



University of the
West of England

ACADEMIC BOARD

Academic Quality and Enhancement Committee

Minutes of the meeting held on 10th February 2015 at 2pm in The Dartington Suite, Wallscourt Farmhouse, Frenchay Campus

Present: Jane Harrington (Chair), Jackie Chelin, JJ Clark, John Clarke, Rachel Cowie, Liz Falconer, Marie-Annick Gournet, Katie Jenkins, Rhiannon Jenkins, Mandy Lee, Karen Lewis, James Longhurst, Stuart Marshall, Jo Midgley, Peter Rawlings, Nick Wilton, Teresa Wood. Kevin Lowman (for D Norris), Nicola Potter (for J Deane)

In Attendance: Lisa Connors (Officer), Alastair Osborn, Jan Richardson, Becky Smith, Gail Wilson, Lee Smith (QAA), Jenny Wills for AQEC15.02.15.

	APOLOGIES FOR ABSENCE
AQEC15.02.01	Jamil Alkalouti, John Deane, Jenny Dye, Steve Neill, Derek Norris, Gerry Rice, Fiona Tolmie Neil Willey.
	MINUTES OF THE LAST MEETING
AQEC15.02.02	<i>Paper AQEC 14.11.M was received.</i> The minutes of the AQEC meeting held on 26 th November 2014 were confirmed to be an accurate record of the meeting with the exception of the student representatives who had been missed from the list of those present.
	TERMS OF REFERENCE & MEMBERSHIP
AQEC15.02.03	<i>Paper AQEC 15.02.01 was received.</i> The Chair welcomed the new members to the Group.
	MATTERS ARISING
AQEC15.02.04	AQEC14.11.19 – It was confirmed that where Faculty ASQCs were creating groups for the scrutiny of approval documentation, these groups were formally reporting their outcomes back to the ASQC.
AQEC15.02.05	AQEC14.11.32 – The lack of a formal policy on the use of plagiarism software was noted and it was agreed that a working group would be convened to make recommendations within the Assessment Offences policy.

AQEC15.02.06	BlackBoard developments due to be implemented in the Summer would have implications for the use of Safe Assign, with all online assessment submissions automatically being passed through the software and a plagiarism report made available at the point of marking. The working group would also need to take account of the Assessment Offences policy in their work.
AQEC15.02.07	Following review of the policy it might also be necessary to review the software employed by the University. Members recognised that changes to the software would entail a review of, and potential changes to, the online assessment process and systems. Action: Working Group to report back to AQEC. Head of Learning and Teaching Enhancement to lead.
AQEC15.02.08	AQEC14.11.37 – further consultation had been undertaken on the EU directive which would bring students within consumer law by the Competition and Markets Authority and more detailed guidance was due to be published in February or March. This would be likely to impact on the University’s curriculum approval processes and could create a tension between complying with the consumer protection law and responding promptly to feedback to enhance the provision.
ITEMS FOR DISCUSSION	
AQEC15.02.09	Learning & Research 2020 The Chair updated the Group on the development of Learning & Research 2020. This had evolved from Learning Transformation and would help to drive and set the direction to support Strategy 2020 in teaching, learning and research. It drew together a number of existing plans and would encompass five key projects: <ol style="list-style-type: none"> 1. Learning Environments 2. Teaching and Programmes 3. Assessment and Feedback 4. Professional and Practice Based Learning 5. Research
AQEC15.02.10	The projects would be in place by the end of March and formal governance structures would be put in place around each of them.
AQEC15.02.11	The approach was welcomed by the Group and further information would follow at future meetings.
AQEC15.02.12	AQEC Enhancement Led Session The annual enhancement led workshop would be held in April and the Group discussed potential themes for the session. Enterprise was identified as a key element in Workstream 2 of Strategy 2020 and a vital component of the vision of the UWE Graduate. As such, it was important that the Group develop a comprehensive

<p>AQEC15.02.13</p>	<p>and common understanding of the terminology.</p> <p>Members noted that, in discussing enterprise as a student attribute, the individual experiences of students studying different subject areas and at different points in their studies should be taken into consideration. The VP Education was keen to ensure that the workshop should not be limited to considering formal study but should also include co-curricular activities which were key in developing enterprise. It was also felt that enterprise was pertinent to staff experience and development, particularly in light of the University's emphasis on providing a practice focused curriculum.</p>
<p>AQEC15.02.14</p>	<p>Professor Dylan Jones-Evans would be invited to participate in the session and there was also a very useful guide available from the QAA. Professor Andy Penaluna, the Chair of the group that produced the guide, might also be approached to contribute. There were many examples in FE Colleges of strong partnership working with local employers and it might be possible to include some of the University's UK partners in the workshop.</p> <p style="text-align: right;">Action: Group to create a plan for the session and report back to AQEC</p>
<p>AQEC15.02.15</p>	<p>Annual Report on Complaints and Appeals <i>Paper AQEC15.02.02 was received.</i></p> <p>There had been a pleasing reduction in the number of complaint cases across all areas and referrals upheld by the OIA remained low. Additional resource within the Complaints and Appeals Team had a positive impact and the Team had worked closely with the Student Advice Centre.</p>
<p>AQEC15.02.16</p>	<p>The earlier resit period would create challenging timescales but had the advantage of allowing more time before the start of the new academic year to address appeals from students who had been required to withdraw at the resit boards.</p>
<p>AQEC15.02.17</p>	<p>The volume of appeals based on late applications for extenuating circumstances remained high and out of line with the sector. Addressing this issue, learning from previous cases and strengthening early resolutions were priorities.</p>
<p>AQEC15.02.18</p>	<p>The Group commended the Complaints and Appeals Team on a detailed report which highlighted many learning points. The Complaints and Appeals Manager would be working with the Director of Academic Services to create an action plan based upon the report's recommendations and the Group asked for staff development needs to also be identified.</p>
<p>AQEC15.02.19</p>	<p>Graduate Attributes <i>Paper AQEC15.02.03 was received.</i></p> <p>The attributes had been revised following discussion at a previous meeting of the Group and the next stage would be consideration by Academic Board. Members considered the attributes themselves and commented that being digitally competent should be a current, rather than a future-facing, attribute. Care should</p>

<p>AQEC15.02.20</p>	<p>also be taken to acknowledge and nurture the attributes that students already possessed on joining the University.</p> <p>There was some concern that some of the attributes, such as civic engagement, were difficult to measure and to impart to students. Consideration was given to whether the attributes should be expressed as opportunities that students had been exposed to and whether they should be quantified, rather than presented as a check list.</p>
<p>AQEC15.02.21</p>	<p>Members agreed that the attributes were useful in creating a vision of the UWE Graduate but implementation would require further discussion. They would be amended in light of the comments before being recommended to Academic Board for approval.</p> <p style="text-align: center;">Action: Director of Academic Services to amend.</p>
<p>AQEC15.02.22</p>	<p>QAA Higher Education Review</p> <p>The Review Team had now been confirmed and would consist of the maximum six members. As part of the preparations, a trial review would be held over three days in April and staff were encouraged to participate. The first draft of the Self Evaluation Document would be considered by the HE Review Board this week and a number of workshops were being held to align with each of the chapters. It was appreciated that some of the workshops were scheduled during teaching time and, where colleagues were unable to attend, written comments were welcomed.</p>
<p>AQEC15.02.23</p>	<p>New and Revised Policies:</p> <p>Revisions to the Policy on the Recruitment, Placement and Engagement in Other Activities of Students with Criminal Convictions</p> <p><i>Paper AQEC15.02.04 was received.</i></p> <p>The revisions to the policy resulted from a scheduled review and were based upon changes in legislation and experience of the operation of the procedures. Members were reassured that the University made decisions about applicants and existing students based upon risk assessments and that a policy was also in place relating to staff.</p>
<p>AQEC15.02.24</p>	<p>Members agreed to approve the revisions to the policy.</p>
<p>AQEC15.02.25</p>	<p>Library Services Loans and Fines Policy</p> <p><i>Paper AQEC15.02.05 was received.</i></p> <p>Following a move to unlimited renewals and the increase in E-stock, the policy had been reviewed and recommendations put forward for revisions. These included the maintenance of unlimited renewals, increased borrowing and the limitation of charging fees to specific circumstances only. It was noted that the policy would need to be clear on the communication channels with students.</p>

AQEC15.02.26	<p>The Group agreed to recommend approval of the revised policy to the Directorate as there were resource implications.</p> <p style="text-align: center;">Action: Officer to communicate the recommendation.</p>
AQEC15.02.27	<p>UKPSF Project <i>Paper AQEC15.02.06 was received.</i> The project proposed to create a UWE specific framework for eligible staff to gain teaching recognition and HEA fellowship. There was some discussion around the relationship between the Framework and the existing PG Cert Teaching and Learning in HE available to academic staff. Members also sought to differentiate between accreditation and qualifications and the desirability of each. It was agreed that further discussions would take place between the DVC: Academic, the Learning for All Hub Leader and the Associate Head of Department: Professional Development for the Faculty of Arts, Creative Industries and Education.</p>
AQEC15.02.28	<p>Items from Faculty ASQCs Requiring Action: The Impact on the Student Experience of Schedule and Unscheduled IT Outages There was concern that unscheduled outages could adversely affect students working toward assessment submissions and that, when these occurred, there was insufficient information about the outage available. In addition, the out of hours service was unable to provide advice and guidance on UWE systems.</p>
AQEC15.02.29	<p>Members were advised that scheduled outages had been considerably reduced and a standard policy was in place for unplanned outages that impacted upon hand in times. This would trigger an automatic extension of the deadline and communication to students. The out of hours service was intended only for specific functions, such as resetting of passwords, and was not intended to be able to advise on UWE systems.</p>
AQEC15.02.30	<p>Whilst there was an IT Status webpage it was agreed that communications about outages should be given further consideration.</p> <p style="text-align: center;">Action: Web Applications Manager to raise issue with IT Services.</p>
AQEC15.02.31	<p>Award Board Data Department Scorecards were made available to the Group as part of its obligation to consider annual key performance indicators. Members discussed how this obligation should be discharged and noted that reflection of KPIs took place through annual Department Reports which were monitored by Faculty ASQCs. It was agreed that Members would consider this Term of Reference and how, or whether, it should be addressed with AQEC and present proposals to the next regular meeting of the Group.</p> <p style="text-align: center;">Action: Members to consider the issue and present proposals to the next regular meeting.</p>

REPORTS/UPDATES FROM THE SUB-GROUPS OF AQEC	
AQEC15.02.32	Minutes were received from Faculty ASQCs and other sub-groups and were available here .
DATE OF NEXT MEETING	
AQEC15.02.33	The subsequent meetings had been rescheduled and the Enhancement Led Session would take place at 2.00, Wednesday 1 st April 2015, Dartington Suite, Wallscourt Farmhouse, Frenchay Campus. <i>[Officer's Note: The Enhancement Led Session would now be held on 11th May.]</i>

*AQEC Minutes: L Connors
Draft: 13 February 2015
Unconfirmed: 3rd March 2015
Confirmed:*

ACADEMIC QUALITY AND ENHANCEMENT GROUP – ACTION SHEET FROM THE MEETING HELD ON 10TH FEBRUARY 2015

Minute	Substance	Actioning Officer	Reporting\other deadline
AQEC15.02.07	The Plagiarism Software Policy working group (made up of Kevin Lowman, Liz Falconer, Theresa Wood, Mandy Lee, Alastair Osborne, AQEC Student Reps, Faculty Assessment Officers and Delia Fairburn) to report back to AQEC on review of Policy.	Head of Learning and Teaching Enhancement	Next Meeting
AQEC15.02.14	Group (consisting of AQEC Student Reps, Jim Longhurst, Nick Wilton, Karen Lewis and Marie-Annick Gournet) to create a plan for the enhancement session and report back to AQEC.	Working Group	Next Meeting
AQEC15.02.21	To amend Graduate Attributes in line with comments.	Director of Academic Services	Next Meeting
AQEC15.02.26	Communicate the recommendation to Academic Board.	Officer	Complete
AQEC15.02.30	To raise issue of communication around IT outages with IT Services	Web Applications Manager	Next Meeting
AQEC15.02.31	To consider the issue of annual key performance indicators and present proposals to the next regular meeting	Members	Next Meeting

ACADEMIC QUALITY AND ENHANCEMENT GROUP – ACTION SHEET FROM THE MEETING HELD ON 26TH NOVEMBER 2014

Minute	Substance	Actioning Officer	Reporting\other deadline
AQEC14.11.09	QAA HE Review to be added as a standing agenda item.	Officer	Complete
AQEC14.11.14	Recommend to Academic Board that the Hartpury College variant regulations were accepted in principle.	Officer	Complete
AQEC14.11.16	Recommend to Academic Board approval of the Policy and Code of Good Research Conduct	Officer	Complete
AQEC14.11.18	To circulate Faculty specific outcomes	Curriculum Enhancement Manager	Complete
AQEC14.11.32	Issue around the plagiarism software adopted by the University and the lack of a policy on its use to be discussed at a future meeting of the Group with the DVC Academic.	Officer	Complete