

Part A

Welcome and apologies

Attending: Hilda Kean (Chair), Guy Langton (minutes), Louise Livesey, Jen Carter, Hannah Jones, Chris Wilkes, Des McDermott, Teresa Munby, Valerie Moyses, **student representatives:** Rupert Griffen (Law and ILTUS), Kit Johnson (Humanities and Social Science), Mary Medland (Short Course Group), Theresa Lyons (Short Course Group).

In attendance: Alan Irwin, Mohammed Khan

Apologies: Steph Green, Bal Gill, Teresa Smith, Anne Norville, Mike Daly, Denis Gregory, Audrey Mullender.

1. Minutes of AQSC December 2009

P

The minutes were received and agreed as an accurate record of the meeting.

And matters arising not included elsewhere on the agenda

HKK – Item8 Dec09 AQSC: the paper relating to the ILTUS strategic review had not been circulated. It was **agreed** that it would be received at the next AQSC in June 2010. **Action DG/AM**

2. Minutes for review:

a. Outreach and Recruitment

P

The minutes were received. HKK noted for the committee that the enrolment targets for 2010-11 would be presented to the Programme Boards in the summer term 2010.

b. Items from boards:

i. Updated action plans arising from OUVS / SARs / Module Evaluations

HKK introduced this item explaining that tutor responses to Module Evaluations need to be taken to the Programme Boards the term after they are carried out, and progress against the identified actions monitored and recorded by the Board. To compound the issue, not all tutor responses to the evaluations are being passed to the Registry. GL tabled a form highlighting the missing evaluations (circulated with these minutes). The action plans associated with the SAR, OUVS, GSCC and NYA annual reports, the actions from which should also be considered, monitored and updated at Programme Boards throughout the year. In response to a request from TM, it was agreed that the aide memoire recently drafted by the Dean, Quality Officer and Academic Registrar and an up to date copy of the Module Evaluations (including guidance for the tutors) would be re-circulated. **Action GL, tutors and academic group administrators**

Action Plans:

SARS: action plan received. HKK reiterated that Programme Boards need to update and review the plans.

YCW: action plan received. HKK noted that the action plan comprised the previous years' to demonstrate what had been done and complimented the team on this approach.

SW: action plan received. DM explained that the majority of the points were those raised by the revalidation panel in 2009. The programme team will monitor the actions and report back to OUVS in December 2010.

ILTUS: action plan received.

Item 7 taken here.

7. Monitoring IQER action plans

P (HKK)

HKK outlined the IQER process and the requirement to disseminate good practice in addition to areas that could be improved, it was noted that the College is on course to complete the actions according to the plan. With regard to the plan for DE2, it was agreed that as some actions were concerned with student numbers and be sent to the Cost Centre Managers and Estates Committee (CCM).

Action HKK/CW

ii. Equality and Diversity as included in the Programme Board reports

TM reported that, at the YCW Programme Board, the students were concerned that the College had not officially marked Black History month. It was agreed, in the light of the Equality and Diversity Bill (2009) becoming law that equality and diversity be considered at a substantive item at a future AQSC, covering such areas as pedagogy and curriculum.

b. Remaining minutes from Programme Boards:

i. Humanities and Social Science

P

The circulated minutes were received.

ii. Law and ILTUS

The tabled minutes were received.

iii. Social Work

The tabled minutes were received. DM reported that the Programme Advisory Group's terms of reference needed to be revised to allow members to be selected to sit on student appeals panels. HKK proposed **Chair's Action** to work with DM and TM to establish what was practicable under the current regulations and report to the next AQSC in June 2010. **Action HKK, DM and TM**

iv. Youth and Community Work

The tabled minutes were received. HKK requested that the programme team set a date to complete the action related to ILPs. Student residence outside term time (for placement and fieldwork placements) and the truncated terms were raised by TM and KJ respectively. HKK referred this to CCM.

v. Short Courses

P

The circulated minutes were received. CW reported to the committee that curriculum planning had moved on since the Programme Board. The LSC timescale for the introduction of the QCF has slipped, so the College will continue to offer the current Short Course Curriculum (including the Summer School) into the Autumn term 2010, with Ransackers and Residential Short Courses.

Item 10 taken here.

10. Probationary First Term

P (HJ)

HJ outlined the background and recommended the policy to the committee. The Committee welcomed the report, with some reservations. The procedure needs to be reviewed to ensure it links correctly with other procedures (eg BASW suitability Procedure). The report was received, with HJ to review, update and return and present to AQSC in June 2010.

Action HJ

3. Matters arising

a. Regulatory Framework

(AM)

HKK reported that a revised version has been passed to the Academic Registrar for circulation and had recently been approved by OUVS as a part of the MAILTUS revalidation. TM was concerned that her recommendations had not been included in the document. It was agreed that the framework be discussed as a substantive item at AQSC in June 2010.

b. LSC Learner Views Surveys

(GL)

It was reported that completed copies of the LVS were returned to the LSC. The College awaits the analysed results.

c. ILTUS review

(this item was covered under matters arising above)

d. (Re)validations

1. CertHE Combined Studies

(GL)

GL reported that he had recently received confirmation that all conditions had been met.

2. MA ILTUS

(GL)

GL reported that the programme had been successfully revalidated for 5 years with one condition (to be completed by 31st May 2010).

4. Research Ethics

P (HKK)

HKK outlined the deliberations of the working party and presented the papers to the committee. Recommendations 1 and 2 were agreed by the committee, namely,

1. *The attached papers are approved for distribution for consideration by all academic boards in the Summer cycle and should return to the Summer AQSC and thence to the Governing executive with a proposed timescale of implementation in the Autumn term of 2010.*
2. *Penny Halliday, Ian Manborde and Louise Livesey are thanked for their careful and thoughtful work on the working party developing these proposals.*

The papers would be considered by Programme Boards in the Summer term 2010 with recommendations going to AQSC in June 2010.

5. Teaching and Learning Strategy

P (HKK)

HKK reported that the draft strategy had been to Programme Boards for comment and been reviewed and amended by the Principal. This final draft to be circulated after the meeting, with comments to HKK by 31st March 2010 so the strategy could be considered by GE at the May 2010 meeting.

Action HKK

6. Copyright at Ruskin College

P (HKK / VM)

HKK and VM introduced the paper, emphasising that the College had no current copyright policy. The committee agreed to pass the policy to Programme Boards for consideration of points 2 to 5, with an addendum from VM on the College's current position.

Action HKK and VM

7. **Monitoring IQER action plans** **P (HKK)**
(Item taken earlier in meeting.)
8. **Learner Views Surveys for academic year 2008-9:**
- a. **Destinations of Leavers from Higher Education survey** **(HJ)**
GL reported that a second tranche of the leaving cohort 2008-09 (those leaving between August and December 2009) had recently been included in the survey. Details were being finalised by the Quality and MIS Officers prior to submission.
- b. **Cross College Survey 09-10** **(GL)**
GL reported that the annual survey would be circulated before reading week in the Summer term, with a return date of the end of that academic term.
- c. **Student Destinations and Leavers Information 09-10** **(GL)**
GL reported that the Management Team had discussed the recording of the destination data, and the method of collection is under review, with a new process to be in place by the end of Summer term 2010.
9. **Success Rates (enrolments and completions)** **(CW)**
CW reported that the College had been appraised of its HEFCE targets. He proposed that similar targets should be applied, internally, to the LSC funded programmes and would provide details. The Committee agreed that the proposal be passed to Programme Boards for discussion.
Action CW
10. **Probationary First Term** **P (HJ)**
(Item taken earlier in meeting.)
11. **Partnership – Pitt Rivers Museum** **(HKK)**
HKK reported that the College was on the verge of drawing up a formal agreement with the Pitt Rivers museum. The agreement would allow students to work in the museum on a voluntary basis, and the Museum would provide sessions for Ruskin students.
12. **Proposal for Room Biographies** **(HKK / DG)**
HKK explained that this item had previously been raised at the Law and ILTUS Programme Board and the CCM. Many rooms in Walton Street and Ruskin Hall are named in memory of individuals. HKK proposed that student(s) be recruited to undertake a project to research and expand the biographies of those individuals and their association with the College and its principles. The committee discussed maintaining the current room nomenclatures in the new buildings following site consolidation to the Hall in 2012, and TM proposed that the Business Continuity Working Party (BCWP) discuss the issue and report back to AQSC. AQSC agreed to students carrying out the work as outlined and to receive a report from members of the BCWP at a future meeting.
Action: HKK and BCWP
13. **Any Other PtA Business**
There was no other business.
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Meeting closed at 15.35

Next meeting: **Friday 18th June 2pm Raphael Samuel Hall**