Meeting Number APC13/5
Confirmed

ACADEMIC POLICY COMMITTEE

Minutes of the meeting held on 21 May 2014

PRESENT:	Professor I. Cameron(*vice* Professor D. Greenhalgh), Mr N. Clark, Dr A. Jones, Mr M. Jones, Mr M. Lamb, Ms J. Main, Ms S. McGiffen, Mr V. McKay (*vice* Professor V. Webster), Dr S. Rate, Ms K. Roden (*vice* Ms C Hulsen), Mr R Ruthven, Mr I Stewart, Ms K.Thomson, Professor R Whittaker (Vice-Chair), Professor J Wilson (Chair).
APOLOGIES:	Ms E. Wilson, Professor V. Webster
BY INVITATION:	Dr K. Benske, Ms J. Blaber, Prof. L. Creanor, Ms M. Henaghan, Mr S. Lopez,
IN ATTENDANCE:	Mr P. Woods (Secretary)

WELCOME
The Chair welcomed the Associate Deans Learning, Teaching and Quality to their first meeting as full members.

MINUTES

13.178	Considered	The minutes of the meeting held on 23 January 2014 and the minutes of the meeting held on 26 March, continued on 2 April 2014 (**APC13/47/1 and APC13/70/1**).
13.179	Resolved	That the minutes be approved as a correct record.

MATTERS ARISING

Admissions Subcommittee (Arising on

13.180	Reported	By Ms McGiffen that she was preparing a new terms of reference for an Admissions Subcommittee which would be ready shortly for approval by chair's action.

School Action Plans (Arising on
13.182	Resolved	That the completed plans should go to Senate for consideration. (**ADLTQs**)

Enterprise Education Subcommittee (Arising on
13.183	Reported	By Professor Whittaker that it was confirmed that the chair of the subcommittee would be co-opted to LTSC.

Code of Student Conduct (Arising on

| 13.184 | Reported | By the Committee Secretary that the University Secretary was considering further amendments to the Code and it would be brought back to the next meeting of APC. It was noted that the Code should harmonise with the SHLS Fitness to Practise Procedures. |

Module Evaluation Questionnaire

| 13.185 | Reported | By Mr Stewart that there had been contributions from 2 schools so far and further work was being done to customise an NSS format with GCU modules. |

ASSESSMENT REGULATIONS AND ASSOCIATED REGULATIONS, POLICIES AND PROCEDURES

| 13.186 | Considered | 1. Proposal for Integrated Masters specific regulations (APC13/82/1). |

| 13.185 | Reported | By Mr Stewart that to give some context to the proposal, the MEng award had become the normal route to chartered status for engineers since the 1980s.

He had consulted with Heads of Department in SEBE, other Universities and the SCQF and this proposal was the best fit within that context. For IET accreditation progression thresholds were required at 50% OAG mark usually at the levels 3 and 4. The key proposals were:
- MEng is a different stream to BEng but with transfer routes
- The credit total required for MEng is 600: minimum 120 at level 11.
- Progression thresholds of 50% OAG at levels 3 and 4.
- Honours classification based on 240 credits: 120 at level 11, 90 at level 10, 30 at level 9 with dissertation module (or equivalent) included. |

| 13.187 | Discussion | Members discussed the following:

- That the proposal was very specific to the MEng
- That the distinctiveness in student experience between BEng and MEng was not clear if transfer routes were to be allowed.
- That there was a need to have a University-wide definition of Integrated Masters regulations.
- It was not desirable for every iteration of Integrated Masters to be an exception to these regulations. |

| 13.188 | Resolved: | 1. That given the concerns expressed above the matter be referred back to the Assessment Regulations Working Group for a decision ahead of the next meeting of Senate.
2. That subject to some minor amendments and the decision of the Assessment Regulations Working Group, the draft Regulations be approved. (**ARWG/G&QE**). |

| 13.189 | Considered | 2. University Assessment Regulations for Undergraduate Programmes (APC13/49/2).
3. University Assessment Regulations for taught Postgraduate Programmes (APC13/50/2).
4. Remaining queries from the consultation feedback (APC13/81/1). |

| 13.190 | Discussion: | Members made the following points:

- Terminology as it relates to e-learning
- The oral assessment section needed some clarification
- Suspension of studies, its location and the timescale allowed for any application for suspension of studies
- The need or otherwise to specify a normalisation option
- The ongoing review of Project/Dissertation Guidelines
- Carrying of 20 credit plus modules |

13.191	Resolved:	1. That the terminology related to e-learning is reviewed.

13.191   Resolved:

1. That the terminology related to e-learning is reviewed.
2. The oral assessment section is clarified.
3. Suspension of studies is removed from the Assessment Regulations and located in the *Student Registration, Suspension of Studies and Withdrawal* document.
4. Suspension of studies to be allowed up to the midway point of module(s) delivery.
5. Normalisation option is considered for inclusion in context of the normal sector practice.
6. Project/Dissertation Guidelines are reviewed by the ADLTQs in the first instance.
7. The issue of carrying of 20 credit plus modules is referred to the Assessment Regulations Working Group.
8. That implementation is from 2014-15.
9. That the regulations are reviewed in 2 years. (**G&QE**)

BLENDED LEARNING ANNUAL REPORT

13.192   Considered   An annual update on the use of technology for learning and teaching across GCU with recommendations for future developments. (APC13/74/1)

13.193   Reported   By Professor Creanor that the report contained headline statistics the key aspects of which were:

- 18% decrease in average student accesses to GCULearn via the web
- 420% increase in average student accesses to GCULearn via mobile app
- 25% increase in number of GCULearn Communities
- 82% increase in use of Campus Pack blogs
- 134% increase in use of wikis
- 232% increase in use of journals

13.194   Discussion   Members noted that the recommendations were not necessarily within the scope of APC but guidance may be applicable to LTSC.

Members also queried the headline figure of 41% of modules being web-enabled. It was noted that this did not necessarily describe all modules and the percentage may be skewed in a number of ways and in particular:

- The proportion of total modules is not known
- The statistics from mobile app are not integrated.

13.195   Resolved: That the report is revised to reconsider the statistics as shown.(**L Creanor/GCU Lead**)

QUALITY ENHANCMENT AND ASSURANCE HANDBOOK

13. 196   Considered   The revised Quality Enhancement and Assurance Handbook (APC13/72/1).

13. 197   Reported   By Dr Andrew that the most significant change was in the annual programme monitoring process as outlined in appendix 5b.

This change, implemented from 2013-14, is "in year" monitoring in contrast to the previous approach which was retrospective. The appendix (figure 1) showed the sequence of the process from September to September. IN theory it should be easier and more meaningful for programme leaders.

13. 198   Discussion   Members discussed the timetabling of the process and whether there would

be a more detailed timetable provided. It was also noted that communication with programme leaders would be from Governance and Quality Enhancement via the ADLTQs.

| 13. 199 | Resolved: | That the amendments be approved subject to confirmation that Section 10 *Partnership and Collaborative Arrangements* is agreed by the VP and PVC Global Engagement.(**G&QE**) |

ENHANCEMENT LED INTERNAL SUBJECT REVIEW (ELISR) TIMETABLE

13.200	Considered	The University's ELISR timetable 2016-21 (APC13/73/1).
13.201	Reported	By Mrs Henaghan that there was grouping of cognate areas within Schools as far as possible.
13.202	Resolved:	That the timetable is approved for final approval by Senate and transmission to the QAA and Scottish Funding Council.(**G&QE**)

CONSULTATION ON THE UK QUALITY CODE FOR HIGHER EDUCATION

13.203	Considered	A consultation request from the QAA with regard to the integration of the framework for qualifications of higher education institutions in Scotland with that of England, Wales and Northern Ireland (APC13/84/1).
13.204	Reported	By Mrs Henaghan that APC's advice was being sought on whether there should be an institutional response.
13.205	Resolved	That any response is a decision for individuals.

HESA PERFORMANCE INDICATORS 2014

13.206	Considered	A paper reporting on GCU and sector performance in the PIs (APC13/75/1).
13.207	Reported	By Ms Roden that GCU's performance in the 2014 PIs is much improved on previous years and there had been a good improvement in the quality of data.
13.208	Resolved	That the Committee notes the report.

PROGRESSION AND COMPLETION 2012-13

13.209	Considered	An overview of 2012-13 progression and completion for full-time undergraduate and taught postgraduate students. (APC13/79/1).
13.210	Reported	By Ms Roden that the report provides an overview of 2012-13 progression and completion for full-time undergraduate and taught postgraduate students based on the revised definitions agreed at the start of academic year 2013-14. She clarified that the statistics were session-based not cohort based and that they were confined to Glasgow campus based students.
13.211	Resolved	That the Committee notes the report.

HEAR IMPLEMENTATION UPDATE

13.212	Considered	An update on the HEAR project implementation (APC13/85/1).
13.213	Reported	By Mrs Henaghan that the update was better news than had been received of late and Unit 4 had released an update with HEAR functionality.
13.214	Resolved	That the update is noted.

STUDENT EXPERIENCE FRAMEWORK REPORT

| 13.215 | Reported: | An interim update on the progress that has been made in implementing the SEF over the past 10 months. (APC13/76/1). |
| 13.216 | Resolved | That the update is noted. |

STRATEGY FOR LEARNING UPDATE

| 13.217 | Considered | An update on the Strategy for Learning operational plan (APC13/84/1). |
| 13.218 | Reported | By Professor Whittaker that one academic year had now been completed. The priority areas for the next session were the next thing to consider.

Some examples cited were research and teaching linkages; embedding good practice; feedback from Schools on areas of difficulty. |

| 13.219 | Resolved | That the update is noted. |

GGAP/COLLEGE CONNECT UPDATE

13.220	Considered	An update on the GGAP/College Connect operational plan (APC13/86/1).
13.221	Reported	By Professor Whittaker that strategic partnership agreements had been created for 2 Glasgow Colleges, Kelvin and Clyde, and the ambition was to extend beyond Glasgow to Lanarkshire and West Colleges.
		It was noted that the Scottish Funding Council had incorrectly reported statistics in the published outcome agreement summary.
13.222	Resolved	That the update is noted.

THE FAIR (FLEXIBLE, ACCESSIBLE, INCLUSIVE AND REAL) CURRICULUM PROJECT REPORT

13.223	Considered	A report presenting the results of an online survey that was undertaken to benchmark and map current practice in relation to a FAIR Curriculum. (APC13/86/1).
13.224	Reported	By Dr Benske that the Committee's views on the recommendations were being sought.
13.225	Discussion	Members were concerned that the sample group of the survey was too small and felt that the questions should be routed through Programme Boards and/or School Quality Groups.
13.226	Resolved	That the FAIR consultation be re-routed through the School Quality Groups.(**GCU LEAD**)

SEBE – ACADEMIC CASES

| 13.227 | Considered | 1. MSc Water Resource Engineering and Management (APC13/77/1).
2. MSc Sustainable Urban Environments (APC13/87/1). |
| 13.228 | Resolved | That "options" is substituted for "electives" in each case and that the proposals be approved by Chair's action once the change has been made. |

GSBS – ACADEMIC CASE[1]

| 13.229 | Considered | MSc Business Resilience and Crisis Management (APC13/78/1). |
| 13.230 | Resolved | That the proposal be approved. |

GSBS – CHANGE OF PROGRAMME NAME[2]

| 13.231 | Considered | Programme name change of the MSc Citizenship and Human Rights by Learning Contract to MSc Citizenship and Human Rights. (APC13/80/1). |
| 13.232 | Resolved | That the change be approved. |

ACADEMIC POLICY COMMITTEE COMPOSITION AND MEMBERSHIP

| 13.233 | Received | The revised composition and membership (APC13/84/1). |

FEEDBACK ENHANCEMENT GROUP ACTIVITIES 2013-14

| 13.234 | Received | A report on the Feedback Enhancement Group activities 2013-14 (APC13/82/1). |

OU-GCU LANGUAGES COLLABORATIVE PARTNERSHIP

| 13.235 | Received | An evaluation report on the OU-GCU languages collaborative partnership (APC13/83/1). |

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[1] The Chair was assumed by Professor Whittaker for this item.
[2] The Chair was assumed by Professor Whittaker for this item.