

### Item 3 - Matters Arising from April 2018 Educational Quality Committee

The following tables provide a briefing on actions following Education & Student Committee in April 2018 and outstanding Matters Arising from previous meetings. Completed actions will be removed from this schedule once they have been noted by the Committee.

\* **Actions/Status items in bold are for verbal update at the June Meeting of Educational Quality Committee**

#### Educational Quality Committee (from April 2018)

Meeting	Item	Action	Update	Responsible	Status*
<b>Meeting 2 12.04.18</b>	<b>4 Industrial Action</b>	Schools should be informed each time the industrial action FAQs were updated, so that staff and students were working to the latest information.	Industrial action impacts have been managed by the Industrial Action Quality and Standards Working Group	Associate Director (S&AS)	<b>June 2018</b>
<b>Meeting 2 12.04.18</b>	<b>4 Examination Period</b>	The Chair will feed the SU VP (Education)'s comments about insufficient consultation on plans relating to exam and Ramadan to Associate Director of S&AS and SU CEO		Chair	<b>June 2018</b>
<b>Meeting 2 12.04.18</b>	<b>5 Education and Student Committee - Senate Performance Monitoring paper</b>	Committee to receive the Senate report referred to in the update paper examining performance by student demographic for satisfaction, progression, attainment and employability	An update will be provided at the next meeting	SEED/Assistant Registrar (Quality)	September 2018
<b>Meeting 2 12.04.18</b>	<b>LEaD Standing Report</b>	The Deputy Director of LEaD had circulated some draft guidance on volume of assessment in relation to credit value for a module last year and had requested comments via School Learning and Teaching Committees - Schools to be reminded to provide feedback on draft guidance on assessment volume		Deputy Director LEaD, Associate Deans (Education)	<b>June 2018</b>
<b>Meeting 2 12.04.18</b>	<b>11 Senate Regulations and Policies Policies and guidance on programme approval, amendment, termination and</b>	1. The Committee agreed that provided that the School Programme Approval and Review Committee (PARC) took a programme-level overview of any changes and monitored the impact of cumulative change for each programme at least once per year, proposals for amendments could be made at any time (subject to the normal deadline for		Assistant Director (QUAD)	<b>June 2018</b>

### Actions and Matters Arising

Meeting	Item	Action	Update	Responsible	Status*
	<b>suspension, and periodic review.</b>	<p>implementation for a given academic year) – recommendation will be made to Senate. An amendment will be made to the PARC terms of reference.</p> <p>2. The current deadline for amendments of 30 April each year for implementation the following academic year would be brought forward in future years, although the exact date was yet to be confirmed. This had been agreed by ExCo to enable work on implementing personalised timetables to progress, which was dependent on programme information being confirmed earlier to enable module selection and module registration to take place.. Action: Personalised Timetables project team to be asked to consider the possibility of retaining a later amendment deadline for core modules</p>			
<b>Meeting 2 12.04.18</b>	<b>12 Academic Misconduct</b>	Number of academic misconduct cases at City to be confirmed	See Complaints and Appeals Annual Report	SEED	See June Agenda
<b>Meeting 2 12.04.18</b>	<b>19 Lecture Capture</b>	It was reported that some staff had not received a communication about changes to rooms that were lecture capture enabled and it was agreed this would be recirculated.		Deputy Director LEaD	<b>June 2018</b>

#### Educational Quality Committee (from February 2018)

Meeting	Item	Action	Update	Responsible	Status*
<b>Meeting 1 13.02.18</b>	<b>12. Council Report – Complaints and Appeals</b>	Enhancements to the annual Complaints and Appeals report to be incorporated as noted in the minutes	See Complaints and Appeals Annual Report	SEED	See June Agenda

### Actions and Matters Arising

Meeting	Item	Action	Update	Responsible	Status*
Meeting 1 13.02.18	16. Annual Programme Evaluation	APE Policy and Guidance to reflect the recommendations agreed by the Committee	In progress	Assistant Registrar (Quality)	See June Agenda
Meeting 1 13.02.18	20. Collaborative Provision Committee	Graduation to include formal welcome for partner institutions	Student and Academic Services will take this action forward for the next Graduation	Assistant Registrar (Partnerships)	June 2018

#### Education & Student Committee (from November 2017)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 19 09.11.17	5 Governance	List of process mapping priorities to support staff understanding and engagement will be provided	To be undertaken alongside the academic policy and guidance review	QUAD	September 2018
Meeting 19 09.11.17	English Language Support	<i>Update to be provided to the Committee following the review of Term 1 English Language Support.</i>	<i>Update to be requested for April meeting</i>	<i>Dept Dean SASS</i>	<i>Completed</i>

#### Education & Student Committee (from September 2017)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 18 21.09.17	Annual Programme Evaluation Themes	APE thematic element proposals to be brought to a future meeting	Potential themes will be discussed at the ADEs Forum and will be informed by analysis of NSS results  <b>Update: Internationalisation confirmed as the next APE theme – forms and guidance to be updated</b>	Quality and Academic Development Department	September 2018
Meeting 18 21.09.17	Undergraduate Assessment Review	This exercise will also be used to highlight unsuccessful modules and it would be essential for Programme Directors to be able to access relevant statistical data for modules to support the necessary analysis. Student and Academic Services have highlighted that access to improved statistical data is needed to support Assessment	Recommendations to Senate relating to access to statistical data to be made  <b>Update: recommendations relating to Assessment Board data approved by Senate – briefing to be provided to MAFS Team in liaison with LEaD</b>	Assistant Registrar (Quality)	September 2018

### Actions and Matters Arising

Meeting	Item	Action	Update	Responsible	Status*
		Boards and the Committee agreed that the data requirements of the assessment review would also be reported to Senate.			

#### Education & Student Committee (from April 2017)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 16 06.04.17	5. Chair's Business Evaluation of Student Experience Report	Report on actions taken in response to the <i>Evaluation of Student Experience Report</i> to be provided to Education and Student Committee	Report on actions to be received by the Committee in 2018	Deputy President and Provost	September 2018

#### Education & Student Committee (from September 2016)

Meeting	Item	Action	Update	Responsible	Status*
Meeting 13 29.09.16	23 Periodic Review Reports	<i>Update to be provided to the Committee on overdue One Year On Reports. Several One Year on Reports are now overdue by more than a year. For Senate to be assured that outstanding actions relating to the quality and student experience of these programmes have been addressed, Boards of Studies are asked to confirm that Periodic Review actions have been covered in APEs and associated reporting.</i>	<i>Once Board of Studies confirmation has been reported to E&amp;SC the business for these programmes can be concluded.</i>  <i>November 2016, April 2017, July 2017, September 2017, November 2017: this work is in progress and a further update will be provided</i>  <i>Update – some reports still outstanding. The process for monitoring actions is being revised with effect from 2018/19 – item now closed see Minutes of April 2018 meeting (Item 3)</i>	Assistant Director (QUAD)	Closed