St George's, University of London

Quality Assurance and Enhancement Committee

Minutes of the meeting held on 9th October 2018

Present:

Prof Deborah Bowman (Chair)	Prof Jane Lindsay
Dr Rachel Allen	Prof Iain MacPhee
Derek Baldwinson	Dr Janette Myers
Denise Cooper	Dr Aileen O'Brien
Prof Roberto Di Napoli	Prof Jane Saffell
Dr John Hammond	Annabel Strachan
Dr Vanessa Ho	Dr Saranne Weller
Jenny Laws	

In attendance: Eduardo Ramos (clerk)

1. **Apologies for absence**

    Apologies for absence were received from Sue David, Dr Frances Gibson, Dr Marcus Jackson and Dr Ahmed Younis.

2. **Minutes of the meeting of 13th June 2018**

    To receive and approve the minutes of the meeting held on 13th June.

    Paper QAEC/18-19/1/A

    The minutes were agreed to represent an accurate record of the meeting.

3. **Matters arising from the minutes of the meetings of May and June 2018**

    To consider matters arising from the minutes of the meetings not covered elsewhere on the agenda.

    Paper QAEC/18-19/1/B

    Noted

    3.1 Review admissions processes: update (from minute 3.1 May): that the Admissions Decisions Group (chaired by the Associate Dean for Admissions) and Recruitment and Admissions Group (chaired by the COO) Terms of Reference have been arranged. Agendas for the first meeting of both groups are under consideration and there is still a degree of uncertainty of how the groups would operate. QAEC retains oversight of the quality of application and enrolment processes and it was requested that a report be submitted in the spring on Systems, Staff experience and Student experience.

3.2 To feedback on the feasibility of providing diversity and inclusion data for annual monitoring reports (from minute 3.2 June). This item was addressed through point 10 of the agenda.

3.3 Suggest academic lead to steer the Internal Quality Audit – assessment (from minute 3.3 June). CIDE is in the process of agreeing on an academic lead. The results will be presented to QAEC at its November meeting.

3.4 Cross-referencing of the Lecture Capture Policy to the student 'behavioural contract' (from minute 3.4 June). An opt-out provision has been developed and there remains the final technical step of how the policy will be publicised to staff/students.

3.5 Provide feedback on the timeline for Heart Failure MSc validation (from minute 3.6 June): this item was addressed through point 13 in the agenda.

3.6 Master of Surgery – ESSC business case approval update and timeline for validation (from minute 3.7 June). It was decided to omit discussions on this item.

3.7 Follow up discussion on reporting lines between QAEC and SSWC (from minute 4.1 June). DFB and AOB had agreed that SSWC would report to QAEC. This item is closed.

3.8 Receive the MSc Sports Cardiology annual monitoring report 2016/17 (from minute 3.5 June). The report has been approved and this item is closed.

3.9 Identify overarching issues found in the different summary annual monitoring reports (from minute 4.3 June). The summary report has been approved by SPARC-Senate. This item is closed

3.10 Draft membership, ToR, reporting and governance arrangements of the QAEC Data Oversight sub-group to be presented (from minute 7.5 June). This item was addressed through point 10 in the agenda.

3.11 Timescale for the generation of Work Books and data interpretation guidelines (from minute 7.4). This item was addressed through point 10 in the agenda.

3.12 Publication of External Examiners reports on Canvas and discussion of External Examiners reports in Staff-Student Liaison Groups (from minute 3.10 June). This item will be explored when reports have been received.

3.13 Result of the QAEC sub-group scrutiny of the Clinical Pharmacology programme validation documentation (from minute 6.8 June). This item was addressed through point 8 in the agenda.

3.14 Review of the Programme Approval procedure: outcome of QAEC sub-group meeting (from minute 9.1 June). This item was addressed through point 7 in the agenda.

Agreed

     3.15   Suggest academic lead to steer the Internal Quality Audit – assessment for QAEC's November meeting. **Action: RDN / RA**

     3.16   To work on a set of admissions and recruitment standing items to introduce in QAEC's agenda (e.g. application, admissions, and enrolment systems, student/applicant and staff experience). **Action: DFB / JL**

     3.17   To liaise with Communications to understand how the lecture capture policy (including opt-out) will be communicated to staff / students. **Action: JS**

4. Membership and Terms of Reference

Received

The Committee's membership and ToR for 2018-19.

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Paper QAEC/18-19/1/C

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Approved

     4.1 The Committee's Terms of Reference and membership for the academic year 2018-19.

Agreed

     4.2 To include the names of self-nominated members from IMBE and FHSCE and the Deputy Head of Graduate School and Chair of the Taught Postgraduate Courses Committee once the roles have been published and agreement has been reached on appointments. **Action: DFB / RA**

5. Internal Quality Audit

Received

The draft report on Internal Quality Audit (feedback).

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Paper QAEC/18-19/1/D

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Noted

     5.1 That the decoupling of assessment and feedback is to a degree artificial and the work from each activity must be considered in an integrative fashion when developing policy and frameworks as a result of the findings.

     5.2 That the role of QAEC is not to operationalise the audit's recommendations, but to have oversight of the report and its implementation. How the recommendations are put into practice will be key.

     5.3 That the audit raised questions regarding lack of engagement with feedback; it may not be considered mainstream educational activity by some staff. This view may, in turn, contribute to

the consistently low results obtained by SGUL in assessment and feedback-related NSS questions.

5.4 That CIDE workshops on feedback had not been greatly attended and alternative options to work within local constituencies are being explored (e.g. CIDE educationalists and course nominees developing and monitoring commonly agreed action plans).

5.5 That student participation will also be key as it will provide the perspective necessary to deliver change.

5.6 That quantitative targets need to be robustly underpinned with an infrastructure of quality. The curriculum design principles need to highlight the importance of feedback. The role of feedback and assessment has to be positioned among top priorities for course developers through the programme validation procedure.

5.7 That Kingston University have developed work with respect to automatization of feedback through Canvas, developing a module for staff (which includes feedback and assessment).

Agreed

5.8 To develop a table of actions to be undertaken as a result of the audit on Feedback, identifying and prioritising recommendations and proposing leads for each: **Action: DFB / ER**

6. **External examiners evaluation of feedback**

Noted

6.1 That external examiners brought an outside perspective to assessing the quality of feedback provided to students at SGUL. This could be valuable when tracking progress in addressing shortcomings (or identifying strengths) in feedback.

Agreed

6.2 To explore the option of including some specific questions on feedback in the external examiner form. **Action: DB**

7. **Review of the Programme Approval procedure**

Received

The summary of outcomes on the discussions of the QAEC sub-group on programme approval procedure.

Paper QAEC/18-19/1/E

Agreed

7.1 To initiate work on a draft form that will merge programme approval forms and templates into a single form to be cumulatively completed through validation process stages. **Action: DB**

7.2 To investigate the evolution in the sector of alignment of programme approval criteria with TEF aspects and NSS questions sets. **Action: DB**

7.3 To review programme specifications to move towards a concise statement of key programme features, including a rationale of decisions made in programme design, with a reference to inclusive practice at all stages of the student journey and to employer and service user engagement. **Action: DB**

7.4 To develop a checklist to confirm involvement and liaison in course development of different sections in the organisation (admissions, student finance, welfare, disability support, student accommodation; exams, careers, IMBE programme teams; widening participation, marketing, student recruitment; library and learning services; student conduct and compliance). **Action: ER**

7.5 To set a timescale for programme validation based on the minimum requirements set by Kingston University (15 months from Validation to launch). **Action: DB.**

7.6 To ensure that monitoring committee members are invited to QAEC programme scrutiny meetings. **Action: DB / ER**

8. **BSc Clinical Pharmacology**

Received

An update on the outcome of the scrutiny of the Clinical Pharmacology programme.

Paper QAEC/18-19/1/F

Noted

8.1 That institutional developments regarding the new student online teaching scheme (Eva Sys) is organised around modules. The theme-based CliP BSc structure in the process of validation may have an impact in how the new system is implemented in this environment. This needs to be factored in in the programme validation process.

Agreed

8.2 To keep close liaison between education leadership, programme development teams and QPD to ensure student online teaching schemes and similar developments are communicated and acted upon through the validation process.

9. **MBBS (International) Periodic Review**

Received

An oral update on proceedings to finalise the Periodic Review.

Noted

9.1 The periodic review meeting was held in July but only one student was available for interview. It was thus decided to hold a second meeting with students to gather appropriate feedback. There has been confirmation of the attendance of 32 students including 3 participating remotely from Philadelphia on the 31st of October.

10. Data Oversight Group - Update

Received

The notes of the Data Oversight Group's 4th meeting.

Paper QAEC/18-19/1/G

Noted

10.1 That Level of study (PG/UG boundary vs first degree vs other UG) indicates the level of the course students are enrolled on, rather than the level at entry.

11. Annual Provider Review

Received

A report on the future of the annual provider review.

Paper QAEC/18-19/1/H

Noted

11.1 That it is intended that the Annual award scheme (item 17) will be ready in autumn 2018.

11.2 That there is support for an action plan similar to the one provided up until now to go to Council in December 2019.

Agreed

11.3 To prepare and submit an annual provider review action plan to Council in the next meeting. **Action: DB / JS**

12. Quality Manual reissue

Received

The updated Modifications to programmes of study and modules (Quality Manual – section D).

Paper QAEC/18-19/1/I

The updated Programme Specifications (Quality Manual – section J).

<div align="right">**Paper QAEC/18-19/1/J**</div>

Noted

Discussions on this item were deferred to the next meeting.

13. **Programmes under development**

Received

The updated programmes under development tracker for information.

<div align="right">**Paper QAEC/18-19/1/K**</div>

14. **Any other business**

Noted

A discussion on student contracts will be included as an agenda item in the next QAEC meeting.

15. **Dates of future meetings**
Thursday 8 November 2018
Tuesday 11 December 2018 (H5.21)
Wednesday 9 January 2019
Wednesday 13 March 2019
Wednesday 10 April 2019
Tuesday 14 May 2019

All meetings will start at 2pm (unless otherwise stated) and take place in H2.5 (unless otherwise stated).

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