Present:
Professor Sue Jackson (Chair), Dr Dionyssis Dimitrakopoulos, Jasbir Gill, Jed Keenan, Dr Joanne Leal, Neil O’Connor, Dr Dick Rayne, Harriet Smith, Dr Vincent Tong, Dr Linda Trenberth

Apologies for absence:
Tricia King, Deborah Mabbett, Dean Pateman, Philip Payne, Dr Jim Pitts, Dr Martin Shipway, Jeremy Tanner, Dr Anita Walsh, Professor Matthew Weait

In attendance:
Nigel Buckle (Information Technology Services); Steve Hirons (Centre for Learning & Professional Development); Victoria Hunt (Representative of School Managers); Scott Miller (Assistant Academic Registrar (Operations & Quality)); Trevor Pearce (Secretary); William Scott (Minutes Secretary)

40. MINUTES
Received and Confirmed:
40.1 The minutes of the Committee of 10 January 2013. (TQEC 51 – 2012/13)

41. MATTERS ARISING
Received:
i The report to Academic Board of the meeting of 10 January 2013 (TQEC 52 – 2012/13)
Noted:
41.1 that recommendations relating to three term learning were accepted pending confirmation that Saturday resits would not conflict with Equality Law.
41.2 that the policy on publication of external examiner reports was referred back for further consideration.

SECTION II
MATTERS FOR DISCUSSION AND CONSIDERATION
42. **CHAIR’S REPORT**

Reported by the Chair:

42.1 (i) that there is a recognition of the importance of learning and teaching to successful recruitment and retention, particularly with an increase in focus on retention as recruitment figures fall; it is important to students that we provide the best possible learning support.

(ii) that the Transformative Assessment grant application was successful; an action plan and planned pilots were in development;

(iii) that work had started on developing a Birkbeck degree which would highlight the distinctiveness of Birkbeck and focus on personal development through a more modular approach;

(iv) that a consultation is planned on the move to modular fees;

(v) that the Learning and Teaching week was a success across all Schools and was well attended.

43. **SCHOOL REPORTS**

Received:

i  The Annual Reports from the AD (Learning & Teaching) / School TQECs (TQEC 53 – 2012/13)

Reported by the Assistant Deans:

43.1 BEI - that the School continues to push programme development and is trying to be creative in its recruitment. The report from the School provides details of its strategy.

43.2 Science - that three departments across the School have 3, 4 and 6 year programmes beginning. The School is exploring avenues to enhance programmes and certain enhancements are already underway such as formative assessment in classrooms, computer based assessments, recording and publishing lectures and screen casts on focused topics. The written report was assured by the end of May.

43.3 Arts - that three year programmes and students were bedding in and by 2013/14 all departments will have three year programmes. A new emphasis will be placed on online provision.

43.4 Law - that the process of reviewing course materials had completed. A stricter timetable of meetings will be implemented. LLM intensive programmes were doing well and popular with international students.

Noted:

43.5 that the School Reports were really useful and allowed the developments of learning and teaching and the progression within Schools to be viewed. The use of the template had gone well and ensured that the reports were easy to read and compare across Schools.

43.6 that the pressure the College is experiencing is an opportunity for innovative ideas and developments. Schools should work together and areas of good practice should be identified and promoted.

43.7 that there were good examples of curriculum development within the reports. The progression from Certificates to Undergraduate programmes and then Postgraduate programmes has been identified and worked on. Attention should also continue to focus on the progression from FE colleges which should become a prime part of our business. School-wide consultations on curriculum development should be expanded to College-wide.
43.8 that linking with other businesses to exploit the dual benefits of having their training accredited was an important aim.

43.9 that there had been an increase in the number of Chinese students who were spending two years at their home institution and then two years at one abroad, this could be developed further with collaborative links with their universities.

43.10 that three plus one programmes where three years are spent at UG and one year PG masters should be further developed based on demand.

43.11 that discussion of assessment across programmes rather than modules and the balance between formative and summative is needed.

43.12 that consideration should be given to feedback concerning what form it takes and how it is given to students. Feedback to students can take a long time due to issues like double marking. Using samples rather than double marking or only marking certain cases could be considered. A consultation on double marking is in progress. National Student Surveys often mention time taken for feedback as an issue. The policy states four weeks but may require tightening to ensure that feedback is prompt.

43.13 that online delivery and technology enhanced learning are being actively developed within Schools with an aim to bring together with consultation the good practice for online delivery. The [audio] recording of lectures is going well. There are no figures available to demonstrate any change in attendance resulting from the availability of the lectures.

ACTION

Email Assistant Deans to arrange a meeting to share knowledge and expertise on online delivery.

43.14 that retention had been considered through the developments of course guides and templates, personal tutors and office hours changed to increase accessibility.

44. STRATEGY FOR LEARNING & TEACHING ENHANCEMENT 2012-16

Received:

i. Report from the Learning and Teaching Working Group (TQEC 54 – 2012/13)

Noted:

44.1 The detailing in the report of the actions which had been taken.

Received:


Noted:

44.2 that there has been excellent work from this working group with developing and integrating learning support.

Received:

iii. Report on the Establishment of the Unit for Learning & Teaching (TQEC 56 - 2012/13)

Noted:

44.3 that the unit will replace the Centre for Learning and Professional Development from 2013.14. It will be named the Centre for Transformative Practice in Learning & Teaching and will enhance
learning in creative and innovative ways. It will also support the academic development of staff and development of resources. It will launch in the autumn with a launch reception planned.

Received:

iv. Developing a Student Charter (TQEC 57 – 2012/13)

Noted:

44.4 that the development involved consulting both internally and with external institutions. A fully report will be submitted at the autumn term meeting.

45 RETENTION STRATEGY 2010-14

Received and noted:


45.1 that the steering group planned to hold a half-day away day to begin to formulate a new strategy.

Received and noted:

ii. Raising Awareness and Enhancing Effective Pedagogies for First Year Undergraduates (TQEC 59 – 2012/13)

Received and noted:

iii. Embedding and Enhancing the Development of Learning Support (TQEC 60 – 2012/13)

45.2 that an important aim continues to be communicating and highlighting what support is available in Schools. A full day event on plagiarism was held and proved successful. Continued development is planned on what is available to students online.

46. THREE TERM LEARNING

Received:

i. The final report from the Three Term Learning Pilot Steering Group. (TQEC 61 - 2012/13)

Reported by the Chair of the Steering Group:

46.1 (i) that the Steering Group has confirmed that proposed Saturday exams do not fall foul of equality law and will therefore be resent to the Academic Board;

(ii) that the deadline to confirm modules and enrol has been decided against in light of the current recruitment downturn in order to maintain recruitment opportunities but that a bigger discussion should be held on the issue of enrolment.

(iii) that a consultation on term dates could be proposed to consider issues such as longer term dates and fixed reading weeks.

Agreed:

46.2 To recommend to Academic Board that the following be approved:

(i) that a standing three term learning steering group be established;

(ii) that the option to set resit examinations on Saturdays be introduced;

(iii) that a consultation will be held on the issue of term dates;
47. **LEARNING & TEACHING WORKING GROUP**

   Received:

   i  The first annual report from the Learning and Teaching Working Group (TQEC 62 – 2012/13)

   Noted:

   47.1 that the working group was continuing to develop ways of working, developing common practices across Schools.

48. **STUDENT EVALUATIONS**

   Received:

   i  A brief outline of NSS statistics for Birkbeck College. (TQEC 63 – 2012/13)

   Noted:

   48.1 that the over 50% mark is to be included in the results and will be given in September and presented to TQEC in spring 2014. Analysis on factors of high response rates and low response rates may be made following results to consider good practice which could be shared.

   Received:

   ii  A report on the outcomes from the Undergraduate and Postgraduate End of Year Survey 2011/12. (TQEC 64 – 2012/13)

   Noted:

   48.2 that results from the survey will be made available on the QEV website for Schools. Overall the responses were very positive and students are satisfied.

   Received:


   Noted:

   48.3 that the general themes are similar to previous years and therefore a typical list of reasons for withdrawal can be formed.

49. **INTERNATIONAL PROGRAMME REGULATIONS**

   Received:

   i  The International Programme Regulations (BA Spanish and Latin American Studies / BA and Diploma in Philosophy / BA, Dip HE and Cert HE in Philosophy) (TQEC 66 – 2012/13)

   Agreed:

   49.1 To recommend to Academic Board for approval and confirm to UoL that the reports are approved by TQEC.

   Received:

   ii  The annual programme reports for the International Programmes, together with scrutiny reports from the appropriate STQEC (TQEC 67 – 2012/13)

   Noted:

   49.2 To recommend to Academic Board for approval and confirm to UoL that the reports are approved by TQEC.
SECTION III
MATTERS FOR REPORT

50. QAA PUBLICATIONS

Received and Noted:

i the publication of Quality Code for Higher Education - Part B, Chapter B10: Managing Higher Education Provision with Others (TQEC 68 – 2012/13)

ii the publication of Quality Code for Higher Education - Part B, Chapter B4: Enabling Student Development (TQEC 69 – 2012/13)

iii The publication of Quality Code for Higher Education - Chapter B9: Academic appeals and student complaints (TQEC 70 – 2012/13)

51. INTERNAL REVIEWS

Received:

i A paper outlining dates for future internal reviews (TQEC 71 – 2012/13)

Noted:

51.1 that no reports or responses were available for this meeting but will come in the autumn.

52 COLLEGE PROGRAMMES COMMITTEE

Received:

i The report from the College Programmes Committee meeting of 14 March 2013 (TQEC 72 – 2012/13)

Noted and Agreed:

52.1 That there were a number of amendments which the committee were asked to endorse. These were recommended to Academic Board for approval.

52.2 that the role of TQEC in the withdrawal of programmes was unclear; the College’s Strategic Planning Committee has overall responsibility for strategic decisions in relation to programme withdrawal, but the CPC and TQEC should ensure that appropriate consideration is given to the mechanism for programme withdrawal, and particularly transitional arrangements made for existing students on any programme scheduled for withdrawal.

53 TECHNOLOGY ENHANCED LEARNING WORKING GROUP

Received and Noted:


54 ACADEMIC STAFF PROGRESS & DEVELOPMENT REVIEW

Received:
The annual Progress and Development Review participation rates for 2012 and comparisons with previous year figures (TQEC 74 – 2012/13)

Noted:

54.1 that there was an increase in the number of academic PDRs completed this year with participation from all departments. Clear progress has been made in uptake. The Learning and Development Adviser will continue to work to support Assistant Deans with the process and will continue to audit.

55 DATE OF NEXT MEETINGS

Noted:

55.1 The next meeting of the Committee would be on 16 October 2013.

56 OTHER BUSINESS

None

Meeting concluded, followed by a short presentation on Birkbeck Universal: Leading in Online Learning.