



**University of London
External System Academic Committee**

External System Quality Assurance and Student Lifecycle Sub-Committee

The fifth meeting of the Quality Assurance and Student Lifecycle Sub-Committee took place on 16 January 2009.

The ESAC is invited to consider the attached Chair approved minutes of the meeting and where relevant, endorse the recommendations of the QASL:

As the meeting was inquorate, it was resolved that:

- **Action must be taken to resolve the issue of inquoracy as QASL had been inquorate or been close to inquorate for the previous two meetings.** (minutes 405 - 413)

In considering the Annual Programme & Planning Report (APPR) and Programme Review for the BD/Dip in Theology, it was resolved that:

- **The External System should be cautious in supporting new programme options when the current BD Theology appears to be poorly supported and resourced internally.** (minutes 417 - 427)

QASL considered seventeen 2007/08 APPRs, which used the new summary format as approved by QASL (QASL4 minute 382). Committee members approved the following fourteen:

- **BD/Dip Theology** (minute 422)
- **BA/BSc Geography** (minute 428)
- **BA Philosophy** (minute 432)
- **BA SLAS** (minute 437)
- **BSc CIS/CC** (minute 443)
- **BA English** (minute 450)
- **BA French** (minute 465)
- **BA German** (minute 470)
- **BA Italian** (minute 475)
- **MSc IPHC** (minute 479)
- **MBA** (minute 482)
- **MRes** (minute 488)
- **MA Citizenship & Education** (minute 491)
- **MA ODFL** (minute 496)

QASL was unable to approve three APPRs due to administrative errors:

- **BA Classics** (minute 456)
- **BSc Business Admin** (minute 459)
- **BA History** (minute 462)

In considering a number of APPRs for low-intake programmes, it was recommended that:

- **EISA should move forward on the Integrated Humanities Framework as a matter of urgency, in order to ensure the financial viability of small-intake programmes. EISA should also encourage greater College involvement in the process.** (minutes 438, 453, 472, 493, 529 - 530)

In considering the APPR for the BSc Computing & Information Systems, and following discussion on the low pass mark for the programme, it was recommended that:

- **The Assessment Methods Working Group should be notified of QASL concerns with regard to the issue of dissimilar pass marks between programmes in order to progress matters.** (minutes 443 - 447).

In considering the APPRs for Royal Holloway's Modern Languages programmes, and due to concern at the lack of clarity of the regulatory requirements for undertaking oral examinations, it was resolved that:

- **A clarification of oral assessment regulations needed External System attention as soon as possible.** (minutes 467 - 479).

QASL noted good practice in the following programmes:

- **BA Italian**
- **The programme had achieved commendable standards in its teaching, materials, assessment methods and student performance.** (minute 477)
- **MSc IPHC**
- **Due to its excellent intake numbers and student performance, innovative technology use and significant areas of best practice.** (minute 480)
- **MBA**
- **The regular use of online student surveys was a commendable method of collating feedback.** (minute 485)
- **MRes**
- **The innovative use of learning resources was to be commended, particularly the use of the Moodle VLE, and Elluminate (an audio conferencing facility).** (minute 489)
- **MA Citizenship & Education**
- **The range of mechanisms employed to garner student feedback was to be commended.** (minute 493)
- **MA ODFL**
- **The aim of publishing the programme content online, as an open resource to all, was welcomed and commended by QASL.** (minute 498)

In considering a paper proposing the introduction of unnamed Diploma and Certificate of Higher Education awards, it was resolved that:

- **EISA should not move forward on introducing these awards until a credit framework has been introduced.** (minutes 502 - 511).

In considering a paper proposing the introduction of mixed mode study for External System students, it was resolved that:

- **The introduction for a mixed mode framework for all External System students should be approved.** (minutes 512 - 517).



UNIVERSITY OF LONDON
External System

Quality Assurance and Student Lifecycle Committee
Friday 16 January 2009

MINUTES

PRESENT: Dr A Hamblin (RVC) (Chair), Mrs C Knights (EISA), Mr J Morgan (RHUL), Dr N Poole (SOAS), Ms S Ruehl (SOAS), Mr B Sayer (EISA), Mrs S Wilson (EISA)

IN ATTENDANCE: Mr J Ferrá (LSE), Mr B Grainger (Secretary), Mr J Hancock (EISA)

APOLOGIES: Dr S Anderson (LSHTM), Prof M Anthony (LSE), Mrs R Gosling (LSE), Mr D Pearson (UoL),

ANNOUNCEMENTS BY THE CHAIR

Noted:

- 405. That QASL was inquorate due to the absence of six members.
- 406. That the situation may reoccur at the next QASL in April, due to prior travelling arrangements.
- 407. That arrangements were underway to invite successors to replace those members who had offered their resignation at the beginning of the academic year. It was hoped that pending acceptance of the invitations, the new members would join at the April meeting.
- 408. That due to work commitments Ms Raksha Bhalsod (IoE) had tendered her resignation from QASL. Committee members extended their thanks for her significant contribution.
- 409. That Mr John Ferrá (LSE Administrative Manager for External Study) would be acting as Mrs Rosie Gosling's alternate.
- 410. That Mr Jeremy Hancock (EISA Programme Manager for LSE) would be observing the meeting.

Resolved:

- 411. ***That the minutes of the meeting would be circulated to all QASL members for formal consideration and approval before the next Committee date.***
- 412. ***That the Chair would express her concern to the External System Academic Committee that QASL had been inquorate or close to inquoracy for the last two meetings.***
- 413. ***That the Chair would write to all QASL members reminding them of their responsibility to either send apologies or prearrange an alternate to sit in their place if they are unable to attend a meeting.***

MINUTES

Approved:

- 414. **QASL5/1**, the minutes of the fourth meeting of QASL held on 17 October 2008, with the following amendments:
- 415. Minute 354 – to read: '...the Annual Programme Report for the *MSc Health Systems Management* should be accepted.'
- 416. Minute 357 – to read: '...was a general feature of many programmes and may *reflect* the tension between widening access and attracting high calibre students.'

MATTERS FOR DISCUSSION

PERIODIC PROGRAMME REVIEW: BA DIVINITY/DIP THEOLOGY (2007)

Received:

- 417. **QASL5/2**, the Periodic Programme Review (PPR) for the BA Divinity/Diploma Theology at Heythrop College.

Reported:

- 418. That following a request from a Committee member for clarification as to why QASL reviewed PPRs, it was explained the Committee was remitted to assess whether review recommendations and issues had been appropriately followed up, to evaluate overall themes, to identify matters of concern or best practice, and particularly to ensure that all student lifecycle matters had been addressed.

Noted:

419. That concern was raised about whether the language modules on the programme were taught by suitably qualified language tutors. The Committee agreed that even if tutors were at a level of ability whereby they were able to teach a language, unless they were formally qualified it may put additional pressure on the programme resources.
420. That although the report was positive, it was agreed that it was also rather generous since there appeared to be a lack of investment and resources from the College, which meant the programme suffered from out of date study materials, and a weak mode of delivery system.

Resolved:

- 421. *That the PPR be accepted on the condition that the concerns noted in minute 419 be considered urgently.***

ANNUAL PROGRAMME & PLANNING REPORT: BA DIVINITY/DIP THEOLOGY (2007/08)

Received:

422. **QASL5/3**, the Annual Programme & Planning Report (APPR) Summary for the BA Divinity/Diploma Theology at Heythrop College.

Noted:

423. That members expressed concern at the position the programme was in with regard to updating study materials and providing support in general. The summary noted that these updates, and other major redevelopments to the programme, could only be made once Heythrop management had confirmed that it was willing to provide extended resource allocation.
424. That the apparent lack of support from Heythrop management for the programme was of deep concern to members in relation to the request from Heythrop at the previous QASL (see QASL4/2, minutes 302 – 312) to introduce additional elements to the programme.
425. That the planned discussions within EISA on minimum expectations with regard to student support and academic guidance for programmes would be beneficial for consultation with Colleges.

Recommended:

- 426. *That the External System should be cautious in supporting new programme options when the current BD Theology appears to be poorly supported and resourced internally.***

Resolved:

- 427. *That the APPR for the BA Divinity should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA/BSC GEOGRAPHY (2007/08)

Received:

428. **QASL5/4**, the APPR Summary for the BA/BSc Geography at King's College London.

Noted:

429. That the programme was in the process of being withdrawn from King's and transferred to the LSE.
430. That some current students would also be transferring with the programme to the LSE.

Resolved:

- 431. *That the APPR for the BA/BSc Geography should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA PHILOSOPHY (2007/08)

Received:

432. **QASL5/5**, the APPR Summary for the BA Philosophy at Birkbeck.

Noted:

433. That the report was positive, and although the mean marks for the BA and Diploma were low (53.4% and 50.2% respectively) it was agreed these were comparable to other distance learning programmes.
434. That lower than average marks for distance learning programmes were often seen when compared with those of equivalent taught programmes.
435. That the lack of student feedback for the programme was a disappointment; however it was reported the forthcoming introduction of the student portal would allow the creation of tailored student surveys, thereby resolving this issue.

Resolved:

- 436. *That the APPR for the BA Philosophy should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA SPANISH & LATIN AMERICAN STUDIES (2007/08)

Received:

437. **QASL5/6**, the APPR Summary for the BA Spanish & Latin American Studies at Birkbeck.

Noted:

438. That the 27 total registrations for the programme was a serious concern to the Committee due to the significant resources allocated to the course by the External System.
439. That the new Programme Director was aware of the recruitment issue and was developing new methods to improve numbers. Committee members noted however that the quality of a programme is rarely affected by a small intake.
440. That the introduction of the proposed Integrated Humanities Framework may provide a solution to ensuring the continued financial viability of small-intake programmes.

Recommended:

- 441. *That EISA should move forward the new structural framework in respect of small humanities programmes as soon as possible.***

Resolved:

- 442. *That the APPR for the BA Spanish & Latin American Studies should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BSC COMPUTING & INFORMATION SYSTEMS (CIS) & BSC CREATIVE COMPUTING (CC) (2007/08)

Received:

443. **QASL5/7**, the APPR Summary for the BSc CIS and BSc CC at Goldsmiths.

Noted:

444. That the inclusion of statistical data on the first Summary page was a welcome tool in assessing student information and performance.

445. That comments from the External Examiners were of concern, particularly with regard to inconsistencies in the double marking process and the lack of a pre-exam Board for paper setting.
446. That the 35% pass mark for the programme seemed extremely low, both in the context of other UK institutions and abroad. QASL agreed the dissimilar pass marks between different programmes of the same nature was of concern.

Resolved:

- 447. *That the Chair of the Annual Review Meeting for the BSc CIS and BSc CC should take the issues identified by the External Examiners forward as soon as possible.***
- 448. *That the Assessment Methods Working Group should be notified of QASL concerns with regard to the issue of dissimilar pass marks between programmes in order to progress matters.***
- 449. *That the APPR for the BSc CIS and BSc CC should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA ENGLISH (2007/08)

Received:

450. **QASL5/8**, the APPR Summary for the BA English at Goldsmiths.

Noted:

451. That although the total number of archived students for the BA and Diploma English appeared high (79), it was clarified that this figure included students who had not paid their continuing registration fee, or were inactive for various reasons.
452. That the issue of falling admissions identified by the Programme Director should be addressed by the Integrated Humanities Framework.
453. That the exclusion of Diploma students from the Graduation Ceremony was a significant student lifecycle matter, and as such should be considered by the Dean of the External System.

Resolved:

- 454. *That the Dean of the External System should investigate further why Diploma students are not invited to the Graduation Ceremony.***
- 455. *That the APPR for the BA English should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA CLASSICS (2007/08)

Received:

456. **QASL5/9**, the APPR Summary for the BA Classics at Royal Holloway.

Noted:

457. That there was a formatting error in the Summary, as the Action Sheet (Appendix 1) was incorrect. As such, members were unable to give full consideration to the Report.

Resolved:

- 458. *That the Committee was unable to approve the APPR for the BA Classics as the Summary was incomplete. Members agreed to defer consideration of the Report until the next meeting.***

ANNUAL PROGRAMME & PLANNING REPORT: BSC BUSINESS ADMINISTRATION (2007/08)

Received:

459. **QASL5/10**, the APPR Summary for the BSc Business Administration at Royal Holloway.

Noted:

460. That there was a formatting error in the Summary, as the Action Sheet (Appendix 1) was incorrect. As such, members were unable to give full consideration to the Report.

Resolved:

461. ***That the Committee was unable to approve the APPR for the BSc Business Administration as the Summary was incomplete. Members agreed to defer consideration of the Report until the next meeting.***

ANNUAL PROGRAMME & PLANNING REPORT: BA HISTORY (2007/08)

Received:

462. **QASL5/11**, the APPR Summary for the BA History at Royal Holloway.

Noted:

463. That the Programme Director had not formally approved the APPR Summary.

Resolved:

464. ***That the Committee was unable to approve the APPR for the BA History as the Summary had not been formally approved by the Programme Director. Members agreed to defer consideration of the Report until the next meeting.***

ANNUAL PROGRAMME & PLANNING REPORT: BA FRENCH (2007/08)

Received:

465. **QASL5/12**, the APPR Summary for the BA French at Royal Holloway.

Noted:

466. That there had been some uncertainty with regards to the procedures for appointing Examiners to undertake oral examinations at local Examination Centres. Members agreed that the regulatory requirements for undertaking oral examinations needed clarification, particularly given advances in webcams and video conferencing.

467. That the appointment of an Executive Board before the Board of Examiners' meeting to deal with late arriving, unmarked scripts was of concern to QASL. It was suggested that a simple solution would be to move the Board of Examiners' meeting to a later stage in the academic year to ensure that all scripts were marked in time.

Resolved:

468. ***That the clarification of oral assessment regulations, and the timing of the BA French Board of Examiners' meeting needed attention as soon as possible.***
469. ***That the APPR for the BA French should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA GERMAN (2007/08)

Received:

470. **QASL5/13**, the APPR Summary for the BA German at Royal Holloway.

Noted:

471. That the low number of new registrations was a concern to QASL.
472. That this programme shared a similar need as the other Royal Holloway language programmes for a clarification of the regulatory requirements for oral examinations.

Resolved:

- 473. *That the clarification of oral assessment regulations needed attention as soon as possible.***
- 474. *That the APPR for the BA German should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: BA ITALIAN (2007/08)

Received:

475. **QASL5/14**, the APPR Summary for the BA Italian at Royal Holloway.

Noted:

476. That this programme shared a similar need as the other Royal Holloway language programmes for a clarification of the regulatory requirements for oral examinations.
477. That the programme had achieved commendable standards in its teaching, materials, assessment methods and student performance.

Resolved:

- 478. *That the APPR for the BA Italian should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: MSc INTERNATIONAL PRIMARY HEALTHCARE (IPHC) (2007/08)

Received:

479. **QASL5/15**, the APPR Summary for the MSc IPHC at University College London.

Noted:

480. That this was a commendable programme due to its excellent intake numbers and student performance, innovative technology use and significant areas of best practice.

Resolved:

- 481. *That the APPR for the MSc IPHC should be accepted.***

ANNUAL PROGRAMME & PLANNING REPORT: MBA (2007/08)

Received:

482. **QASL5/16**, the APPR Summary for the MBA at Imperial College London.

Noted:

483. That this programme had now stopped registering University of London students, following the uptake of Degree Awarding Powers by Imperial and its withdrawal from the University federation.
484. That the programme was only accepting Imperial registrations and as such the last exams for University students would take place in 2012.

485. That the regular use of online student surveys was a commendable method of collating feedback.
486. That the programme was due to undergo periodic review as part of the External System review schedule before 2012.

Resolved:

- 487. That the APPR for the MBA should be accepted.**

ANNUAL PROGRAMME & PLANNING REPORT: MRES (2007/08)

Received:

488. **QASL5/17**, the APPR Summary for the MRes at the Institute of Education.

Noted:

489. That the innovative use of learning resources was to be commended, particularly the use of the Moodle VLE, and Elluminate (an audio conferencing facility).

Resolved:

- 490. That the APPR for the MRes should be accepted.**

ANNUAL PROGRAMME & PLANNING REPORT: MA CITIZENSHIP & EDUCATION (2007/08)

Received:

491. **QASL5/18**, the APPR Summary for the MA Citizenship & Education at the Institute of Education.

Noted:

492. That the low new registrations and total registrations for the programme was a concern; however, Committee members accepted that the MA had been only recently introduced.
493. That the range of mechanisms employed to garner student feedback was to be commended.
494. That the change in credit weighting of the Postgraduate Certificate award, as encouraged by EISA, was a positive development.

Resolved:

- 495. That the APPR for the MA Citizenship & Education should be accepted.**

ANNUAL PROGRAMME & PLANNING REPORT: MA OPEN, DISTANCE & FLEXIBLE LEARNING (ODFL) (2007/08)

Received:

496. **QASL5/19**, the APPR Summary for the MA ODFL at the Institute of Education.

Noted:

497. That the programme had been withdrawn and therefore was no longer recruiting students. Final exams would take place in 2008/09.
498. That the aim of publishing the programme content online, as an open resource to all, was welcomed and commended by QASL. It was hoped that HEFCE would make additional funding available to ensure the continuation of this project.

Resolved:

499. *That the APPR for the MA ODFL should be accepted.*
500. *That following the introduction of the new APPR Summaries, QASL members agreed the proformas were a great improvement (in terms of assessing quality and student lifecycle matters) over the previous APPRs. However, they had a number of suggestions:*
- *The inclusion of the name of the College, the date of review, and the date of the programme launch on the front of the proforma would be extremely helpful;*
 - *Presentation of data in tabular form would be appreciated, particularly when reporting student information and performance;*
 - *Confirmation of completion of any follow up actions on the Action Sheet should be included, with a date of completion;*
 - *The introduction of a database, collating all actions and issues, would be beneficial in ensuring all items are resolved. A summary paper could be presented to QASL annually;*
 - *The inclusion of full External Examiner's reports with the proformas, in addition to the current Examiners' summaries would be discussed further.*

EXTERNAL SYSTEM: REVISED QUALIFICATIONS FRAMEWORK

Received:

501. **QASL5/20**, a paper from the Corporate Performance & Quality Directorate regarding the revised qualifications framework for the External System.

Reported:

502. That the paper had been presented in response to a request from QASL for a clarification of the descriptor status of all External System programmes (QASL2 minutes 135-143), in order to identify whether their content was analogous to their qualification level.
503. That in addition to the descriptor clarification, the paper proposed the adoption of an unnamed Certificate of Higher Education (Cert HE) and Diploma of Higher Education (Dip HE) award, unaligned to specific programmes and awarded to students upon completion of specific learning outcomes.
504. That programmes might also be encouraged to consider the inclusion of named Cert HE and/or Dip HE awards, subject to the Programme Specification and Regulations defining the outcomes of the named awards.
505. That consideration should be given to the need for enhanced definitions for each award, drawn from the University of London Academic Regulations and clarified for use within the External System.

Noted:

506. That the Committee members had no objection in principle to the proposals, but it was agreed there remained issues to resolve before their introduction – particularly with regard to the introduction of a named Cert HE/Dip HE and enhanced definitions of awards.
507. That in defining the descriptor level of External System programmes, a clear approach was also needed with regard to a credit framework for assigning ECTS units to programmes.
508. That QASL members expressed disappointment at the lack of movement on the introduction of a credit framework, and requested an update from the Director of Learning & Development.

Resolved:

509. *That the External System Director of Learning & Development should be invited to the April QASL to provide an update on credit framework activity.*

510. ***That all the proposals should be approved, however the criteria for introduction of the Cert HE/Dip HE awards and enhanced award definitions should be produced in the context of an ECTS credit framework. EISA should not move forward on introducing these awards until a credit framework has been introduced.***

EXTERNAL SYSTEM: MIXED MODE FRAMEWORK

Received:

511. **QASL5/21**, a paper from the Corporate Performance & Quality Directorate regarding the introduction of a mixed mode framework for all External System programmes.

Reported:

512. That there were currently two external programmes which include a mixed mode opportunity for students (whereby External students who wish to attend the College for face-to-face tuition for one or more units are able to do so). These opportunities, however, were not yet fully articulated in External System documentation.
513. That the paper proposed a framework for the delivery of mixed mode learning which, once agreed, could be used to facilitate mixed mode opportunities for other programmes at the request of the respective Lead College.
514. That there were a number of proposals with regard to mixed mode assessment activity:
- That External students taking on-campus units should be assessed by the same methods used for College-based students; as a result mixed mode student assessment may vary from that used for purely External students.
 - That if a mixed mode student wishes to take the same assessment as those External students learning at a distance, each request should be considered on a case by case basis.
 - That all assessment attempts made by an External student taking a College-based unit should count towards the student's record. This will ensure that students taking mixed mode units do not have an advantage over distance-learning students.
515. That although the process would be operational in nature it was also enabling, which should be helpful to all students but particularly those on smaller programmes.

Resolved:

516. ***That the introduction for a mixed mode framework for all External System students should be approved.***

MATTERS ARISING

Noted:

517. Minute 348 – that the Chair and Secretary of QASL had met to assess the Periodic Programme Review for the BA in Spanish and Latin American Studies and subsequently agreed that the Panel had been aware the student admissions complaints were unrepresentative. While noting that all student complaints should be addressed, it was agreed there were comparatively few admissions complaints in this case and that the Programme Team had appropriately dealt with these issues. As a result, it was deemed unnecessary to write to those involved.

MATTERS FOR REPORT

EXTERNAL SYSTEM: QAA MID-CYCLE FOLLOW UP REPORT

Noted:

518. **QASL5/22**, the QAA follow up report to the mid-cycle review undertaken in June 2008. Committee members were asked to note in particular the four matters of potential interest identified by the QAA:

- Arrangements to monitor the effectiveness of the revised committee structure;
- The development of the strategy for more effective use of statistical data;
- Progress on the use of Academic Infrastructure;
- Progress on the coordination and monitoring of arrangements for student support.

EXTERNAL SYSTEM: REVISED PROGRAMME SPECIFICATION TEMPLATE

Noted:

519. **QASL5/23**, that the revised Programme Specification template would be introduced from 2009/10. Committee members had some suggestions, which would be forwarded by email.

EXTERNAL SYSTEM: PROGRAMME APPROVAL PROCESS

Noted:

520. That it had been originally intended to submit a paper, but this would now take the form of a verbal report.
521. That the revised Programme Specification template would form the central component of all new programme proposals.
522. That members of the Corporate Performance & Quality and the Learning & Development Directorates had met with the Director of Global Networks and Communities to discuss marketing and finance matters for new proposals.
523. That the External System Quality Handbook would be updated to provide more detailed guidance on designing programme proposals, in addition to greater detail being available online.

Resolved:

- 524. *That the Learning & Development Directorate should submit a chain of responsibility/approval chart to the April QASL.***

EXTERNAL SYSTEM: SHORT COURSES

Noted:

525. **QASL5/25**, that short courses would be introduced for some undergraduate programmes in 2009/10, and that a further roll-out would be considered for 2010/11.
526. That there may be some outstanding matters in need of further consideration, which would be brought to QASL in due course.

LONDON SCHOOL OF ECONOMICS: PROPOSED PROGRAMME CHANGES

Noted:

527. **QASL5/26**, that the LSE had approved a 're-launch' of the Economics, Management Finance and Social Sciences suite of programmes for all newly registered students from September 2010.

EXTERNAL SYSTEM: INTEGRATED HUMANITIES WORKING GROUP

Noted:

528. **QASL5/27**, that the second meeting of the working group had not been well attended by Colleges.
529. That Committee members expressed deep concern at the lack of College engagement. Given earlier discussions on the viability of smaller External System programmes and the level of resource being

invested in them, QASL agreed that the introduction of the Humanities Framework and the involvement of all relevant Colleges was vital to the process.

EXTERNAL SYSTEM: PPR MONITORING AND REPORTING PROCESS

Noted:

- 530. **QASL5/28**, that a prototype monitoring and reporting tool had been designed to enhance the tracking and capture of Periodic Programme Review activity for the External System.
- 531. That a clarification was required to the Laws review schedule: their periodic review takes place quinquennially, rather than every six years as recorded on the paper.

Resolved:

- 532. *That QASL should receive an annual update on the progress of the External System PPR review schedule.***

EXTERNAL SYSTEM: STUDENT SURVEY/PLAGIARISM WORKING GROUP

Noted:

- 533. That the format of the undergraduate student survey was not a good fit for the needs of the postgraduate survey.
- 534. That the overall aim of the postgraduate student survey was to integrate it into the College survey schedule, thus making them more programme specific providing a more sophisticated feedback platform.
- 535. That CPQ was currently in the process of costing survey software and hoped to complete the tendering procedure by early 2009.
- 536. That the Plagiarism Working Group had met on 4 December to discuss examination offences and the introduction of Turnitin plagiarism detection software.
- 537. That the Working Group would be meeting on a monthly basis throughout the beginning of 2009 in order to more effectively bring a resolution to ongoing issues.

EXTERNAL SYSTEM: QAA CODE OF PRACTICE

Noted:

- 538. That CPQ was in the process of mapping External System procedures against the QAA's Codes of Practice, and would be presenting a paper to the April QASL.

ANY OTHER BUSINESS

- 539. That due to the high number of APPR Summaries and discussion items expected at the April QASL, it was suggested the meeting should be extended and should include a lunch.

DATE OF THE NEXT MEETING

- 540. Friday 17 April 2009 at 10.00am in Room ST275, Stewart House

RESERVED BUSINESS

- 541. There were no items of reserved business.

CPQ, EISA January 2009

Action Sheet
QASL 5

Colleagues are invited to note the agreed actions and relevant minute references assigned to them. If you have any queries, please contact Barney Grainger (barney.grainger@london.ac.uk).

There is also a key of the initials used, appended to this action sheet.

ACTIONS ARISING FROM THE QUALITY ASSURANCE AND LIFECYCLE COMMITTEE HELD ON 16 JANUARY 2009			
Minute	Agreed action	Responsibility	Timescale
411	Announcements by the Chair <i>That the Chair would express her concern to the External System Academic Committee that QASL had been inquorate or close to inquoracy for the last two meetings.</i>	AH	20/02/09
Update			
412	Announcements by the Chair <i>That the Chair would write to all QASL members reminding them of their responsibility to either send apologies or prearrange an alternate to sit in their place if they are unable to attend a meeting.</i>	AH	ASAP
Update			
420	Periodic Programme Review: BA Divinity/Dip Theology <i>That the PPR be accepted on the condition that the concerns noted in minute 419 be considered urgently.</i>	EISA	ASAP
Update			
447	Annual Programme & Planning Report: BSc Computing & Information Systems & BSc Creative Computing (2007/08) <i>That the Chair of the Annual Review Meeting for the BSc CIS and BSc CC should take the issues identified by the External Examiners forward as soon as possible.</i>	CK	ASAP
Update			
448	Annual Programme & Planning Report: BSc Computing & Information Systems & BSc Creative Computing (2007/08) <i>That the Assessment Methods Working Group should be notified of QASL concerns with regard to the issue of dissimilar pass marks between programmes in order to progress matters.</i>	BG	ASAP
Update			
454	Annual Programme & Planning Report: BA English (2007/08) <i>That the Dean of the External System should investigate further why Diploma students are not invited to the</i>	JK	ASAP

	Graduation Ceremony.		
Update			
468	Annual Programme & Planning Report: BA French (2007/08) <i>That the clarification of oral assessment regulations, and the timing of the BA French Board of Examiners' meeting needed attention as soon as possible.</i>	ILM	ASAP
Update			
473	Annual Programme & Planning Report: BA German (2007/08) <i>That the clarification of oral assessment regulations needed attention as soon as possible.</i>	ILM	ASAP
Update			
500	APPR Summaries (2007/08) <i>That following the introduction of the new APPR Summaries, QASL members agreed the proformas were great improvement (in terms of assessing quality and student lifecycle matters) over the previous APPRs. However, they had a number of suggestions:</i> <ul style="list-style-type: none"> • <i>The inclusion of the name of the College, the date of review, and the date of the programme launch on the front of the proforma would be extremely helpful;</i> • <i>Presentation of data in tabular form would be appreciated, particularly when reporting student information and performance;</i> • <i>Confirmation of completion of any follow up actions on the Action Sheet should be included, with a date of completion;</i> • <i>The introduction of a database, collating all actions and issues, would be beneficial in ensuring all items are resolved. A summary paper could be presented to QASL annually;</i> • <i>The inclusion of full External Examiner's reports with the proformas, in addition to the current Examiners' summaries would be discussed further.</i> 	PMT	17/04/09
Update			
509	External System: Revised Qualifications Framework <i>That the External System Director of Learning & Development be invited to the April QASL to provide an update on credit framework activity.</i>	BG/JD	17/04/09
Update			
510	External System: Revised Qualifications Framework <i>That all the proposals should be approved, however the criteria for introduction of the Cert HE/Dip HE awards and</i>	SW/JD	ASAP

	<i>enhanced award definitions should be produced in the context of an ECTS credit framework. EISA should not move forward on introducing these awards until a credit framework has been introduced.</i>		
Update			
524	External System: Programme Approval Process <i>That the Learning & Development Directorate should submit a chain of responsibility/approval chart to the April QASL.</i>	BS	17/04/09
Update			
533	External System: PPR Monitoring & Reporting Process <i>That QASL should receive an annual update on the progress of External System PPR review schedule.</i>	SK	To note
Update			

KEY

AH = Anne Hamblin
 BG = Barney Grainger
 BS = Brian Sayer
 CK = Caroline Knights
 ILM = Inger-Lise Moen
 JD = John Dickens
 JK = Jonathan Kydd
 PMT = Programme Management Team
 SK = Surayya Khan
 SW = Stephanie Wilson