

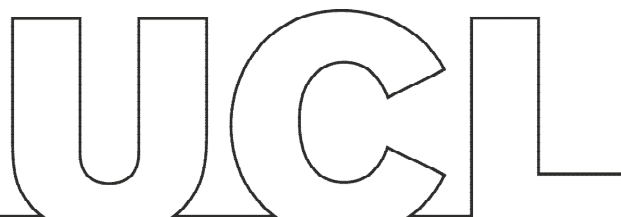


## EDUCATION COMMITTEE

7 October 2014

### SUMMARY OF ACTIONS ARISING FROM THE MINUTES

<b>Minute</b>	<b>Action required</b>	<b>Responsible</b>	<b>Due date</b>
4.4	That the ECWG, with additional faculty representation, should meet to discuss the issues involved in offering autumn resits	<b>Mr David Ashton</b>	October/November 2014
4.5	That EdCom receive an update on the points raised at its 2 December meeting.	<b>Professor Anthony Smith &amp; Mr David Ashton</b>	2 December 2014
5.4	That EdCom receive an update on the QA workplan at its 2 December meeting	<b>Ms Wendy Appleby</b>	2 December 2014
7.4	That a final, amended version of the marking policy be circulated to EdCom members prior to approval by Chair's Action.	<b>Dr Arne Hofmann &amp; Professor Anthony Smith</b>	October 2014
7.5	That the final version be embedded as the new appendix 16 to the UCL Regulations for Boards of Examiner, replacing the current policy on moderation.	<b>Ms Irenie Morley</b>	October 2014
14.1	That Faculty Tutors, supported by the Office of the V-P (EdSA) report on BME student attainment annually to EdCom's June meeting.	<b>Faculty Tutors</b>	16 June 2015 (in the first instance)
14.2	That a template to support this work be developed by the Office of the V-P (EdSA) and submitted to EdCom's December meeting.	<b>Ms Clare Goudy</b>	2 December 2014



## EDUCATION COMMITTEE

7 October 2014

### MINUTES

*Present:*

Professor Anthony Smith (*Chair*)

Ms Wendy Appleby  
Mr David Ashton  
Ms Mariana Cecotti  
Dr Brenda Cross  
Dr Caroline Essex  
Dr Julie Evans  
Ms Leah Francis  
Dr Dilly Fung

Dr Arne Hofmann  
Professor Tim McHugh  
Mr Derfel Owen  
Dr Fiona Strawbridge  
Dr Hazel Smith  
Ms Olga Thomas  
Professor Derek Tocher  
Ms Susan Ware

*In attendance:* Ms Clare Goudy; Ms Judith Hillmore; Ms Sandra Hinton (Secretary); Ms Paula Speller.

*Apologies for absence were received from:* Mr Marco Federighi; Dr Joyce Harper; Ms Valerie Hogg; Dr Christine Kinnon; Mr Lukmaan Kolia; Dr Helen Matthews; Professor John Mitchell

*Key to abbreviations:*

AC	Academic Committee
BME	Black and Minority Ethnic
CALT	Centre for the Advancement of Learning and Teaching
ECWG	Extenuating Circumstances Working Group
EdCom	Education Committee
V-P (EdSA)	Vice-Provost (Education and Student Affairs)
HEI	Higher Education Institution
HER	Higher Education Review
IoE	Institute of Education
PMASG	Programme and Module Approval Steering Group
QAA	Quality Assurance Agency
UCLBE	UCL Board of Examiners
UCLU	UCL Union

#### 1 TERMS OF REFERENCE, CONSTITUTION AND 2014-15 MEMBERSHIP

***Noted:***

- 1.1 At EDCOM 1/01 (14-15) – the Constitution and 2014-15 Membership.
- 1.2 At EDCOM 1/02 (14-15) – the Terms of Reference.
- 1.3 The Chair welcomed the following new members:

- **Ms Wendy Appleby**, Registrar
- **Ms Mariana Ceccotti**, UCLU Postgraduate Students' Officer
- **Ms Leah Francis**, UCLU Welfare & International Officer
- **Mr Lukmaan Kolia**, UCLU Education & Campaigns Officer *[in absentia]*
- **Professor Tim McHugh**, Chair, Programme and Module Approval Steering Group and the UCL Board of Examiners
- **Mr Derfel Owen**, Director of Academic Services (**also new to UCL**)

1.4 It was confirmed that the Vice-Provost (Education and Student Affairs) had been appointed Dean of Students (Academic) by UCL Council with effect from 1 October 2014.

## **2 MINUTES OF THE MEETINGS OF 19 JUNE and 14 AUGUST 2014**

### ***Approved:***

2.1 The unconfirmed Minutes of the meetings of EdCom held on 19 June and 14 August 2014 [*EdCom Mins. 64-84, 19.06.14 and 85-86, 14.08.14*], circulated previously.

## **3 MATTERS ARISING FROM THE MINUTES** [*see also Minutes 4, 7 & 8 below*]

### **3A Support to Study Policy and Fitness to Study Procedure** [*EdCom Min.86, 13-14*]

#### ***Noted:***

3A.1 The Support to Study Policy and Fitness to Study Procedure were approved on 14 August 2014.

### **3B Study Abroad Resits** [*EdCom Min.66, 13-14*]

#### ***Noted:***

3B.1 The Academic Regulations had been amended to allow students on Study Abroad from 2014-15 onwards to take resits during the late assessment period when they returned from Study Abroad.

### **3C Resit Fees** [*EdCom Min.67, 13-14*]

#### ***Noted:***

3C.1 The Academic Regulations had been amended in respect of no longer charging resit fees for students who were not in attendance.

### **3D Working Group on Affiliate Students** [*EdCom Min.68, 13-14*]

#### ***Noted:***

3D.1 Arrangements for the first meeting were currently underway.

**3E Award of Merit** [EdCom Min.70, 13-14]

**Noted:**

- 3E.1 The meeting of EdCom on 14 August had finalised arrangements for the introduction of the Merit. The Director of Student Administration confirmed that a communication to the UCL academic community had been drafted and that he would shortly be discussing a further communication to UCL students with the UCLU Sabbatical Officers. This would be circulated after Boards of Examiners had met.

**3F Procedure for the Approval of New Degree Award Titles** [EdCom Min.78, 13-14]

**Noted:**

- 3F.1 The procedure for the Approval of a New Degree Qualification was approved by AC at its 3 July meeting.

**3G CL-05/14: Consultation on Part A of the QAA Quality Code – UCL’s response**  
[EdCom Min.79, 13-14]

**Noted:**

- 3G.1 UCL’s response, incorporating comments from all interested parties was made to the QAA by its deadline of 27 June 2014.

**3H Interruptions** [EdCom Min.71, 13-14]

**Noted:**

- 3H.1 As EdCom had resolved, there would be a follow up meeting on Interruptions between the Director of Student Administration and the Sabbatical Officers and a revised paper submitted to EdCom’s December meeting.

**3I Study Leave** [EdCom Min.72, 13-14]

**Noted:**

- 3I.1 Following further discussions between the Director of Student Administration and interested parties, a paper would be submitted to EdCom’s December meeting.

**4 EXTENUATING CIRCUMSTANCES** [EdCom Min.73, 13-14]

**Received:**

- 4.1 At EDCOM 1/03 (14-15), a paper introduced by the **Director of Student Administration, Mr David Ashton** [deferred from EdCom’s 19 June meeting].

**Reported:**

- 4.2 The Director of Student Administration summarised EdCom’s previous discussions, noting that the issues raised about the handling of extenuating circumstances could

not be separated from the wider issue of September resits (not current practice at UCL) and/or the extension of late assessment options for finalists. He then introduced a number of proposals concerning further work which would need to be undertaken to facilitate the introduction of September resits. UCL and the London School of Economics are the only Russell Group HEIs who do not offer full scale September resits.

***Discussion:***

4.3 A wide-ranging discussion followed, of which the main points were:

- To offer September resits would represent a major change for UCL for which the Provost's backing would be necessary. However, this should be sought. Other considerations aside, not to offer September resits 'raised the stakes' considerably for the way in which UCL dealt with extenuating circumstances.
- A thorough scoping of the issues, including benchmarking with other HEIs should be undertaken by EdCom's Extenuating Circumstances Working Group (ECWG). Additional faculty representation for the Group should be sought.
- If a resit period were offered, this should be as late as possible in September.
- If resits were to be offered in the 2015/16 session, an institutional decision would be required by the end of Term 2 in 2015.
- 'Quick fixes' might be used in the meantime, including clarification of how the ABC ratings should be used and consideration of practice in other HEIs. Above all, UCL should be looking for best practice in the consideration of extenuating circumstances which did not involve adding marks.

***RESOLVED:***

4.4 That the ECWG, with additional faculty representation, should meet to discuss the issues. **[Action: Mr David Ashton]**

4.5 That EdCom receive an update on the points above at its 2 December meeting. **[Action: Professor Anthony Smith & Mr David Ashton. Ms Sandra Hinton to note]**

**5 QUALITY ASSURANCE WORK PLAN 2014-15**

***Noted:***

5.1 At EDCOM 1/04 (14-15), a paper introduced by the **Registrar, Ms Wendy Appleby.**

***Reported:***

5.2 The paper set out, for information, the work plan for developments in UCL's quality assurance processes during 2014-15. The work plan was informed by a combination of the need to refresh processes in response to feedback and national developments, and the need for more coherent structures to support the implementation of the Connected Curriculum, improved student experience and better use of resources. The activities proposed would also strengthen UCL's QA processes in light of the QAA HER currently scheduled for autumn 2015.

***Discussion:***

- 5.3 EdCom endorsed the workplan and in particular the proposal to develop a credit framework at undergraduate level. It was noted that the UCL one-year Masters credit framework might also be revisited in order to reconsider whether to align UCL's allotted 72 credits with the 90 credits allotted by other HEIs.

***RESOLVED:***

- 5.4 That EdCom receive an update on the workplan at its 2 December meeting. **[Action: Ms Wendy Appleby. Ms Sandra Hinton to note]**

**6 CONNECTED CURRICULUM UPDATE**

***Noted:***

- 6.1 At EDCOM 1/05 (14-15), a paper introduced by **the Director of CALT, Dr Dilly Fung**.

***Reported:***

- 6.2 Connected Curriculum was an institution-wide initiative, approved by AC in July 2014, the main aim of which was to ensure that all UCL students were able to participate in research at all levels of their programme of study, in line with the *UCL 2034* strategy.

***Discussion:***

- 6.3 Discussion followed of which the main points were as follows:
- Members endorsed the initiative and suggested that a 'Town Hall' meeting might spread the word even more effectively among the UCL community. Another opportunity would be the Teaching and Learning Conference on 13 April 2015.
  - The issues raised would come into sharper focus following proposals to change the NSS from 2017 to include questions about student engagement.
  - Variation in current assessment practice across disciplines meant that there was no established threshold of minimum engagement with research in final year dissertations. This principle would need to be established sooner rather than later and underpinned by appropriate regulations.

***RESOLVED:***

- 6.4 That any further comments or questions be addressed to the Director of CALT outside the meeting. **[Action: EdCom. Dr Dilly Fung to note]**

## **7 DRAFT MARKING POLICY [EdCom Min.74, 13-14]**

### ***Received:***

7.1 At EDCOM 1/06 (14-15), the draft Marking Policy.

### ***Discussion:***

7.2 Discussion centred on two main issues:

- The rules for assessments worth more or less than 20%, which were felt to be unclear [section 9]. At the request of the Chair, these would be clarified.
- The current inability of Turnitin to support double marking. Despite UCL's lobbying, nothing would be resolved for 1-2 years so it would necessary to use a workaround (which would involve downloading and printing). Staff were asked to be patient while UCL continued to work with Turnitin towards a technical solution.
- EdCom also requested that the reference to the 'pass mark' in section 17 be amended to 'class mark/threshold/borderline'.

### ***RESOLVED:***

7.3 That EdCom approved the policy in principle, subject to (1) the clarification of the rules for assessments worth more or less than 20% and (2) the requested amendment to section 17.

7.4 That a final version would be circulated prior to approval by Chair's Action. **[Action: Dr Arne Hofmann & Professor Anthony Smith]**

7.5 That the final version be embedded as the new appendix 16 to the UCL Regulations for Boards of Examiners, replacing the current policy on moderation. **[Action: Ms Irenie Morley]**

## **8 ASSESSMENT STRATEGY WORKING GROUP [EdCom Min.76, 13-14]**

### ***Approved:***

8.1 At EDCOM 1/07 (14-15) a report on the final iteration of the Strategy, the Action Plan (at 1/07.1) and Guiding Principles (at 1/07.2) introduced by the **Director of Education Planning, Ms Clare Goudy**.

### ***Noted:***

8.2 EdCom noted the final draft of the Guiding Principles on Assessment, the Assessment Action Plan for 2014-15, and the proposal to consult on the draft Principles during the autumn term 2014-15.

## **9 ENGAGEMENT MONITORING**

### ***Noted:***

9.1 At EDCOM 1/08 (14-15), a paper for information only.

## 10 SPECIAL PROVISIONS AEGROTAT MEETING REPORT

### ***Noted:***

- 10.1 At EDCOM 1/09 (14-15), a paper introduced by the **Director of Student Administration, Mr David Ashton**.

### ***Reported:***

- 10.2 It was worth noting that several of the cases dealt with by the Special Provisions Aegrotat Group would not have occurred if UCL offered autumn resits.

## 11 INSTITUTE OF EDUCATION HIGHER EDUCATION QUALIFICATIONS AND PROGRAMMES

### ***Received:***

- 11.1 At EDCOM 1/10 (14-15) - the list of Institute of Education Higher Education Qualifications and Programmes.

### ***Noted:***

- 11.2 Subject to the merger between UCL and the Institute of Education proceeding, EdCom was invited to recommend for AC's approval, a list of the IoE's taught programmes. At its meeting of 16 October, AC would also be invited to approve a number of new qualifications which formed part of the IoE's portfolio of programmes but which were not currently offered by UCL.

### ***RESOLVED:***

- 11.3 That, subject to the resolution of one or two errors (which would be corrected outside the meeting and prior to its submission to AC) the list of IoE programmes be approved.

## 12 APPROVAL OF NEW PROGRAMMES OF STUDY

### ***Noted:***

- 12.1 The PMASG Chair, acting on behalf of EdCom and on the recommendation of PMASG, has approved the following programmes of study since the meeting of EdCom on 19 June 2014:

- *BSc Population Health*
- *MA Architecture and Historic Urban Environments*
- *MSc Data Science for Research in Health and Biomedicine*
- *MRes/MSc Stroke*
- *MRes/MSc Disease Neuromuscular*



### **13 MINUTES FROM STEERING GROUPS ETC.**

#### **13A Programme and Module Approval Steering Group**

***Noted:***

13A.1 At EDCOM 1/11 (14-15) and EDCOM 1/12 (14-15) the Minutes of the meetings of PMASG on 25 June and 23 July 2014.

#### **13B UCL Board of Examiners**

***Noted:***

13B.1 At EDCOM 1/13 (14-15) and EDCOM 1/14 (14-15), the Minutes of the meetings of the UCLBE on 28 April and 2 July 2014.

### **14 CHAIR'S BUSINESS – BME Attainment**

***Reported:***

14.1 The Chair reminded Faculty Tutors that they were expected to monitor BME student attainment and report to EdCom on an annual basis. This would be supported by the Vice-Provost (Education and Student Affairs)'s Office. An annual report would be run by Student Data Services. EdCom would receive the reports at its 16 June 2015 meeting and at its June meetings thereafter. **[Action: Faculty Tutors & Mr Gary Smith]**

14.2 A template to support this work would be developed by the Office of the V-P (EdSA) and submitted to EdCom's December meeting. **[Action: Ms Clare Goudy]**

### **15 DATE OF NEXT MEETINGS**

***To note:***

15.1 Future meetings of EdCom as follows:

- Tuesday 2 December 2014 3-5pm Rockefeller 339
- 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

SANDRA HINTON

Quality Assurance Manager, Academic Services, Student and Registry Services

[telephone: 020 7679 8590; internal extension 28590; fax 020 7679 8595; e-mail s.hinton@ucl.ac.uk  
15 October 2014.

## **A G E N D A**

*Key to abbreviations*

EDCOM	Education Committee
PGT	Postgraduate Taught
UG	Undergraduate

**16      SUSPENSIONS OF REGULATIONS FOR UNDERGRADUATE AND  
         POSTGRADUATE TAUGHT STUDENTS**

***Noted:***

- 16.1    At EDCOM 1/15 (14-15) – the report on Suspension of Regulations for UG and PGT Taught Students, introduced by the **Director of Student Administration, Mr David Ashton**.

SANDRA HINTON

Quality Assurance Manager, Academic Services, Student and Registry Services

[telephone: 020 7679 8590; internal extension 28590; fax 020 7679 8595; e-mail s.hinton@ucl.ac.uk  
15 October 2014.