

Part A

Welcome and apologies

Attending: A Mullender (in the chair), G Langton (minutes), L Livesey, D Mc Dermott, C Wilkes, V Moyses.

Apologies: H Kean, K Curnock, T Munby, K Sisson, T Smith, H Jones, J Aldgate

1. Minutes of AQSC September 2009 and matters arising not included elsewhere on the agenda **P1**

The minutes were accepted as an accurate record of the September 2009 meeting.

2. Minutes for review:

a. Outreach and Recruitment -

b. Programme Boards:

i. Humanities and Social Science -

Minutes were not available for the Humanities and Social Science Programme Board due to the meeting being cancelled.

Minutes from the following three programme boards were not available for the Committee to review. It was agreed that the minutes be distributed with those from this meeting.

ii. Law and ILTUS -

iii. Social Work -

iv. Youth and Community Work -

v. Short Courses **P2**

The minutes were received by the Committee.

c. Equality and Diversity – as included within Programme Board reports-

3. Matters arising

a. QA Portal **(GL)**

It was reported that A Burt has done the required work at Northern College and would, if necessary, visit the College to ensure successful installation.

b. Code of Research Ethics **(HKK)**

It was reported that meetings, chaired by HK have been arranged.

c. Teaching and Learning Strategy **(HKK)**

It was reported that H Kean was working on the update of the strategy and would present the draft for scrutiny at the next meeting of the Committee.

d. eReaders **(VM)**

VM reported that the number of versions available in the market indicate that the future 'common' format is unpredictable. The library was investigating the purchase of a limited number to assess the usefulness of the technology. It was noted that the Open University website and JISC have over 2000 e-books available and these had been extensively used by Ruskin students.

e. Regulatory Framework **(AM)**

It was reported that the final work had been completed and the document will be circulated amongst all staff. **Action GL**

f. ILTUS students and finance

(CW)

CW has reviewed the invoice reminder letter with S Courtney. It was also reported that the College continues to use its procedures to pursue debtors.

g. PDP session

(HKK)

AM reported that the arranged cpd session on the application of PDPs had been very well received. Additionally, the College has proved to be compliant with QAA requirements in this area. The lack of a specific PDP question in student surveys was being addressed.

Action HKK/GL

h. IQER DE2

(GL)

AM reported that the preliminary meeting with the Chair of the review panel (R Jones) was successful and no concerns were raised, though certain areas of clarification were required. CW added that the scope of the engagement would be narrower than initially envisaged, with the Library and IT provision no longer within scope until the final phase of the review process in 2011. The timetable for the engagement would be circulated to all staff involved.

Action GL

4. Diploma Supplements (Transcripts)

(GL)

GL reported that the College is complying with OUVS' regulations with regard to the transcripts but that each Academic Group approached the task differently. AM outlined the need to ensure that data was captured whilst not over-burdening the college with record keeping. It was agreed that programmes would retain the transcript data and minimal essential data would be kept centrally by the College.

5. To receive Learning Support Annual Reports for academic year 2008-9:

a. Counselling

P3

The Committee received the report. It was reported that the counsellor's hours had been increased to ensure her availability to meet all that need the service. Guidelines and an outline of the service are available on the intranet.

b. Library

P4 (VM)

The report was received.

c. Dyslexia Coordinator

P5

The report was received. AM reported that the College had increased the resources available to the service and was actively researching pre-assessment methods in an effort to reduce assessment waiting time. The Committee supported the completion of literacy assessments at interview.

6. Learner Views Surveys for academic year 2008-9:

a. Destinations of Leavers from Higher Education survey

(HJ)

GL outlined the DLHE to the Committee, explaining that the survey is longitudinal - carried out at 6 month and 3 year stages after successful completion a programme. As with the NSS, the survey will only be of HEFCE-funded learners. AM emphasised the importance of the survey as the results would be published. AM suggested that student destination data gathering could be more successful in future years by chasing the data at a whole College graduation ceremony. The Committee was in agreement.

b. Cross College Survey 08-09 report

P6 (GL)

The report was received by the Committee. AM introduced the report and outlined the action points to the Committee.

c. Student Destinations and Leavers Information 08-09

P7 (GL)

GL explained that the data was gathered alongside the Cross-College survey with additional information coming from Programme Coordinators. AM reported that the Academic Registrar was investigating how the College can more efficiently gather leavers' information and would report to the next SMT meeting.

7. Arrangements for Learner Surveys 09-10

a. National Student Survey 09-10

(GL)

GL reported that the numbers included in the NSS sample for 2010 were down when compared with 2009. The 2009 figures included the graduating Essex County Council BASW cohort. For the first time a student from the BASS:SPE was included in the survey.

b. Cross College Survey 09-10

P8 (GL)

Plans to revise the Cross-College survey to reflect the statements contained within the NSS were outlined. The survey would be distributed early in the summer term in future years, with Programme Coordinators deciding the most appropriate time to administer the survey to their students. All complete surveys would be sent to GL for analysis.

c. Postgraduate Taught Experience Survey (PTES)

(GL)

This voluntary survey would be investigated by HKK and GL. A report would come to the next meeting of the Committee.

d. Student Destinations and Leavers Information 09-10

(HJ)

(This item was dropped as the discussion of items 6a and 6c covered the important points)

e. LSC Learner Views Surveys

(GL)

AM outlined the importance of this new survey as it would form an integral part of published league tables of providers. The College would complete the survey in hard copy rather than electronically as the availability of computers with internet access on its outreach provision could not be guaranteed, with only the Ransacker project and CertHE students completing the surveys online. The Committee heard that approximately 80 had been received from the short course group, with CertHE students completing in early 2010. No information was available as to the completion rates from the GFTU programmes, this would be gathered at the earliest opportunity.

Action GL

8. Strategic Reviews:

a. ILTUS

(AM)

It was reported that D Gregory had promised the report to AM. It was hoped that the next meeting of this Committee would receive the final report.

b. Short Courses

(AM)

AM reported that the review would take place in the summer term 2010. The panel would also comprise two external member – with Carole Lushington and Alan Jenkins being invited to join.

9. Success Rates (enrolments and completions)

AM reported that the comparatively low success rate indicated on the sheet did not reflect the final picture as it did not take account of late-finishing students. Full LSC figures would be reported to the spring term Programme Boards and the next meeting of this Committee.

Action HJ

10. (Re)validations

i. CertHE Combined Studies

(GL)

GL reported that the programme had been validated for the full 5 year term.

ii. MA ILTUS

(GL)

GL reported Professor Ed Heery from Cardiff University had agreed to act as IPPM for this event and that the College had approached OUVS requesting the panel that revalidated the BAILTUS programme in 2009 be invited for this event to maintain consistency and use the experience of the College that was gained at the last event. The preliminary event would be held on 25th Jan 2010 and the external event on 9th March 2010, with the documents due 2 weeks prior in each case.

AOB

Probationary Term

DM was concerned that students may not be informed if they had successfully completed their probationary period. AM said it was likely that only students who had not met the conditions would be informed but would seek clarification from the Academic Registrar.

Action AM

Next meeting: **Friday 19th March 2pm Raphael Samuel Hall**