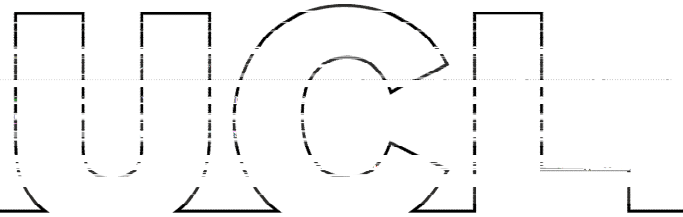# EDUCATION COMMITTEE

2 December 2014

MINUTES

Present:
Professor Anthony Smith (*Chair*)

RESOLVED:

18.4   That EdCom continue to receive updates on the progress of the project. **[Action: Dr Arne Hofmann]**

19   QAA CODE OF PRACTICE SCHEDULE

Noted:

19.1   In accordance with QMEC's approved method[1] for the review of UCL's provision against Part B of the new QAA UK Quality Code for Higher Education ('Quality Code' hereafter) drafts of UCL's provision in respect of Chapters relevant to EdCom have been prepared. EdCom was invited to discuss the following draft Chapters.

Received:

19.2   At <u>EDCOM 2/17 (14-15)</u> B3: Learning and Teaching
At <u>EDCOM 2/18 (14-15)</u> B4: Enabling Student Development and Achievement
At <u>EDCOM 2/19 (14-15)</u> B6: Assessment of Students & Recognition of Prior Learning
At <u>EDCOM 2/20 (14-15)</u> B7: External Examining

Discussion:

19.3   The completed Code of Practice Schedule was envisaged as a dynamic suite of documents which would require regular updating as UCL moved ahead with its planned enhancement work, particularly in respect of the Connected Curriculum initiative. EdCom would be updated further once the Connected Curriculum Steering Group had met. One or two non-substantive errors were noted which would be passed to the relevant Chapters' Co-ordinating Officers offline. **[Action: Ms Clare Goudy and Dr Dilly Fung to note]**

19.4   EdCom was assured that where UCL was recorded as not being compliant with a particular Indicator (for example those in Chapter B7 on External Examining) steps would be taken to ensure institutional compliance. EdCom would receive proposals in respect of Indicators 8, 14 and 18 at its March 2015 meeting. **[Action: Mr Derfel Owen]**

19.5   It was noted that the Chapters had been completed prior to the merger with the IoE and that they would be circulated to relevant IoE colleagues for additional input. **[Action: Ms Clare Goudy Dr Dilly Fung and Ms Irenie Morley]**

20   LATE SUMMER RESITS *[EdCom Min.4.4, 14-15]*

Noted:

20.1   On 7 October, EdCom had resolved that the Extenuating Circumstances Working Group, with additional representation, should meet to scope the issues involved in

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[1] a Co-ordinating Officer was assigned to each Chapter of the revised Part B. Each Co-ordinating Officer was then written to formally and asked to consider which other relevant colleagues, stakeholders etc. should be consulted, so that their input might be organised and compiled by the designated Co-ordinating Officer in order to formulate a full response: namely: a series of detailed explanations of how UCL practice 'meets' (or does not meet) the requirements of the Code.

21.4   Faculty Tutors representing single-department faculties requested that the table and chart showing the spread of StARs across the faculties correlated to the spread of SSCCs be adjusted to reflect their single-department status. **[Action: Mr Simon To]**

22   (DRAFT) ANNUAL REPORT OF EDCOM TO AC 2013-14

   Approved:

22.1   At <u>EDCOM 2/22 (14-15)</u> the draft Annual Report, which will be submitted to AC on 18 December 2014. **[Action: Ms Sandra Hinton]**

23   PROCEEDINGS OF FACULTY TEACHING COMMITTEES 2013-14

   Approved:

23.1   At <u>EDCOM 2/23 (14-15)</u> the Report, which included a summary of noteworthy items arising from the minutes of FTCs during the 2013-14 session[2].

24   QUALITY ASSURANCE WORK PLAN 2014-15 *[EdCom Min.5.4, 14-15]*

   Reported:

24.1   The EdCom Chair announced that the QAA Higher Education Review of UCL had been confirmed for summer 2016.

24.2   The Director of Academic Services, Mr Derfel Owen, reported that Academic Services' staff would be augmented by an Assessment and Regulations Manager and a Quality Assurance and Governance Support Officer who would be supporting the work of the Department. In addition, colleagues from the IoE with expertise in quality assurance and in student data analysis would be joining the AS team. Key priorities would be:

A G E N D A

30   **SUSPENSIONS OF REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS**

Received:

30.1   At <u>EDCOM 2/26 (14-15)</u> – the report on Suspension of Regulations for UG and PGT Taught Students.

SANDRA HINTON
Quality Assurance Manager, Academic Services, Student and Registry Services
[telephone: 020 7679 8590; internal extension 28590; fax 020 7679 8595; e-mail s.hinton@ucl.ac.uk
17 December 2014.