

**COLLABORATIVE PROVISION COMMITTEE
Meeting No.2 held on 1st March 2018**

UNCONFIRMED MINUTES

Attendance List

Name of Member		Meeting No.1 14/11/17	Meeting No.2 01/03/18*
Ex-Officio:			
Prof Laurence Solkin (Chair)	Academic Director (Collaborative Provision)	✓	✓
Prof George Balabanis	Course Board Chair, ESCP-Europe	✓	A
Dr Russell Gerrard	Course Board Chair, INTO-City	✓	✓
Malek Arab	Students' Union Vice-President (Education)	✓	A
Prof David Bolton	Deputy President and Provost	A	A
Prof Stanton Newman	Vice-President (International)	A	A
Non-Ex-Officio:			
Dr Chris McDowell	Lead Partnership Coordinator, SASS	✓	A
Dr Dirk Nitzsche	Lead Partnership Coordinator, CASS	✓	A
Prof Sanowar Khan	Lead Partnership Coordinator, SMCSE	✓	A
Prof Jason Chuah	Lead Partnership Coordinator, CLS	✓	A
Dave Flinton	Lead Partnership Coordinator, SHS	A	✓
Lucy Myers	Academic staff	✓	✓
Claire de Than	Academic staff	A	N/M

*adverse weather conditions / network whiteout

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

Aliya Sorgen, International Partnerships Manager, International Partnerships & Development

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 Meeting No.1 on 14 November 2017 were **confirmed**.

3. Matters arising

The status of matters arising was noted and the following matters **discussed**:

- *Item 12: The Validation Panel for INTO-City to report on the long-term security of the institution's lease, and on student feedback relating to the environment at INTO, as part of their Revalidation Report in June 2018.*

It was agreed that INTO should be asked to provide an update on the status of the current lease in advance of the Revalidation exercise.

Action: The INTO-City Centre Director to be asked for an update on the status of the lease.

- *Item 18: Student & Academic Services to investigate how marketing/recruitment relationships with HE Institutions in China might be overseen.*
This item was raised at the last meeting by the Lead Partnership Coordinator for Cass in relation to the interest among HEIs in China in gaining marketing endorsement for their undergraduate courses as recognised prerequisites for postgraduate courses at Cass. No collaborative provision is involved.
Action: The Lead Partnership Coordinator for Cass to be asked to provide details of (a) the precise nature of the proposed relationship(s) and (b) the quality control mechanisms already in place through which the relationship(s) would be set up and monitored.

4. Chair's Action

There were no Chair's Actions.

Part 2 – Items for Discussion

5. Report from the Academic Director (Collaborative Provision)

The Academic Director had no matters to report. The progress of the Committee would be reported to Senate.

6. Course Board Reports

The Committee received minutes from all Course Board meetings which had taken place since the last Committee meeting and the following points were **noted**:

- Arts Educational Schools (22 November 2017): Reports on the quality, development, student satisfaction and outcomes for validated courses were consistently positive.
- ESCP Europe (9 February 2018): In light of the recent autonomy of ESCP Europe Business School from the Paris Chamber of Commerce, the School announced its intention to explore its future relationship with City with regard to the on-going validation agreement and how this could evolve with ESCP's potential developments in Taught Degree-Awarding Powers (TDAP) in future.
- Hansard House of Commons (7 December 2017): The progress of the Hansard PGDip in Parliamentary Reporting continues to be good, and a second House of Commons PGDip programme in Parliamentary Procedure is due to be considered for validation for the next academic year.
- INTO City (22 November 2017): The introduction of student networking events to promote progression to Cass UG has been well-received and more are planned.

7. Lead Partnership Coordinator Report and School Partnership Update

The Lead Partnership Coordinator for SHS gave a verbal report on the status of current partnerships at the School, and the potential partnerships in Germany and China were discussed. No other Lead Partnership Coordinators were able to attend the meeting.

8. Annual Programme Evaluation / Academic Partnership Coordinator Reports 2016-17

A Quality Review Report on the submission and completion of APE and APC Reports for 16/17 was **received**, and the improvement in number of submissions and quality of completion over the previous year noted. There were still inconsistencies in the quality of reporting, however, and the following recommendations of the report were **agreed**:

- Lead Partnership Coordinators to work with Academic Partnership Coordinators to ensure that correct information is provided and appropriate evaluation of partnerships is made;
- Student & Academic Services to consider adjustments to forms to make reporting requirements clearer.

Action: Student & Academic Services to organise a briefing day for APCs and School Quality Teams in order to share good practice in the submission and completion of APE/APC Reports in line with the quality framework.

9. Student Mobility

Revisions to forms enabling the implementation of the Student Mobility Policy ('Replacement Module Mapping Approval' and 'Partner Institution Grade Conversion and Assessment Approval') were **noted**, and current practices in schools relating to credit transfer **discussed**.

The following points were highlighted:

- Grade conversion was currently practiced in two schools, Cass and Law.
- Grade conversion at Cass (UG) was due to be phased out in 2019.
- Grade conversion at Law was used for Year 3 electives, however changes to the structuring of UG degrees were underway which might impact on this practice.
- The introduction of 'sandwich' years is being considered for some courses at SHS, and a clear process for credit transfer will therefore be required.

The general principles of a common process for credit transfer, which would both be consistent with RPL and permit exception(s) to be sought for grade importation for specific modules, were **agreed**. Further research into individual school circumstances was required in order to enable more detailed discussion at the next meeting.

Action: Student & Academic Services to obtain further details from schools in relation to credit transfer practices and requirements in advance of the next meeting.

10. Internal Audit 2016/17 - Partnerships

The final Internal Audit Report for Partnerships was **received** and the need for the Committee to be aware of the recommendations **noted**.

Part 3 – Items for Approval

There were no items for approval.

Part 4 – Items for Information

11. Register of Collaborative Provision

The University Registers of Collaborative Provision for Validation and Partnerships in 2017/18 would be received by circulation.

12. Validation and Revalidation Conditions

The conditions of the site validation of the Turin Campus of ESCP Europe were noted as still being incomplete.

Action: The Chair to contact the ESCP Course Board Chair to discuss future site and course validation.

13. Quality Assurance Agency (QAA) Reports

The publication of the following QAA reports on the QAA website was **noted**:

- The [Educational Oversight monitoring visit report](#) for ESCP Europe Business School London;
- The [Higher Education Review \(Alternative Providers\) report](#) for Arts Educational Schools London.

14. Any Other Business

There was no other business.

19. Dates of future meetings for 2017/18

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