Mr Jim Onyemenam – ex officio as the SU Postgraduate Students' Officer.

1.3. It was noted that EdCom and all of its sub-committees, with the exception of the Quality Review Sub-Committee (QRSC), had added an additional term of reference to help ensure UCL compliance with the Office for Students (OfS) Regulatory Framework. In EdCom's case this was Condition B6 relating to UCL's participation in the Teaching Excellence Framework (TEF).

1.4. Approved – the Terms of Reference, Constitution and Membership for the Academic Partnerships Review Group (APRG) 2019-20 at EDCOM 1-02 (19-20).

1.5. Approved – the Terms of Reference, Constitution and Membership for the Academic Regulations and Quality Assurance Sub-Committee (ARQASC) 2019-20 at EDCOM 1-03 (19-20).

Approved – the Terms of Reference, Constitution and Membership for the Programme and Module Approval Panels (PMAP) 2019-20 at EDCOM 1-04 (19-20).

1.7. Approved – the Terms of Reference, Constitution and Membership for the Quality Review Sub-Committee 2019-20 at EDCOM 1-05 (19-20).

1.8. It was proposed that QRSC amend its term of reference 5a to add interruptions of study to "identifying trends in student recruitment, admission, progression and award data". This will be discussed by QRSC at its next meeting.

Action: QRSC Chair and Secretary

2. Minutes of the Previous Meeting

2.1. Approved – the Minutes of the previous meeting held on 11 June 2019 [EdCom

4.   Chair's Action taken since the Last Meeting

4.1.   EdCom noted the late changes to the Academic Manual approved by Chair's action since the previous meeting at EDCOM 1-06 (19-20).

Part II: Matters for Discussion

5.   Deadlines for Changes to the Academic Manual 2020-21

5.1.   Received – the paper at EDCOM 1-07 (19-20) presented by the Director of Academic Services, who outlined the key deadlines for approval of any proposed changes to the regulations and the Academic Manual for 2020-21.

5.2.   EdCom noted that members should view the June 2020 meeting date as the final deadline for approval of any changes. It was further advised that more substantial items should be submitted for the April 2020 meeting, in order to allow enough time for consideration. The paper also included the deadlines for ARQASC to consider the more substantive proposals in time for EdCom's later approval. Members were advised not to regard the reserved meeting in July 2020 as an additional opportunity for approval of changes, as this will only be held if it proves absolutely necessary.

6.   New Qualification Proposal: MASc

6.1.   Received - the paper at EDCOM 1-08 (19-20) presented by the Dean of the Faculty of Arts and Humanities and the Acting Head of the Bachelor of Arts and Science (BASc).

6.2.   Arts and Humanities proposed the creation of a new qualification, the Master of Arts

c) Recommendation 3: Assessment Preparation – dissatisfaction with the clarity of assessment criteria appeared to be the main concern raised by the SSCCs, which surprised some EdCom members as this area had received considerable focus in recent years. UCL had also made stringent efforts to address poor student feedback on assessment and feedback of work. It was suggested that this was an area that should be more easily fixed than other aspects of assessment practice,

c) It was suggested that consideration be given to improving the incident reporting systems for students taken ill during examinations or not arriving on the day. Although the system appeared to work quite well for students taking their home department exams, it was slower for those taking modules outside their department and there were often delays in the home exam boards being informed.

d) It was suggested that a concerted efforts should continue to encourage departments to take greater care in producing exam papers, to reduce the number of errors. This often led to student complaints and many errors could be avoided by more careful checking processes in departments.

e) The discussion also focussed on ways to deal with the sheer volume of examinations now taking place at UCL, which created strains on the students, departments and professional services delivering the exams. One suggestion was to introduce a winter exam period to spread the load throughout the session, though3(1)64lthwons 2 (er)-20.4 (t)- (t)-3. (e)1.1 (n)14.8 ((o)11.9 ( )0.4 (.)ho.3 (h)1.9 (ou).1 (v)1)

Analysis of performance trends to provide assurance to the board on standards or inform future changes in assessment methods or regulations (e.g. analysis of performance in a module across multiple years, analysis of trends in classification outcomes).

9.4.   Agreed – that a working group be established to:

award credit threshold. It was important that the system was able to identify more quickly such issues before or just after module selection, rather than at the end of the year, or in a few cases, the end of the programme. It was noted that Phase 4 of the Academic Model Project would address some of these issues by supporting greater data checking before progression and award calculation and plans for an online EC process, to update the system automatically once decisions were made.

10.4. Endorsed – the measures in the report identified to help address the regulatory issues identified.

Action: Dr Helen Matthews

Part III: Other Business for Approval or Information

11.   **UCL 2034 Principal Theme 2 (UCL Education Strategy): Annual Report to Council 2018-19**

11.1   Received - the paper at EDCOM 1-13 (19-20) presented by the Chair.

11.2.   The annual report outlined the key work and achievements undertaken the Education Strategy, comprising Theme 2 of the UCL 2034 Strategy. The report noted positive and significant developments at UCL such as the opening of the new Student Centre and the notable accomplishment of the improvement of UCL's National Student Survey (NSS) scores across all categories, the first time this had been achieved by the institution. The Chair thanked colleagues across UCL for their hard work and dedication to students in helping this happen.

11.3.   The report also noted the work still to be undertaken to make further improvements and this was broken down in the report by the eight objectives of the education strategy. Further work would also include mapping the strategy to priorities identified by the Student's Union and identifying any gaps in provision. It was suggested that one area of focus might be to improve the response rates to UCL's internal student satisfaction surveys, in particular the Student Experience Survey, which acted as a pre-cursor for penultimate year undergraduate students to the NSS.

11.4.

process and the organisation of student representatives. A further section summarised EdCom's important discussions in improving the academic regulations, noting its approval of revised chapters in the Academic Manual. A further section and related annexes also outlined the key work of EdCom's sub-committees.

12.3.   EdCom noted that the report was important in conveying the Committee's role in helping to improve UCL's academic provision, with a key motive of doing so to help

17.   Minutes of Sub-Committees and Working Groups

17.1.   Approved the minutes of APRG held on 15 November 2018 at EDCOM 1-19.

17.2.   Approved the minutes of ARQASC held on 25 March 2019 at EDCOM 1-20.

17.3.   Approved the minutes of ARQASC held on 14 May 2019 at EDCOM 1-21.

17.4.   Approved the minutes of ARQASC held on 13 June 2019 at EDCOM 1-22.

17.5.   Approved the minutes of PMAP held on 16 May 2019 at EDCOM 1-23.

17.6.   Approved the minutes of PMAP held on 13 June 2019 at EDCOM 1-24.

17.7.   Approved the minutes of PMAP held on 11 July 2019 at EDCOM 1-25.

17.8.   Approved the minutes of QRSC held on 11 April 2019 at EDCOM 1-26.

17.9.   Approved the minutes of QRSC held on 6 June 2019 at EDCOM 1-27.

18.   Suspensions of Regulations

18.1.   Approved – the Suspensions of Regulations at EDCOM 1-28 (19-20).

19.   Any Other Business – Examination Mitigation for Industrial Action

EdCom noted that the Office of the Independent Adjudicator (OIA) had found against UCL in its handling of some of the student complaints arising from the industrial action in the pension dispute in 2018. The OIA had ruled that UCL had provided insufficient guidance to students impacted by the strikes. It was further noted that the University and College Union were currently balloting their members regarding pensions and pay and there was the possibility of further industrial action this session.

19.2   Agreed – to re-activate the EdCom sub-group on Strike Mitigation should the industrial action go ahead.

Action: EdCom Chair, Secretary and Members to note

20.   Dates of Next Meeting

20.1.   The dates of the EdCom meetings for the rest of the 2019-20 session are:

Tuesday 3 December 2019 10.30am (Room 114 Foster Court)
Tuesday 25 February 2020 10.30am (Room 1.20 Malet Place Engineering Building)
Thursday 30 April 2020 10.30am (Room B.05 Darwin Building)

Monday 8 June 2020 10.30am (Room B.05 Darwin Building)
RESERVED MEETING Thursday 16 July 2020 10.30am (Room B.05 Darwin Building)

Rob Traynor (for Lizzie Vinton)
Acting Secretary to EdCom for the meeting

Policy Adviser (Education Governance)
Academic Services [telephone 0203 108 8213, UCL extension 582123, email: r.traynor@ucl.ac.uk]
12 November 2019