

Part A

Attending: Audrey Mullender (in the Chair), Hannah Jones, Ian Vaudrey (student rep – Humanities and Social Sciences), Valerie Moyses, Chris Hehir (student rep – BA Social Work), Des McDermott, Teresa Munby, Gyan Crane (student rep – BA Youth and Community Work), Bal Gill, Louise Livesey, Guy Langton (minutes), Jane Garnett (part), Helen McCreeth (OUVS QPM [observing])

Apologies: Alan Irwin, Hilda Kean, Anne Norville, Rob Pope, Teresa Smith

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

P1

The minutes were accepted as an accurate record.

2. Minutes for review:

AM outlined that not all minutes were available to the meeting due to the timing of this Committee to ensure the draft SAR grades for the whole college could be approved.

a. Humanities and Social Sciences

No minutes were available, referred to the next meeting of the Committee.

b. Law and ILTUS

No minutes were available, referred to the next meeting of the Committee.

c. Short Courses

No minutes were available, referred to the next meeting of the Committee.

d. Social, Youth and Community Work Studies

Minutes from the BA (Hons) Social Work were tabled at the meeting.

TM reported that students raised concerns in respect of locker provision at the Walton Street site. It was reported by AM that lockers were available and the Warden had details.

TM expressed concern that the involvement of OUVS Academic Reviewers seemed to have been reduced to attendance at a single Examination Board. GL clarified that this was the minimum and that further involvement could be agreed with each individual Academic Reviewer.

Minutes from the BA (Hons) Youth and Community Work were tabled at the meeting.

BG raised student concerns in relation to the receipt of Student Finance support for students, including the bursary.

The question was referred to the Finance Committee.

Congratulations were extended to the Youth and Community Work team in recognition of their receipt of a **Distinction** grade from the National Youth Agency in 2009-10.

e. Outreach and Recruitment

No meeting had been held so no minutes were available.

3. Matters arising

a. Publicising the results of student surveys

GL reported that posters with 'headlines' from the annual student surveys (CCS, NSS and PTES) had been placed around the College. The Committee agreed that more such work should be undertaken.

b. Librarian's annual report

The Librarian agreed to establish a method for booking the AV Technician to record assessment and other sessions and report back to the next meeting of this Committee.

4. Regulatory Framework

P2

AM introduced the item, reflecting on the work done by the sub-group towards finalising the document. The Committee discussed the proposed additions and amendments to the document. A copy of the agreed Framework was attached to and distributed with these minutes.

Adjournment 16.00 to 16.10

BG, GC and JG left meeting at 16.10

5. Learning Support Annual Report

P3

The supplementary report was accepted by the Committee.

6. Draft Annual Reports

i) SFA (SAR – Ofsted)

P4

AM introduced the item. Comments were taken at the meeting as follows:

ii) OUVS

V

AM introduced the item explaining that there was no report available for review as a result of the Dean's absence. A report was to be drafted and circulated for comment by later in the term.

7. Success Rates

V

AM reported that success rates on CertHE and long courses appeared low (at 41% in the snapshot from the November data as submitted in the F05 return) and did not account for any late student completions (in 2008-09 the figure reached 58% by February). The Principal was pursuing the matter, stating that this method is unfit for purpose in relation to the College.

8. Strategic Aims

P5

The Committee passed its thanks to the General Secretary for his work in developing the plan, recommending a clarification to page one as follows:

Action	Who	Monitored by	Target date	Criteria/measures
Further improve diversity of recruitment to courses	Outreach and Recruitment Committee Programme Boards	AQSC	November annually	Better gender balance on trade union courses More BME applicants and recruits to long courses within Humanities and Social Sciences Equality and Diversity data

Action GL to outline the proposed change to CW

9. (Re)Validations

P6

AM introduced the paper. The dates were noted by the Committee.

10. Admissions Policy (Under graduate)

P7

HJ introduced the paper, explaining that Programme Boards had also recently considered it in parallel to this Committee. Amendments were discussed.

Action HJ to amend paper

LL left meeting at 16.35

11. Learner Views Survey

V

GL informed the Committee that the College would again be participating in the Learner Views Survey seeking feedback from SFA-funded learners up to CertHE level. The survey would be administered in a similar way as in 2009-10.

DM and TM left meeting at 16.45

12. Any Other Part A Business

- i) **IQER self-evaluation:** AM reported that a draft of the self-evaluation would be circulated for comments later in the autumn term 2010.
 - ii) **Water cooler availability for students:** IV reported that students did not have access to a water cooler in Walton Street. AM informed the Committee that a cooler had now been installed and should the room ever be used for teaching, fresh water would be placed in jugs in the concourse.
 - iii) **Student Residence Committee:** IV reported students' desire for the reinstatement of the Residence Committee.
Action AM to raise with Management Team
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Next meeting: **4th March 2010 (tbc)**

