LONDON'S GLOBAL UNIVERSITY

UCL

EDUCATION COMMITTEE

25 April 2017

MINUTES

Present:
Professor Anthony Smith (Chair);
Ms Wendy Appleby; Dr Simon Banks; Dr Ben Clifford; Dr Julie Evans; Professor Dilly Fung; Dr Clare Goudy; Dr Arne Hofmann; Professor Tim McHugh; Ms Blathnaid Mahony; Dr Helen Matthews; Mr Derfel Owen; Professor Norbert Pachler; Dr Mike Rowson; Dr Hazel Smith; Professor Eva Sorensen; Dr Fiona Strawbridge; Professor Angie Wade.

In attendance: Mr Kurtis Bell; Ms Sandra Hinton (Acting Secretary).

Apologies were received from: Ms Mehjabin Ahmed; Dr Tracey Allen; Ms Halima Begum; Mr Mark Crawford; Ms June Hedges; Dr Christine Hoffman; Ms Olga Thomas; Ms Susan Ware.

Key to abbreviations

EdCom	Education Committee
PMAP	Programme and Module Approval Panel
SoRA	Summary of Reasonable Adjustments
StARs	Student Academic Representatives
TEF	Teaching Excellence Framework
UCLU	UCL Union

PART I: PRELIMINARY BUSINESS

49 MINUTES OF THE LAST MEETING

49.1 **Approved –** the Minutes of the meeting held 2 March 2017.

50 MATTERS ARISING FROM THE MINUTES

50.1 There were no matters arising not otherwise covered by this agenda.

PART II: MATTERS FOR DISCUSSION

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51   PROVISON OF ONLINE LEARNING MATERIALS

51.1   **Received** – A paper at EDCOM 4-01 (16-17) concerning inconsistent provision of lecture materials being made available in advance of teaching events.

51.2   **Reported:** The Director of Academic Services reported that that the paper should serve to steer and inform discussion about the information provided to students in advance of teaching events. The benefits were twofold: firstly, in supporting students with their learning, secondly in improving the accessibility of learning materials, particularly where Student Disability Services had asked for a student to be provided with notes in advance as part of Summary of Reasonable Adjustment (SoRA) agreement. EdCom was asked in particular to note the clear distinction made by the paper. The advance provision of material covering the entirety of the teaching event including all slides and notes etc. was not being requested but staff were being invited to consider the provision only of those elements which could reasonably be introduced in advance. EdCom would wish to encourage and support the proposals made, which would, if implemented, be fulfilling to a great extent the accessibility needs of students across the institution.

51.3   It was agreed that this was not an area in which an institution-wide 'edict' would be helpful. However, a good beginning might be an initial discussion between the Arena Centre and the Digital Education Team concerning the provision of advice and guidance to colleagues on best practice. It would not be desirable (and nor was this being proposed) that every aspect of every lecture be provided in advance. However, greater clarity on what might be provided in advance would be helpful and, in the short term, further exploration with other institutions might supply ideas with which to underpin the development of good practice guidance and advice.

51.4   It was noted that some students had the benefit of being able to use Lecturecast to view the lecture retrospectively. However, this was not always the case, as provision of Lecturecast was considered on an 'opt in' basis and was not available in all teaching spaces.

51.5   Any guidance should emphasise why advance provision of materials was beneficial to learning and might take the form of suggesting to colleagues the things they might wish to think about as they decided what, when and how much information to provide beforehand. The Arena Centre would be happy to coordinate some developmental and advisory guidance and encouragement for colleagues to consider accessibility issues.

51.6   EdCom members shared good practice, including the uploading in advance of slides with some left blank to allow problems to be worked through in class. For those courses in faculties taught by working clinicians, where provision of lecture material a week in advance might not be practical, there were a number of workarounds. In one faculty, where eminent clinicians who gave one lecture a year were unable to provide the forthcoming lecture in advance, they were asked to provide the previous year's lecture. It was, however, acknowledged that where advance provision of lecture material had been mandated as part of a SoRA then there could be no legitimate reason not to provide this.

51.7   EdCom was reminded of the need to communicate the message to students about the usefulness of notetaking as a skill with genuine pedagogical benefit. Similarly the provision of information about other learning materials (books etc.) in addition to those with which they would be provided on the day of the lecture, could be done at no cost, well in advance and would be largely constant year on year.

51.8   The Head of Digital Education noted that a policy on mandating and monitoring the E-Learning Baseline would be submitted to EdCom at its June meeting and it was suggested that good practice in respect of provision of online learning materials might be incorporated within this.

51.9   **Approved** – that the Head of Digital Education draft some initial guidance complemented by good practice from the Arena Centre, for inclusion within the policy on mandating and monitoring the E-Learning Baseline for submission to EdCom at its June 2017 meeting.

51.10   That the proposals in EDCOM 4-01 (16-17) be submitted to the Faculty Tutor Forum for further consideration.

52 ASSESSMENT REVIEW PROJECT UPDATE

52.1 **Received** – a progress report on the UCL Assessment Review project from the Director of Education Planning, Dr Clare Goudy.

52.2 **Reported** – A senior projects manager had now been appointed to the Office of the Vice-Provost (Education and Student Affairs) to assist with the concerted effort across the institution to respond to the major challenge of improving satisfaction ratings on assessment. In the short term, there would be a Year of Action on Feedback and time and effort would be spent in communication with the UCL community. A longer term project would be to map data on student satisfaction against assessment practice at UCL to see if there were correlations between satisfaction and particular types of assessment. The Academic Model Project would be vital for this work, assuming that the funding for this was maintained.

52.3 A proforma for the purpose of gathering information about what constituted good assessment practice would be circulated to departments in the Autumn Term. There had been discussion with the Academic Model Project team who would also be gathering its own information in the Autumn Term concerning the alignment of both exercises.

52.4 It was noted that the Autumn Term was particularly busy. However, it was also acknowledged that there was no 'good' time. Faculty Tutors were reassured that departments would not be left to populate the proforma on their own. The data collection for the Academic Model Project exercise would consist of a large team of people who would work with colleagues personally.

52.5 **Agreed:** that there be further discussion between the Director of Education Planning and the Director of Academic Services regarding the alignment of the two information-gathering exercises.

53 REVISED ARRANGEMENTS FOR iBSc PROGRAMMES

53.1 **Received** – a discussion paper on revised arrangements at EDCOM 4-02 (16-17).

53.2 **Reported: –** currently there were 20 iBScs, offered by six faculties and only open to internal students. With effect from of 2018-19 it was proposed that UCL iBScs should be able to accept external candidates (and then only from selected partner institutions with appropriate compatibility with UCL's MBBS) as well as internal. Internal candidates would take priority. The paper had previously been discussed at the Faculty Tutor Forum. New iBScs would still be approved via a PMAP.

53.3 EdCom was broadly supportive, noting that many other institutions already accepted external candidates on their iBScs. It was noted as anomalous that the qualification offered would be 'iBSc' rather than 'BSc'. However, this would be the correct position going forward as UCL would be awarding a bachelors' for 120 credits.

53.4 **Approved:** – the proposal that, with effect from 2018-19, UCL iBScs should be able to accept external candidates.

PART III: OTHER MATTERS FOR APPROVAL OR INFORMATION

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54 NATIONAL GUIDANCE ON RAMADAN AND EID

54.1 **Received:** the guidance at EDCOM 4-03 (16-17).

54.2 The Registrar noted that the recommendations contained much practical good sense. However, in terms of practice around delivery of examinations, the constraints and complications UCL faced were such that it might be very difficult to meet them all. UCL, in keeping with most higher education institutions, did not accept participation in Ramadan as an Extenuating Circumstance in and of itself. For those badly affected by fasting, medical evidence, which must be collected in advance, and not retrospectively, must be provided. There was much evidence available from schools that talks with local faith groups could prove very helpful, with representatives in attendance to speak with parents and students.

54.3   EdCom was reminded that UCL would provide drop-in sessions which were being run throughout the examination period with general advice and support on keeping healthy, avoiding stress etc.

54.4   **Agreed:** that Faculty Tutors should assist with promulgating the Guidance and with circulating information on the help, advice and support available during the examination period.

55   APPROVAL OF NEW PROGRAMMES OF STUDY

55.1   **Approved** – the programmes recommended by Programme and Module Approval Panel for approval at <u>EDCOM 4-04 (16-17)</u>.

56   APPROVAL OF NEW ACADEMIC PARTNERSHIPS

56.1   **Approved** – the new academic partnerships recommended by Academic Partnerships Review Group for approval at <u>EDCOM 4-05 (16-17)</u>.

57   MINUTES OF SUB COMMITTEES AND WORKING GROUPS

57A   **Approved** - Minutes of the Academic Regulations and Quality Assurance Sub Committee held *20 February 2017* at <u>EDCOM 4-06 (16-17)</u>.

57B   **Approved** – the Minutes of the Academic Partnerships Review Group held on *2 February 2017* at <u>EDCOM 4-07 (16-17)</u>.

57C   **Approved** – the Minutes of the Programme and Module Approval Panel held on *February 2017 and 23 February 2017* at <u>EDCOM 4-08 (16-17)</u> and <u>EDCOM 4-09 (16-17)</u>

57D   **Approved** – the Minutes of the Quality Review Sub Committee held *6 February 2017* at <u>EDCOM 4-10 (16-17)</u>.

57E   **Approved** – the Minutes of the StARs Steering Group held *2 February 2017* at <u>EDCOM 4-11 (16-17)</u>.

58   SUSPENSIONS OF REGULATIONS

58.1   **Approved** – The anonymised suspensions of regulations report at <u>EDCOM 4-12 (16-17)</u>.

59   ANY OTHER BUSINESS

59A   **General Election 8 June 2017**

59A.1   Following the announcement of a General Election on 8 June, EdCom was informed that UCL's TEF result would be caught up in the 'purdah' period (the time between an announced election and the final election results) and would not now be received until June.

60   DATES OF NEXT MEETINGS:
- 13 June 2017, 2.00–4.30, Haldane Room, Wilkins Building
- 25 July 2017, 2.00–4.30, Haldane Room, Wilkins Building

SANDRA HINTON, on behalf of

LIZZIE VINTON
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1 May 2017