



## EDUCATION COMMITTEE

27 May 2015

### MINUTES

*Present:*

Professor Anthony Smith (Chair)

Ms Wendy Appleby	Dr Helen Matthews
Mr David Ashton	Dr John Mitchell
Dr Simon Banks	Mr Derfel Owen
Ms Mariana Ceccotti	Professor Norbert Pachler
Dr Brenda Cross	Professor Don Pennington
Dr Caroline Essex	Dr Hazel Smith
Dr Julie Evans	Ms Olga Thomas
Ms Judith Hillmore	Professor Derek Tocher
Dr Arne Hofmann	Ms Susan Ware
Mr Lukmaan Kolia	

*In attendance:* Ms Cat Edera (minutes); Ms Clare Goudy; Ms Sandra Hinton; Professor Christine Kinnon (representing Mr Mike Rowson); Ms Sian Minett; Dr Michael Munday; Mr Jason Norton (representing Fiona Strawbridge); Ms Chandan Shah; Ms Lizzie Vinton (Secretary).

*Apologies received from:* Dr Fiona Strawbridge; Professor Tim McHugh; Ms Valerie Hogg; Dr Dilly Fung.

*Key to abbreviations:*

ASER	Annual Student Experience Review
BME	Black and Minority Ethnic
EC	Extenuating Circumstances
ECWG	Extenuating Circumstances Working Group
EdCom	Education Committee
IOE	Institute of Education
PGCE	Postgraduate Certificate in Education
PGT	Postgraduate Taught
PMASG	Programme and Module Approval Steering Group
QAA	Quality Assurance Agency
SMT	Senior Management Team
UCLBE	UCL Board of Examiners
UCLU	UCL Union
UG	Undergraduate

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<b>Preliminary Business</b>
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**62 MINUTES OF THE MEETING OF 27 APRIL 2015****Approved:**

- 62.1 The unconfirmed minutes of the meeting of EdCom held on 27 April 2015 [48-61, 27.04.15].

**63 MATTERS ARISING FROM THE MINUTES****63A Terms of Reference for UCL Committees with Oversight of Taught Programmes**  
[EdCom Min.51, 14-15]**Received:**

- 63A.1 An oral report on the membership of the new committees structure for the oversight of taught programmes from the Director of Academic Services.

**Noted:**

- 63A1.1 Good progress had been made to date on the new committee structure. The Director of Academic Services had written to Faculty Tutors to request expressions of interest in joining the proposed sub-committees to EdCom. From the responses received, it was anticipated that membership would balance out between the sub-committees. It was agreed that a list of the membership of each would be circulated.

**Action: Mr Derfel Owen**

**63B Autumn Resits**  
[EdCom Min.36, 14-15]**Received:**

- 63B.1 An oral progress report on Autumn Resits from the Chair of ECWG.

**Noted:**

- 63B1.1 EdCom noted that ECWG were still in the process of finalising plans for the Autumn Resits pilot 2015-16.

**63C UCL Australia**  
[EdCom Min.54, 14-15]**Received:**

- 63C.1 An oral progress report on the run-out plans for UCL Australia, introduced by the Faculty Tutor for Engineering Sciences.

**Noted:**

- 63C1.1 EdCom noted that all affected students were currently discussing their options, which may include transfer to the main UCL campus in London or to other universities.

63C1.2 There were four key areas that required address, including examinations for which a deputy Chair of the Board of Examiners would be appointed to shadow the Chair; a staff member would also be appointed to shadow the Examinations Liaison Officer to ensure cover. It was also noted that the roles of Director of Study and Departmental Tutor were also being considered. The Faculty Tutor was due to visit UCL Australia before the end of the academic year.

<b><i>Business for Discussion</i></b>
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#### **64 BME ATTAINMENT**

*[EdCom Min. 77, 13-14]*

***Received:***

64.1 An oral update by the Director of Education Planning on progress against the actions identified in the BME attainment report received at EdCom in June 2014.

***Noted:***

64.1.1 A fuller report will be received in December 2015 when the outcomes of the new Annual Student Experience Reviews (which will incorporate BME monitoring) have been submitted to EdCom.

#### **65 TIMETABLING POLICY**

***Received:***

65.1 At EDCOM 5-01 (14-15), proposals for a new UCL Timetabling Policy, introduced by the Director, Estates Portfolio & Business Services.

***Noted:***

65.1.1 There had been historic problems regarding the availability of and access to appropriate teaching space due to the lack of any clear policy. The Learning Spaces Project Board had been set up to look at the issues around forecasting student numbers and aligning them to appropriate spaces.

65.1.2 It was noted that the driver for this policy was the student experience and that the policy itself drew on similar policies from other institutions and best practice across sector.

65.1.3 The proposed policy had been prepared in January and had been circulated to the Learning Spaces Project Board for consultation and feedback. It was noted that the policy had also been circulated to some user groups.

***Discussed:***

65.1.4 Concerns were raised over possible assumptions relating to the timetabling of option modules and core teaching times, as well as activities associated with teaching, e.g. PGCE mentoring undertaken at UCL IOE. It was reported that there had been senior representation from the UCL IOE on the Learning Spaces Project Board and that the differing patterns of teaching across UCL had been considered.

65.1.5 To assuage concern over the feasibility of the policy, EdCom was assured that improved relationship management between the Room Bookings team and academic departments would improve the former's local knowledge of the needs of departments. However, departments were also asked to be reasonable about their requirements. The earlier timing of module registration would also help with the allocation of appropriate space, and this was already evidenced in terms of allocations for 2015/16.

65.1.6 It was clarified that room allocations would be made on the basis of information provided and that there would not be an assumption of non-attendance.

***Approved:***

65.1.7 EdCom approved the Timetabling Policy. It was noted that work would be ongoing to improve the system but that once it was operational EdCom would keep the policy under review.

## **66 LECTURE RECORDING**

***Received:***

66.1 At EDCOM 5-02 (14-15) a paper on UCLU's stance on increasing provision of lecture recording across UCL, introduced by the UCLU Education and Campaigns Officer.

***Noted:***

66.1.1 It was noted that over 90 rooms were already kitted out with Lecturecast recording software, Echo 360, and that proportionately significant costs were currently incurred for a modest uptake rate of 14% despite interest in lecture recordings from students. Moving to an opt-out approach would reduce costs overall.

66.1.2 Little student experience data from surveys was available to inform discussion, but it was noted that consultations with students had expressed support for the proposal for an opt-out approach.

***Discussed:***

66.1.3 EdCom discussed whether increased use of Lecturecast recordings would have any impact on student attendance at lectures. While there was some concern relating to the wellbeing of students, other feedback reported that there had been no decrease in physical attendance as a result of using the recordings; instead, the number of post-lecture queries reduced as students utilised the recordings.

66.1.4 It was recognised that while some teaching styles would not suit lecture recordings, there were also some practical considerations around board capture quality, the sound quality in some rooms as well as training for staff in the use of the equipment.

66.1.5 It was acknowledged that the system may need a framework to regulate both usage and access to recordings.

***Approved:***

66.1.6 EdCom approved the recommendation for UCL to continue investing in maintenance and expansion of Echo 360 to cover all large centrally bookable rooms.

66.1.7 EdCom were supportive of the recommendation for an opt-out policy and would be testing this through the Education Strategy consultation.

66.1.8 EdCom approved the recommendation to invest in additional hardware capable of tracking movement to cater for interactive teaching methods.

## 67 STUDENT SUPPORT DURING INTERRUPTIONS

### **Received:**

67.1 At EDCOM 5-03 (14-15), a paper on the support provided to students returning from an interruption, introduced by the UCLU Education and Campaigns Officer.

### **Noted:**

67.1.1 EdCom noted that vulnerable students returning from an interruption often consulted with the Student Support team prior to continuing their studies. The team circulated a list of returning students to departments to alert staff to their return.

67.1.2 It was noted that interruptions were always agreed by Faculties in cooperation with students and in many cases were the most viable option to enable the students to complete their studies. Interruptions were intended to be supportive rather than punitive.

### **Discussed:**

67.1.3 EdCom raised issues concerning the levying of tuition fee payments for students returning from an interruption mid-term. It was agreed that there needed to be clarity and consistency in terms of both when students could return to their studies (i.e. at an appropriate point) and in fee charging.

67.1.4 UCL should consider how it presents the option of an interruption and the implications. For example, denying interrupted students access to learning materials may be seen as punitive but the intention is to support these students.

67.1.5 It may be appropriate to offer interrupted students a phased return to their studies, e.g. via informal meetings with a tutor; this could be started prior to formally re-joining their programme. This could be undertaken using electronic media for students where UKVI restrictions made face-to-face meetings difficult.

### **Agreed:**

67.1.6 The Chair asked the Director of Student Administration to liaise with representatives from the Faculty Tutors and Student Union in order to recommend policy changes to the Chair and the Director of Academic Services.

**Action: Mr David Ashton**

## 68 UCL ACADEMIC MANUAL: QUALITY REVIEW FRAMEWORK [EdCom Min.34, 14-15]

### **Received:**

- 68.1 At EDCOM 5-04 (14-15), proposals for a new UCL Quality Review Framework, introduced by the Quality Assurance Manager.

***Noted:***

- 68.1.1 The chapter had been circulated to a range of colleagues and groups for consultation but this was the first opportunity that EdCom had looked at the proposals.

***Discussed:***

- 68.1.2 The feasibility of the proposed August/September timescales for the ASER digests were queried. These would be reviewed in case of any issues moving forward.

**Action: Ms Sandra Hinton**

- 68.1.3 It was confirmed that essential recommendations made by external examiners would be reviewed and considered by the Vice-Provost (Education and Student Affairs).

***Approved:***

- 68.1.4 EdCom approved the proposals for Annual Student Experience Reviews and External Examiner reports for use in June 2015 onwards.

- 68.1.5 EdCom approved the rest of the Academic Manual chapter for 2015-16.

**69 UCL ACADEMIC MANUAL: ACADEMIC PARTNERSHIPS FRAMEWORK**  
[EdCom Mins.34 & 52, 14-15]

***Received:***

- 69.1 At EDCOM 5-05 (14-15), proposals for a new UCL Academic Partnerships Framework, introduced by the Academic Standards and Quality Manager.

***Noted:***

- 69.1.1 It was noted that detailed proformas to support the relevant processes would be developed over the summer.

***Approved:***

- 69.1.2 EdCom approved the chapter for 2015-16.

**70 UCL ACADEMIC MANUAL: QUALIFICATIONS AND CREDIT FRAMEWORK**  
[EdCom Mins.34 & 50, 14-15]

***Received:***

- 70.1 At EDCOM 5-06 (14-15), proposals for a new UCL Qualifications and Credit Framework, introduced by the Director of Academic Services.

***Noted:***

- 70.1.1 It was noted that the proposal had been put out for consultation with faculties but EdCom members were asked to check that all UCL qualification types had been

included.

70.1.2 The Academic Registrar and Director of Academic Services confirmed that they would work with departments to resolve local issues or anomalies relating to the proposed framework.

70.1.3 UCL's contractual obligations to students and the need to ensure that they had clarity regarding their programmes of study were noted.

**Approved:**

70.1.4 EdCom approved the chapter for 2015-16.

**71 EXTENUATING CIRCUMSTANCES**

[EdCom Min.36, 14-15]

**Received:**

71.1 At EDCOM 5-07 (14-15), the final report and proposals on Extenuating Circumstances from ECWG, introduced by the Director of Student Administration.

**Noted:**

71.1.1 The Director of Student Administration acknowledged the helpful input of the Assessment Regulations and Governance Manager to the proposals.

71.1.2 ECWG proposed a new set of Extenuating Circumstances regulations for 2015-16 to help address a range of issues that had been identified.

71.1.3 Included in the proposals were the move to Faculty-level panels for consideration of EC requests, better guidance on what might be accepted as an EC, and clearer regulations on the mitigation which students might hope to receive.

71.1.4 The proposals set out how best to identify potential ECs at an earlier stage and what the process for requesting this type of consideration would be. The proposed Faculty oversight framework was intended to ensure consistency in approach, either at Faculty level or delegated to departments. The proposals also clarified which types of situations might be considered as ECs.

**Agreed:**

71.1.5 EdCom acknowledged that there were issues around resourcing to support the proposed regulations in Portico and ensure that claims were processed efficiently. The Chair of EdCom agreed to speak to the Provost about this issue.

**Action: Professor Anthony Smith**

**Discussed:**

71.1.6 While the proposals were welcomed by EdCom, concern was expressed relating to the impact of the new regulations on workload within Faculties.

71.1.7 Moving forward, the new regulations would be reviewed in 2015/16 as part of the wider review of the regulatory framework for assessment of students.

**Approved:**

71.1.8 EdCom approved the proposals for implementation across all taught programmes from September 2015.

## 72 ENGAGEMENT MONITORING

**Received:**

72.1 At EDCOM 5-08 (14-15), a paper on enhancing engagement monitoring, introduced by the Director of Student Administration.

**Discussed:**

72.1.1 EdCom discussed the practicalities of the proposals for the maintenance and augmentation of UCL's engagement monitoring processes. The paper included proposals for the handling of authorised absence on the grounds of illness or other extenuating circumstances as well as study away from UCL.

72.1.2 While EdCom recognised the importance and clarity of the proposals, particularly in terms of meeting the requirements of the UKVI, concern was expressed about the workload implications for departmental staff.

**Agreed:**

72.1.3 It was agreed that the Registrar would liaise with the Chair and the Director of Access and Admissions to produce a paper for SMT on the issues raised. Faculties would be consulted in the drafting of the paper. The matter would also be referred to AC due to its high-risk nature.

**Action: Ms Wendy Appleby**

<b><i>Other Business for Information or Approval</i></b>
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## 73 REFERRALS

*[EdCom Min.55, 14-15 and Mins.37, 54 & 69, 13-14]*

**Received:**

73.1 At EDCOM 5-09 (14-15), Faculty decisions on the use of referrals for the 2014-15 academic session, introduced by the Assessment Regulations and Governance Manager.

**Noted:**



73.1.1 It was noted that the referrals for the Faculties of Engineering, Life Sciences and Mathematics and Physical Sciences should include first year modules.

**Action: Ms Lizzie Vinton**

73.1.2 EdCom acknowledged that it needed to consider what regulations would apply for 2015-16 but this would be undertaken over the summer in light of the Autumn Resit pilot.

**Approved:**

73.1.3 The paper summarised the position for each faculty for 2014-15. EdCom formally noted and approved the decisions which related to summer 2015.

## **74 ACADEMIC REGULATIONS 2015-16**

### **74A Institute of Education Regulations 2015-16**

**Received:**

74A.1 At EDCOM 5-10 (14-15), a report on the regulations applicable to the UCL Institute of Education during 2015-16, introduced by the IOE Head of Academic Standards and Quality Enhancement.

**Noted:**

74A1.1 EdCom noted that the IOE already had established procedures in place for student engagement monitoring and would retain these procedures for 2015-16.

74A1.2 The IOE was asked to provide an appendix of the regulations which would apply for 2015-16.

**Action: Professor Don Pennington**

**Approved:**

74A1.3 EdCom approved the regulations proposed by the IOE for 2015-16.

### **74B School of Pharmacy Regulations 2014-15 and 2015-16**

**Received:**

74B.1 At EDCOM 5-11 (14-15), a report on the regulations applicable to the UCL School of Pharmacy during 2014-15 and 2015-16, introduced by the Associate Director (Education), School of Pharmacy.

**Discussed:**

74B1.1 It was queried whether the derogation relating to the capping of marks for resit examinations on the MPharm could be adopted by another Faculty on the basis that it had been approved for the School of Pharmacy. EdCom advised that the underlying issues could instead be addressed through the Autumn Resit pilot already in progress.

**Approved:**

74B1.2 EdCom approved the regulations proposed by the School of Pharmacy for 2014-15 and 2015-16

#### **74C Bachelor of Arts and Sciences (BASc) Regulations 2015-16**

***Received:***

74C1 At EDCOM 5-12 (14-15), a request for a temporary suspension of regulations for 2015-16 for the Bachelor of Arts and Sciences (BASc) qualification, introduced by the Faculty Tutor for Arts and Humanities & Social and Historical Sciences.

***Noted:***

74C1.1 The programme had identified issues with the comparability of classifications in science and arts majors and had put forward a proposal to address this. EdCom was asked to approve this for one year until the assessment regulations were reviewed in full.

***Discussed:***

74C1.2A full discussion took place concerning the proposal to extend the borderline for arts majors on the BASc programme and whether this addressed the issues with the comparability of classifications.

74C1.2 It was suggested that the Board of Examiners could refer borderline cases for a possible suspension of regulations on an individual basis rather than suspend the regulations for all BASc students.

***Agreed:***

74C1.3 EdCom agreed that further discussion would take place outside of the Committee due to the complicated nature of the issues at stake. The Chair agreed to discuss the matter further with the Registrar, Director of Academic Services, Chair of the UCL Board of Examiners and the Assessment Regulations and Governance Manager.

**Action: Professor Anthony Smith**

#### **75 APPROVAL OF NEW PROGRAMMES OF STUDY**

***Noted:***

75.1 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 3 March 2015:

- MSc Advanced Biomedical Imaging
- MSc Clinical Medicine
- MSc Risk and Disaster Science
- MSci Cell Biology
- MRes Child Health

The PMASG Chair had also approved the PIQ for MSc Sustainable Resources via Chairs Action.

#### **76 MINUTES ETC. FROM STEERING GROUPS OF EDCOM**

**76A Programme and Module Approval Steering Group**

***Noted:***

76A.1 At EdCom 5-13 (14-15), the minutes of the PMASG held on 11 February 2015.

76A.2 At EdCom 5-14 (14-15), the minutes of the PMASG held on 24 April 2015.

## 77 SUSPENSIONS OF REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS

### *Noted:*

- 77.1 At EDCOM 5-15 (14-15), the anonymised report for UG and PGT Students, introduced by the Director of Student Administration.

## 78 ANY OTHER BUSINESS

### *Noted:*

- 78.1 The Faculty Tutors' Forum raised an issue concerning the resourcing of the Student Information System.

The Chair of EdCom agreed to raise the following issues with the Provost:

- Attendance monitoring
- Efficiency in the resolution of student complaints
- Exam board administration
- Lack of support for credit-bearing module registration for CPA students
- The quality of management information

The responses would be collated by the Director of Education Planning.

**Action: Clare Goudy**

## 79 CHAIR'S BUSINESS

### *Noted:*

- 79.1 Any EdCom member wishing to raise urgent business over the summer months should notify the EdCom Secretary (telephone 020 7679 4877, internal extension 24877, e-mail l.vinton@ucl.ac.uk). Where applicable, urgent decisions may be approved by chair's action and reported to the first meeting of 2015-16.
- 79.2 An additional meeting of EdCom may be convened over the summer months to oversee programme approval changes.

## 80 DATES OF NEXT MEETINGS

### *Noted:*

- 80.1 The EdCom meetings for next year had now been confirmed:

Future meetings of EdCom as follows:

Tuesday 6 October 2015	2.00 – 4.30	Council Room, G12 South Wing
Tuesday 1 December 2015	2.00 – 4.30	Council Room, G12 South Wing
Tuesday 1 March 2016	2.00 – 4.30	Council Room, G12 South Wing
Tuesday 26 April 2016	2.00 – 4.30	Council Room, G12 South Wing
Tuesday 7 June 2016	2.00 – 4.30	Council Room, G12 South Wing

CAT EDERA ON BEHALF OF LIZZIE VINTON

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2 JUNE 2015