12.04.18

Meeting no. 2

Educational Quality Committee

Thursday 12 April 2018 14.00 - 16.00

Part 1 - Preliminary Items			Paper[1]	Speaker	Time
1.	*	**Welcome and apologies** and to **agree**: * (for discussion); # (discuss only matters of importance/concern arising); all others (for information)[2]	Verbal	Chair	14.00
2.	*	**Minutes** To **approve** the minutes of the meeting held on 12 April 2018.	Open	Chair	14.05
3.	#	Matters Arising	Open	Chair	

Part 1 - Preliminary Items			Paper[1]	Speaker	Time
		To **note** matters arising from the previous meeting, which do not appear elsewhere on the agenda			
4.	*	**Chair's Business** To **receive** a report on important institutional business from the Chair	Verbal	Chair	14.10
Part 2 - City Developments, Priorities and Standing Reports			**Paper[1]**	**Chair**	
5.	*	**Education and Student Committee** To **receive** an update on priorities, projects and forthcoming work	Closed	Chair	14.15
6.	#	**Students' Union Standing Report** To **receive** a report from the Students' Union	Open	VP Education	14.20
7.	#	**Student and Academic Services Standing Report** To **receive** a report on activities of the Directorate	Verbal	Assistant Director (QUAD)	14.25
8.	#	**LEaD Standing Report** To receive a report on the activities of LEaD	Verbal	Deputy Director LEaD	14.35
9.	#	**Undergraduate Assessment Strategy Review** To **receive** an update on the review	Open	Deputy Director LEaD	14.35

Part 1 - Preliminary Items			Paper[1]	Speaker	Time
Part 3 - Educational Quality			**Paper[1]**	**Speaker**	
10.	#	**Annual Assurance Report to Senate and Council** To **review** the progress to date and work planned	Open	Chair	14.40
11.	*	**Senate Regulation and Policies**			14.50
11a	*	To **approve** updates to the: • Programme Approval Policy and Guidance • Programme Amendment Policy and Guidance • Periodic Review Policy Guidance • Programme Termination and Suspension Policy and Guidance (i) EQC Policy Consultation Outcome (ii) EQC Programme Approval Policy (iii) EQC Guidance for Programme Approval (iv) EQC Programme Amendment Policy (v) EQC Guidance for Programme Amendment (vi) EQC Periodic Review Policy Revised (vii) EQC Guidance for Periodic Review	Open	Assistant Registrar (Quality)	

Part 1 - Preliminary Items			Paper[1]	Speaker	Time
		(viii) EQC Programme Termination and Suspension Policy (ix) EQC Guidance for Termination and Suspension			
11b	*	**Fitness to Study Policy and Guidance** To **approve** and **note** (i) Cover page and summary (ii) To **approve** the updates to the Fitness to Study Policy and Guidance (iii) To **note** the updates to the Regulations			
11c	*	**Personal Tutoring Policy** To **note** updates to the Personal Tutoring Policy			
11d	*	**Extensions and Late Participation in Assessment** To **consider** the outcomes of the Extensions and Late Participation in Assessment consultation			
12.	#	**Academic Misconduct** To **note** the further actions planned in relation to detecting and preventing contract cheating	Open	Assistant Registrar (Quality)	15.30
13.	*	**Annual Programme Evaluation (APE)**			

Part 1 - Preliminary Items			Paper[1]	Speaker	Time
13a	*	To **consider** the quality report for Postgraduate APEs received for the 2016/17 academic year	Closed	Assistant Registrar (Quality)	15.35
13b	*	To **consider** the quality report for Undergraduate APEs received for the 2016/17 academic year - SHS	Closed		
14.	#	**Periodic Review** To **receive** an update on activities	Open	Assistant Director (QUAD)	15.40
15.	#	**External Examiners** To **receive** an update on appointments/re-appointments for 2017/18 and 2018/19	Verbal	Assistant Registrar (Quality)	15.45
16.	#	**Internal Audit - Schedule and Reports** To **receive** the Internal Audit Report for Programme Approval	Open	Assistant Registrar (Quality)	
17.	#	**Professional, Statutory and Regulatory Bodies** To **receive** an update from SASS	Open	Assistant Registrar (Quality)	
18.	#	**English Language Support** To **receive** an update on the review of Term 1 English Language support	Open	Deputy Dean SASS	

Part 1 - Preliminary Items			Paper[1]	Speaker	Time
19.	#	**Lecture Capture** To **receive** an update on Lecture Capture	Open	Chair of LEC	
20.	#	**Sector Updates** To **note** the revised UK Quality Code for Higher Education	Open	Assistant Registrar (Quality)	
21.	#	**Any other business**			15.55

Date of next meeting: 14 June 2pm - 4pm Room D427

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