Quality Assurance & Enhancement Committee

Wednesday 13th November 2019

Minutes

Present: Dr Rachel Allen (Chair); Dr Fran Gibson; Pippa Tostevin; Prof Jane Lindsay; Dr Carwyn Hooper; Derek Baldwinson; Prof Jane Saffell; Verity Allison; Dr John Hammond; Beth Ward; Dr Mark Bodman-Smith; Syed Islam; Jenny Laws; Dr Marcus Jackson

In attendance: Glen Delahaye (clerk)

1.   Apologies for absence

Reported

1.1   Apologies for absence were received from: Prof Jane Saffell, Prof Deborah Bowman, Verity Allison, Prof Roberto Di Napoli, Dr Saranne Weller, Dr Godfrina McKoy, Dr Ahmed Younis

1.2   Syed Islam was welcomed, who would be representing Kingston University at QAEC. The role had previously been filled by Denise Cooper.

2.   Minutes
To receive and consider: the minutes of the meeting held on 08 October 2019.

Paper QAEC/19-20/2/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/19-20/2/B

Reported

3.1   **1st Feb 2019 minute ref 3**: A rolling programme would commence to map the UKQC Advice and Guidance (published November 2018) against practice. The Advice and Guidance was broken down into Themes, which would be individually mapped and reported back to QAEC.

3.2   **10th April 2019 minute ref 6.7**: The need to review cross-functional issues obstructing external examiner and MMI processes would be taken on by the Resource Review Committee and so the action would now be closed on the QAEC action list.

3.3   **8th October 2019 minute ref 6.7**: Prof Iain Beith was leading on the action plan arising from his degree classification investigation. The upcoming revalidation of the Paramedic programmes was expected to be helpful in bringing the programme team together to address the actions.

3.4   **8th October 2019 minute ref 9.1**: The launch date for the new MSc Occupational Therapy programme had not yet been finalised. A meeting to consider marketing for Occupational Therapy was scheduled to take place in the following week and would revisit launch dates for the new course. HCPC approval would also need to be factored in to the validation event and required a six-month lead-in time.

4.   Internal Quality Audit Report (assessment)

To receive and note: an oral update from RA on the progress of the IQA Assessment

Reported

4.1 The IQA was still ongoing and included members across a number of departments. Two student representatives had now joined the Group, but there wasn't yet any representation from the Faculty.

4.2 The Group had been focussing on the academic side of assessment, including scrutiny and comparison of schemes of assessment.

4.3 In order to engage with key stakeholders, they had developed a questionnaire that would be sent to programme teams. They also intended to interview staff who had cross-course and institutional oversight, such as the Student Conduct and Compliance team.

4.4 One of the recommendations arising from the IQA was expected to be in relation to developing guidance on assessment. The Group had found that many Universities had guidance documents establishing key principles, typically derived from the NUS Assessment and feedback benchmarking tool.

Agreed

4.5 A further call out would be made to Faculty staff to identify a representative from the Faculty who could join the IQA Group. **Action: JL**

4.6 The outcome of the Feedback IQA that had taken place in the previous academic year would be reviewed to determine if there were areas where it could be connected with the work of the Assessment IQA. **Action: DB**

4.7 An earlier Group that had focussed on degree classification had also reviewed guidance around assessment. The outcomes of the Group would be shared with Dr Rachel Allen. **Action: JH**

5. **Degree outcomes**
To receive and consider: Recommendations from the QAEC Task and Finish Group
Paper QAEC/19-20/2/C

To receive and note: 2019 honours degree awards

Paper QAEC/19-20/2/D

Reported

5.1 The Task and Finish Group had been convened by QAEC to review the causes for the increase in good degrees awarded at SGUL that had been identified by OfS through its analysis published in December 2018.

5.2 The Group had met on three occasions (April, August and November 2019) and completed a comparison of programme level degree outcomes for 2010-11 with 2017-17, focussing on programmes that had been running across the entire seven-year period (i.e. BSc Diagnostic Radiography; BSc Therapeutic Radiography; BSc Physiotherapy; iBSc and BSc Biomedical Science).

5.3 It was agreed that Senate could have confidence in the integrity of SGUL awards and that there had been no attempt to influence proportions of degrees awarded.

5.4 A number of recommendations had arisen from the exercise and were presented for QAEC to consider and would then be developed into a programme for QAEC to agree. The work of the Group would now be subsumed by DIG.

5.5 The 2019 honours degree awards data (Paper D) showed that there had been a decrease in the proportion of 1st and 2:1s awarded, but an increase in the number of 1sts.

Observed changes in 1st and 1st/2.1 awards at St George's (FT UK domiciled): 2018-19

Year	First	Change from 10-11	First and 2.1	Change from 10-11
2017-18	26.2%	15.9%	80.8%	20.8%
2018-19	28.1%	17.8%	79.6%	19.6%

6. **Supervision**
To receive and note: outcomes of the meeting held on the 5th November to consider how to develop guidelines and standards for supervision across undergraduate and postgraduate degrees

Reported

6.1   An initial meeting had been held and a range of issues relating to supervision were discussed. These included training for supervisors, hours to be allocated to supervision and which staff would be expected to supervise.

6.2   The Faculty's Supervision Standards and Guidance would be used as the basis for new Guidelines and Standards to be implemented across all degrees. As a first step, the ways in which the Faculty's Standards and Guidance might need to be altered in order to adapt them to fit other programmes would be considered.

6.3   It was expected that the end result would be a Standards and Guidance document that would include core principals to be adopted by all programmes. For some principals, it was expected that the processes required to meet them would need to be determined individually by departments and institutes.

7.   **Panopto**
To receive and consider: a revised version of the Lecture Capture Policy
Paper QAEC/19-20/2/F

Reported

7.1   The Policy now included a section on monitoring and evaluation, as well as the need for staff to complete the opt-out agreement form if they did not wish for their lectures to be recorded.

7.2   NSS feedback had shown that Panopto had been well received by students, but that it was not consistently used by lecturers.

7.3   Responsibility for notifying the students that the lecture would not be recorded would lie with the lecturer.

7.4   It was not yet clear whether lecturers would need to re-opt-out or if they could complete the form once and then remain opted-out indefinitely. It was reported that there were currently lecturers who claimed to have permission not to record their lectures, but there was no way to trace this back.

Agreed

7.5   The Lecture Capture Policy was approved.

8.   **Quality Manual update approvals**
To receive and note: the planned updates for the 2019/20 reissue of the Quality Manual
Paper QAEC/19-20/2/G
To receive and note: the revised validation flowchart, which will be included in the Manual
Paper QAEC/19-20/2/H

Reported

8.1   The changes to the quality manual included a rethink of the timelines for programme validation and modifications, which was being completed as part of the ongoing OpEx project.

8.2   The section on Student Engagement was being updated with input from the Associate Dean for Student Experience.

8.3   QPD would welcome thoughts on Periodic Review, which it intended to review to reflect the introduction of TEF, to strengthen the extent to which students are engaged during periodic review and to consider holding reviews over an extended timeframe to ensure adequate time for the implementation of any modifications arising from them.

9.   **Programmes under development**
To receive and note: an update on programmes currently under development
Paper QAEC/19-20/2/I

Reported

9.1 Both MSc Translational Medicine and MSc Advanced Clinical Practice had met the conditions of their validation and would launch in September 2020 and January 2020 respectively. MSc Heart Failure was still aiming for a September 2020 launch, but the conditions of approval had not yet been met.

9.2 MSc Anatomical Sciences and Practice (formerly MSc Human Anatomy), MSc Occupational Therapy/OTD and MA Medical Ethics, Law and Humanities were expected to be validated in 2019/20 and would be launched in September 2021.

10.   Any other Business

Reported

10.1 The Committee noted its congratulations to its Chair Professor Deborah Bowman, who had recently won the Mentor of the Year award at the Women of the Future Awards.

11.   Dates of Meetings in 2019-20

10 December 2019 (Harry Axton Room)	21 April 2020
15 January 2020 (Harry Axton Room)	20 May 2020
12 February 2020	23 June 2020
10 March 2020	

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

Matters for Report

12.   *Validation and Periodic Review Reports

To receive and note: BSc (Hons)/UG Dip/MSc Healthcare Practice

Paper QAEC/19-20/2/J

To receive and note: PgCert PgDip/MA Healthcare and Biomedical Education

Paper QAEC/19-20/2/K

GD/November 2019