



EXTERNAL SYSTEM ACADEMIC COMMITTEE

AGENDA

The fifth meeting of the ESAC will be held on Friday, 20th February 2009 at 09:30 in STB3, Basement, Stewart House

APOLOGIES FOR ABSENCE

ANNOUNCEMENTS BY THE CHAIR

MINUTES

1. **Minutes of the last meeting of the ESAC**
To approve the Minutes of the fourth meeting of the ESAC held on 10th October 2008 and to discuss any matters arising. **(ESAC 5/1)**
 - To note the updated action sheet
 - To receive an oral update from the Dean of the External System on the Strategy for the External System

2. **Minutes of the last meetings of the ESAC Sub-Committees**
To receive the Minutes of the ESAC Sub-Committees and to consider any recommendations arising from the Minutes:
 - Quality Assurance and Student Lifecycle, 17th October 2008 **(ESAC 5/ 2a)** and 16th January 2009 **(ESAC 5/2b)**
 - Institutions, 6th October and 11th December 2008 **(ESAC 5/3)**
 - Systems and Technologies, 10th December 2008 **(ESAC 5/4)**
 - CDE Advisory, 15th January 2009 **(ESAC 5/5)**

3. **Minutes of the last meeting of the ESAC Subject Committee**
To receive the Minutes of the ESAC Subject Committee (External Laws Committee) and to consider any recommendations arising from the Minutes:
 - External Laws Committee Meeting, 26th November 2008 **(ESAC 5/6)**
 - To note the appointment by ELC of the Deputy Chief Examiners for 2008-09 **(ESAC 5/6a)**

EXTERNAL SYSTEM GOVERNANCE

4. **Board of the External System**
To receive an oral report from the Dean, on the meeting of the Board of the External System, 4th November 2008.

5. **External System Finance Committee**
 - To receive an oral report from the Chief Officer, on decisions of the External System Finance Committee, 23rd October 2008 of relevance to the ESAC.
 - To receive an up-date on the PwC Financial Review of the External System, as initiated by the University of London Finance Committee.

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- To receive an oral report from the Chief Officer on the Phasing out of the Vice-Chancellor's Development Fund.
6. **Committee dates for 2009-10**
- To note the difficulties of integrating the calendars of the External System committees and University of London committees for onward reporting.
 - To agree the meeting dates for the ESAC for academic year 2009-10:
 - 23rd October 2009 at 10am;
 - 26th February 2010 at 10am; and
 - 21st May 2010 at 10am.

MATTERS FOR DISCUSSION

7. **Minimum Expectations: review and consideration**
To receive a paper from the Director of Learning and Development regarding progress against the QAA recommendation (2005:1): "*Consider the establishment of minimum expectations for the academic guidance and personal support of students in the External System.*" (ESAC 5/7)
8. **Student Population: parameters to define 'active' and 'inactive' registration**
To receive an oral report from the Acting Head of Registry Services on the archiving of inactive student registration records.
9. **Blind Double Marking**
To receive a report from the Director of the Undergraduate Laws Programme and Chair of the Assessment Methods and Practices Working Group on blind double marking, as requested by the ESAC, m287. (ESAC 5/8)
10. **Centre for Distance Education (CDE) Reports**
- To receive an evaluative report from Jill Russell, Open Learning Unit, UCL on the work of the Centre for Distance Education, m333. (ESAC 5/9)
 - To receive a paper from the Distance Learning Adviser setting out a work plan and priorities for the CDE 2009-12 (ESAC 5/10)
11. **Student re-registration in same field of study**
- To receive a paper from the Corporate Performance & Quality Directorate outlining issues for consideration in respect of students who re-register for an award in the same field of study. (ESAC 5/11)
 - To receive an oral report from the Director of the Undergraduate Laws Programme on current such cases requiring immediate decisions.

MATTERS FOR REPORT

Members should advise the Chair in advance of the meeting of any item for report that requires discussion.

12. **Payment of Fees and Expenses**
To receive an oral position statement from the Chief Officer.
13. **Statistical Information**
To receive a report on the Statistical Information on student applications to the External System for the period January to December 2008. (ESAC 5/12)
14. **Business Transformation Project**
To receive an oral report from the Director, Business Transformation Project and to note the following papers for information:
- SITS 2008 Q4 – End Stage Report (ESAC) (ESAC 5/13a)
 - SITS Stage 2009 Q1 – Stage Plan (ESAC) (ESAC 5/13b)
 - SITS Key Product Delivery Schedule (ESAC) (ESAC 5/13c)
 - Portal Project Overview (ESAC) (ESAC 5/13d)
 - Portal Project Status Report (ESAC) (ESAC 5/13e)
 - Library and Portal Integration (ESAC) (ESAC 5/13f)

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- 15. Examiners Commentary**
To receive an oral update from the Policy and Development Manager, Learning and Development Directorate, on progress with the training of examiners in producing high quality and consistent examiner's commentaries for External students.
- 16. Open Campus Update: from eLearning Strategy to eStrategy – Progress Report and Update**
To receive a paper from the Learning Technologist, EISA, previously discussed by the S&TS-C *min* 235-243. To note that this paper is a progress report on the last eLearning Strategy submitted to ESLCC in December 2006. **(ESAC 5/14)**
- 17. PR Update**
To receive information on recent PR activities on behalf of the External System. **(ESAC 5/15)**
- 18. Sub-Committees of the ESAC:**
To note the changes to membership of the following committees of the ESAC:
- CDE Advisory **(ESAC 5/16a)**
 - Dr Don Olcott, Observatory on Borderless Higher Education
 - to confirm that Mr Jonathan Morgan, Roehampton University, will continue as Chair of the Sub-Committee for the remainder of the academic year
 - Quality Assurance and Student Lifecycle **(ESAC 5/16b)**
 - Mrs Gill Hinson, Institute of Education
 - Professor Mark D'Inverno, Goldsmiths College
 - Ms Jill Russell, UCL
 - Systems and Technologies Sub-Committee **(ESAC 5/16c)**.
 - Jonathon Thomas, EISA, (former secretary)
 - Tom Inkelaar, EISA, has been appointed Secretary

ANY OTHER BUSINESS

Dates of forthcoming ESAC meetings for academic year 2008-09

Friday, 22nd May 2009 at 09:30

Reserved Items of Business (if identified)

None notified.