Quality Assurance & Enhancement Committee
Monday 22nd February 2021 2.30pm-4pm

St George's
University of London

Minutes

Present: Prof Rachel Allen (Chair); Baba Sheba; Prof Iain Beith; Dr Carwyn Hooper; Derek Baldwinson; Dr Fran Gibson; Prof Jane Saffell; Dr Marcus Jackson; Dr Mark Bodman-Smith; Prof Jane Lindsay; Dr Aileen O'Brien; Sally Mitchell; Sarah Jones; Dr Rosie MacLachlan; Dr Vanessa Ho;

In attendance: Glen Delahaye (clerk); Soosan Atkins

QAEC members were invited to attend a high-level CMA briefing from 2pm – 2.30pm and as a result the February QAEC meeting started at 2.30pm.

1.   Apologies for absence:

Reported

1.1   Apologies for absence were received from: Syed Islam; Eoin Jardine; Jenny Laws; Dr Godfrina McKoy; Dr John Hammond; Philippa Tostevin; Dr Saranne Weller

2.   Minutes
To receive and consider: the minutes of the meeting held on 18th January 2021.
Paper QAEC/20-21/5/A

Agreed

2.1   The minutes were agreed as an accurate record of the meeting, subject to:
   a.   Paragraph 11.1 being amended to clarify that members had not agreed that there should be an allocation of teaching hours for engagement in PORT.

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/20-21/5/B

Reported

8th December 2020 ref 7.6: Academic Integrity was agreed as the topic for the next IQA. The next step would be to determine a lead. RA to discuss with SM and JS.

3.1   Dr Rosie MacLachlan would lead on the IQA Academic Integrity. RA would meet with her separately to discuss. **Action RA and RM**

3.2   QPD would support the IQA through GD.

8th December 2020 ref 9.10: A subgroup of QAEC would review and prioritise the recommendations and QAEC would follow up on the actions again in March 2021.

3.3   The group met on the 1st February 2021, where it agreed that broad institutional support was needed to develop a system for managing student records online.

3.4   BS had been reviewing the University's current systems for Timetabling, Student Records, the VLE and HR to determine a way to better integrate the systems.

3.5   The Technical Liaison Group, chaired by Rob Churm, would be overseeing this work and included representation from CTiE, Registry, IG and IT services.

4.   Enhancement Activity
To receive and consider: adopting parts or the whole of the UUK Self-Assessment Tool for an audit of student welfare and self-care.
Paper QAEC/20-21/5/C1
To receive and consider: the UUK Self Assessment Tool - Stepchange: Mentally Healthy Universities
Paper QAEC/20-21/5/C2

Reported

<u>UUK Self Assessment Tool</u>

4.1 The February 2021 QAEC meeting had been designated as an Enhancement meeting. When it met on the 8th December 2020, QAEC agreed that Student welfare and self-care would be the focus of the meeting and that it would consider the UUK Self Assessment Tool.

4.2 The UUK Self Assessment Tool was developed to encourage universities to plan and implement a whole university approach to mental health and was divided into seven practice areas:

    a. Learn (Learning, teaching and assessment)
    b. Support (Support Services; Risk)
    c. Work (Staff wellbeing; Staff development)
    d. Live (Mental health promotion; Residential accommodation; Community; Physical environment)
    e. Enablers (Leadership; Information)
    f. Working with the NHS
    g. Transitions (Transition into university and the first-year experience; Progression)

4.3 Prof Deborah Bowman had previously convened a meeting to allocate sections of the form to be completed by different departments, but work did not progress significantly.

4.4 There was currently no centralised approach to mental health at St George's. It was believed that many of the practice areas covered by the Tool existed in St George's, but that they were scattered around different parts of the University.

4.5 Mental health services provided to students were not being communicated consistently. Uptake of counselling services by postgraduate students was lower than undergraduate, which could be due to a lack of awareness.

4.6 Completing the Tool would provide a complete picture of the strengths and weaknesses within St George's current approach to welfare. It would identify good practice and highlight areas that were not being addressed or where the approach was disjointed.

4.7 It would be necessary to allocate additional resources to address the weaknesses of the University's current approach to welfare.

4.8 St George's five-year Strategic Plan would be updated this year with work expected to commence in the Summer. The results of this Tool could feed into that.

4.9 There may be an overlap between the questions being asked within the Tool and future TEF submissions and so the completed Tool would help towards the next TEF submission.

Agreed

<u>Executive Board</u>

4.10 QAEC should submit a proposal to Executive Board, laying out the plans for using the Tool to assess St George's arrangements for welfare and to highlight areas for improvement.

4.11 Mental health and support were already prominent in the recent Race and Ethnicity Review, for which a report was also being submitted to Executive Board.

<u>QAEC Working Group</u>

4.12 A working group could be formed under QAEC to oversee the completion of the Tool.

4.13 The following members expressed an interest in joining the group: Prof Rachel Allen; Prof Jane Lindsay; Dr Carwyn Hooper; Dr Mark Bodman-Smith

4.14 The QAEC working group could consider who to involve and would connect with them:

    a.   There were staff members who were well embedded in mental health, but not represented on QAEC, who should be engaged, including staff within HR and Estates;

    b.   students should be involved in the process at some point;

    c.   Monitoring Committees may provide a useful forum for information gathering;

    d.   the recently appointed Lead Personal Tutor for Postgraduate Taught Courses may also be able to provide valuable input into the completion of the Tool.

<u>Next steps</u>

4.15 VH would complete a list of staff and existing Committees and Groups to be involved in the completion of the Tool for QAEC to consider in its meeting on the 20th April 2021. Following this, QAEC would outline its plans to Executive Board and commission a Working Group. **Action VH**

5.   Dates of Meetings in 2020-21

25 March 2021 at 2pm	19 May 2021 at 2pm
20 April 2021 at 2pm	22 June 2021 at 2pm

All meetings will take place online until further notice.

Matters for Report

6.   *Reduction in placements on Physiotherapy programmes
<u>To receive and note:</u> that a reduction in the number of placements has been agreed for the penultimate year of the BSc Physiotherapy and MSc Physiotherapy to allow students to graduate on time in 2022

Paper QAEC/20-21/5/D

GD/March 2021