

EDUCATION COMMITTEE

6 October 2015

MINUTES

PRESENT:

Professor Anthony Smith (Chair)

Ms Wendy Appleby; Mr David Ashton; Dr Simon Banks; Dr Dilly Fung; Ms Clare Goudy; Ms June Hedges; Ms Judith Hillmore; Dr Arne Hofmann; Dr Helen Matthews; Professor Tim McHugh; Ms Suguna Nair; Mr Derfel Owen; Professor Norbert Pachler; Mr Mike Rowson; Ms Wahida Samie, Dr Hazel Smith; Dr Fiona Strawbridge; Ms Olga Thomas; Professor Derek Tocher; Ms Susan Ware.

In attendance: Ms Lizzie Vinton (Secretary); Ms Rebecca Allen, Student Experience Data Manager, for item 5; Dr Rosalind Duhs, Principal Teaching Fellow and Associate Director (CALT),

- 6.2 The Chair noted the significant progress made over the last year to ensure that UCL was ready for the review. The project strategy group were making regular reports to SMT to ensure that Deans were aware of progress and key issues, such as ensuring that the wider community of staff and students were aware of the review and the UK Quality Code expectations. The next major milestone would be the submission of the Self-Evaluation Document by UCL and the Student Written Submission by UCLU. A

- d) Whilst issues of internationalisation would be covered by the Global Engagement Strategy, more cross-referencing might be useful as the documents would typically be read in isolation plans to increase study abroad provisions.
- e)

- 9.2 The policy had been developed in consultation with staff and focused on developing strategies to enhance teaching and, in particular, assessment and feedback. The policy would form a constituent part of the Quality Review Framework in the new UCL Academic Manual. Small groups or pairs would report to DTCs, who would distil key issues and report on to QRSC as part of the ASER process. The next step would be to communicate the new method to staff and to explain the different approaches available.
- 9.3 EdCom noted that DTCs would be responsible for ensuring that peer dialogue was taking place as part of the ASER process, and suggested that the opportunity should

- 11.3 The templates were designed for non-European partners as the majority of European student exchanges fall under the Erasmus+ programme. However, should UCL need to develop a partnership with a European partner outside of the Erasmus+ programme, or to develop PGT exchanges, the same template could be used.
- 11.4 **Approved** EdCom approved the templates and thanked the Quality Assurance Manager for the hard work that had gone into developing the Academic Partnerships Framework.

Other matters for approval or information
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12 REVISED TERMS OF REFERENCE FOR FACULTY TEACHING

for PGT students and that this would be considered as part of the review of the assessment regulations during 2015-16.

17 SPECIAL CASES PANEL REPORT 2014-15

17.1 EdCom noted that there were no Special Cases Panels during 2014-15.

18 ANY OTHER BUSINESS

18.1 Programme Leader Role Descriptor

18.1.1 **Received** a late paper defining a common role descriptor for Programme Leaders at EDCOM 1-17 (15-16), presented by the Director of Academic Services.

18.1.2 As part of the QRSC ASER discussions, the sub-committee had concluded that the role of the Programme Leader played a pivotal role in addressing issues raised by students. It was felt that there was a lack of clarity about the role and its

