



St George's, University of London

Quality Assurance and Enhancement Committee

Minutes of the meeting held on 11th April 2018

Present:

Professor Deborah Bowman (Chair)
Bethany Agnew
Dr Rachel Allen
Derek Baldwinson
Professor Judith Cartwright
Dr Frances Gibson

Dr John Hammond
Jennifer Laws
Professor Jane Lindsay
Dr Elizabeth Ann Miles
Dr Janette Myers
Professor Jane Saffell

In attendance:

Eduardo Ramos (clerk)

1. Apologies for absence

Apologies for absence were received from Professor Iain Beith, Denise Cooper, Dr Vanessa Ho, Dr Judith Ibison, Sam Khavandi, Professor Iain MacPhee, Professor Roberto Di Napoli, Professor Andy Kent, Dr Aileen O'Brien, Professor Michael Ussher and Dr Ahmed Younis.

1.1. Initial remarks

The Chair formally manifested her appreciation towards Dr Rachel Allen for chairing QAEC in her absence. Formal appreciation was also transmitted to Derek Baldwinson and Eduardo Ramos.

2. Minutes of the meetings of 18 January 2018 and 7 March 2018

2.1. The minutes of the meetings held on 18 January 2018 were received and approved as accurate.

Paper QAEC/17-18/4/A

2.2. The minutes of the meeting held on 7 March 2018 were received and approved as accurate.

Paper QAEC/17-18/4/B

3. Matters arising from the minutes of the meetings of 18 January 2018 and 7 March 2018

Meeting of 18 January 2018

3.1. **Review admissions processes: update** (arising from 3.1) a new Assistant Registrar (Admissions) has been appointed. There has been no negative feedback from PGT admissions tutors in the past 3 months. Issues raised by the FHSCE have been addressed.

3.2. Agreed: provide a progress report to QAEC. **Action: Jenny Laws.**

3.3. **Report of the feedback Internal Quality Audit** (arising from 3.4) a final meeting has been held. Results will inform the methodology and terms of reference of the subsequent Internal Quality Audit on assessment.

- 3.4. Professor Di Napoli was leading an assessment review to work with course directors and assessment teams to develop and agree assessment principles, practices and policies. SGUL was also part of a HEA assessment and feedback review project with five other UK universities and project results could contribute to the final recommendations. These activities would complement the assessment audit.
- 3.5. Agreed: Professor Saffell was asked to suggest an academic lead for the assessment Internal Quality Audit. **Action: Jane Saffell**
- 3.6. **Review of data to support quality assurance and educational decision-making** (arising from 4.2) it was reported that two new members will join the Student Information Systems team. An articulation of data needs and coding may help inform the review. Much of it may come from HESA feedback on data reporting.
- 3.7. **PGDip Diabetes** (arising from 4.2) SGUL has agreed in principle to extend the approval period to cover a 2018 intake as iHeed was unable to sign another academic partner for the programme.
- 3.8. **Cross-referencing of the Lecture Capture Policy** to the student 'behavioural contract' (arising from 6.4) It was reported that students in the Paramedic courses had manifested a wish to video record lectures, which further emphasizes the need for a clear statement with regards to the policy.
- 3.9. Agreed: to follow up on cross-referencing of the lecture capture policy. **Action: Derek Baldwinson.**

Meeting of 7 March 2018

- 3.10. **The Initial Programme Proposal Form** from the Master of Surgery (arising from minute 3.2) has been agreed. The PGCert, PGDip, MRes, MSc in Translational Medicine (arising from minute 4.2) has yet to be provided.

4. Membership, terms of reference and schedule of meetings

The Committee received for discussion a paper on membership, terms of reference and schedule of meetings to reflect changes in the remit of the Committee.

Paper QAEC/17-18/4/C

- 4.1. From the discussion of the document, the following points were noted:
- The Terms of Reference have been modified to appropriately articulate the relationship with the Education and Students Strategy Committee (ESSC).
 - The Student Support and Welfare Committee has reporting lines to QAEC and ESSC.
 - The Access Agreement Monitoring Committee now reports to ESSC although issues pertaining to quality can be referred to QAEC as appropriate.
 - The schedule of meetings will suffer some alterations as a result of the review, with specific meetings being held for early academic review and validation papers review
- 4.2. The following updates on membership were noted:
- The Chair proposed and QAEC approved the membership of Dr Frances Gibson (Director Centre for Biomedical Education) and Philippa Tostevin (MBBS Course Leader).
 - Dr Janette Myers has been appointed Associate Dean for Student Development and her membership in QAEC will also be in this capacity. Dr Myers will in future chair the Careers Committee and will be invited to advise on the way in which the Careers Committee reports to QAEC.
 - Dr Marcus Jackson has been appointed Associate Dean for Student Experience and will be invited to join QAEC in this capacity.
 - Self-nominated members from IMBE and FHSCE will be appointed on a time-limited basis with the goal of increasing the transparency and participation in committee proceedings.

4.3. Agreed: Modify the membership, ToR and schedule of meetings along the lines indicated in the paper and develop a calendar of business for QAEC with reference to the updated ToR. **Action: Derek Baldwinson.**

4.4. Agreed: to discuss with Dr O'Brien reporting lines from SSWC to QAEC. **Action: Deborah Bowman.**

4.5. Agreed: to convene a QAEC subgroup to review draft validation documents.

5. Office for Students (OfS) registration

Received: paper on OfS registration requirements regarding compliance with consumer law.

Paper QAEC/17-18/4/E

5.1. SGUL's registration with the Office for Students requires SGUL *inter alia* to explain its approach to consumer law compliance. The deadline for OfS registration is April 30th 2018.

5.2. It was noted that Competition and Markets Authority published guidance for compliance with consumer law in 2015. The guidance applies to all SGUL programmes although the greatest emphasis is on undergraduate programmes.

5.3. It was noted that compliance is understood as the need to be transparent, precise and consistent when communicating on programme content and fees, but also about applicable programme specifications, procedures and regulations prior to enrolment and once enrolled. It is especially important to indicate any surprising or unusual terms or conditions. It was noted that at present some of the information is only made available to students on induction.

5.4. Updated versions of programme specifications and applicable regulations have been requested and about 1/3 of regulation holders have provided up to date versions or confirmed the ones readily available. The goal is to ensure that they are placed in externally facing websites.

5.5. Accepted: QAEC's oversight role of OfS registration requirements related to compliance with consumer law. A working group would be established to have oversight of this area of activity. The group would report to QAEC on an annual basis, as a minimum.

5.6. Agreed: to review the content and purpose of programme specifications and reposition them on the SGUL website to enhance accessibility by prospective and current students and other stakeholders and to establish a time frame for the prospective approval and publication of variations to programme specifications, fees, regulations, schemes of assessment and local procedures. **Action: Derek Baldwinson.**

6. New UK Quality Code

6.1. Received: the redeveloped Quality Assurance Agency (QAA) UK Quality Code.

Paper QAEC/17-18/4/F

6.2. It was noted that the QAA has published a redeveloped Quality Code following consultation across the UK higher education sector. SGUL's quality assurance measures would need to be mapped onto the redeveloped expectations and practices.

7. Faculty Quality Committee Annual Report (session 2016-17)

7.1. Received: the annual report from the Faculty Quality Committee on the outcomes of annual programme monitoring (session 2016-17) was received for discussion.

Paper QAEC/17-18/4/G

7.2. It was noted that all programmes have provided an annual monitoring report (session 2016-17).

- 7.3. Data and tracking issues were prevalent both in peer review and student records (DHLE, BME attainment gaps). The report suggests that adopting KU new 'observation of teaching' process might be useful.
- 7.4. It was noted that although Syllabus Plus may help supersede some of the issues around timetabling, sound process-setting should underpin any technical improvement. It was noted that a phased approach will be implemented: phase 1 general timetabling followed by phase 2 individualized.
- 7.5. It was noted that mining data on appraisals/personal reviews and teaching observations might pose difficulties. It was mentioned that HR record-keeping systems may provide useful information on how these items could be recorded.
- 7.6. It was noted that despite SES low response rates, NSS results are improving.
- 7.7. **Agreed: to approve the report.**

8. Taught Postgraduate Courses Committee Annual Report (session 2017-18)

- 8.1. Received: the annual report from TPCC on the outcomes of annual programme monitoring (session 2017-18) was received for discussion.

Paper QAEC/17-18/4/H
- 8.2. It was noted that a number of programmes have not provided the monitoring review report (MSc Sports Cardiology, PGDip Diabetes (with IHEED) and MRes Biomedical Science). It was noted that some of the programmes were awaiting data to complete the report.
- 8.3. It was noted that in the case of the PGDip Diabetes (with IHEED) there had been a misunderstanding in the expectation that the form would be approved by IHEED's board.
- 8.4. Agreed: To request the annual monitoring reports of MSc Sports Cardiology, PGDip Diabetes (with IHEED) and MRes Biomedical Science. **Action: Rachel Allen.**
- 8.5. **Agreed: to approve the report.**

9. Undergraduate Medicine and Bioscience Education Committee Annual Report (session 2016-17)

- 9.1. Received: the annual report from UMBEC on the outcomes of annual programme monitoring (session 2017-18) was received for discussion.

Paper QAEC/17-18/4/H
- 9.2. It was noted that all programmes had provided their annual monitoring report.
- 9.3. Data issues have been identified (DLHE, NSS population, BAME attainment gap).
- 9.4. The report proposes setting up a working group with programme team managers and Registry student records team to identify problems of data veracity or reporting problems, and design ways of communicating/working to avoid future problems
- 9.5. It was noted this group may be able to feed into SGUL's TEF approach, which relies to some extent on similar types of data.
- 9.6. **Agreed: to approve the report.**
- 9.7. **In terms of the annual programme monitoring cycle, Professor Bowman would draft the overarching report drawing out the themes, actions and priorities identified during the 2016-17 cycle.**

10. Research Degrees Committee Annual Report (session 2016-17)

10.1. Received: the annual report from the Research Degrees Committee on new registrations and outcomes of submission for research degrees students (session 2017-18) was received for discussion.

Paper QAEC/17-18/4/J

10.2. It was noted that student resilience training could be identified as an area of good practice extensible to other programmes/departments at SGUL.

10.3. Integration of SGUL and LSHTM MRC-funded Doctoral Training Partnership students during the GSSP training was singled out as a particularly good opportunity for cohort building. It was noted that allowing student to apply before the end of July could help maximize the usefulness of this tool.

10.4. **Agreed: to approve the report.**

11. Careers Activity and Development Report

11.1. Received: the Careers Activity and Development Report from the Careers Committee was received for discussion.

Paper QAEC/17-18/4/K

11.2. It was noted that the appointment of an Associate Dean for Student Development would provide and anchor for careers services quality monitoring.

11.3. It was noted that it would be helpful to know what proportion of each cohort falls into each activity included in the report.

11.4. It was noted that it would be useful to extend successful activities made available to MBBS students to students on other programmes.

11.5. It was noted that careers activity for some programmes was not mentioned in the report

11.6. Agreed: liaise with careers team to find ways of effectively of addressing the above items. **Action: Dr Janette Myers**

12. Student SGUL International MBBS – Programme Closure Action Plan follow up

12.1. Received: the updated international MBBS programme closure action plan was received.

Paper QAEC/17-18/4/L

12.2. It was proposed that a tracker of the closure action plan be developed to facilitate the identification of changes occurred since the last iteration.

12.3. It was noted that specific questions have been added to SES in order to gather information on progress with International MBBS students.

12.4. It was noted that the report did not allow to perceive internal milestones to identify progress towards the goals that the programme team was trying to achieve.

12.5. It was noted that there was no sense of the degree of student engagement with the plan.

12.6. Agreed: request a tracker on changes to action plan. **Action: Derek Baldwinson**

13. Short course monitoring committee

13.1. It was noted that a short course monitoring committee report will need to be submitted in 2019.

14. Programmes under development

14.1. Received: the updated programmes under development tracker was received and noted.

15. Dates of future meetings

Thursday 16 May 2018
Tuesday 9 October 2018
Thursday 8 November 2018
Tuesday 11 December 2018

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

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