

Quality Assurance & Enhancement Committee

Tuesday 22nd June 2021 2.00pm-4.00pm



Minutes

Present: Prof Rachel Allen (Chair); Dr Baba Sheba; Dr Carwyn Hooper; Derek Baldwinson; Dr Fran Gibson; Dr Godfrina McKoy; Prof Iain Beith; Jenny Laws; Prof Jane Lindsay; Philippa Tostevin; Dr Rosie MacLachlan; Sally Mitchell; Dr Saranne Weller; Dr Vanessa Ho

In attendance: Glen Delahaye (clerk); Soosan Atkins; Angela Postill (Agenda Item 4)

1. Apologies for absence:

Reported

- 1.1 Apologies for absence were received from: Prof Jane Saffell; Syed Islam; Dr Aileen O'Brien; Sarah Jones; Dr Mark Bodman-Smith

2. Minutes

To receive and consider: the minutes of the meeting held on 19th May 2021.

Paper QAEC/20-21/9/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/20-21/9/B

Reported

19 May 2021 ref 4.16: RA, CH and JLi to work with Kathy Curtis to agree a mechanism for the quality assurance of all placement types.

- 3.1 JLa and DB had been sent documentation in relation to the quality assurance of placements. The action remained ongoing.

19 May 2021 ref 5.9: BS would provide QAEC with a revised ToR and membership for the Short Course Committee.

- 3.2 BS would aim to submit the revised ToR and membership to the July 2021 QAEC meeting.

4. OpEx Scheme of Assessment Project

To receive and consider: proposals, including timescales for implementation

Paper QAEC/20-21/9/C

To receive and consider: a paper on opportunities to build strong educational practice from the SoA project with suggested next steps

Paper QAEC/20-21/9/D

Reported

- 4.1 The recommendations arising from the Schemes of Assessment (SoA) Operational Excellence Project had been discussed at ESSC and were now being submitted to QAEC for consideration. Final approval would rest with Senate.

- 4.2 Following the ESSC meeting, JS, SM, JLi and Elizabeth Staddon wrote an additional paper proposing that two Task and Finish Groups be established:

- a. Group 1 would consider whether further amendments might be needed to the recommendations of the SoA Project. There were concerns that in the case of a small number of the recommendations, if they were adopted now, an opportunity to introduce or prescribe stronger educational practice would be missed.

- b. Group 2 would produce assessment regulations (for UG/PGT/Medicine) drawing on the SoA work in such a way that the timeline for the SITS work could proceed as proposed or only slightly amended.

Agreed

- 4.3 QAEC agreed the Scheme of Assessment (SoA) framework recommendations, as well as the timescales for implementation.
- 4.4 QAEC did not support the proposed Task and Finish Group 1. The Committee was of the view that there had been sufficient consultation with stakeholders over the past 18 months and that the risks of delaying the implementation of the recommendations would outweigh any potential benefits of further consultation.
- 4.5 QAEC supported the proposed Task and Finish Group 2.
- 4.6 QAEC would review the progress of the implementation of recommendations and Task and Finish Group 2 in January 2022.

5. **Word Count Limit Policy**

To receive and consider: the draft Word Count Limit Policy, as well as feedback received from Monitoring Committees

Paper QAEC/20-21/9/E

Reported

- 5.1 The SoA OpEx project revealed that there were several word count policies in operation at St George's. The SoA workshops confirmed support for exploring whether there could be a single policy for all SGUL programmes.
- 5.2 A single policy was proposed and it was proposed that this policy should be a "stop reading at the word limit" policy.
- 5.3 The paper had been considered at UMBEC on 7th April, TPCC on 28th April, and FQC on 25th May 2021. Senate would give final approval.

Agreed

- 5.4 Paragraph 7 highlighted to students that they would benefit from inserting tables as objects as the words may not count towards the word limit. This additional text should be removed from the Policy.
- 5.5 The Word Count Limit Policy was approved.
- 5.6 The Policy would be centrally housed, to allow it to be updated more easily without the need to track down individual copies of the Policy.
- 5.7 A link to the Policy would be included in assessment briefs where applicable. QAEC accepted that students may not click on the link, but expected that teaching staff would remind students of the Policy and where to access it.
- 5.8 **A final version of the Policy would be sent to Monitoring Committee Chairs to disseminate to course teams. Action: SA**

6. **QAEC Annual Programme Monitoring Summary Report session 2019/20**

To receive and consider: the summary report and QAEC Annual Programme Monitoring Action Plan

Paper QAEC/20-21/9/F

Reported

- 6.1 QAEC submits an annual report to Senate to confirm that St George's annual monitoring procedures are being implemented as intended. The report provides a summary of the outcomes of the 2019-20 monitoring and is based on the FQC, UMBEC and TPCC overview reports that QAEC reviewed on the 25th March 2021.

- 6.2 The report included the QAEC action plan for 2021-22. QAEC discussed cross-cutting themes from the monitoring committee reports in its meeting on the 20th April 2021 and the actions were designed to reflect that discussion.

Agreed

- 6.3 QAEC approved the report and action plan, which would be considered by Senate on the 6th July 2021.

7. Centre for Allied Health – Quality Monitoring of Programmes

To receive and consider: proposals for the way in which quality monitoring responsibilities might be reallocated in 2021-22

Paper QAEC/20-21/9/G

Reported

- 7.1 Subsequent to the partnership review, the Centre for Allied Health (CAH) was created in September 2020 as a new Centre aligned with IMBE.
- 7.2 The creation of the Centre had clear implications for the Joint Faculty's existing educational governance structures. On behalf of the partnership review oversight group, JLi carried out a review into these implications and her review report was considered by the Joint Operations Group in March 2021. The report considered the locus of responsibility for quality monitoring and included proposals for the way in which those responsibilities might be reallocated in 2021-22. It was proposed that:
- a. The CAH undergraduate courses are transferred to Undergraduate Medicine and Bioscience Education Committee (UMBEC) from September 2021.
 - b. UMBEC is renamed to reflect its broader remit (omitting "Medicine and Biomedical Education") as the Undergraduate Programmes Committee.
- 7.3 The proposal to add all CAH course directors to UMBEC was welcomed by QAEC, which had not been the case at FQC due to the large number of courses considered (spanning two universities).

Agreed

- 7.4 QAEC endorsed the proposal, which would be considered by Senate on the 6th July 2021.
- 7.5 The paper would be renamed to indicate that it referred to undergraduate provision, as the CAH also had postgraduate programmes which were already reporting to TPCC.

8. UUK mental health self-assessment tool

To receive and consider: the list of staff and existing Committees and Groups to be involved in the completion of the UUK mental health self-assessment tool

Paper QAEC/20-21/9/H

Reported

- 8.1 QAEC held an enhancement-focussed meeting in February 2021, where it received the UUK mental health self-assessment tool and agreed that the toolkit should be used, with the questions acting as prompts for reflection.
- 8.2 VH and AB collated a list of committees, groups and leads who would share the responsibilities of a self-assessment exercise on mental health.

Agreed

- 8.3 There was some overlap between the membership of the various committees and groups and there was therefore a need to consider how the sections of the toolkit would be divided between the groups to avoid duplication.
- 8.4 As the toolkit was lengthy, it would help if an abbreviated document could be presented to groups and committees to consider.
- 8.5 **VH would arrange to meet with the Chairs of the various committees and groups to discuss which areas they could contribute to. Action: VH**

9. Occupational Therapy Update

To receive and consider: an update on the validation of the Occupational Therapy Doctorate and a request to delay the validation of the BSc and MSc by six weeks.

Reported

- 9.1 It had previously been reported that a validation event would be held in September 2021 to revalidate the BSc Occupational Therapy, as well as to validate a new MSc and an Occupational Therapy Doctorate (OTD).
- 9.2 In May 2021, the Royal College of Occupational Therapy (RCOT) informed the course team that it was not currently in a position to accredit a doctorate. As a result, it was decided that the OTD would be validated separately from the MSc in one year's time.
- 9.3 This would also allow a longer conversation with relevant stakeholders within St George's to consider how the OTD would fit within and be supported by the Graduate School.
- 9.4 There would also be a need to update the General Regulations to allow St George's to confer a practice-based doctorate.
- 9.5 Due to unforeseen circumstances the academic lead for the development of the validation documentation had to take leave from the 8th June and would remain on leave for a minimum of four weeks. As a result, the team requested a six-week delay to BSc/MSc revalidation/validation event that was currently scheduled for the 1st and 2nd September 2021.

Agreed

- 9.6 QAEC agreed to delay the revalidation/validation of the BSc/MSc Occupational Therapy by six weeks. The event would take place in mid-October 2021.

10. ~~Data Improvement Group (DIG)~~

~~To receive and note: an update on plans for upcoming DIG meetings.~~

- 10.1 An update from DIG would be submitted to the next QAEC meeting.

11. Modifications

To receive and consider: a change to the Scheme of Assessment on the BSc (Hons) Biomedical Science Images of Anatomy module

Reported

- 11.1 The proposed modification to the Images of Anatomy module had been approved by UMBEC and was designed to improve engagement with the module, for which attendance was low and to encourage self-reflection on content and knowledge.

Agreed

- 11.2 QAEC approved the modification for implementation in the 2021-22 academic year.

12. Any other Business

- 12.1 There were no further items of business.

13. Dates of Meetings

2020-21

21 July 2021 (10am, Microsoft Teams)

2021-22

6 October 2021	18 January 2022	19 April 2022
15 November 2021	21 February 2022	18 May 2022
14 December 2021	24 March 2022	21 June 2022

All 2021-22 meetings will start at 2pm.

For all 2021-22 QAEC meetings, a Teams meeting has been set up and a boardroom has been booked. It has not yet been confirmed if committee meetings will be taking place on site.

GD/July 2021