

Part A

Paper

1. Welcome and apologies

Attending: A Mullender (Chair), G Langton (Minutes), V Moyses, J Garnett, T Reeves, S Ledwith, P Halliday, J Nixon, T Smith, T Munby and D McDermott

Apologies: C Wilkes, M Daly, H Jones, D Cole, V Coulter

2. Minutes of AQSC March 2009

P1

The minutes were accepted with one typographical change noted by PH.

Action: GL to amend the minutes on file.

3. Matters arising

1. Suitability Procedure

The Committee agreed that the College's Suitability to Practice procedure will be sent to College lawyers for agreement when it has been accepted by OUVS as part of the BA SW conditions.

2. Strategic Review of Academic Groups: ILTUS

The Committee heard from SL that work is ongoing in the academic group.

3. IfL and CPD for FE staff update

AM outlined to the Committee the three important areas of IfL that will affect staff: Membership of IfL (including registering CPD) and training to teach or gaining professional recognition, and gaining qualified teacher status (QTLS). PH covered the issues in more detail, bringing the Committee's attention to teaching staff needing to record their CPD activities annually, though there is no requirement to use IfL's in-house system 'Reflect'. The Committee welcomed the news that SVUK have accepted the PGCTHE as a route to professional recognition. It was agreed that since joining IfL is legally required for all staff in the Learning and Skills sector, we should concentrate on that. PH reported she had the list of who was now in membership.

Action: AM to contact those staff that still need to register with IfL.

AM to ask A Norville if all staff can share her electronic CPD record spreadsheet.

4. QA Portal

The Committee heard that work is still ongoing on locating the QA portal on the College's server system. Ruskin IT staff are working with the designers to resolve any last issues.

d. Data for annual reports

GL told the Committee that he had recently met with the College's MIS consultant (G Orr) and a number of tutors in College to establish the extent of the issues tutors face when using statistics for the SARs and annual reports to OUVS. This was welcomed by TR, with AM reiterating that all administrative staff will need to make full use of the College database systems (Target and Connect) to help resolve this issue. Additionally, AM brought the Committee's attention to the need to capture student destination data, both historically and in the future. In the first instance (for the historical data) this will be done as a paper exercise. PH told the Committee that R Hemstock has collated some data for the Short Course Group.

Action: GL to contact R Hemstock with regards to the data collected thus far.

GL to liaise with AM with regard to the method for collecting historical student destination data.

e. National Student Survey

The Committee heard from GL that the survey is now complete. In response to a question from SL the Committee was reminded that MA-level students, those students who do not receive three years of HEFCE funding and FE level students do not meet the criteria for eligibility. The Committee also heard that the College will continue to carry out the annual in-house Cross-College survey.

4. (Re)Validation update and conditions

i. Social Work (SW)

DM reported to the Committee that the GSCC raised further queries at a late date. All conditions have been met and the College awaits the OUVS response.

ii. CertHE Law / BA (Hons) ILTUS

TM reported that the revalidation of the two programmes was a success, with minor conditions. GL reported that work was ongoing to complete these by the 15th July deadline.

iii. FdA Writing for Performance

AM reported to the Committee that the programme was validated for four years with conditions. Work is ongoing to meet these by the deadline of 3rd July.

iv. CertHE Combined Studies

JN reported that the preliminary validation was successful with some conditions. The Committee heard that the OUVS validation event will be held on 11th and 12th November 2009.

5. Minutes for review:

a. Programme Boards – spring term

P2-6

The Committee received the minutes of the Short Course, Youth and Community Work, Social Work, and Humanities and Social Science Programme Boards.

The ILTUS group presented minutes of its last two Programme Boards (March 09 and June 09). SL brought two issues to the attention of the Committee: reminder letters regarding student fees and MA students' concerns about access to e-journals. The Chair referred the matter of letters about fees to the Chair of the Cost Centre Managers and Estates Committee to liaise with the Chair of the ILTUS Programme Board. VM responded to the problems with access to e-journals informing the Committee that the problem lay with the publishers. The Library was investigating potential solutions. The Chair offered to contact the publishers if that would be helpful.

Action: VM to liaise with AM to clarify the issue of access to e-journals.

b. Outreach and Recruitment

P7

The Chair reported to the Committee that there would be a presentation on marketing to Ruskin Council on 26th June 2009. It was also reported that outreach and recruitment would be a standing item on all Programme Boards starting in the autumn term 2009. The Committee discussed the College's website and the Chair confirmed that the College was considering recruiting a new firm to assist with ongoing issues.

6. IQER report and action plan

P8

The Chair introduced the item explaining that the action plan had been challenging to devise as the QAA it to sustain a great deal of good practice as well as improving a few areas. The action plan therefore reflected the drive towards harmonisation of College procedures. TR welcomed the report and action plan.

The Chair informed the Committee that the second Developmental Engagement (DE2) is planned for week the commencing 18th January 2010, with the College's Self Evaluation due to be submitted by the 26th October 2009. The area of focus covered by DE2 would be Student Support, with the lines of enquiry planned to be:

1. Learning Support (including adult literacy and admissions)
2. Progression (both internal and external)
3. Differentiation (including ILPs and PDPs)

The report and action plan would be available to this Committee in the summer of 2010. The final stage of the IQER process would be a Summative Review in the academic year 2010-2011.

The Committee heard the College is planning a number of CDP events leading up to DE2, having won funding for this from Progress South Central.

7. Regulatory Framework

P9

GL outlined the rationale for amending the College's Regulatory Framework as harmonisation, with all programmes being covered by one document. The new version would come into effect for new registrations in the academic year 2009-2010. SL and TM requested that the document be slightly reworked to clarify the differences between the undergraduate and postgraduate programme regulations. TR and DM commended the work completed so far.

Action: AM and GL to seek guidance on how new regulations can be applied to current cohorts.

JG left meeting at 15:50

DG left meeting at 16:00

Break 16:00-16:10

8. OTL 2008-9 report

P10

The Committee received the report.

9. Shared Modules

P11

The Committee raised no objections to the proposals.

10. Validation update – CertHE Combined Studies

P12

The Committee heard from JN under item 4 (iv) above.

11. Diploma Supplements / Transcripts

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The Committee deferred this item until the September 2009 meeting.

12. PDP – new guidance

P13

The Committee members agreed to read the document and report back to the September 2009 meeting, where it would be discussed as a substantive item. (Postscript: A CPD event on PDPs, with a presenter from the QAA, has been arranged for 10am to 1pm on Friday 25th September 2009).

13. Dyslexia

The Committee heard that this matter had been discussed at Programme Boards and that regulations regarding Dyslexia would be included in the Regulatory Framework.

Action GL and AM to amend Regulatory Framework accordingly.

PH left meeting at 17:10

14. Submission of work

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The Chair introduced this item informing the Committee that this issue had been discussed at Programme Boards. The Committee agreed the following rules, to be included in programme handbooks:

- Work to be submitted in both hard and electronic copies
- Work to be accepted electronically until midnight on the due date
- The College is to investigate whether the work should be uploaded to 'Turn-it-in' by the student or tutor
- A training session on the use of 'turn-it-in' to be arranged.

Action: HJ to ensure all programme handbooks include rules on submission of work for autumn term 2009.

AM to investigate uploading of work to 'turn-it-in' and arrange training session for staff.

15. Code of Research Ethics

P14

The Chair took this item out of order at 16:00. TS fed back to the Committee that, from her experience of sitting on Oxford University's Research Ethics Committee, she considered paragraphs 2 and 13 of the Code rather strict and questioned how the Code was applied and monitored. The Committee discussed the Code at length, concluding that this document would form the basis of a statement of ethical mission, referring to disciplines needing to consider guidelines from their own national associations (e.g. the British Sociological Association and the Oral History Society). The Committee agreed that a working group could be usefully established to complete the detailed work to accompany the overarching ethical statement.

TS left meeting at 17:00

16. Teaching and Learning Strategy

The Committee deferred this item to the September meeting.

17. Other business:

- i. Photocopied journals in the Library

VM requested that the Committee rule on teaching staff no longer placing photocopies of journal articles in the library, instead placing them on the intranet for all to access. TM agreed, but stated that this raised the problem of scanning the documents to enable electronic copies to be uploaded. She was advised that the new photocopiers on both sites also act as scanners.

The Committee agreed the following actions:

Action: AM to liaise with the IT Systems Manager with regard to clarifying where there is scanning equipment.

AM to investigate training for all staff.

VM left the meeting at 17:30

Part A was closed at 17:30

Next meeting: to be confirmed