

**Part A**

**Attending:**

Hilda Kean, Dean (Chair)  
Hannah Jones, Academic Registrar  
Louise Livesey, Academic Coordinator –  
Humanities and Social Sciences  
Chris Wilkes, General Secretary  
Teresa Munby, Academic Coordinator – Social,  
Youth and Community Work Studies  
Alexandra Charlemagne, Student  
Representative – Short Courses  
Penny Halliday, Staff Representative – Short  
Courses

Valerie Moyses, Librarian  
Des McDermott, Staff Representative – Social  
Work  
Guy Langton, Quality Officer (Minutes)

**Apologies:**

Audrey Mullender, Principal  
Bal Gill, Staff Representative – Youth Work  
Rupert Griffin, Student Representative, Law and  
ILTUS  
Teresa Smith, External Advisor – Social, Youth  
and Community Work Studies

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**1. Minutes of AQSC March 2010 and matters arising not included elsewhere on the agenda** **P1**

The minutes were accepted as an accurate record with one small change to item **7.v.** replacing the phrase **Weekly Short Courses** with **Residential Short Courses** to reflect factual accuracy.

**2. Minutes for review:**

**a. Programme Boards:**

**i. Humanities and Social Sciences** **P2**

Louise requested the committee note the action points arising out of the module evaluations in respect of students' concerns with study skills support.

**Action: Guy / Hilda to refer actions to Learning Support**

**ii. Law and ILTUS** **P3**

No representatives were available from the programme board; the Chair noted that no action plan was attached to the minutes and this needed to be rectified for future minutes. The remaining minutes were received.

**iii. Short Courses** **P4**

The minutes were received. Chris extended thanks to Alexandra for attending this committee.

**iv. Youth and Community Work** **P**

The minutes were tabled and received. Noted that similar points were raised by students with regard to Learning Support as with Humanities and Social Science (above). Noted that action plans were submitted and received. Noted that, contrary to the student report brought from the Board to this committee in March 2010, Black History month had been observed by the College with a highly successful full day event.

**v. Social Work** **P**

The minutes were tabled and received. Des reported that action plans were received and noted at the Board but not included in the minutes sent to this committee. It was noted that minutes of the equivalent Board in the Essex County Council BASW programme (**Strategy Group**) are currently received by the Principal. It was agreed that the minutes of this Group be noted and received at the BASW Programme Board and then to this committee.

**Action: Hilda to inform Jacqui Hughes of the change to procedure.**

**b. Items from boards:**

**i. Action Plans**

Hilda brought the Committee's attention to the action plans as presented by the Humanities and Social Science Programme Board and welcomed them as an exemplar format. The committee extended its thanks to Louise for the work done. Guy reminded the committee that all module evaluation reports should be submitted electronically.

**Action: all Academic Coordinators to introduce similar patterns of action plan reporting at each Programme Board which differentiate between action plans arising from OUVS /SARs etc and those arising from module evaluations**

**c. Outreach and Recruitment (March and April 2010)**

**P5 & 6**

Minutes of both meetings received.

**3. Matters arising**

**a. Teaching and Learning Strategy**

**(HKK)**

The Strategy has been received by all Programme Boards and discussed at Management Team. Work to align the Strategy with the Self Assessment Process for the IQER Summative Review is ongoing.

**b. Copyright at Ruskin College**

**(HKK / VM)**

The recommendations had been discussed by all Boards and it had been unanimously agreed that there should be joint holding of copyright and that if students were to publish work subsequently we would encourage them to acknowledge the College.

**c. (Re)validation: MA ILTUS**

**(GL)**

Guy reported that the revised MAILTUS documents, meeting the condition of the validation, have been submitted and the College awaits confirmation from OUVS. Also reported was a small change to the CertHE Combined Studies has been submitted to OUVS.

**d. College Surveys**

**(GL)**

Guy reported that the PTES (Post-Graduate Taught Experience Survey) has been completed and results distributed as appropriate. Cross College surveys, destination forms and Module Evaluations are currently with tutors. Hilda reminded the committee that staff could return the Cross College Survey to Guy as soon as it was completed by the students as no analysis by them is required.

**Action: All tutors administering Cross College Surveys**

**e. Success Rates**

**(CW)**

Chris introduced the item, outlining the Skills Funding Agency required figures for retention and achievement. Hilda reported that a new data tool was to be introduced that will assist with such analysis.

**f. Research Ethics**

**(HKK)**

Hilda reported that the paper has been received by all Programme Boards and would be implemented in September 2010. It was stressed that the framework was an overarching College document that was to be utilised in addition to any subject specific guidelines e.g. advice of Oral History Society . A training session had been arranged for the 28<sup>th</sup> June 2010.

**g. Regulatory Framework**

**(HKK)**

Hilda introduced the item proposing a more structured pattern for amending and updating the College Regulatory Framework. It was noted that, in use, issues with the framework can arise. In future, Programme Boards were to note any changes and an amended Framework would be put to this

Committee in December each year, before any (re)validations. Any new structure would come into place the following September.

**Action: Hilda and Guy**

#### 4. Counsellor's Report

**P7 (WR)**

The report was received by the Committee. Formal thanks were passed to Wendy Robertson for the work done.

**Action: Guy**

#### 5. IQER

Hilda introduced the item, outlining the IQER process of Developmental Engagements leading up to a Summative Review, planned for early summer term 2011.

##### a. Developmental Engagement 2 – report

**P8 (GL)**

The report was received by the Committee.

##### b. Monitoring IQER action plans (copies included in minutes)

**P9 & 10 (HKK)**

Paper 9a was received. Updates were suggested and incorporated as follows (highlighted text):

<ul style="list-style-type: none"> <li><b>the intensive academic tutorial system, which uses reflection and formative assessment to enhance students' learning and develop their academic skills (paragraph 10)</b></li> </ul>	Continue to build into teaching and learning strategy where resources allow	Dec 2009	Cost Centre Managers and Estates Committee	Student retention and achievement	Governing Executive	AQSC
<p>AQSC September 2009 – it was agreed that the target date be extended to December 2009 to involve the newly appointed College Dean.</p> <p><b>AQSC June 2010 – CPD session on active tutorials had taken place in Spring term 2010</b></p>						
<ul style="list-style-type: none"> <li><b>the comprehensive handbook for external examiners produced by the social work staff (paragraph 21)</b></li> </ul>	Consider roll-out College wide	Dec 2009	Quality Officer	External Examiner feedback	AQSC	AQSC
<p>AQSC September 2009 – the committee agreed to extend the deadline for the completion of this work to the next meeting of the AQSC, and is to include the revised RF. Implementation is planned for the new cohort of External Examiners, to be recruited in August10.</p> <p>Considered and discussed at Management Team (April 2010) and in the interest of clarity agreed to retain the current system. – <b>Action complete.</b></p>						

Paper 10 was received by the Committee. It was noted that work the required work on the Teaching and Learning Strategy was nearing completion. The action plan updated as follows (highlighted text):

<ul style="list-style-type: none"> <li><b>revise the learning and teaching strategy to include full reference to differentiation (paragraph 28)</b></li> </ul>	Revise Learning and Teaching Strategy	July 2010	Dean	Report to AQSC	AQSC	GE
<p><b>June 2010: The Strategy has been received by all Programme Boards and discussed at Management Team. Work to align the Strategy with the Self Assessment Process for the IQER Summative Review is ongoing. The final document will be presented to AQSC September 2010.</b></p>						

### c. Summative Review

V (HKK)

It was noted that the Summative Review would be in the summer term 2011, with the earlier part of the term identified as more suitable, taking into account the revalidation timetable and end of year teaching and learning activities and assessments.

### 6. Law and ILTUS Strategic Review

P11 (AM)

Hilda introduced the item, recalling that the last meeting of this Committee requested that the paper be signed off by this Committee. It was noted that the incoming Academic Coordinator of the Law and ILTUS group would use the action plan as a template for developing the group.

**Action: Guy to pass the paper to the Law and ILTUS board to update their action plans.**

### 7. Revalidations 2010-11

P12 (GL)

#### a. BA(Hons) English Studies: Creative Writing and Critical Practice

#### b. MA Public History

#### c. MA Women's Studies

Guy introduced the paper outlining an exemplar timetable for programme revalidation and reminded the Committee that revalidation is an approximately one year process. The committee welcomed the paper and requested it be circulated to all relevant Programme Coordinators and be published on the intranet for future reference.

The committee recommended that all three above programmes be put forward for revalidation.

**Action: Guy**

### 8. Academic Groups

P13 (AM)

In Audrey's absence Hilda introduced the paper and opened the floor for comments. The paper was received but it was felt a clearer explanation of the timing of the change and the planned administrative arrangements should have been given.

**Action: Hilda to discuss timing and arrangements with Audrey and report back**

### 9. Probationary First Term

P (HJ)

Hilda introduced the revised paper. Hannah reported the changes made to the initial policy document following discussions with the BASW Programme Coordinator to ensure it was in-line with the Suitability Procedure in operation on that programme. The Committee thanked Hannah for the work. The following further changes were agreed and Chair's action will be taken to put the policy into practice from Autumn term 2010.

**Para 1.** *If a condition of your offer was to attend a short course, and you did not do this **without good cause** you will not be able to enrol.*

**Para 13.** *In addition to the above, Social Work, **and Youth and Community Work** students should ensure that they are aware of the Suitability Procedure as they are subject to the **NYA and** GSCC codes of practice (which covers behaviour **and conduct** in and outside of the classroom).*

**Action: Hannah to make the changes. Chair's action to agree the changes**

### 10. QAA Code of Practice updates

V (AM)

Guy reported that updated versions of the QAA code of Practice, sections 3 (Disabled Students) and 8 (Career education, information, advice and guidance) have been published. Changes in the precepts should be noted and changes made in College policies and procedures if appropriate. The committee noted the changes and recognised that a future meeting would consider this again.

### 11. Terms of Reference for Programme Boards

P14 (GL)

Guy introduced the paper outlining the need to update the Board attendees and secretary as identified in the standard terms of reference for Programme Boards to reflect changes within the College. This was received and agreed.

**Action: Guy to circulate the new terms of reference**

#### 12. **Social Work MA**

**V (DM)**

Des reported that the Social Work programme team had considered the College offering an MA in Social Work. The team judged that any development work should be concentrated on the Post Qualification programmes. The Committee thanks Des and looked forward to receiving any proposal from the Social Work team.

#### 13. **Any Other Part A Business**

No other Part A business was raised.

Part A closed 4.30pm

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Next meeting: **Week commencing 27<sup>th</sup> September 2010**

## Annex 2

## Action plan

Ruskin College action plan relating to the Developmental Engagement in assessment February 2009						
Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<b>In the course of the Developmental Engagement, the team identified the following areas of good practice that are worthy of wider dissemination within the college :</b>						
<ul style="list-style-type: none"> <li><b>the exceptionally thorough formative and summative feedback given to students (paragraphs 9,14)</b></li> </ul>	Maintain by ensuring standardisation and induction of new staff	July 2010	Programme Co-ordinators	Student feedback	Programme Boards	Academic Quality and Standards Committee (AQSC)
AQSC September 2009 – Programme coordinators to be reminded of the need to ensure these standards are maintained.						
<ul style="list-style-type: none"> <li><b>the intensive academic tutorial system, which uses reflection and formative assessment to enhance students' learning and develop their academic skills (paragraph 10)</b></li> </ul>	Continue to build into teaching and learning strategy where resources allow	Dec 2009	Cost Centre Managers and Estates Committee	Student retention and achievement	Governing Executive	AQSC
AQSC September 2009 – it was agreed that the target date be extended to December 2009 to involve the newly appointed College Dean. AQSC June 2010 – CPD session on active Tutorials to be arranged.						
<ul style="list-style-type: none"> <li><b>the imaginative 'Focused Marking' exercise conducted by the social work staff to ensure that formative feedback is helpful and constructive (paragraph 12)</b></li> </ul>	Encourage programme teams to run subject-level sessions	Easter 2010	Programme Co-ordinators	Student feedback	Programme Boards and AQSC	Academic Co-ordinators
AQSC September 2009 – Programme coordinators to be reminded of the availability of this exercise. Two teams reported using it to good effect. AQSC March 2010 – agreed to review at end of year programme team meetings.						

Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<ul style="list-style-type: none"> <li><b>the thorough training for intending practice teachers/fieldwork supervisors provided by the Oxfordshire Practice Learning Centre (paragraph 29)</b></li> </ul>	Incorporate in PQ training for Social Work and Youth and Community Work staff. Maintain this good practice and roll out to Writing for Performance Staff.	December 2010	Oxon PLC	Uptake of relevant PQ module	Social and Youth Work and Humanities and Social Science Programme Boards.	Programme Advisory Group (PAG) and Programme Board
AQSC September 2009 – FD Writing for Performance will not run until Sep 2010. Deadline extended to Dec 2010 in recognition.						
<ul style="list-style-type: none"> <li><b>the clear College-wide assessment policy supported by a well constructed regulatory framework (paragraphs 18,19)</b></li> </ul>	Update regulatory framework and roll out College-wide including to administrative staff	September 2009	Quality Officer and Academic Registrar	Uniform implementation	AQSC	AQSC
AQSC September 2009 – committee considered the July revisions and further points of clarification were agreed. These are to be included in the document and circulated amongst the members and to OUVS for final approval and roll out across the College for 2009-2010.						

Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<ul style="list-style-type: none"> <li>the clear understanding by staff of the FHEQ, the <i>Code of practice</i> and benchmark statements and the extensive use made of them when designing and updating programmes (paragraph 24)</li> </ul>	Discuss at external HE quality events (including [re]validation)	Rolling programme	Programme Co-ordinators and Quality Officer	Successful events	AQSC	AQSC
<p>AQSC September 2009 – the committee reinforced the effective College-wide approach of reviewing QAA guidance at annual programme meetings and at (re)validation events and will monitor this at events planned for 2009-10.</p>						
<ul style="list-style-type: none"> <li>the effective links between theory and practice throughout the Social Work and Youth and Community Work programmes (paragraph 27)</li> </ul>	Continued updating of knowledge base	Rolling programme	Programme Co-ordinators	Student success rates including in placement learning	Programme Board	AQSC
<p>15.09.09 – joint discussion on portfolios by BASW and BAYCW and reported to AQSC Sept 09.  AQSC September 2009 – requested that the issue be considered at relevant Programme Boards (BASW and BAYCW) in the autumn term 2009.</p>						
<ul style="list-style-type: none"> <li>the strong employer involvement in practice placements, including their assessment (paragraph 30).</li> </ul>	Implement change to PAG for Social Work, roll out to Writing for Performance and maintain external involvement in Programme Board for YandCW	September 2009	Programme Co-ordinators	Stakeholder feedback	Programme Boards	AQSC
<p>AQSC September 2009 – the committee heard that on the BASW programme, the Programme Advisory Group (PAG) has replaced the Programme Providers Committee (PPC) from Sept 09 and will start feeding in to the Programme Board from the Autumn Term 2009. BAYCW continues to benefit from a very strong involvement by Oxfordshire County Council in particular. FDWfP has funding from Progress South Central for an employer engagement project in 2009-10 but will not run until 2010, resulting in an extension of the deadline to Sept10.</p>						

Good practice	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<ul style="list-style-type: none"> <li>the comprehensive handbook for external examiners produced by the social work staff (paragraph 21)</li> </ul>	Consider roll-out College wide	December 2009	Quality Officer	External Examiner feedback	AQSC	AQSC

AQSC September 2009 – the committee agreed to extend the deadline for the completion of this work to the next meeting of the AQSC, and is to include the revised RF. Implementation is planned for the new cohort of External Examiners, to be recruited in August 10. Considered and discussed at Management Team (April 2010) and in the interest of clarity agreed to retain the current system – **Action complete.**

<ul style="list-style-type: none"> <li>the comprehensive, detailed and clearly written placement handbooks for the Social Work degree and the Youth and Community Work degree (paragraph 28).</li> </ul>	Update and standardise these and roll out to Writing for Performance	July 2009 – BASW and BAYCW  July 2010 – FDWfP	Oxon PLC and Programme Co-ordinator for Writing for Performance	Feedback from students and placements	Practice Assessment Panels and Programme Advisory Group for Writing for Performance	Programme Boards
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AQSC September 2009 – The committee heard that the handbooks for BASW and BAYCW have been agreed and updated. It was agreed the roll-out to FDWfP could take until July 2010 in recognition of the delay in starting the programme.

Advisable	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<b>The team agreed upon a number of areas where the College should be advised to take action:</b>						
<ul style="list-style-type: none"> <li>centrally monitor programme handbooks with a view to ensuring accuracy and consistency and sharing good practice (paragraph 32)</li> </ul>	Production of a generic template and submission of draft handbooks for checking	September 2009	Academic Registrar	Achievement of accuracy and consistency	Quality Officer	AQSC

Academic Registrar and Quality Officer held meeting with Programme Coordinators in July 2009. It was agreed that the template would be rolled out to most undergraduate programmes in 2009-10 (with BAYCW complying with the new template in 2010-11, as the programme handbook had been produced early) and all new undergraduate cohorts from 2010-11.

• Desirable	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
<b>The team agreed the following areas where it would be desirable to take action:</b>						
• <b>consider the design and use of a College structure for feedback documentation covering both formative and summative feedback (paragraph 11).</b>	Review existing documentation and implement agreed changes	July 2010	Dean, Academic Registrar, Academic Group Administrators	Implementation of decision	Programme Boards	AQSC
AQSC September 2009 – it was agreed that the lead on this now be taken by the Dean, reviewing the documentation with Academic Coordinators and Tutors. End of year (2010) CPD Tutor exchange session timetabled.						
• <b>develop a mechanism to collate all feedback from external examiners centrally and monitor action taken in response (paragraph 22).</b>	Establish agreed procedure	Sept 2009	Quality Officer	Consistent follow-up on external examiners' recommendations	AQSC	AQSC
AQSC September 2009 – a draft submitted for consideration by the Quality Officer was accepted with some revisions. <b>Action complete.</b>						
• <b>consider the central monitoring and editing of the higher education prospectus and the allocation of individual responsibility for signing it off (paragraph 31)</b>	Produce programme template and edit overall publication with annual reviews in place	Dec 2009	Academic Registrar	Consistent content in HE prospectus	Outreach and Recruitment Committee	AQSC
AQSC September 2009 – reported that work is ongoing but due to the timing of prospectus production the deadline has been put back to Dec 09.						

**Ruskin College, Oxford action plan relating to the Developmental engagement in student support: January 2010**

<b>Good practice</b>	<b>Action to be taken</b>	<b>Target date</b>	<b>Action by</b>	<b>Success indicators</b>	<b>Reported to</b>	<b>Evaluation</b>
In the course of the Developmental engagement, the team identified the following areas of <b>good practice</b> that are worthy of wider dissemination within the college:						
<ul style="list-style-type: none"> <li>the personal tutor system, which provides outstanding academic and pastoral support to students (paragraph 9)</li> </ul>	continue investment in staffing resource	Sept 2011	General Secretary Finance Director	Staffing Ratio	CCMEC	GE
<ul style="list-style-type: none"> <li>the reliable and comprehensive information provided to students (paragraph 16)</li> </ul>	Review annually and update documentation as necessary	Sept 2010	Academic Registrar Dean	Induction survey	AQSC	GE
<ul style="list-style-type: none"> <li>the successful employment of teaching methods to ensure that learners of differing abilities are fully engaged (paragraphs 19, 20, 21)</li> </ul>	Continue to invest in teaching qualifications and CPD	Sept 2010	General Secretary Finance Director	Level of Qualified Staff	CCMEC	GE
<ul style="list-style-type: none"> <li>the thoughtful design of modules, assessments and associated handbooks to ensure that account is taken of learners of different abilities, needs, learning styles and life experience (paragraphs 22, 23, 25)</li> </ul>	Continue best practice of (new) staff development – their inclusion in OUVS (re)validation panels	Ongoing	Programme Coordinators Tutors Dean	Successful (re)validation  Student evaluations  Cross college survey	Programme boards	AQSC
<ul style="list-style-type: none"> <li>a nurturing culture which enables both academic success and personal growth for disadvantaged adults, often leading to life-enhancing change (paragraph 30)</li> </ul>	Maintain and develop cross group student exchanges	July 2011	Programme coordinators  Academic coordinators	Student progression – both internally and externally	OUVS and SAR annual reports	AQSC

<ul style="list-style-type: none"> <li>the proactive approach towards pre-entry opportunities to attract disadvantaged adults and those traditionally excluded from higher education (paragraph 31)</li> </ul>	develop new FE curriculum on Qualifications and Credit Framework	July 2011	Short Course Group General Secretary	Maintenance of recruitment under new funding regime	CCMEC	GE
<ul style="list-style-type: none"> <li>the careful preparation of students for the more demanding learning experiences as they progress through their programmes (paragraph 32)</li> </ul>	Development of specific induction sessions at the start of year 2 (level 5)	Ongoing	Programme coordinators Academic coordinators Academic registrar	Student evaluations, 1 <sup>st</sup> term level 5	Programme Boards	AQSC

Advisable	Action to be taken	Target date	Action by	Success indicators	Reported to	Evaluation
The team agreed upon a number of areas where the College should be <b>advised</b> to take action:						
<ul style="list-style-type: none"> <li>identify a more formalised system for integrating personal development plans with related College processes, especially concerning advice to students wishing to progress to employment or postgraduate study (paragraph 14)</li> </ul>	Ensure PDP and ILP are embedded in all undergraduate and post graduate programmes to publicise progression opportunities	Sept 2011	Academic registrar  Dean  Academic coordinators	Feedback / tutor responses to module evaluations	Programme boards	AQSC
<ul style="list-style-type: none"> <li>construct a centrally coordinated mechanism for monitoring student learning support outside of the classroom (paragraph 15)</li> </ul>	Monitor outcomes annually against achievement and retention	Sept 2010	Learning Support Staff  Academic registrar	Transparency of success rates of students receiving support	Dean	AQSC

<ul style="list-style-type: none"> <li>revise the learning and teaching strategy to include full reference to differentiation (paragraph 28)</li> </ul>	Revise Learning and Teaching Strategy	July 2010	Dean	Report to AQSC	AQSC	GE
<p>June 2010 The Strategy has been received by all Programme Boards and discussed at Management Team. Work to align the Strategy with the Self Assessment Process for the IQER Summative Review is ongoing. The final document will be presented to AQSC September 2010.</p>						
<ul style="list-style-type: none"> <li>adopt a more rigorous and cross-college approach towards the consideration, analysis and moderation of retention and progression data (paragraph 33)</li> </ul>	Introduce new software (Qlikview) <ul style="list-style-type: none"> <li>Identify issues</li> <li>Set targets</li> <li>Monitor</li> </ul>	July 2011	Management team Tutors Quality Officer	Clearer setting of discrete targets	CCMEC Programme boards	AQSC
<ul style="list-style-type: none"> <li>continue to develop a more robust analysis leading to the publication of destinations data (paragraph 34)</li> </ul>	Pilot new data gathering system, review and disseminate	July 2011	Quality Officer Academic Registrar Tutors General Secretary Dean	Improved alumni data	Management team	AQSC CCM