

Part A

Attending: Hilda Kean (Chair), Guy Langton (Minutes), Chris Wilkes, Bal Gill, Teresa Munby, Des McDermott, Alan Irwin, Louise Livesey

Apologies: Audrey Mullender, Hannah Jones, Nigel Williams, Penny Halliday

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

The minutes were accepted as correct.

HKK added *Regulatory Framework* to the matters arising.

2. Minutes for review:

a. Outreach and Recruitment **P2**

The minutes were noted. A point was made that they do not follow the College style and a request was referred to the O&R committee that Actions are highlighted in the minutes.

Action CW to refer the request at the next meeting of the O&R committee.

3. Matters arising

HKK reported as follows:

a. Probationary First Term **V (HKK)**

The proposed changes have been made.

b. Academic Groups **V (HKK)**

All Programme Boards have been informed of the proposed change and a final Short Courses Programme Board would be held in autumn term 2010, ensuring business is completed or passed on to the expanded Humanities and Social Science Programme Board in the spring of 2011.

c. Regulatory Framework

The Committee was reminded that proposed changes to the College's regulations and Regulatory Framework would now be considered once per year, at the winter meeting of this Committee. It was agreed that a working party be established to finalise the proposal presented.

HKK to establish the working party and enlist members.

4. Module Evaluations **P3 (GL)**

GL introduced that paper. The committee acknowledged that the return rate was not 100% and that AQSC would monitor Programme Boards in this respect. TM agreed to ensure full evaluations with associated action plans are presented to the Programme Board of which she is Chair.

5. Draft Annual Reports for SAR (OFSTED) and OUVS

HKK introduced the item, highlighting the process that ensures AQSC has reviewed the annual reports (both to OUVS and the SAR) prior to submission. The drafts are reviewed at the September meeting as an essential part of the process. With regard to the SARs, they had also been subject to review by Les August (the College's OFSTED readiness consultant) prior to the meeting.

a. SAR (TUC Centre; GFTU; Skills for Life; RLP and Residential Short Courses; Ransackers; CertHEs in English Studies, History, ILTUS, Law, SS:SPE) **P4 (HKK)**
 HKK brought the committee's attention to the comments on the reports from both the Dean and from Les August and drop-in sessions had been arranged with Les to allow Coordinator's to review their draft reports with him. Due to the late tabling of the papers, the Chair agreed to take email comments from the committee after the meeting. Each report was reviewed in turn, with the following reports noted: Ransackers; TUC Centre programmes; CertHE Law; CertHE ILTUS; GFTU programmes; Skills for Life; CertHE History; CertHE English Studies: Creative Writing and Critical Practice; CertHE Social Sciences: Sociology, Politics and Economics and Short Course provision.

The committee discussed the nature, definition and application of *Safeguarding* in the College. It was agreed that the institutional focus and policy would be reviewed.

It was further noted that the over-arching College document would be brought before this committee at the November meeting 2010 in order to be progressed to the Governing Executive .

Action HKK to raise safeguarding at Management Team and report back to next meeting of this committee.

b. OUVS Annual Monitoring Report (CertHEs in Combined Studies, History and Law; BAs in English Studies, History with SS, ILTUS, SS:SPE, Social Work, Youth and Community Work; MAs in ILTUS, Public History and Women's Studies) **P5 (HKK)**

HKK introduced the item, drawing the committee's attentions to the draft reports from the MA programmes and their use of the national Post Graduate Taught Experience survey as a comparator for their programmes. The following reports were noted: MA Women's Studies; MA ILTUS; MA Public History; CertHE Combined Studies; BA History with Social Sciences; BA English Studies: Creative Writing and Critical Practice; BA Youth and Community Work.

The absence of reports for the following reports was also noted: BA Social Work; CertHE Law; CertHE History; BA Social Sciences: Sociology, Politics and Economics.

The committee extended its thanks to all programme coordinators for the work done. HKK emphasized the need for drafts of all reports to be available for review at this committee in September 2011.

[AI left meeting at 3pm]

3. College Surveys

a. Student Surveys (NSS, PTES and CCS)

P6 (GL)

GL introduced the report and the recommendations for administering the survey in 2010-11. The recommendations and action plan were agreed with an addition to include posting of notices around the College with highlights from the 2009-10 survey.

Why	Action	Who	When
Publicise the data	Put brief report and data on internet and around College	Quality Officer / Marketing Officer	September 2010
Increase the number of responses	Change to an online method (eg Survey Monkey) and open the survey to responses earlier in the year and consider ways of creating incentives?	Quality Officer	Spring 2011
Expand survey population	Review students to be included	Management Team	Spring 2011

	in the survey in light of new L2 provision		
Contextualise data with qualitative feedback	Add free entry section to the survey	Quality Officer	Summer 2011

Action GL to prepare and post notices

b. Counsellor's annual Report

P7 (WR)

The report was noted and thanks expressed towards the College counsellor. LL raised the location of the counsellor's office, on the same corridor as three tutors' rooms, and the possibility of confidentiality being compromised.

Action HKK to raise the issue with the counsellor and monitor

c. Librarian's Annual Report

P8 (VM)

The report was noted and thanks expressed towards the Librarian for her report. The committee agreed the actions within the report with the exception of the wording of the recommendation on contacting the AV Technician. The committee suggested that tutors send the librarian recording requests, including those for exams, as soon as practicable for the forthcoming term to assist in alternative measures being facilitated.

Action HKK to liaise with the Librarian

d. Learning Support Annual Report

P9 (CT/KH)

The Learning Support team were thanked for their report and all points were noted. Analysis of success rates was not yet available as not all Exam Boards had not been held at the time of the meeting and a supplementary report would be presented to the committee in November. Further, it was noted that the College no longer undertakes a preliminary screening of all students for dyslexia.

Action: HKK to request supplementary report

4. Staff Development

P10(HKK/CW)

HKK outlined the report, which focused on CPD, Observation of Teaching and Learning and research seminars within the College. The following proposals were agreed by the committee, with the exception of 'e' which was referred back .

Action: HKK to raise at MT

Proposals for the next academic year

- a. Consolidate and develop the OTL scheme to ensure that OTL embodies the latest best practice as covered in OFSTED inspections (OTL to action)
- b. Organise CPD topics to include: structuring sessions; ways of challenging students and setting high expectations; using a range of materials; different strategies around differentiation/learning needs/engaging all students (Dean and tutors)
- c. Organise training sessions on new MIS software and on Data Protection Policy. (Finance Director and Academic Registrar)
- d. Continue to embed CPD to prepare explicitly for external inspections and the College's curriculum strategy including distance learning, group work and curriculum planning. (Dean and Management Team)
- e. ~~Continue to fund attendance at external conferences etc with the proviso that papers are delivered and that work is subsequently written up/published as appropriate. (Dean and General Secretary)~~
- f. Tutor and staff profiles are updated and items included on website /newsletter (Tutors and Marketing Assistant)
- g. Continue to encourage relevant tutors to obtain the status of FHEA and to attend relevant HEA conferences. (Dean, Academic Coordinators, tutors)
- h. To explore the possibility of running specific CPD for visiting tutors working off -site (Dean, Academic coordinator ILTUS).

[DM & TM left meeting at 4.05pm]

5. Teaching and Learning Strategy

P11(HKK/AM)

The strategy was agreed by the committee and would be passed (with a minor addition to the Action Plan to clarify equality targets) to the Governing Executive to be evaluated. It was also agreed that this would be a framework for the admissions policy being drafted by the academic registrar for the next meeting.

Action GL and HKK to complete changes to action plan. GL to contact HJ re admissions report

6. Curriculum Strategy

P12(CW/HKK)

The strategy was agreed by the committee.

7. Revalidations 2010-11

GL introduced the item informing the committee that there should have been a form to review for each proposed revalidation, as agreed with the timetable in June 2010. It was agreed that the Cost Centre Managers and Estates Committee review the forms in respect of financial aspects to agree the programmes' progress to revalidation.

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

No form was received by the committee.

b. MA Public History

P13 (HKK)

The proposal was agreed by the committee.

c. MA Women's Studies

No form was received by the committee.

d. Recommendations for Panel Members

V

GL reminded the committee that the OUVS welcomes nominations for two members of the panel, the Internal Process Panel Member and the Process Panel Member.

Action GL to contact Tom Sherry for form and nominations. LL and HKK to forward nominations to GL

8. Any Other Part A Business

There was no other part A business.

Part A closed at 16:15

Next meeting: 17th November 2010

