ACADEMIC POLICY COMMITTEE

Minutes of the meeting held on 7 December 2011

PRESENT:	Mr M Andrews, Dr A Eadie (Chair, items A15 onwards), Prof D Greenhalgh, Prof V James (items A9 – A14), Ms C Kenny, Prof E McFarland (vice Prof J Wilson), Prof M Mannion (Chair, items A1- A14), Ms H Marshall, Prof D Smith, Mr I Stewart, Mr S Ward, Ms R Whittaker,
APOLOGIES:	Mr S Rennie, Prof J Wilson
BY INVITATION:	Prof B Hughes (item A5), Mr V Mills (item A19), Mrs E Smith (item A7)
IN ATTENDANCE:	Ms J Malcolm (Secretary)

CHAIR'S OPENING REMARKS

The Chair welcomed colleagues to the second meeting of the Academic Policy Committee of session 2011/12. The Chair also advised members that this was the first meeting to be managed and administered by the recently formed Governance and Academic Quality Directorate and thanked the previous Secretary, Ms Jean Ash, for her work supporting the Committee over recent years.

MINUTES

11.064	Considered	The unconfirmed draft minutes of the meeting of the Academic Policy Committee meeting held on 22 September 2011 (Doc APC11/15/1)
11.065	Resolved	That, subject to some minor typographical corrections in minute 11.037 and the correction of the title of the Scottish Government White Paper (see minute number 11.073) the minutes be approved as a correct record. **(Action: JKM)**

MATTERS ARISING

Progression and Retention – reporting mechanisms via the APA process (arising on 11.006)

11.066	Reported	By the Chair, that this issue was ongoing and further discussion was required between the Chair and the Director of Quality. **(Action: ASE and MM)**

Blackboard and Staff Development (arising on 11.007)

11.067	Reported	By the Chair, that a paper will be brought to the March meeting of APC by the Development Director- Blended Learning. **(Action: LC)**

Library Strategy – ISSG Membership (arising on 11.008)

11.068	Reported	By the Chair, that the Development Director – Blended Learning is now a formal member of the ISSG.

Flexible Entry Policy/RPL (arising on 11.010)

11.069	Reported	By the Chair, that supporting guidelines were currently being developed.
11.070	Reported	By the Director of Quality, that as a result of a recent formal complaint from a student, these guidelines would also include specific mention of the fact that there is no right of appeal in relation to RPL decisions. **(Action: ASE, RW)**

21st Century Graduate Attributes (arising on 11.013)

11.071	Reported	By the Chair, that the first meeting of the Implementation Group took place on Tuesday 1st November 2011 and that a paper on progress would come to the march meeting of APC. **(Action: KT)**

London Register of Programmes (arising on 11.015)

11.072	Reported	By the Chair, that the GSBS Register Approved Programmes, including those offered at GCU London was included as item B5 on the agenda. The register of programmes offered by SEBE and SHLS would be presented for approval at the March meeting of APC. **(Action: JKM, ES, KT)**

Scottish Government White Paper (arising on 11.016)

11.073	Reported	By the Chair, that for clarification the White Paper is entitled "Putting Learners at the Centre: Delivering our Ambitions for Post-16 Education" and can be found via the following URL: http://www.scotland.gov.uk/Publications/2011/09/15103949/0

Feedback Enhancement Implementation Group (arising on 11.022)

11.074	Reported	By the Chair, the Feedback Enhancement Implementation Group has met on a number of occasions and regular updates will be provided to the Committee; that membership of the Group has also been augmented.

Policy for the Management and Administration of Incidents for Students (arising on 11.028)

11.075	Reported	By the Chair, that an updated paper would be brought to a future meeting of the Committee.

<u>Period of Tenure of External Assessors (arising on 11.035)</u>

11.076	Reported	By the Chair, that this change in procedure been communicated to Schools and operational issues are now being by the Governance and Academic Quality Directorate.

<u>Attendance Monitoring (arising on 11.045)</u>

11.077	Reported	By the Chair, that some minor amendments had been made to paper after the last APC meeting; that the policy was now being implemented, published on relevant Webpages and circulated to Schools; that rolling out of the Policy had also been highlighted and strengthened by a number recent Roadshows delivered by the Academic Registrar, the Head of Student Administration Services and the UKBA Compliance Officer; that the revised document was included on Part C of the agenda for information.

<u>ELIR Date for formal response to QAA (arising on 11.047)</u>

11.078	Reported	By the Chair, that the formal University response to the QAA ELIR report required to be submitted by 26 July 2012; that it was anticipated the response would be ready for submission well in advance of this date. **(Action: ASE)**

<u>Terms of Reference and Composition (arising on 11.050)</u>

11.079	Reported	By the Chair, that in light of comments received after the last meeting of APC he now sought the Committee's approval to add the Director of the Graduate School to the composition of the Committee.
11.080	Resolved	That Composition of the Committee be augmented to include the Director of the Graduate School. **(Action: JKM)**

<u>Exceptions Committee Membership (arising on 11.054)</u>

11.081	Reported	By the Chair, that the issue of membership of Exceptions Committee was being taken forward via Assessment Regulations Working Group.

<u>School of Health Enhancement Led Internal Subject Review (Nursing and Midwifery provision) (arising on 11.058)</u>

11.082	Reported	By the Chair, that no further comments had been received from members and was, therefore, approved.

<u>ELISR Timetable (arising on 11.061)</u>

11.083	Reported	By the Chair, that subsequent to the last APC meeting the timetable had been amended as a result of comments received from members; that the revised timetable had now been approved by Senate at its meeting on 1 December 2011.

LTSC ITEMS

11.084	Reported	By the Chair that the following papers were approved at the meeting of the Learning and Teaching Sub Committee which took place on 26 October 2011:-

- Blended Learning Roadmap 2011/12
- Caledonian Scholars and Associates Initiatives Action Plan

WIDENING PARTICIPATION AND PROGRESSION AND GCU: PROPOSAL FOR DEVELOPING RESEARCH

11.085	Considered	A paper from the Co-Director of the Centre for Research in Lifelong Learning on developing institutional research into widening participation and progression at GCU. (Doc PC11/16/1)
11.086	Reported	By the Co-Director of the Centre for Research in Lifelong Learning, that this paper presented the current and planned programme of institutional research to be undertaken by researchers based in CRLL for the period November 2011 – July 2012; that the main aims included:-

- Undertaking a planned programme of research on widening participation and progression issues
- Building an evidence base to support the GCU community in achieving objectives identified in the Widening participation Strategy and the Outcome Agreement for Regionally Coherent Access and Employability

that, in order to achieve the research objectives, it would necessary to work collaboratively with other GCU colleagues including the Executive, Policy and Planning, GCU LEAD, Academic Schools and students, to identify key priority areas and access required data including; that the first phase of the Work and Study Project has already been approved by Chair's Action and now the Committee's approval was sought for two studies namely:-

- A second phase of the Work and Study project
- Exiting with an Ordinary Degree

11.087	Discussion	Detailed discussion took place surrounding this paper and key points raised included:-

- The possible expansion of the study to include a review of the maths ability of students on entry to programmes (both articulating students and those entering at L1)
- The possible expansion of the study to review the overall academic ability of students who articulate into L2 or L3 of programmes within SEBE compared with those students who commence at L1
- The potential limitations of the first study in respect of comparability of actual results due to anonymity of individuals.

11.088	Resolved	i.	That the following studies be approved:-

a. The second phase of the Work and Study project
b. Exiting with an Ordinary Degree

ii. That timescales for reporting for both projects be brought forward to allow draft reports to be considered at the May meeting of APC.
(Action: DS)

FOREIGN LANGUAGE PROVISION

11.089	Considered	A review of modern foreign language (MFL) provision at GCU. (Doc APC11/19/1)

11.090	Reported	By the Chair of the Languages Review Group, that the paper represents the findings of the Modern Foreign Languages Review Group on the nature, scope and future of MFL delivery at GCU; that in order to sustain and enhance GCU's reputation as an international university and to support and promote strategic drivers around internationalisation, learning, teaching and assessment and employability, the University should extend language provision, where possible and academically appropriate, to make it an option for all undergraduate programmes and to offer language options to PGT and PGR students.

11.091	Discussion	The following points were raised during the discussion of the paper:-

- The paper was welcomed by the Committee;
- Clarification was required as to whether or not it was the intention to expand upon provision currently offered via the City of Glasgow College or consider an affiliation with the Open University in terms of PGT and PGR language provision;
- The current contract with the City of Glasgow College to deliver language provision on behalf of GCU was currently being re-negotiated;
- There is currently evidence of demand for provision of Mandarin at undergraduate and postgraduate level and if it was agreed that demand was sufficient Mandarin would be provided on the assumption that one of the current languages taught ceased to be offered;
- The proposal to include language learning in the Student Leaders programme should be extended to include all students actively involved with the Students Association;
- An action plan should be developed to support the recommendations of the Group.

11.092	Resolved	That, the recommendations contained within the paper be endorsed subject to the following:-

i. That discussions be initiated with the Open University regarding the provision of MFLs and Mandarin at PGR and PGT level;
(Action: BH, MM)

ii. That the negotiations currently taking place with the City of Glasgow College should be expanded to include the provision of

Mandarin at undergraduate level; **(Action: MM)**

iii. That an action plan be developed to support the recommendations of the Group and this should be presented to the next meeting of APC.
(Action: BH)

STUDENT INTERNATIONAL MOBILITY

11.093	Considered	A proposal from the Short Life Student Mobility Working Group to establish an Academic Mobility Sub Committee of the Academic Policy Committee to promote a strategic and co-ordinated approach to student international mobility across the University. (Doc APC11/20/1)
11.094	Reported	By the Chair of the Group, that GCU has set itself the key target of growing the proportion of students participating in international exchanges to 5% of the home student population; that the paper suggests the need for a formal internal network which can provide concentrated academic support for policy development in this area.
11.095	Discussed	The following points were raised during the discussion of the paper:-

- Members were very supportive of the paper and noted that it contained an ambitious range actions some of which could be more easily realised than others;
- In terms of University KPIs the Director of Policy and Planning was interested in being involved in future discussions regarding this issue;
- The Interim Director of Marketing and Communications noted that she was happy to become involved in the work of the group as she felt there were opportunities to utilise the experiences of students who had already been involved in international exchanges, as means of encouraging other students to consider the benefits of an exchange on their student experience;
- The accessibility of the module catalogue would be a key tool in achieving the 5% increase in participation;
- That membership of the Group should be augmented by the inclusion of a colleague from Development and Alumni relations.

11.096	Resolved	i.	that the proposal to establish an Academic Mobility Sub Committee of Academic Policy Committee be approved;
		ii.	that the Sub Committee be invited to discuss the initial proposed activities with School Management Teams in the first instance; **(Action: EMcF)**
		iii.	that membership of the Sub Committee be augmented to include a representative from Development and Alumni Relations; **(Action: EMcF)**
		iv.	that the Chair of the Sub Committee liaise with the Interim Director of Marketing and Communications regarding identification of case studies which could be used to promote the benefits of international exchange. **(Action: EMcF, KJ)**

LEARNING DEVELOPMENT CENTRES

11.097	Considered	A paper from the Associate Dean Learning, Teaching and Quality (SEBE) on progress made in establishing School Learning Development Centres. (Doc APC11/32/1)
11.098	Reported	By the Associate Dean Learning, Teaching and Quality (SEBE) that the paper represents the current and future position of the three Learning Development Centres and reports on the outcome of the first meeting of the LDC Sub Committee [of LTSC].
11.099	Discussion	The following points were raised during the discussion of the paper:-

- The paper provided a valuable update in progress made, over a relatively short period, to establish LDCs in all Schools;
- Discussions were ongoing to ensure that LDCs identified all areas of support previously provided centrally in order to maintain the integrity of the student experience;
- As SEBE was currently slightly ahead in terms of establishing and embedding the role of the LDC within the School valuable lessons had been learned which would inform developments in GSBS and SHLS;
- Staff within LDCs were currently reviewing what level of English language support had previously been offered by ELS to ensure provision in this area was maintained, and, in the longer term, strengthened;
- The offer made by the Interim Director of Marketing and Communication to work with LDCs in order to properly promote the services offered was welcomed;
- That student-facing web-pages would soon be updated to reflect new structures in terms of student support and would also offer "signposting" to ensure that students are aware of support provided at School level and services provided centrally;
- That ADT teams are meeting to ensure that data sets gathered by each school are consistent in identifying common issues, with a view to ensuring that services offered are "preventative";
- Data gathered will also consider student engagement patterns which it is anticipated will inform future learning and teaching strategies.

11.100	Resolved	i.	That the content of the paper be endorsed;
		ii.	That the membership of the LDC Sub Committee be augmented to include representation from the Students' Association and GCU LEAD; **(Action: ES)**
		iii.	That the Chair of the Group liaise with the Interim Director of Marketing and Communications regarding the implementation of a communication strategy to inform the study body about the new Learning Development Centres. **(Action: ES, KJ)**

COMPLAINT, MEDIATION AND RESOLUTION PROCEDURE

11.101	Considered	The revised Complaint, Mediation and Resolution Procedure. (Doc APC11/17/1)

11.102	Reported	By the Director of Quality that the Complaint, Mediation and Resolution procedure was last extensively reviewed in 2005; that at the time legal advice confirmed its appropriateness; the scope of the procedure currently extended to members of the public who wished to make a complaint about any aspect of University provision and that this inclusion ensured compliance with the Further and Higher Education Scotland Act (2005)**;** that the Procedure had now been re-drafted, though not fundamentally, to reflect changes in University structures, sector wide practice and advice from the Scottish Public Services Ombudsman.

11.103	Discussion	The following points were raised during the discussion of the paper:-

- Members were of the view that the scope of the procedure should be confined to prospective, current and recent students;
- That further review of the procedure was required prior to approval.

11.104	Resolved	That subject to amendments being made to reflect comments regarding scope, the procedure be approved. **(Action: ASE, JKM)**

POLICY FOR DEALING WITH HABITUAL OR VEXATIOUS COMPLAINERS

11.105	Considered	A policy for dealing with habitual or vexatious complainers (Doc APC11/18/1)

11.106	Reported	By the Director of Quality, that the policy had been developed on the advice of the Scottish Public Services Ombudsman and reflects sector-wide practice; that the former Quality Office (now Governance and Academic Quality Directorate) had in the past had several dealings with individuals who could have been categorised under the category of habitual or vexatious complainer, but had been unable to formally classify them as such due to the absence of a clear policy and procedure.

11.107	Resolved	That, subject to clarification within the policy that it relates solely to prospective, current and recent students, the policy be approved. **(Action: ASE, JKM)**

HEAR IMPLEMENTATION

11.108	Considered	Proposals for the implementation of the Higher Education Achievement Record (HEAR) at GCU. (Doc APC11/21/1)

11.109	Reported	By the Director of Quality, that the HEAR will provide detailed information about a student's learning and achievement to supplement the traditional degree classification; that the report will provide a broader range of information than the existing academic transcript eg participation in the Student Leaders' Programme, and will also include the European Diploma Supplement; that it will be issued to graduates across the sector from 2012/13, although some institutions, particularly

those involved in trials of HEAR, will be issuing it before then; the HEAR was recommended by the Measuring and Recording Student Achievement Steering Group (the "Burgess Group") chaired by Professor Bob Burgess, Vice Chancellor of the University of Leicester; that in their final report the Group concluded that the current classification system was in urgent need of modernisation and that both students and employers deserved a more detailed record of achievement.

| 11.110 | Discussion | A full discussion took place regarding the fine detail involved in HEAR and the Director of Quality clarified that the ISIS Operational Business Support Unit had been asked to scope the work required to develop the European Diploma Supplement template in a HEAR. In addition, the Students' Association had been asked to produce an initial list of extra curricular activities which might be suitable for inclusion in the HEAR and that this list will be used for a University-wide consultation on the activities which should be included at GCU. The Director of Policy and Planning re-iterated that it in terms of internal communication strategy it would be important to differentiate to staff that HEAR was not linked in any way to the recent announcement by the Funding Council regarding key information sets that required to be published on-line for all approved University programmes. |

11.111	Resolved	i.	That a detailed action plan be submitted to the March meeting of APC with a view to running HEAR in a selected pilot area in session 2012/13; **(Action: ASE)**
		ii.	That membership of the HEAR Working Group be expanded to include representatives from Careers and the Department of Marketing and Communications; **(Action: ASE)**
		iii.	That Schools be requested to elicit employer views in relation to the implementation of HEAR within GCU. **(Action: ASE)**

NSS ACTION PLANS

| 11.112 | Considered | School NSS Action Plans (Doc APC11/30/1) |

| 11.113 | Reported | By the Director of Policy and Planning, that Schools have now been provided with detailed analysis of the results of the 2011 NSS at programme level, together with trend and benchmark data; that this has supported the Associate Deans Learning, Teaching and Quality in working with colleagues in Schools to develop action plans to address issues and areas of concern arising from the NSS results; that the next NSS would be launched on 16 January 2012 with incentives offered to encourage more students to engage with the survey; that "drop-in" areas with laptops would be available for students at key areas across the campus to encourage students to complete the survey; that the recently approved University KPIs included improving student satisfaction as measured by the NSS and will be an indicator of success in delivering on University Strategy. |

| 11.114 | Discussion | Members agreed that it was crucial to encourage more students to engage with the survey and it was hoped that by offering incentives and making it easier for students to complete, the survey results for GCU would improve. |

| 11.115 | Resolved | i. | that the paper be noted |
| | | ii. | that the actions planned to increase student participation in the NSS be endorsed |

FIRST DIET PROGRESSION 2010-11

| 11.116 | Considered | A paper from the Director of Policy and Planning on first diet progression (Doc APC11/29/1) |

| 11.117 | Reported | By the Director of Policy and Planning, that the report provided an update on full-time undergraduate students' eligiblity to proceed to the next level of study, following the first examination diet and details performance by level and School; that Nursing, Midwifery and Community Health programmes had been recorded separately to taken into account the flexibility within these programmes and the later conclusion of the first diet. |

| 11.118 | Discussion | In discussions, members noted that: |

- Although students in SEBE continued to perform less well in terms of progression and retention than in other schools the Executive Dean was putting in place a number of measures which it was anticipated would improve first diet progression significantly;
- Progression to level 4 had remained static at 78% and included those who graduated with an non-honours degree;
- That whilst the figure for Level 4 progression could indicate that there were still a significant number of students exiting without achieving any award the Director of Policy and Planning was of the opinion that this was unlikely to be the case and that these statistics would be reviewed;
- That the figures provided would feed into the forthcoming APA process where further analysis at programme level will be carried out.

| 11.119 | Resolved | i. | That the paper be noted; |
| | | ii. | That the statistic for level 4 progression be clarified to ascertain whether or not the figures indicate there are still a number of students who are finishing their studies without achieving any award. **(Action: CK)** |

PROGRESSION AND RETENTION REPORT 2010-11

| 11.120 | Considered | A paper from the Director of Policy and Planning on Undergraduate Progression and Retention 2010-11 (Doc APC11/31/1) |

11.121	Reported	By the Director of Policy and Planning, that the report provided a summary of 2010-11 progression and retention rates for full-time undergraduate students, following on from the progression only results which were provided in October 2010; that the report examined the overall progression and retention, international progression and retention and HNC/HND progression and retention; that it should be noted that the international student numbers were small at undergraduate level and the HNC/HND report was based on known data on qualification on entry; that Nursing, Midwifery and Community Health programmes wouls be reported on in early February to take into account the flexibility within these programmes and to provide a complete picture; that School performance was varied throughout all levels and the School of Engineering and the Built Environment continued to perform less well than the other schools; that Schools would be provided with further statistics and programme level.
11.122	Resolved	That the paper be noted.

ASSESSMENT REGULATIONS

11.123	Considered	A consultation paper on the revision of the University Assessment Regulations (Doc APC37/1)
11.124	Reported	By the Director of Quality that, at the request of the Vice Principal and PVC Learning and Teaching a small group had been convened to review the current Assessment Regulations which had not changed, fundamentally, since 1998; that an overarching aim of the review of the regulations was to ensure that they were compliant with the current UKBA requirements; that the Group had recommended 16 key issues which required further detailed consideration.
11.125	Discussion	Members noted the paper and the issues highlighted for further debate and suggested that a separate group consider the issue of the implications of January starts with respect to international students. It was also noted that it may be of benefit to consider the introducing of a progression point for entry to Honours level.
11.126	Resolved	i. That a separate group be established to consider, in more detail, the issue of the January start date on international students; **(Action: ASE)**
		ii. That, subject the inclusion of the issue of introducing a progression point for entry to Honours level, the paper be circulated to Schools for consultation requesting a response to the Director of Quality by the end of January; **(Action: ASE)**
		iii. That the Director of Quality bring forward a new paper to the March meeting of the Committee with recommendations on amendments to the Assessment Regulations. **(Action: ASE)**

*Secretary's note: The Vice Chair assumed responsibility for chairing the meeting from the following item

onwards.

MODULE FEEDBACK

11.127	Considered	A paper recommending methods of obtaining module feedback from students. (Doc APC11/27/1)

11.128	Reported	By the Director of Quality, that the paper had originated from work carried out the Director of Policy and Planning on "questionnaire saturation" which demonstrated that the least successful from of feedback in terms of student engagement was the Module Evaluation Questionnaire; that initially it had been suggested that formal Module Evaluation at University level should be abandoned in favour of allowing Module Leaders to carry out their own evaluation on a module by module basis; that as representatives from the Students' Association had not been in favour of this suggestion it was now proposed to elicit feedback via GCU Learn.

11.129	Discussion	Members were happy to accept the recommendations contained with the paper although requested clarification on whether or not comments could be posted anonymously via GCU Learn. Members believed that feedback would be more freely offered by students were they to be assured they could do so without being identified.

11.130	Resolved	i.	That Module Feedback Questionnaires in their current form are discontinued;
		ii.	That GCU Learn is used to provide a means for students to post anonymous comments on the module to the module leader;
		iii.	That there should be a mechanism within the process whereby a student can indicate they wish to receive personal feedback to comments submitted;
		iv.	That utilising GCU Learn to gather module feedback would not be compulsory;
		v.	That the Director of Quality investigate whether or not it is possible to identify instances where multiple comments are submitted by one student without compromising anonymity; **(Action: ASE)**
		vi.	That the Director of Quality investigate the provision of an MFQ for those module leaders who wish to utilise it. **(Action: ASE)**

ACADEMIC CASE: BSc PARAMEDIC PRACTICE

11.131	Considered	A concept paper, academic case and extract from the School Board minute* for the development of a BSc in Paramedic Practice (APC11/26/1)

11.132	Reported	By the Vice Chair, that the proposal was in direct response to a review of patient retrieval services by the Scottish Government; that the new strategic vision will require the ambulance service to design and deliver graduate programmes to underpin specialist paramedic practitioners;

that this represents the first of such educational developments.

11.133	Resolved	i.	That, subject to the addition of a signature of the appropriate member of the University Executive (other than the Executive Dean) the paper be approved;
		ii.	That the Academic Case proforma be revised to reflect new University structures and to include narrative outlining how funded numbers are being allocated. **(Action: JKM)**

*Secretary's note: the Extract from School Board minute was inadvertently omitted from the paper but the extract provided in Doc APC 11/24/1 refers

ACADEMIC CASE: BSc OPERATING DEPARTMENT PRACTICE

11.134	Considered	A concept paper, academic case and extract from the School Board minute for the development of a BSc in Operating Department Practice (ODP) (Doc APC11/24/1)
11.135	Reported	By the Chair, that it is proposed to replace the current Dip HE in ODP with a BSc in ODP from September 2012; that this proposed development has been endorsed by the Scottish Funding Council, the Scottish Health Department and the School of Health Management Group and School Board; that the proposal also reflects a national trend in ODP education and a steer from the professional body.
11.136	Resolved	That, subject to the addition of a signature of the appropriate member of the University Executive (other than the Executive Dean), the paper be approved.

ACADEMIC CASE: COLLABORATION BETWEEN GCU AND THE UNIVERSITY OF JOHANNESBURG, SOUTH AFRICA (BSc RAILWAY OPERATIONS MANAGEMENT)

11.137	Considered	An academic case for a proposed collaboration between GCU and the University of Johannesburg to deliver the BSc Railway Operations Management (Doc APC11/36/1)
11.138	Reported	By the Director of the Scottish Centre for Work Based Learning, that the collaboration was intended to be quadripartite between GCU, the University of Johannesburg, Transnet Freight Rail (TFR) and the Institution of Railway Operators (IRO) (UK); that the BSc Railway Operations Management programme will be delivered jointly between staff from the Glasgow School *for* Business and Society and by staff from the Department of Transport and Supply Chain Management of the University of Johannesburg (who would become, subject to approval, Associate Lecturers of GCU) to the client (TFR) as part of a major staff development programme at the TFR School of Rail Esselen Park Campus; that the mode of delivery, and supporting LTAS, will mirror that currently approved for the programme; that the IRO will provide materials for the railway specific modules and the degree and exit awards will be awarded solely by GCU and will be subject to the quality assurance processes and assessment regulations of GCU.

11.139	Discussion	In discussions Members noted that:-

- The proposal It did not appear to have been considered and approved at School level;
- the financial case had not been approved;
- once the proposal had been considered via normal School processes, University level approval would be carried according to normal procedure ie, there would require to be an approval visit to the institutions delivering the programme;
- that, due to the international dimension of the proposal, the paper should be discussed at Executive Board.

11.140	Resolved	

i. that the paper be remitted to the Glasgow School *for* Business and Society for consideration and approval at the School Board;
(Action: VM)

ii. that the financial case be submitted for formal approval by the Executive Director of Finance;
(Action: VM)

iii. that the Governance and Academic Quality Directorate give full consideration to the scope and nature of the approval event;
(Action: AMacK)

iv. that the proposal be submitted to the Executive Board at the earliest opportunity.
(Action: VM)

LEARNING AND TEACHING SUB COMMITTEE REVISED TERMS OF REFERENCE AND COMPOSITION

11.141	Approved	Minor revisions to the Terms of Reference and amendments to the composition of the Learning and Teaching Sub Committee (Doc APC11/35/1)

CHANGE OF PROGRAMME TITLE

11.142	Approved	The proposal from GSBS to change the following programme titles

- BA/BA(Hons) International Tourism and Hospitality Enterprise
- BA/BA(Hons) International Tourism and Travel Enterprise

to

- BA/BA(Hons) International Hospitality Management
- BA/BA(Hons) International Tourism Management

(Doc APC11/33/1)

LEARNING AND TEACHING SUB COMMITTEE

11.143	Approved	The minutes of the Learning and Teaching Sub-Committee meeting held on 24 August 2011 (Doc LTSC11/18/2)

STUDENT PREGNANCY AND MATERNITY POLICY

11.144	Considered	The Student Pregnancy and Maternity Policy (Doc APC11/23/1)
11.145	Resolved	That as the Chair had a number of comments to make regarding the paper that it be approved by Chair's Action and notified as such to the Committee at the March meeting. **(Action: MM, AL)**

GLASGOW SCHOOL *FOR* BUSINESS AND SOCIETY: REGISTER OF APPROVED PROGRAMMES

11.146	Approved	The GSBS register of approved programmes, including awards offered at GCU London including the proposal to withdraw the following programmes from the register of approved programmes:-

- BA/BA (Hons) International Travel and Tourism Business
- BA/BA (Hons) People Management
- MSc Cultural Heritage Studies
- MSc International Fashion Marketing and Retailing (with HWU)
- BA/BA (Hons) Entertainment and Events Management
- BA/BA (Hons) Sports and Active Lifestyles
- BA/BA (Hons) Criminology
- BA/BA (Hons) Business Law
- BA Management HRM (level 3 entry)
- BA Management Travel and Tourism (level 3 entry)

and the proposal to re-instate the following programme onto the Register of Approved Programmes:-

- BA (Hons) Marketing

(Doc APC11/34/1)

ATTENDANCE MONITORING

11.147	Received	The revised Attendance Monitoring Policy amended in light of comments received subsequent to the APC meeting on 22 September 2011 (Doc APC11/14/2)

LEARNING AND TEACHING SUB COMMITTEE ANNUAL REPORT

11.148	Received	The Annual Report for session 2010/11 (Doc LTSC/23/2)

MATRIX ACCREDITATION REVIEW REPORT ON THE CAREERS SERVICE

11.149	Received	The matrix Accreditation Review Report on the Careers Service (Doc APC11/22/1)

CHAIR'S ACTIONS

11.150	Reported	That the following Chair's Actions had been taken since the last meeting:-

1. Academic Case: BSc Orthoptics

   An Academic case from the School of Health and Life Sciences to develop a BSc in Orthoptics (Doc APC11/28/1)

2. <u>Change of Programme Title</u>

    A proposal from the Scottish Centre for Work-Based Learning to change the BA by Learning Contract: Learn at Work to the BA Business and Management Studies (by Learning Contract)(Doc APC11/25/1)