



# Quality Assurance and Enhancement Committee

10 April 2019

## Minutes

**Present:** Dr Rachel Allen (chair), Dr Fran Gibson, Dr Aileen O'Brien, Jenny Laws, Dr Saranne Weller, Godfrina McKoy, Prof Roberto Di Napoli, Pippa Tostevin, Dr Vanessa Ho, Prof Jane Lindsay, Dr Carwyn Hooper, Derek Baldwinson, Annabel Strachan

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

### 1. Apologies for absence

1.1 Apologies for absence were received from: Prof Jane Saffell, Verity Allison, Prof Iain MacPhee, Dr Janette Myers, Dr John Hammond, Prof Deborah Bowman, Dr Ahmed Younis

1.2 In Professor Deborah Bowman's absence, Dr Rachel Allen would chair the meeting.

### 2. Minutes

To receive and consider: the minutes of the meeting held on 13<sup>th</sup> March 2019.

Paper QAEC/18-19/6/A

Agreed

2.1 The minutes were agreed as an accurate record of the meeting, subject to the following:

2.2 It was noted that there may be an action arising from Agenda item 5.3 (TPCC annual monitoring report) to develop guidelines and standards for supervision that encompassed undergraduate and postgraduate courses at SGUL. **Action: GD to confirm**

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

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

Paper QAEC/18-19/6/B

Reported

3.1 *To convene a meeting to discuss student contracts. - A meeting had been held, but had not yet determined if student contracts were necessary and the action was therefore ongoing. DFB to continue to keep QAEC informed of progress - External Relations and Comms would reconvene the Group that had previously been reviewing CMA compliance.*

3.2 *That Professor Jane Saffell should be consulted on the next steps for SHINE and its strategic intent and relationship to the educational strategy and supporting implementation plans. - Professor Saffell had been consulted and the SHINE programme had since been submitted for reaccreditation by Advance HE.*

3.3 *An updated table indicating the number of External Examiner responses that had been submitted was appended to Paper B. A significant number of the outstanding reports were for BSc Intercalating. FG would discuss with Dr Paris Ataliotis. - This had been discussed with Dr Ataliotis, who acknowledged the issue. In the following year, External Examiners would be assigned to pathways rather than individual modules and this would reduce the number of Examiners required.*

3.4 *An update on PORT and its administration would be valuable for QAEC - CIDE had held initial discussions and would be contacting centre heads to review whether there were more effective ways to capture PORT data. As this was a TEF metric, it would be important to manage it carefully.*

- 3.5 *[Degree Inflation] It was agreed that the next stages of this review should take an evidence-based approach and should consider applying Iain Beith's approach to other courses. It was agreed that DB would convene a group including Julie Leeming, Vanessa Ho, John Hammond and a representative from the exams team, nominated by Jenny Laws. - The first meeting of the Group would be 24th April 2019 and its Terms of Reference were under development. Iain Beith would be submitting his report on the 27th June 2019.*
- 3.6 *It was difficult to see where to position the Feedback Policy institutionally within a Learning and Teaching Strategy – Professor Bowman and Professor Saffell had initiated a discussion via email, but a conclusion had not yet been reached.*

#### 4. Monitoring Committee Reports (schedule of business)

To receive and consider: UMBEC annual monitoring report

Paper QAEC/18-19/6/C

Reported

- 4.1 Attendance was an ongoing concern across St George's. Panopto and commutes were cited as possible causes for low attendance. Students were reportedly selective about which lectures they would attend, depending on their taste.
- 4.2 Facilities related issues had also been recurring. Now that all of the monitoring committee reports had been completed, the issues over facilities would be referred to the Student Experience Action Group.
- 4.3 Healthcare Science (Clinical Physiology) had highlighted the need for access to expertise to set up a level 6 apprenticeship option. It was suggested that they contact Kathy Curtis, who had been leading on the development of the Advanced Clinical Practice pathway, which was intended to include an apprenticeship option.

Agreed

- 4.4 The Chairs of the three monitoring committees should meet to agree the type of inquiry that could be made into attendance issues. **Action: RA, JL, JS**

#### 5. International MBBS Teach Out Plan

To receive and note: an update on the MBBS teach out plan

Paper QAEC/18-19/6/D

Reported

- 5.1 The funding for several Academic Lead positions that were key to the running of MBBS had come to an end. A bid had been submitted to Resourcing Review Committee (RRC) in an effort to secure funding to maintain these positions.
- 5.2 Although the international programme would be coming to an end, these positions were essential to the running of the Home MBBS programme, as there were no equivalent roles on that programme.

Noted

- 5.3 QAEC recognised that it was critical that funding be identified to secure key positions on the MBBS programme.

#### 6. External Examiners

To receive and note: a summary of the processes undertaken by the Exams team in dealing with External Examiners

Paper QAEC/18-19/6/E

Reported

- 6.1 As a result of the recent resignation of an external examiner over communication problems, the Exams Team initiated a review of their processes and provided QAEC with a summary.
- 6.2 The Team is developing a page for the website that aims to provide both external examiners and internal staff access to all relevant information, guidance and documentation that they would need to fulfil their role as examiners.
- 6.3 This process currently focused on undergraduate programmes, but had been shared with the Head of Postgraduate Administration with the intention of including postgraduate programmes as well.

Noted

- 6.4 It would be preferable if the submission of external examiner reports could be completed through an online form.
- 6.5 That internal Exam Board members did not receive notifications of board dates, although they were available through the Portal.

Agreed

- 6.6 There were a number of cross-functional issues obstructing the external examiner process, such as obtaining email addresses and access to Canvas. These problems were believed to be due to a lack of link-up between responsibilities divided between HR, IT and learning technology and were connected to other issues previously reported to QAEC in relation to MMIs and Personal Tutors.
- 6.7 Members were requested to identify examples of obstacles and to forward these to the Clerk. These would be collated to determine where to refer them to and reported back to QAEC by Dr Rachel Allen. **Action: QAEC Members**

## 7. Revised Programme Proposal Form

To receive and consider: a draft revised Programme Proposal Form that combines previous templates into a single form to be cumulatively completed through validation process stages

Paper QAEC/18-19/6/F

Reported

- 7.1 The Early Strategic Approval Form and Initial Proposal Form had been redesigned to create a cumulative form to be used for ESSC approval (Stage 2) and QAEC approval (Stage 3) of the Validation process.
- 7.2 The revised form introduced word limits and had been aligned with the criteria that ESSC and QAEC were responsible for reviewing, to ensure both committees could have a more focussed overview of the programme.

Agreed

- 7.3 That Dr Rosie MacLachlan should be consulted on ensuring an inclusive curriculum. **Action: QPD**
- 7.4 Several minor revisions were agreed. **Action: QPD**

Adding additional weblinks to the form would be helpful, in particular for the section on Student Journey.

The section on Graduate Attributes should be moved nearer to the beginning of the form.

The section on resource should include admissions.

## 8. Management and retention of student records

To receive and consider: a policy on the Management and retention of student records

Paper QAEC/18-19/6/G

Reported

- 8.1 The paper presented a draft of the policy for the management and retention of student records. The draft would be discussed and considered with stakeholders.
- 8.2 There continued to be an issue with staff not logging discussions they had had with students.
- 8.3 Guidance on the sharing of student information was expected to be published by the OfS later in the year.

Noted

- 8.4 The process provided a good description of how the current system could be maintained, but in the long run an alternative system would need to be considered.

Agreed

- 8.5 The policy was approved, but it was agreed that the approach to managing student records should be reviewed again in one year.

## **9. Any other Business**

Reported

- 9.1 There were no other items of business.

## **10. Dates of Meetings in 2018-19**

Tuesday 14 May 2019

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

*GD/April 2019*