Education Committee

Extraordinary Meeting

20 September 2022

Confirmed

Mr Hamza Ahmed; Ms Karen Barnard; Dr Nicole Brown; Professor Parama Chaudhary; Ms Sarah Cowls; Mr Ian Davis; Mr Ashley Doolan; Dr Julie Evans; Dr Jo Fraser-Pearce; Professor Arne Hofmann; Mr Zak Liddell; Ms Blathnaid Mahony; Dr Elvira Mambetisaeva; Dr Margaret Mayston; Ms Seyi Osi; Professor Norbert Pachler; Professor Aeli Roberts; Professor Bill Sillar; Dr Hazel Smith; Dr Fiona Strawbrid(0 G[(7)] TJETQq0.000008871 0 595.32 841.92 reW*nBT/F1 11.04 Tf1 0 0 1 459.58 431.35 Tm

3 at EdCom 1-01 (21-22).

1.2.   EdCom welcomed the following new members:

- Mr Hamza Ahmed – ex-officio as the Students' Union (SU) Education Officer
- Ms Seyi Osi – ex officio as the SU Equity and Inclusion Officer;
- Professor Parama Chaudhury, Pro-Vice-Provost (Student Academic Experience)
- Ms Karen Barnard, Acting Director, UCL Arena (also Director of UCL Careers)
- Professor Nicola Walshe, Pro-Director (Education), Institute of Education (IOE)
- Dr Margaret Mayston (Division of Biosciences), elected by Academic Board
- Professor Mary Richardson (IOE), elected by Academic Board
- Dr Nalini Vittal (Centre for Languages and International Education - CLIE), elected by Academic Board

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(Chair)

Professor Bill Sillar (Institute of Archaeology) was also elected as a professorial member by Academic Board, having already served on EdCom as a non-professorial elected member.

2.   Minutes of the Previous Meeting

2.1.   Approved – the Minutes of the previous meeting held on 19 July 2022 [EdCom Minutes 97-122, 2021-22] at EDCOM 1-02 (22-23). The minutes were amended following the meeting to correct minor errors in members' titles.

3.   Matters Arising from the Minutes

3.1.   Noted - all matters arising were either raised in the agenda or being dealt with for future reporting to the Committee.

4.

4A   Exam Board Mitigation for External Examin   -Attendance (CLIE)

4A.1   Received – the paper at EDCOM 1-03 (22-23) which outlined Chair's Action taken to approve the mitigation taken by the CLIE Board of Examiners for non-attendance by two external examiners, following the Board of Examiners Emergency Procedures (Academic Manual Chapter 4). The Chair was satisfied that the mitigating action was appropriate and in line with the UCL procedures.

Part II: Matters for Discussion

5.   Timetabling and Scheduling

5.1.   Received - the paper at EDCOM 1-04 (22-23)

offering. It was suggested that six-eight options were optimal. This would also involve agreeing criteria for staff availability to help improve fairness and efficiency.

5.4.   EdCom agreed with the necessity to improve timetabling processes, though there were challenges in improving programme diets and helping staff adapt. This would move UCL more in line with sector practice, though it was important to set student expectations over module choice. Departments would be provided with mathematical algorithms to enable modelling of diet complexity based on the number of options selected. It was asked whether more online provision could lessen space demands, but noted that it would have limited effect while degrees were set up for in-person learning, though this might change in future.

5.5.   The discussion also raised concerns with reviewing staffing arrangements for timetabling. Many individual teaching arrangements had been in place for some time and changes in cultural practice may be needed. Some staff were also not employed by UCL in a number of faculties, such as NHS staff delivering clinical teaching. This would require sensitive discussion with departments and recognition of programme requirements and constraints. Teaching provided outside of UCL accommodation would also need to be included in the integrated timetable to be visible to students.

5.6.   **Agreed:** that EdCom support the proposals outlined in Paper 1-04 (22-23) to change UCL's approach to timetabling and implement scheduling from 2023-24.
Action: Sian Minett to note

6.   **Student Regulations for Exams and Assessments 2022-23**

Received - the paper at EDCOM 1-05 (22-23) introduced by Ms Joanne Moles, Head of Assessment Delivery and Platforms (Academic Services, Student and Registry Services - SRS) and Professor Simon Walker, Director of Programme Development (UCL Arena).

6.2.   EdCom had approved the Teaching and Assessment Operating Model last session (EdCom Minute 9, 14.10.2021). Following this the Academic Regulations and Quality Assurance Sub-Committee (ARQASC) recommended proposals to update the Academic Manual to bring the two into alignment. The main proposals were to introduce penalties for late submissions for online controlled condition examinations and clarification of upload requirements for students with reasonable adjustments. Further changes were outlined in the paper.

6.3.   **Approved:** paper 1-05 (22-23), the Student Regulations for Examinations and Assessment 2022-23.

7.   **Admissions**

7.1.   Received - the paper at EDCOM 1-06 (22-23) presented by Ms Bella Malins, Director of Access and Admissions (SRS).

8.5.

10.2. The review was not intended to change EdCom's t

10.8.   The ASER process also required refreshing to minimise the administrative burden, align it better with academic planning and publication of the key datasets such as the NSS and the Graduate Outcomes Survey (GOS). The proposed DEP would enable departments to focus on key issues, with specific targets for action.

10.9.   A number of suggestions were raised on ASER in the discussion:

   a) Consideration should be given to changing the ASER name. "Annual" implied once a year, so not all departments saw ASER as an on-