

**Part A**

Paper

**1. Welcome and apologies**

The Chair welcomed the Committee to the first meeting of the 2009-10 academic year.

**Attending:** Audrey Mullender (Chair), Louise Livesey, Teresa Munby, Des McDermott, Valerie Moyses, Mike Daly, Teresa Smith (11am), Guy Langton (minutes)

**Apologies:** Jane Garnett, Bal Gill, Keith Sisson, Sue Ledwith, Chris Wilkes (from 11am)

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**1. Minutes of AQSC June 2009**

**P1**

These were accepted as a true and correct record of the meeting.

**2. Minutes for review:**

a. Outreach and Recruitment

**P2**

The meeting heard from GL that the minutes of the June meeting were not available. It was agreed that they be circulated with the minutes.

**Action GL**

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**3. Matters arising**

a. Strategic Review of Academic Groups: ILTUS

The Committee heard that the Group had held meetings since the Panel visit. The report was with D Gregory and was unavailable at the time of the meeting. The item was deferred to the December 2009 meeting.

b. QA Portal

GL reported that the installation of the QA portal software had been delayed for a number of reasons, primarily due to IT compatibility issues.

**Action GL to seek an update from B Dewhurst and A Burt and report back**

c. National Student Survey

GL reported that higher student numbers were included in the potential sample than the previous year (BASW [College and Essex County Council (ECC) work based routes] and BAYCW) and thanked the programmes concerned for their work in maximising student response. The response rate was 53% of eligible students and large enough to include Ruskin in the nationally publicised results. The College had again scored above the Further Education Colleges average in all areas but showed a slip as against last year in Library and IT. It was suspected that this was the result of the inclusion of ECC students.

d. Code of Research Ethics

AM tabled the completed over-arching document **Statement of Ethical Mission for Research**. It was agreed that H Kean be approached to chair the proposed working group to develop detailed research procedures for the College.

e. eJournals

TM thanked F Roberts for all her work in relation to eJournals in the College and asked who would be taking this role now her traineeship has ended. VM informed the Committee that the new Graduate Trainee (K Quinn) holds responsibility for this. Electronic books and the hardware on which to read them were also discussed and it was agreed that the Librarian investigate and report back to the December meeting of this Committee.

**Action VM to investigate the operation of and access to electronic books at the Open University Library and report back**

f. ILTUS students and finance

It was reported that MA ILTUS students had fed back negatively regarding the Finance Department's approach to 'chasing' payments. CW explained that the College had been tightening procedures for requesting payment. TM suggested that the key factor was tutors being kept informed of letters and being sent to students.

**Action CW to investigate and report back**

g. Regulatory Framework (RF)

AM reported that OUVS had accepted the proposed Regulatory Framework in July 2009. TM had noticed various typographical errors and possible discontinuities with Social Work Documents. It was agreed that TM and GL should work on the document outside the meeting.

**Action TM to inform GL of the proposed changes**

4. **(Re)Validation 2008-09 update**

- h. Social Work (SW)
- i. CertHE Law / BA (Hons) ILTUS
- j. FdA Writing for Performance
- k. BA SS:SPE major change
- l. BA Y&CW major change

GL reported that all the above (re)validations and proposed major changes had been approved.

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5. **IQER**

a. **2<sup>nd</sup> Developmental Engagement: area of focus, lines of enquiry and timeline** **P3**

GL outlined the lines of enquiry. AM reported that this second Developmental Engagement would involve different staff from the first, focusing on student support and learning support as opposed to teaching, except in relation to differentiation in the classroom.

b. **Self-Evaluation**

AM reported to the Committee that the self-evaluation document was in progress and would be submitted to the QAA by the deadline. The Committee discussed the lines of enquiry and the areas of potential good practice to be highlighted at the engagement.

*TS entered the meeting at 11:00*

*CW left the meeting at 11:00*

c. **1<sup>st</sup> Developmental Engagement: Review of action plan** **P4**

The Committee reviewed and updated the action plan.

**Action GL to circulate the updated plan.**

*MD left the meeting at 11:35*

6. **National Student Survey** **P5**

*(This item had been covered under matters arising above)*

7. **Cross-College Survey**

GL reported that the College was still awaiting completed forms from the BA English Studies and BA Social Work programmes. Analysed results would be brought to the December 2009 meeting.

8. **Student Destinations**

AM reported that analysis was still ongoing and a report would be presented to the December meeting of this Committee.

## 9. Annual Reports – SAR and OUVS

GL reported that the data required was now available on the 'S' drive. It was agreed that the data tables be circulated by email to ensure all staff could access them. The Committee was reminded that the deadline for the College to receive the reports was 15<sup>th</sup> November.

**Action GL to circulate the data tables to all relevant staff**

## 10. OTL 2008-9 report & sharing with PRDG

**P6**

GL reported the outline of the previous year's OTL activities. Concern was expressed that the grades awarded may not match the spread of grades at the last Ofsted inspection of the College. DM reported that many of those observed had recently completed or were studying for PGCTHEs and so used to the observation process and are 'good' at being observed plus the observers themselves had gone through the process first and might be expected to perform well. GL explained that involving the PRDG in the moderation process could lead to a change and streamlining of the OTL format. AM congratulated the group on their efforts and the progress made.

## 11. (Re)validations

### i. CertHE CS

GL reported the change of dates to the Committee, clarifying that the validation will take place at Walton Street on the 12<sup>th</sup> November 2009.

### ii. MA ILTUS

GL tabled the draft programme specification. It was agreed that it form the basis of the revalidation paperwork.

## 12. Diploma Supplements / Transcripts

GL reported that OUVS now expected all completing students to receive Diploma Supplements (a transcript). It was agreed that GL work on this with the relevant Academic Group Administrators.

**Action GL to contact administrators to review practice**

## 13. PDP – new guidance

**P7**

AM reported that a staff development session had been arranged for 29.09.09 and any issues that arose would be brought to the next meeting of this Committee.

## 14. Teaching and Learning Strategy

AM reported that the strategy will be reviewed by the incoming Dean and it was hoped she would report back in December.

## 15. AOB

### a. Term Dates

AM proposed from the chair that term dates for the year 2009-10 be changed to accommodate the planned building works at the Headington site. A paper was tabled with the proposed term dates (Autumn Term 28.09.09 – 16.12.09; Spring term 11.01.10 – 19.03.10; Summer Term 19.04.10 – 25.06.10).

**Action H Jones to circulate revised dates**

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Next meeting: **2pm – 10Dec09**