



EDUCATION COMMITTEE

Tuesday 12 March 2013

MINUTES

Present:

Prof Mike Ewing (*Chair*)

Mr David Ashton
Ms Karen Barnard
Mr Edwin Clifford-Coupe
Dr Caroline Essex
Dr Julie Evans
Mr Marco Federighi
Ms June Hedges
Dr Arne Hofmann
Ms Bella Malins
Ms Helen Matthews

Mr Dante Micheaux
Dr John Mitchell
Ms Kathleen Nicholls
Dr Hilary Richards
Dr Fiona Strawbridge
Ms Olga Thomas
Professor Derek Tocher
Ms Susan Ware
Dr Andrew Wills

In attendance:

33 MINUTES OF THE MEETING OF 6 DECEMBER 2012

Confirmed:

- 33.1 The Minutes of the meeting of EdCom held on 6 December 2012 [EdCom Mins. 16 - 32, 06.12.12]

34 MATTERS ARISING FROM THE MINUTES [see also Minutes 36 & 37 below]

34A New Fee Liability Policy for Interruptions and Withdrawals [EdCom Min.17A, 12-13]

Noted:

- 34A.1 The Director of Financial Planning and Strategy was currently working towards a revised policy which would be submitted the June 25 meeting of EdCom for proposed implementation in 2013-14.

34B Undergraduate Admissions: improving conversion activity [EdCom Min.17B, 12-13]

Reported:

- 34B.1 The Director of Admissions reported that the third of a trio of conversion-related emails were shortly to be sent to offer holders. The Admissions Office had also been helping faculties with events and open-days for offer holders and feedback so far had been positive. A number of regional events had also been held in Exeter, Norwich and Birmingham which aimed to give more information to offer holders about accommodation etc. and had also received positive feedback, particularly from parents. The Admissions Office was hoping to extend this regional activity.

RESOLVED:

- 34B.2 That a further report would be made to EdCom in the summer once feedback on the various activities had been fully evaluated. **[Action: Ms Bella Malins]**

34C Scheduled learning percentages – issues arising from UCL preparations for the key information set (KIS) [EdCom Min.18, 12-13]

Noted:

- 34C.1 During UCL's preparations for the KIS, undertaken by a Steering Group (KISSG) of QMEC established for this purpose, an issue had arisen regarding the calculation of scheduled learning hours. EdCom had been invited to consider whether the calculation method agreed by AC in 2008¹ required revision and, if so, to discuss some alternative proposals. EdCom resolved that contact hours (as opposed to percentages) should be gathered.

¹ That UCL's statement on learning hours should stipulate 1200 learning hours during the 30 weeks of the academic year, and an additional 300 learning hours during vacation periods across the calendar year, a total of 1500 learning hours per undergraduate learning year.

Reported:

34C.2 The Head of Student Data Services submitted a progress report to the effect that:

- Functionality had been developed for Portico to collect the teaching and learning hours for undergraduate modules as required for KIS.
- The functionality was added to the Live Portico system on 7 March 2013.
- The Head of Student Data Services was working with the Chair of the KISSG to agree a suitable message or messages to go out to departments to inform them that the KIS would be taking place again this year, and that the module based data would be gathered through Portico.
- It was expected that the teaching and learning hours data for the great majority of departments would complete by the end of April 2013.

RESOLVED:

34C.3 That any further issues or queries which EdCom members may have, be communicated to the Head of Student Data Services via the Secretary. **[Action: EdCom members to note]**

34D Annual Report from EdCom to AC [EdCom Min.24 ,12-13]

Noted:

34D.1 The above report was approved by AC on 13 December 2012.

35 FEEDBACK ON SUMMATIVE ASSESSMENT

Noted:

35.1 Students had requested feedback on summative assessments/examinations. This was not currently UCL policy. EdCom Officers had investigated Chapter B6 of the QAA's UK Quality Code for guidance on sound practice in this area. See <http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality%20C>
AC on 13 December36 T()TjEMC /P 3e report was ajE175 /TT2 1 Tf01 Tf0 Tc -3.279 -1.137oted:

- It might be possible to provide generic feedback which would be useful for incoming generations of students: this might include a commentary on, for example, those questions in any given year on which students had performed particularly well or badly.
- It might be possible to calculate the numbers of students attempting/not attempting particular questions. This would be helpful to examiners for future assessment-setting; however, there was currently no electronic way of recording this information and in some Faculties the process would therefore be laborious out of all proportion to its perceived usefulness to students;
- It was noted that in at least one Faculty where this would represent an unreasonable burden, individual feedback was actually offered and any requirement to provide generic information of the kind described above would necessitate a redirection of scarce resources towards this end;
- In this Faculty there was also less obvious continuity between the examination papers from one year to the next, making comparisons less valuable; however, its module-level AM reports were required to provide a commentary endonduequi TdiCID 2 BDereMCIDake-up.

38 MATTERS ARISING FROM REGULATION REVIEW GROUP 5 FEBRUARY 2013

38A Extenuating Circumstances

Noted:

38A.1 RRG discussions regarding proposed revisions to UCL's current policy on Extenuating Circumstances were ongoing but EdCom was asked to reinforce the policy that no late Extenuating Circumstances would be accepted unless the acute nature of the circumstances prevented them from being brought to the attention of the relevant tutor within the prescribed timeframe. (see also Minute 43B below)

Reported:

38A.2 The Chair provided some background to the creation of the current algorithm for the grading of Extenuating Circumstances and informed EdCom that he had prepared a paper for the RRG's next meeting which outlined current thinking on this and other key issues. It was also noted that any revised policy on Extenuating Circumstances would need to take into account ongoing discussions/proposals for the GPA.

38B Lateness penalties

Noted:

38B.1 UCL Regulations concerning Penalties for over-length Coursework and penalties for Late Submission have now been revised. (see also Minute 43B below)

39 PROCEEDINGS OF FACULTY TEACHING COMMITTEES: SESSION 2011-12

Noted:

39.1 In line with a recommendation arising from the 2012 Review of AC and its Substructure, subsequently approved by AC on 18 October 2012, EdCom is invited to receive and discuss the Annual Report on Proceedings of FTCs 2011-12, referring any significant issues to AC.

Received:

39.2 The report at [EDCOM 3/30 \(12-13\)](#), introduced by the Chair.

Reported:

39.3 The Chair noted that all FTCs (which covered UG matters) had reported on the NSS and discussed the Faculty Digests which collated the student response data and comments. Assessment and feedback issues (quality and promptness of return of marked work), the quality of learning space (including access to computer facilities and study space) were the most commonly mentioned concerns.

Discussion:

39.4 It was noted that issues with the quality of UCL's estate/teaching space also emerged annually via QMEC as part of the AM and IQR processes. The QMEC Chair had also

met in summer 2012 with colleagues from UCL Estates and Information Systems Division to clarify which issues noted by faculties were of a strategic nature and would therefore be looked at in the long-term, and which issues could be resolved in the short-term. This meeting, although useful in generating a written response from UCL Estates and Facilities, apparently had not resulted in progress in areas that had been identified at the meeting as achievable in the time frame of a year. Since space and resourcing issues had a significant impact on the overall student experience, it was essential to improve interaction of students and academic staff with Estates and Facilities so better progress could be made in these areas. It was suggested that EdCom invite a representative from UCL Estates, preferably its Director, to attend EdCom's meeting of 30 April in order to respond to any issues raised (a maximum of four) by faculties.

RESOLVED:

39.5 That the Director of UCL Estates be invited to attend EdCom on 25 June 2013.
[Action: Sandra Hinton]

39.6 That EdCom members/Faculty Tutors email the Secretary with suggestions for issues to be discussed. **[Action: EdCom/Faculty Tutors to note]**

40 AMENDED PROCEDURE FOR THE SPECIAL CASES PANEL

Noted:

40.1 EdCom was asked to approve an amended procedure for the Special Cases Panel, as recommended by UCLBE.

Received:

40.2 A paper at EDCOM 3/31 (12-13), introduced by the Director of Student Services.

Reported:

40.3 The amended procedure was being recommended in response to an issue which had arisen, the OIA's decision concerning which had revealed a need to reinforce the primacy of UCL in awarding degrees. Previously, the remit of the Special Cases Panels was confusing and could lead to them being considered as an appeals process rather than as an infrequently evoked process to overrule unjust decisions made by Boards of Examiners or to adjudicate in cases of disagreement between Faculty Boards of Examiners and Departmental/Divisional Boards.

40.4 EdCom was also invited to consider SPCs for PGT students and whether these should be separate or whether the remit of the existing SPCs should be extended.

RESOLVED:

40.5 That the amended procedure be approved.

41 APPROVAL OF NEW PROGRAMMES OF STUDY

Noted:

Reported:

44A.2 The Chair stressed that it was important to note that the MFL was not an admission

any requests for changes of assessment fo