

**COLLABORATIVE PROVISION COMMITTEE**  
**Meeting No.1 held on 14 November 2017**

**UNCONFIRMED MINUTES**

**Attendance List**

<b>Name of Member</b>		<b>Meeting No.1 14/11/17</b>
<b>Ex-Officio:</b>		
Prof Laurence Solkin (Chair)	Academic Director (Collaborative Provision)	✓
Prof George Balabanis	Course Board Chair, ESCP-Europe	✓
Dr Russell Gerrard	Course Board Chair, INTO-City	✓
Malek Arab	Students' Union Nice-President (Education)	✓
Prof David Bolton	Deputy President and Provost	A
Prof Stanton Newman	Vice-President (International)	A
<b>Non-Ex-Officio:</b>		
Dr Chris McDowell	Lead Partnership Coordinator, SASS	✓
Dr Dirk Nitzsche	Lead Partnership Coordinator, CASS	✓
Prof Sanowar Khan	Lead Partnership Coordinator, SMCSE	✓
Prof Jason Chuah	Lead Partnership Coordinator, CLS	✓
Dave Flinton	Lead Partnership Coordinator, SHS	A
Lucy Myers	Academic staff	✓
Claire de Than	Academic staff	A

A indicates apologies received

✓ indicates attendance

N/M indicates period when not a member

In attendance:

Alison Peach, Assistant Registrar, Student and Academic Services (Secretary)

Alison Edridge, Assistant Director, Student and Academic Services

Mark Hertlein, Head of International Relations

**Part 1 – Preliminary Items**

**1. Welcome and apologies**

The Chair welcomed members to the meeting and apologies were **noted** as in the table above.

**2. Minutes**

The minutes of the final meetings of the committees which have been superseded by the present committee (Validation and Institutional Partnerships Committee Meeting No.112, 30 June 2016; Partnerships Subcommittee Meeting No.6, 12 May 2016) were **noted**.

**3. Matters arising**

There were no matters arising.

**4. Chair's Action**

The revalidation of the BA Musical Theatre course at ArtsEd had been considered by

circulation and approved for a period of five years from 1 September 2017.

#### 5. **Terms of Reference, Composition and Membership**

The terms of reference were **agreed** and composition and membership **noted**.

#### 6. **Course Boards**

The Course Board terms of reference, composition and membership were **noted**.

### **Part 2 – Items for Discussion**

#### 7. **Report from the Academic Director (Collaborative Provision)**

The Academic Director began with a verbal report for the new Committee summarising the status of City's validated partners, and observing that with the proposed changes to the UK Higher Education framework our partners were increasingly likely to seek Degree-Awarding Powers (DAP). Guildhall and Trinity Laban had both obtained Taught Degree Awarding Powers in the last 3 years and both now planned to obtain Research Degree Awarding Powers in the next 3-5 years, which Student & Academic Services would support. The Academic Director went on to explain the Committee's role in giving guidance to Schools on partnerships which fall under the definition of collaborative provision. It was noted that Student & Academic Services had also supported the International Partnerships and Development team (IPaD) and School placement officers by advising on student mobility matters, following which a series of forms covering student mobility had been approved by Senate.

#### 8. **Policies on partnerships and validation**

The publication of the Senate policies on partnerships and validation, updated to reflect changes to titles/roles, on the website was **noted**.

#### 9. **Plan of Business**

The proposed plan of business for the Committee for 2017/18 was considered and **agreed**. This was focussed on developing and supporting a quality framework for all partnership and international mobility activity at City. It included further development of due diligence checks and site visits to potential partner institutions and off-site delivery locations, strengthening institutional oversight of partnerships at both School and institutional level, and developing a consistent City-wide approach to international grade conversion.

#### 10. **Course Board Reports**

The Committee **received** minutes from the following Course Board meetings:

- (i) Arts Educational Schools – 14 June 2017
- (ii) ESCP Europe – 16 June 2017
- (iii) INTO City – 5 July 2017
- (iv) Guildhall School of Music and Drama – 7 March 2017
- (v) Trinity Laban Conservatoire of Music and Dance – 3 May 2017

It was **noted** that previous Course Board minutes were published on the City website. There were no concerns or matters arising.

#### 11. **Lead Partnership Coordinator Report and School Partnership Update**

An update on partnership programmes in development was **received** along with verbal reports on partnerships from the School Lead Partnership Coordinators, arising from which the following were discussed:

- i) SMCSE: Further off-site delivery locations for MSc aviation programmes were being explored, including India and Trinidad & Tobago. If, following further enquiries,

potential partners were identified in these locations, the partnership approval process would be initiated including due diligence checks and site visits.

- ii) CLS: The new partnership programme with CILEx (LLB in Legal Practice) was running well. Stage 1 approval for off-site delivery of the LLM Maritime Law at the DIFC (Dubai) was currently being sought.
- iii) CASS: In response to student feedback, the Cass Undergraduate Office hosted an event for Foundation students at INTO-City to encourage progression to Cass UG programmes. Feedback from the event was positive and it was hoped progression rates will be higher next year.

## 12. Annual Programme Evaluation / Academic Partnership Coordinator Reports for 2015-16

A summary of reports submitted was **considered** and gaps in submission **noted**. It was agreed that Boards of Studies should follow up on the gaps as part of their responsibility for oversight of the quality and standards of programmes. Student & Academic Services would submit reports to the Committee on institution-wide themes emerging in the evaluation of partnership programmes which may need attention.

**Action: Student & Academic services to report on themes emerging in APE and APC reports for partnership programmes.**

### Part 3 – Items for Approval

#### 13. ESCP Europe Site Validation

The Validation Panel's Report recommending the extension of the validation of the European MSc in Management to include the ESCP Turin Campus was **received** and the recommended conditions **noted**. The Chair of the Validation Panel noted that ESCP Business School was highly ranked, standards at the School were very high, and that the reputational benefits of building on the relationship were high. However, the Panel had some concerns about the limited size of the current facilities at the Turin Campus and the processes around academic staff appointment and development; they therefore recommended that validation of the site be conditional upon satisfying the Panel on these matters. The Committee **agreed** to validate the ESCP Turin Campus for studies from September 2018, subject to conditions being met for which a response deadline of 1 February 2018 was given.

### Part 4 – Items for Information

#### 14. Partnership and Validation Schedules

The schedules of partnership renewals and revalidations were **received** and pending renewals **noted**. The revalidation of INTO-City courses in 2018 was discussed, and attention drawn to the potential threat to the delivery of programmes should the lease on the INTO's current premises not be renewed. Feedback from students who had progressed from INTO to City also indicated that some students felt that the academic and social environment at INTO compared unfavourably with that at City. It was **agreed** that the Validation Panel should investigate both of these matters during their Revalidation Visit in May 2018.

**Action: The INTO Revalidation Panel to report on these issues in their Revalidation Report in June 2018.**

#### 15. Validation and Revalidation Conditions

There were no outstanding conditions.

#### 16. Handbooks

The publication of the Validation and Institutional Partnerships Handbook 2017/18 and the Validation Student Guide 2017/18 on the City website was **noted**.

#### 17. QAA Reports

The publication of the Quality Assurance Agency's monitoring visit report for Kaplan International College London on the QAA website in September 2016 was **noted**. The review found that expectations were met and commended the enhancement of, and quality of information about, student learning opportunities at Kaplan. It was also **reported** that QAA visits had taken place, and reports were currently awaited, for both ArtsEd and ESCP (London).

#### **18. Any Other Business**

The potential for building marketing and/or recruitment relationships with HE institutions in China was raised, and it was agreed that, although these fell outside the scope of collaborative provision, thought would be given as to how these might be managed.

**Action: Student & Academic Services to advise on how marketing/recruitment relationships falling outside collaborative provision might be overseen at City.**

#### **19. Dates of meetings for 2017/18**

- Meeting No.2: Thursday 1 March 2018 at 2:00pm
- Meeting No.3: Thursday 14 June 2018 at 2:00pm (to consider recommendations from re/validation panels)

Alison Peach, Secretary  
Assistant Registrar (Partnerships and Academic Development)  
Student and Academic Services  
January 2018