be fit for purpose.

60B Issues arising from Regulation Review Group

Noted

60B.1 A meeting of the RRG was held on 20 June 2011.

Received

60B.2 An oral report from **the Chair of RRG, Professor Mike Ewing.**

Reported

60B.3 The Group had recently discussed criteria for progression and issues of completeness. The minutes were being finalised and would be submitted to the next meeting of EdCom.

61 CHAIR'S BUSINESS

Noted

61.1 The Chair thanked the Head of Examinations and Academic Programmes for her work in what had been an extremely challenging year.

61.2 The Provost's Green Paper contained a number of proposals for implementation. Work would begin on these over the summer.

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[2] Subject to approval by the Research Degrees Committee.

61.3   A Special Provisions Aegrotat meeting would be held on 7 July 2011. EdCom would receive a report on this at its next meeting.

62   **ANY OTHER BUSINESS**

62A   **Confirmation of Eligibility for Award of Merit for Part-Time or Interrupting Students**

Noted

62A.1   In response to a query which had been raised by the Chair of a Board of Examiners, EdCom confirmed that in the case of part time or interrupting students a Merit would only be offered (where applicable) to those students who had enrolled and commenced their programme of study in 2010 and not before this date.

63   **DATES OF MEETINGS 2010-11**

Noted

63.1   There would be no further meetings of EdCom in 2010-11. Meetings in 2011-12 would be announced by the Secretary in due course.

SANDRA HINTON
Senior Quality Assurance Officer
Academic Support, Registry and Academic Services
2 August 2011
[telephone: 020 7679 8590; internal extension 28590; fax 020 7679 8595; e-mail s.hinton@ucl.