



UCL

47 **MEMBERSHIP**

Noted

47.1 **Mr Bob Allan** would be stepping down from EdCom at the end of session 2010-11 as the Faculty Tutor, Arts and Humanities and the acting Faculty Tutor, Social and Historical Sciences.

47.2 **Mr Michael Chessum** would be stepping down from EdCom at the end of

49B.2 A report on (i) the module choices available for years two and three of the BAsc and (ii) timetabling issues raised by its implementation was submitted to the meeting of PMASG on 29 June 2011.

49C **Review of the Harmonised Scheme of Award**

[EdCom Min. 23, 10-11]

Noted

49C.1 On 14 March 2011, EdCom had resolved that departments/divisions should be provided with programme level data, via the Faculty Tutors, relating to the Harmonised Scheme of Award so that it could be reviewed together with Faculty variations on the Harmonised Scheme. EdCom had requested submission by each Faculty of a collated report on the outcome of its departmental/divisional review and these would be submitted to EdCom's first meeting of the Autumn Term.

50 **ENGAGEMENT MONITORING**

[EdCom Min. 21, 10-11]

Noted

50.1 On 21 March 2011, EdCom discussed Engagement Monitoring, noting that although the majority of faculties were meeting the required points of engagement, many of the instances of non-engagement reported had concerned PGR students. The issue was referred to the Research Degrees Committee for its consideration. In light of this, EdCom received a further progress report.

Received

50.2 An oral report from the **Director of Student Services, Mr David Ashton**.

Reported

50.3 It was too early to make a definitive report as the final Point of Engagement was due to be signed off at the end of July. RAS was monitoring some Points of Engagement and departments were responsible for others. RAS would augment the support offered to departments in their monitoring by introducing a passport and visa check, with an electronic verification of address in term three. The UKBA had made some mid-cycle amendments to, among other things, the English Language requirements. RAS was trying to ensure that there was a progression statement for every student with Tier 4 visa status and was aiming to build a catalogue of those programmes of study where students tended to remain on the same visa status. A fuller report would be made to EdCom in due course

RESOLVED

50.4 That the Director of Student Services make a fuller report to EdCom in due course. **[Action: Mr David Ashton]**

51.7 That a small working group comprising (*inter alia*) the Director of Student Services,

- Since the departure of Professor Buxton, there had been no academic overview of the development of the timetable and clear academic leadership would be essential if the review of the timetabling method were to take into account those academic imperatives which should be driving the process.
- EdCom resolved that it should give a clear steer to AC that there should be an academic lead for the timetable review process. It was resolved that a Dean should be appointed as Academic Champion and that this should be Professor Vince Emery.
- It was noted that the Programme Diet and Module Selection Management Group (PDMSMG) of EdCom would also continue its work of reviewing and rationalising the curriculum over the forthcoming session. This ongoing simplification of the programme diet would also help to make the timetabling process easier.
- A number of issues regarding the Common Timetable had also emerged from faculty summaries of AM in 2010-11 received by QMEC on 29 June 2011.

RESOLVED

- 52.6 That Professor Vince Emery should act as Academic Champion in the forthcoming review of the timetabling method. **[Action: Professor Vince Emery]**
- 52.7 That the QMEC Secretary forward issues regarding the Common Timetable emerging from 2010-11 AM to the Director of Registry Information and Data Services for a response. **[Action: Ms Sandra Hinton]**

53 UCLU ASSESSMENT FEEDBACK CAMPAIGN - REPORT AND RECOMMENDATIONS

Noted

- 53.1 In March 2010 AC had approved UCL-wide service standards for provision of feedback to students on assessed work. However, the UCLU had since raised a number of concerns about how well these had been communicated to students and staff. On 19 May 2011, UCLU Officers submitted to JSSC a report on a feedback survey and promotional activity conducted by the UCLU. The report and its recommendations, including amendments requested by JSSC, was submitted for discussion to EdCom. The report had also been circulated to the Faculty Tutors by the UCLU Officers for discussion prior to the meeting.

Received

- 53.2 At APPENDIX EDCOM 4/41 (10-11) – the UCLU Assessment Feedback Campaign Report.
- 53.3 An oral report from the Medical and Postgraduate Students Officer, UCLU, Mr Alex Nesbitt.

Reported

strength of this pilot therefore, it was not possible to make recommendations for extending this approach for wider use at UCL and it was suggested that a further pilot be run in Laws on a single module in the coming session with students being given the opportunity to sit a mock exam and withdraw after this if they wished.

Discussion

- 54.5 There was some discussion concerning the levels of support for the project within the Faculty of Laws and it was resolved that the Laws Faculty Tutor would seek clarification as to the Faculty's position regarding whether there was sufficient support for and commitment to the project in view of the resource implications and burdens which would be placed on its Graduate Office.

RESOLVED

- 54.6 That the Laws Faculty Tutor would seek clarification as to the Faculty's position regarding the project. **[Action: Professor Olga Thomas]**¹

55 **REPORT ON TURNITIN PLAGIARISM DETECTION UPTAKE**

Noted

[EdCom Min. 38, 10-11]

Noted

56.1 On 26 May 2011, EdCom had convened a small working group to discuss in more detail UCL's implementation of the recommendations set out in the

Noted

- 57.1 At its meeting of 14 December EdCom received the ILTS with the information that AC Officers were liaising with the Office of the Vice-Provost (Academic and International) over the updating and finalising of the ILTS Implementation Plan. This could be found at APPENDIX EDCOM 4/45 (10-11).
- 57.2 There were four items in the Implementation Plan for action by EdCom as follows:
- (52) Monitor range of assessment types in use across disciplines with a view to informing UCL strategies for encouraging greater diversity in this area - **for action by EdCom and CALT**
 - (53) Implement standards for student feedback across all programmes and courses - **for action by EdCom, with Faculty/Departmental Teaching Committees**
 - (56) Adopt ECTS credits across all courses at UCL and promote a clear understanding of academic equivalence and credit transfer – **for action by Registry and EdCom.**
 - (65) Implement the recommendations of the 2009-10 Personal Tutor Scheme review, including the structures necessary to support enhanced careers advice to students and the compilation of the HEAR. – **for action by EdCom, Heads of Department, Faculty Tutors, Dean of Students (Academic)**
- 57.3 Action had been completed or was underway or in respect of (53) (56) and (65). EdCom Officers would liaise over the summer with relevant colleagues in respect of (52) and would make a report to EdCom at its first meeting of the Autumn Term.

58 PERSONAL TUTORING: OVERVIEW, MONITORING AND IMPLEMENTATION

Noted

- 58.1 EdCom was charged by its terms of reference to develop, review and monitor the implementation of UCL's Personal Tutoring Scheme. Accordingly, over the summer, the Chair would request a progress report from all Faculty Tutors on the first year of the Strategy's implementation. Faculty Tutors would be asked to distribute a proforma to their departments, asking them to note progress against or comments on each of the key elements of the strategy. An overview of the departmental responses, one for each Faculty, would then be submitted for discussion to EdCom's first meeting of the Autumn Term.

59 ACTION TAKEN BY THE VICE-CHAIR

59B Approval of new programmes of study

Noted

- 59B.1 The Vice-Chair, acting on behalf of EdCom and on the recommendation of PMASG, had approved the institution of the following programmes of study:

61.3 A Special Provisions Aegrotat meeting would be held on 7 July 2011. EdCom would receive a report on this at its next meeting.

62 ANY OTHER BUSINESS

62A Confirmation of Eligibility for Award of Merit for Part-Time or Interrupting Students

Noted

62A.1 In response to a query which had been raised by the Chair of a Board of Examiners, EdCom confirmed that in the case of part time or interrupting students a Merit would only be offered (where applicable) to those students who had enrolled and commenced their programme of study in 2010 and not before this date.

63 DATES OF MEETINGS 2010-11

Noted

63.1 There would be no further meetings of EdCom in 2010-11. Meetings in 2011-12 would be announced by the Secretary in due course.

SANDRA HINTON

Senior Quality Assurance Officer

Academic Support, Registry and Academic Services

2 August 2011

[telephone: 020 7679 8590; internal extension 28590; fax 020 7679 8595; e-mail s.hinton@ucl.