



# Quality Assurance and Enhancement Committee

08 October 2019

## Minutes

**Present:** Dr Rachel Allen (Chair); Dr Fran Gibson; Dr Aileen O'Brien; Godfrina McKoy; Prof Roberto Di Napoli; Pippa Tostevin; Prof Jane Lindsay; Dr Carwyn Hooper; Derek Baldwinson; Prof Jane Saffell; Verity Allison; Dr John Hammond; Beth Ward; Dr Mark Bodman-Smith

**In attendance:** Glen Delahaye (clerk)

### 1. Apologies for absence

Reported

- 1.1 Apologies for absence were received from: Prof Deborah Bowman; Dr Saranne Weller; Syed Islam; Dr Marcus Jackson; Dr Rosie MacLachlan; Prof Iain Beith

### 2. Minutes

To receive and consider: the minutes of the meeting held on 14<sup>th</sup> May 2019.

**Paper QAEC/19-20/1/A**

Agreed

- 2.1 The minutes were agreed as an accurate record of the meeting.

### 3. Action points and matters arising not covered elsewhere

To receive and consider: the action points arising from the minutes not covered elsewhere.

**Paper QAEC/19-20/1/B**

Reported

- 3.1 **13<sup>th</sup> March 2019 minute ref 11.4:** Dr Rosie MacLachlan would be working with JS on the Learning and Teaching Strategy. They would be consulting with colleagues and were anticipating to complete a draft by the Spring term.
- 3.2 **10<sup>th</sup> April 2019 minute ref 6.7:** DB would speak with DFB to determine if there was still a need for QAEC to continue exploring cross-functional issues obstructing the external examiner, MMI and personal tutor process.
- 3.3 **14<sup>th</sup> May 2019 minute ref 4.10:** An initial meeting between the monitoring committee chairs would take place on the 5<sup>th</sup> November 2019 to consider the development of supervision standards. Prof Jon Friedland had requested that guidelines on the expectations of students be incorporated as well.

### 4. Terms of Reference 2019-20

To receive and confirm: the Committee's membership and ToR for 2019-20

**Paper QAEC/19-20/1/C**

Agreed

- 4.1 The Terms of Reference 2019-20 were agreed and would be submitted to Senate for approval.
- 4.2 The membership for 2019-20 was agreed, subject to the following amendments:
- 4.3 As the post was vacant, the Dean for International Education could be removed.

- 4.4 The Deputy Head of the Graduate School (Research Degrees) was also the Chair of the Research Degree Committee, which should be noted on the membership.

**5. Schedule of Business 2019-20**

To receive and confirm: the Committee's schedule of business for 2019-20

Paper QAEC/19-20/1/D

Agreed

- 5.1 The Schedule of Business 2019-20 was agreed, subject to the following amendments:
- 5.2 The annual report on research degrees, which was due in March, would now be completed by the Deputy Head of the Graduate School (Research Degrees).
- 5.3 The review of the International MBBS teach out plans, due in November and April, would be completed by the International MBBS Deputy Course Director.
- 5.4 A review of student experience should be included in March. It could be completed by including an additional line in the monitoring committee annual monitoring report template for comments about the student experience. The results could be collated by QPD for QAEC.

**6. Degree outcomes**

To receive and consider: Review of degree classifications; BSc Paramedic Science 2018 (Prof Iain Beith)

Paper QAEC/19-20/1/E

- 6.1 Prof Iain Beith was unable to attend QAEC and so the Paper was presented by Prof Jane Lindsay on his behalf.

Reported

- 6.2 Prof Beith's investigation into the degree classification in the BSc (Hons) Paramedic Science 2018 graduating cohort had included discussions with a number of stakeholders and lead to the identification of 28 recommendations. The report was received by FQC, where it was agreed that QAEC's guidance was needed on how to address the recommendations which were not directly related to Paramedic Science.
- 6.3 Registry staff had previously attended Boards of Examiners (BoEs), but this was discontinued as the resource was not currently available. Administration of BoEs was made more difficult by the high number of schemes of assessment (SoA) that St George's had. An OpEx project was currently underway that would review all Schemes of Assessment across the University. It could lead to SoAs being simplified, which would help to make BoEs run more efficiently and consistently.

Agreed

- 6.4 DB would lead on training for BoE Chairs.
- 6.5 External Examiners could be asked to consider the achievement of students in previous years to understand the institutional reference point when commenting on changes in degree classification.
- 6.6 The action plan would be monitored through FQC and Jane Lindsay would report back to QAEC.
- 6.7 QAEC Members were advised to inform Jane Lindsay of actions they wished to put themselves forward for. Jane Lindsay would work with DB to populate the action list. **Action: JL**

To receive and consider: Report from the QAEC Task and Finish Group on changes in degree outcomes (2011-2018)

Paper QAEC/19-20/1/F

Reported

- 6.8 28 institutions where a significant increase in the number of good degrees awarded was identified were required to provide OfS with exam board materials from the previous ten years.

Although an increase had been detected at St George's, it was not among the institutions required to provide evidence.

- 6.9 The Degree Classification Task and Finish Group had met twice, on the 24th April 2019 and the 12<sup>th</sup> August 2019. A third and final meeting would take place on the 8th November. In the longer term, the analysis of degree outcomes would be subsumed within the remit of the Data Improvement Group.
- 6.10 A review of assessment practices on the BSc Physiotherapy programme had been completed and found that changes to the modular structure, changes to assessment methods and changes to marking criteria were unlikely to have been major contributory factors affecting degree outcomes. Changes had been made to the defined classification boundary and enhanced module mark protocol, but these had only impacted a very low number of students and therefore could not have been a driver in increase.
- 6.11 Similar reviews would be completed for BSc Diagnostic Radiography; BSc Therapeutic Radiography; iBSc and BSc Biomedical Science.
- 6.12 St George's would be expected to publish a 'degree outcomes statement' in academic year 2019-20, articulating the results of an internal institutional review. It was not expected to be challenging to complete.

**7. QAEC Annual Programme Monitoring Action Plan (18-19)**

To receive and consider: an update on the QAEC action plan

Paper QAEC/19-20/1/G

Reported

- 7.1 The action plan had been updated to indicate the current status of actions. A number of actions remained for QAEC members to report on:
- 7.2 **Item 3:** CH, as Chair of TPCC, had held discussions with Karen Roberts, the course director for the Master's in Physician Associate Studies, and reported that they were considering a review of the business plan and may seek to increase resources. There would be a Physician Associate Summit to review issues such as this.
- 7.3 **Item 6:** Induction needed to be more rigid, different course teams were taking different approaches and these were not aligning. Registry was reviewing their induction calendar for next year and was aiming to have it completed earlier to allow sufficient time for course directors to be consulted. The generic induction information would need to be aligned with the course specific information.
- 7.4 **Item 18:** This action was closed, as it did not fit within the scope of QAEC's Terms of Reference.

**8. Data Improvement Group**

To receive and note: an update on the work of the Data Improvement Group and commitments in relation to Access & Participation

Paper QAEC/19-20/1/H

Reported

- 8.1 Module-level data would not be part of annual monitoring, but would support the process and would be considered at DIG.
- 8.2 JL would make a proposal on how to present the reasons for interruption and withdrawal data to course directors. It was currently stored under standard HESA categories.

**9. Validation and Periodic Review**

To receive and consider: a request to defer the periodic review/revalidation of the BSc Occupational Therapy

Paper QAEC/19-20/1/I

Agreed

- 9.1 John Hammond would reconsider the validation and launch dates for the MSc in Occupational Therapy, as the proposed dates may not allow sufficient time to market and recruit to the programme. **Action: JH**

**10. Panopto**

To receive and confirm: an addition to the Panopto Policy to clarify that recordings are by default only accessible via a secure log-in (paragraph 13)

**Paper QAEC/19-20/1/T**

To receive and consider: guidance for students on their responsibilities in relation to Panopto

**Paper QAEC/19-20/1/U**

Reported

- 10.1 An additional paragraph had been added to the policy to clarify to staff that Panopto recordings would, by default, only be available internally.

- 10.2 Including subtitles should be considered, in order to ensure Panopto remained equality accessible to students who were deaf or hard of hearing impaired.

Agreed

- 10.3 The Policy was approved, subject to an additional point about evaluation being added to the policy. **Action: DB**

**11. Assessment and feedback**

To receive and note: an update on the Assessment and Feedback Project

**Paper QAEC/19-20/1/J**

Reported

- 11.1 There were currently no representative from the paramedic science programme. Jane Lindsay would attempt to identify one and would forward names to RDN. **Action: JL**

- 11.2 FG would be covering for Dr James Buckley, liaising with Student Enhancement Leads, until he returned from paternity leave in January 2020.

- 11.3 A separate initiative was in progress within the Faculty to consider assessment bunching, which would lead to revised assessment schedules. Any lessons learned from the process could be reported back into the Assessment and Feedback project.

- 11.4 A number of workshops were planned and were aimed at those involved in the project. If space is available, the workshops would be opened up to a wider audience.

**12. Council report on quality and standards (Annual Provider Review)**

To receive and consider: arrangements for the preparation of the report

**Paper QAEC/19-20/1/L**

Agreed

- 12.1 The same approach would be taken to the council report as in the previous year academic year. DB would write the narrative and JS would develop the action plan to be appended to it. The report would need to be submitted to council before QAEC next met and so would not be considered by the committee.

**13. Any other Business**

Reported

- 13.1 There were no other items of business.

**14. Dates of Meetings in 2019-20**

13 November 2019  
10 December 2019 (Harry Axton Room)

15 January 2020 (Harry Axton Room)  
12 February 2020

10 March 2020  
21 April 2020

20 May 2020  
23 June 2020

14.1 All meetings will start at 2pm and will be held in H2.5 (unless otherwise stated).

## Matters for Report

**15. \*New GMC quality assurance process**

To receive and note: a paper on the GMC's new approach to quality assurance

**Paper QAEC/19-20/1/M**

Noted

15.1 The requirements for the quality assurance review resembled those of the Medical School Annual Return (MSAR). It should be ensured that preparation for MSAR and the GMC's proposed quality review was aligned to avoid duplication of efforts.

**16. \*Validation and Periodic Review**

To receive and note: BSc (Hons) Physiotherapy/MSc Physiotherapy (pre-registration) Revalidation Report (1<sup>st</sup> May 2019)

**Paper QAEC/19-20/1/N**

To receive and note: MSc Translational Medicine Validation Report (8<sup>th</sup> May 2019)

**Paper QAEC/19-20/1/O**

To receive and note: PgCert Healthcare Research Skills and Methods Validation Report (21<sup>st</sup> May 2019)

**Paper QAEC/19-20/1/P**

To receive and note: MBBS Periodic Review Report (11-12<sup>th</sup> June 2019)

**Paper QAEC/19-20/1/Q**

To receive and note: BSc (Hons) Diagnostic Radiography/ BSc (Hons) Therapeutic Radiography Revalidation Report (3<sup>rd</sup> July 2019)

**Paper QAEC/19-20/1/R**

To receive and note: MSc Heart Failure Validation Report (8<sup>th</sup> July 2019)

**Paper QAEC/19-20/1/S**

*GD/October 2019*