



St George's, University of London

Quality Assurance and Enhancement Committee

Minutes of the meeting held on 13th June 2018

Present:

Dr John Hammond (Chair)
Derek Baldwinson
Professor Roberto Di Napoli
Dr Vanessa Ho

Dr Aileen O'Brien
Dr Elizabeth Ann Miles
Miss Philippa Tostevin

In attendance: Eduardo Ramos (clerk), Professor Iain Greenwood (for item 4), Professor Emma Baker (for item 4)

1. Apologies for absence

Apologies for absence were received from Bethany Agnew, Dr Rachel Allen, Professor Iain Beith, Professor Deborah Bowman, Professor Judith Cartwright, Denise Cooper, Dr Frances Gibson, Dr Marcus Jackson, Professor Andy Kent, Sam Khavandi, Jennifer Laws, Professor Jane Lindsay, Dr Janette Myers and Professor Jane Saffell.

2. Minutes of the meeting of 16 May 2018

Paper QAEC/17-18/6/A

2.1. The minutes of the meeting held on 16 May 2018 were received and approved as accurate subject to the following modifications:

2.1.1. Present: Dr Vanessa Ho was added to the list of attendees.

2.1.2. Minute 5.1 and 5.5: rather than conditions periodic review panels issue essential, advisable or desirable action points. Their judgments are subject to Senate ratification.

2.1.3. Minute 10.4: confirmation that the Translational Medicine MRes/PgCert business case was approved at ESSC had not yet been received.

2.1.4. Minute 8.4 and 8.5: accessibility to External Examiner reports. QAEC agreed to adopt an institutional policy for all External Examiners to meet with students during their periodic appointment. This policy would be written into the 2018 edition of the Quality Manual.

3. Matters arising from the minutes of the meeting of 16 May 2018

Paper QAEC/17-18/6/B

3.1. Update on ESSC Admissions Sub-group articulation (functions formerly held by MADG and RAPG) (from minute 3.1): discussion on this item was postponed.

- 3.2. Feedback on the feasibility of providing diversity and inclusion data for annual monitoring reports (from minute 7.6): discussion on this item was postponed.
- 3.3. Internal Quality Audit – assessment (from minute 3.4): Derek Baldwinson, Professor Deborah Bowman, Professor Roberto Di Napoli and Professor Jane Saffell would meet shortly to discuss the appointment of a suitable academic lead for the Assessment IQA.
- 3.4. Cross-referencing of the Lecture Capture Policy to the student ‘behavioural contract’ (from minute 3.5): a decision from Professor Jane Saffell is pending.
- 3.5. Receive the annual monitoring report of MSc Sports Cardiology (from minute 3.6): discussion on this item was postponed.
- 3.6. Provide feedback on the timeline for Heart Failure MSc validation (start date) (from minute 10.8): It was noted that a September 2019 start was expected. A timeline will be developed with the Course team. **Action:** Derek Baldwinson (to lead)
- 3.7. Master of Surgery – business case approval update and timeline for validation (from minute 3.6): the business case is being resubmitted to ESSC in July 2018.
- 3.8. SGUL International MBBS – Programme Closure Action Plan follow up (from minute 4.5, 4.6): updates to be provided termly. Next update during October 2018 QAEC meeting.
- 3.9. Draft membership, ToR, reporting and governance arrangements of the QAEC Data Oversight sub-group to be presented (from minute 7.5): discussed under item 7 In the agenda
- 3.10. Publication of External Examiners reports on CANVAS. Discussion of External Examiners reports in Staff-Student Liaison Groups (from minute 8.4, 8.5): discussed under item 2.1.4.

4. Matters arising from the minutes of the meeting of 11th April 2018

Paper QAEC/17-18/6/B

- 4.1. Discussion on reporting lines between QAEC and SSWC (from minute 4.4): a discussion between Dr Aileen O’Brien and Professor Deborah Bowman will be held shortly.
- 4.2. CMA OFS registration requirements (from minute 5.6): review the content and purpose of programme specifications and reposition them on SGUL’s website: A dedicated group is leading on CMA compliance chaired by the Director of ERCM. This group will provide a report to QAEC in due course.
- 4.3. Identify overarching issues found in the different summary annual monitoring reports (from minute 9.7): Professor Deborah Bowman is completing work on this item.

5. Matters arising from the minutes of the meeting of 18th January 2018

Paper QAEC/17-18/6/B

- 5.1. Internal Annual provider review: actions for QAEC as accountable committee (from minute 4.2):
 - 5.1.1. Action number 4: review of data to support quality assurance and educational decision-making, an *ad hoc* oversight group needs to be formed to determine data needs from a joined-up educational perspective: addressed through item 7 in the agenda.
 - 5.1.2. Action number 6: review of regulatory frameworks for collaborative provision: ongoing.
 - 5.1.3. Action number 7: academically-led process review is in progress, with revised elements to be introduced progressively. On hold (a review of the programme approval process will be initiated when the current cycle is complete.)
 - 5.1.4. Actions number 12 and 13 internal quality audit for feedback and assessment: report on IQA for feedback under development, identification of academic lead for IQA on assessment in progress.

6. BSc Clinical Pharmacology

The initial programme proposal form for the Clinical Pharmacology BSc was received

Paper QAEC/17-18/6/C

Noted:

- 6.1. The course leaders were asked to highlight the innovative features of the course. It was noted that this will be the first Clinical Pharmacology course at the undergraduate level offered in the UK. The focus is on developing a 'life-long synoptic learning' mind-set. Specifically the course will employ a blended learning approach with flipped classrooms, 'wet' practicals, computer simulations and weekly team based learning sessions with the aim of students developing a sense of ownership over their learning. The research project is completed during 5 weeks in semester 4, and will be assessed by marking of a written journal style 'rapid report' and an oral or poster presentation
- 6.2. The admissions policy was queried for a number of reasons (i) the entry tariff is perhaps too high for a new course (ii) if applicants aren't interviewed, it's hard to assess their commitment to Clinical Pharma as the supporting statement has proved to be of limited use (iii) the course team will need to develop a Clearing strategy.
- 6.3. The rationale emphasised the vocational nature of the programme and the intention to graduate students who are "work ready". This needs to be balanced by an appropriate emphasis on the scholarship and on the development of a wider range of graduate attributes. The course will have a focus on employability. The importance of addressing the balance between employability and scholarship in the validation documentation was singled out.
- 6.4. Information about investment to support the programme: One course team member is due to commence in 2018 to support the construction of course content and management of year 1 organisation. Further information about clinical appointments, load distribution and shared appointments with the NHS Trust would be helpful. .
- 6.5. The course plans some shared teaching with first year Biomed Sciences (BMS) BSc. Arrangements will be in place to accommodate the relatively small initial cohort (50). The team would need to consider how teaching sessions designed and delivered primarily for BMS students can be adapted to meet the needs of Clinical Pharma students.
- 6.6. The 5-week focused project at the end of semester 4 follows an atypical structure (level 5, no preparatory modules, shorter length and done for 100% time for 5 weeks). Projects tend to have level 6 outcomes to reflect their positioning and importance to the programme; students doing a level 5 project are potentially disadvantaged vis-à-vis other students doing it at level 6 (lack of preparation time; support, ethical approval etc.). Overall the rationale for the approach to the project needs to be drawn out.
- 6.7. The course does not use a conventional modular structure. Further explanation of the organisation of the curriculum would be useful.

Agreed:

- 6.8. To approve the IPPF for the Clinical Pharmacology BSc with the caveats indicated above. These suggestions are to be addressed in developing the programme validation documentation.

7. Data Oversight Group – Update

To receive for discussion the notes of the Data Oversight Group's 2nd meeting.

Paper QAEC/17-18/6/D

- 7.1. It was noted that a Data Oversight Group had been formed as an *ad hoc* sub-group of QAEC. The group will drive an analysis of data capabilities and requirements to improve APMR processes related to data, to respond effectively to new regulatory requirements including TEF and participation plans and to reduce the number and complexity of requests received by Student Information Systems.
- 7.2. The group is working on developing single Work Books for each programme with data from Planning (NSS 2016 to 2018 and HESA Employability PI 2014-15 to 2016-17) and Registry (recruitment, selection, progression, attainment, cohort analysis as required in APMRF Annex A data).
- 7.3. Given the size and complexity of the data and AMPRs timeline, it was noted that it would be useful to develop guidelines for the interpretation of data and an indicative timescale for the development of the Work Books.

Agreed

- 7.4. QAEC to receive an initial timescale for the generation of Work Books and a proposal of data interpretation guidelines for course directors. **Action:** Derek Baldwinson.
- 7.5. To identify options for leadership and management of the Work Book data analysis. **Action:** Derek Baldwinson.

8. Periodic review schedule 2018-2019

- 8.1. The schedule for the periodic review during 2018-2019 was received and approved

Paper QAEC/17-18/6/E

9. Review of the Programme Approval procedure

- 9.1. The process for the review of the Programme Approval procedure was received. A group to review the procedure would be convened shortly.

Paper QAEC/17-18/6/F

10. Internal Quality Audit

- 10.1. A report on the Internal Quality Audit on Feedback will be presented to a future QAEC meeting.

11. Programmes under development

- 11.1. The updated programmes under development tracker was received and approved subject to a modification in (H) Translational Medicine MRes, where the course has not yet received definitive approval by ESSC.

Paper QAEC/17-18/6/G

12. Any other business

No other business were discussed.

13. Dates of future meetings

Tuesday 9 October 2018

Tuesday 11 December 2018 (H5.21)

Thursday 8 November 2018

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).

V:\Committees\Quality Assurance and Enhancement Committee\2018-2019\2018_10_09_Papers\QAEC 09 10 2018 - Paper A - QAEC Minutes 13 June 2018 (Draft).doc

ER/21 June 2018