LONDON'S GLOBAL UNIVERSITY

EDUCATION COMMITTEE

1 March 2016

M I N U T E S

PRESENT:

41.2 **Agreed** – the minutes of the meeting of 1 December 2015 were agreed subject to the minor amendment in 41.1 above.

42 MATTERS ARISING FROM THE MINUTES

42.1 **Noted**

43.9

49   DISABLED STUDENTS ALLOWANCE

49.1   **Received** - a briefing from Student Disability Services at <u>EDCOM 3-07 (15-16)</u>.

49.2   The Head of Student Disability Services briefed EdCom on national changes to the Disabled Students Allowance (DSA), including the removal of central government funding and an increased expectation that HEIs provide an inclusive learning environment. Further changes were also anticipated in subsequent years. Student Disability Services had been considering how UCL might visibly respond to these changes.

49.3   **Agreed** - EdCom welcomed the paper and endorsed the direction of travel, agreeing that further work was needed to formalise the Departmental Disability Officer role. UCLU commended UCL's proactive response to the changes. The committee also reiterated the vital importance of good teaching being inclusive teaching, and asked members to remind or alert staff to the Arena sessions on offer in this area.

50   PERSONAL TUTORING *[Minute 34.5 refers]*

50.1   Received – the paper at <u>EDCOM 3-08 (15-16)</u>.

50.2   The Director of CALT thanked EdCom members who had contributed comments and suggestions. The resulting document aimed to move away from a uniform approach based on the number of tutorials and towards a more responsive model tailored to the needs of different disciplines which included a broad scheme of student support and guidance, personal tutoring and signposting to further sources of support. A key feature was utilising assessment feedback to talk to students about their progress, and this would be supported by a 'My Feedback' page on Moodle from 2016-17.

50.3   EdCom agreed that it would be beneficial to monitor uptake of the scheme. It would be included in the Internal Quality Review process and it could also be used as one year's ASER theme, once there had been time to fully embed the changes. The working group would also continue as a means of sharing and promoting good practice.

50.4   **Approved** – EdCom welcomed the development and approved the paper's recommendations.

50.5   **Agreed** – The Director of CALT would devise a communication plan for the dissemination of the new scheme and the resources available to support staff in its implementation.

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<u>Action: Director of CALT</u>

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51   PROGRAMME AND COURSE INFORMATION WORKING GROUP *[Minute 39 (15-16) refers]*

51.1   **Received** – the proposed Terms of Reference at <u>EDCOM 3-09 (15-16)</u>.

51.2   At the last EdCom, the Director of Academic Services highlighted the need for UCL to develop a policy on the provision of information to students. It was suggested that EdCom establish a working group to draft a policy which outlined UCL's minimum requirements, particularly for student handbooks and their online equivalents. The paper proposed Terms of Reference for the working group.

51.3   **Approved** – EdCom approved the terms of reference and asked for nominations for members to be sent to the Director of Academic Services.

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<u>Action: All members</u>

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52   EDCOM COMMITTEE STRUCTURES

52.1   **Received** – the paper at <u>EDCOM 3-10 (15-16)</u>.

52.2   In April 2015, EdCom approved changes to the structure of committees responsible for taught programmes. Education Committee was established as the primary decision-making body,

with ARQASC and QRSC reporting to EdCom and taking on the duties of the former UCL Board of Examiners and Quality Management and Enhancement Committee. Programme and Module Approval Panels (PMAPs) replaced the former PMASG, and a new Academic Partnerships Review Group was established. A year on, EdCom was asked to review and check the new structures.

52.3   EdCom agreed that the structure was working well but discussed some issues around the remit of PMAPs. The greater frequency and smaller membership worked well, but members raised concerns that, as a result, some policy decisions were not being made by the full PMAP membership. It was recn2(.)-287.2(I)6.2(t7(e)-270.4(w) L)0 1 97.32 679.e 2 716.96 Tm