

## **Academic Quality and Standards Committee 13 March 2017**

### **Summary of Proceedings**

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The twentieth meeting of the Academic Quality and Standards Committee was held at 1400 on 13 March 2017. Papers for the meeting are available on Academic Quality and Standards Committee webpage:

<http://www.leedsbeckett.ac.uk/partners/academic-governance/academic-quality-and-standard-committee/>

The Academic Quality and Standards Committee's proceedings are summarised below. Full minutes will be published on the website once they have been approved by the Committee at its next meeting on 5 June 2017

#### **Validation, Re-validation and Periodic Review Report on Outcomes**

- a) i) The Committee was presented with an overview of activity planned for the 2016-17 academic year. From a total of 64 awards, there were 29 validations; 20 re-validations and 15 Approval of Collaborative Deliveries. The latter category had taken place at one partner's premises (Rushmore Business School).
- ii) The outcomes demonstrated a reduction in the number of conditions imposed at events, with seven out of 18 validations approved with no conditions. A number of awards had been withdrawn from the schedule and would be held over to the next cycle, although no provision would go beyond the validation period. An Institutional Recognition event would be held for KTG Education Group in Malaysia later in the academic year.

#### **Module Evaluation Report – Semester 1 Outcomes**

- b) i) The report provided the Committee with outcomes from Semester 1 in relation to the Evasys module evaluation. Just over 10,000 participants had engaged with the Evasys survey with an institutional response rate to module surveys of 21.13% of the total student population. Ongoing enhancements have been developed to provide increased practical support to Schools during Semester 2.
- ii) The redaction of surveys was a straightforward process but time-consuming in terms of reading individual comments and anonymising the data. Committee members provided feedback on the questions to be included on the survey for 2017-18 and highlighted the importance of being mindful of the survey timing.

#### **Monitoring Review and Enhancement**

- c) i) This report provided the Committee with a summary of School Academic Committee oversight of undergraduate and postgraduate course level annual reviews. A number of institutional level matters had been identified per School and the Committee agreed that the list should be restructured by theme e.g. library resources, estates, timetabling matters, for onward reporting and consideration by relevant Directors of Service. The outstanding reports from two schools are due to be submitted for the next committee meeting.

- d) i) The annual report on collaborative provision was received and considered. The Committee confirmed that they were satisfied that academic standards and quality was being maintained.
- ii) A rationalisation exercise had been undertaken and nine collaborative partners were in exit mode. The development of Articulation partnerships is now overseen by the Academic Planning and Collaborations Group.
- e) i) One negative External Examiner's report had been received for the BSc (Hons) Adult Nursing course at Rushmore Business School in 2015-16 and the School have provided a comprehensive action plan to address the issues identified. There were no outstanding reports or responses for collaborative courses.
- f) i) The percentage of good honours degrees (1<sup>st</sup> and 2.1) achieved by collaborative students is 53.7%, compared to the University average of 63.3%. This disparity will be explored further with collaborative partners, taking into account that good honours attainment varies nationally by subject.

### **External Examiner Appointments**

- g) i) This report provided the Committee with oversight of the appointments of External Examiners for 2016-17. The committee received and approved the proposals for appointment

### **AQSC Action Plan**

- h) i) The Committee was presented with an updated AQSC continuous action plan for 2016-17. Additional actions relating to student support for improved attainment in line with our Access and Success Strategy have been added to the action plan. Deans of School have been invited to engage with the data using the multi-variant interactive pivot tables and target action to support student attainment. An action point has been included relating to the Students' Union sabbatical officer priorities and objectives for 2016-17.

### **Education Strategy Developments 2016-2021**

- i) i) The report provided the committee with an update on progress with the implementation of the Education Strategy in the following areas:
  - ii) **The Learning Pathway: Transition** - The outcome of this year's learning pathway will culminate at the first day of the DEAP Conference on 29 June 2017.
  - iii) **The Translation Exercise for Alignment** - Course teams, with the support of Heads of Subject and Deans, were asked to consider the alignment of courses within the first strand of the Education Strategy and undertake any required changes through a 'translation exercise'. QAS has received summaries of translation exercise activities from each School.

iv) **Academic Staff Development, recognition and accreditation** – CLT is organising a ‘Welcome to your new role’ event for newly appointed Course Directors in May 2017. CLT is currently identifying and working with colleagues and teams who have potential to go forward for this year’s National Teaching Fellowship (NTF) and Collaborative Award for Teaching Excellence (CATE) schemes.

v) **The Student Support Framework: StREAM** – Following the StREAM exercise in semester 1 to contact disengaged students and invite them to contact their course teams, a similar ‘intervention’ is planned for semester 2.

vi) **Attendance Monitoring** – The University is reflecting upon the current attendance monitoring system with a view to how it might be enhanced for 2017-18.

vii) **Process Reform / Academic Regulations – Drafting Style and Content** – Positive feedback was received from Academic Board on the proposals approved in February 2017. Two areas will be addressed as part of the review: the revised drafting style, which should include a comprehensive numbering style; staff development and support for Schools will be needed to support the implementation of the new regulations. The Regulations Review Group received at its February 2017 meeting a range of proposals relating to Academic Integrity, Mitigation and sector benchmarking, development of collaborative provision regulations for inclusion of Dual and Multiple awards and options for revisions to recognition of prior learning sections. These were endorsed by AQSC.

### **Course Information for Students**

j) This report provided the Committee with proposals for the provision of Course Handbooks to students for 2017-18, including proposals to deliver the content in a web based format. Templates for three proposed handbooks (undergraduate course handbook; postgraduate course handbook; module handbook were provided). The templates were endorsed subject to regulatory clarification on a number of items and other minor amendments and approved in online format. The handbook template for Distance Learning would be circulated to AQSC members for comment.

### **Exceptions to Admissions Criteria**

k) The Committee approved two proposals for Exceptions to our standard University Admissions Criteria that had been submitted since the January 2017 meeting of AQSC. One proposal for BA (Hons) Business Accounting with Finance will be considered through a review group led by Tracey Lancaster and Chris Watts.

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16 March 2017