Present:
Professor Sue Jackson (Chair), Dr Dionyssis Dimitrakopoulos, Jed Keenan, Tricia King, Dr Joanne Leal, Professor Deborah Mabbett, Dr Jim Pitts, Dr Dick Rayne, Dr Vincent Tong, Dr Linda Trenberth, Dr Anita Walsh, Professor Matthew Weait.

Apologies for absence:
Dean Pateman, Jasbir Gill, Harriet Smith, Neil O’Connor

In attendance:
Katharine Bock (for item 28), Nigel Buckle (Information Technology Services); Steve Hirons (Centre for Learning & Professional Development); Victoria Hunt (Representative of School Managers); Scott Miller (Assistant Academic Registrar (Operations & Projects)); Trevor Pearce (Secretary); William Scott (Minutes Secretary)

22. MINUTES
Received and Confirmed:
22.1 The minutes of the Committee of 8 October 2012. (TQEC 28 – 2012/13)

23. MATTERS ARISING
Received:
23.1 The report to Academic Board of the meeting of 9 October 2012 (TQEC 29 – 2012/13)

Noted:
23.2 That all of the Committee’s recommendations to Academic Board had been endorsed, with the exception of the recommendation relating to promotions which would now be considered as part of a broader review of promotion criteria.

SECTION II
MATTERS FOR DISCUSSION AND CONSIDERATION

24. CHAIR’S REPORT
Reported by the Chair:
24.1

(i) that an application for funding for a project on transformative assessment had been submitted, and a project on the development of technology enhanced learning had been initiated, with a view to delivering greater flexibility and supporting the College’s Retention Strategy;

(ii) that the Learning and Teaching Working Group continued to discuss the distinctiveness of a Birkbeck degree, with a view to articulating this and informing future programme development;
(iii) that the Academic Board had now approved the adoption of the template for academic Partnerships; this would enable the College to move towards codifying a number of partnerships with FE and other institutions;
(iv) that College was developing the post-entry learning support to be available at the Stratford campus, to ensure that the quality of this support was equivalent to that offered in Bloomsbury.

(v) that the College would be holding a Learning and Teaching Week focussing in 2013 on flexible learning; this week would commence on 18 February;

25. **STRATEGY FOR LEARNING & TEACHING ENHANCEMENT 2012-16**

i. **Updating of programme and module proposal forms**
   Reported by the Assistant Academic Registrar (Operations and Quality):
   25.1 that in response to the implementation plan of the strategy, the guidance notes for programme specifications have been amended to explicitly encourage authors to highlight the use of research-led teaching, use of a range of teaching methods and use of technology-enhanced learning. Further detail will be also added to internal review guidance notes and the guide to programme development.

ii. **Migration to Moodle**
   Received:
   25.2 A report on the migration of the College’s virtual learning environment from Blackboard to Moodle. (**TQEC 30 – 2012/13**)  
   Reported by the Chair of the College’s Technology Enhanced Learning Working Group:
   25.3 (i) That the migration project from Blackboard to Moodle had now concluded and had been a relatively smooth and successful process;
   (ii) that user feedback on Moodle was now being analysed with a view to informing the development of training.

   Noted:
   25.4 (i) That the migration had led to the loss of links from some VLE pages, which had resulted in a cost being incurred for retrieval;
   (ii) that an existing video on the basic use and operation of Moodle would be utilised and made available for staff and students alongside a glossary of functions. It would also be made available to students.

26 **RETENTION STRATEGY 2010-14**

i. **Raising Awareness and Enhancing Understanding of Effective Pedagogies for First Year Undergraduates**
   Received and noted:
   26.1 An update report on the Raising Awareness and Enhancing Understanding of Effective Pedagogies for First Year Undergraduates project. (**TQEC 31 – 2012/13**)
   Reported by the Director of the Centre for Learning and Professional Development

ii. **Embedding and Enhancing the Development of Learning Support**
   Received and noted: (**TQEC 32 – 2012/13**)

27. **THREE TERM LEARNING**
Received:

27.1 The interim report from the Three Term Learning Pilot Steering Group.

Reported by the Chair of the Steering Group:

27.2 (i) that the Steering Group considered that three-term learning with exams at the end of each term was realistic but required a high level of organisation;

(ii) that the College may wish to consider lengthening the term from 11 to 12 weeks;

Noted:

27.3 That programmes already teaching over three terms, that did not utilise centrally organised examinations during the first two terms, would not be required to adopt to any new model to continue on that basis.

Agreed:

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

(i) That a standard timetable model for three term learning programmes be adopted, with examinations at the end of each term;

(ii) that examinations for three term learning programmes normally take place on the timetabled day for teaching for the module concerned, in the final week of term, including the evening;

(iii) that resit examinations be offered on Saturdays, with alternative arrangements made where necessary for religious reasons;

(iv) that the Strategic Planning Committee confirm in January of each year the deadline date for enrolment for October start programmes for the following academic year;

(v) that programmes wishing to move to the three term learning model for 2013/14 confirm their wish to do so to the Academic Registrar by 28 February for 2013/14 and by 31 January for subsequent years;

(vi) that the recommendations regarding the closing date for enrolment for 2013/14 and the opening date for the module confirmation process be referred to the Strategic Planning Committee.

28. RESIT AND RETAKE FEES

Received:

28.1 A proposal for the setting of resit and retake fees (TQEC 34 – 2012/13)

Reported by the Head of Governance and Corporate Support:

28.2 (i) that the proposal aimed to introduce a structured approach to the fees charged to students who are repeating, retaking or resitting;

(ii) that further consideration would need to be given to international students, for whom examination only status could not normally apply due to visa restrictions;

(iii) That clear guidance would need to be given to students on their rights of access to facilities under the new regime.

Agreed:
28.3 To recommend the Policy on Resit and Retake Fees for approval.

29 POLICIES

(i) Peer Review of Teaching Policy
Received and Recommended for approval:
29.1 The revised Policy on the Peer Review of Teaching (TQEC 35 – 2012/13)

(ii) Draft Policy on the Publication of External Examiner Reports
Received and Recommended for Approval:
29.2 The draft Policy on the Publication of External Examiner Reports (TQEC 36 – 2012/13).

(iii) Policy for Students Under the Age of 18 Years
Received:
29.3 A draft Policy for Students Under the Age of 18 Years (TQEC 37 – 2012/13)

Reported by the Deputy Academic Registrar (Academic Services):
29.4 (i) that the College regulations currently prohibited students under the age of 18 years; enacting this regulation was potentially in breach of equalities law;
(ii) that legal advice had been sought on child protection issues; the advice was that the College should undertake a risk assessment before admitting under 18 year old students, to gauge whether it would be possible to make the necessary adjustments to ensure the health and safety of such students.

Noted:
29.5 (i) that there may be implications regarding access to the internet for students under the age of 18.
(ii) that if the costs of the adjustments required to be put in place were disproportionate then the College would be within its right not to admit the student in question.

Agreed:
29.6 To recommend to Academic Board that the Policy be adopted.

30 STUDENT EVALUATIONS
Received:
30.1 A report on outcomes of the NSS Survey (TQEC 38 – 2012/13)

Noted:
30.2 (i) That the format of the report and information within enabled good practice to be shared across Schools.
(ii) that the report would be referred to the Learning and Teaching Working Group for further discussion.
(iii) that the End of Year Survey and Student Withdrawal Survey would be submitted to the Summer meeting for information.

31 MPHILSTUD REGULATIONS
Received and Agreed:
31.1 Revised regulations for the MPhilStud (TQEC 41 – 2012/13)

SECTION III
MATTERS FOR REPORT

32 COMPLAINTS, APPEALS & STUDENT
32.1 the reports on student complaints (TQEC 42), appeals (TQEC 43) and assessment offences / student discipline (TQEC 44).

33 QAA PUBLICATIONS
Received and Noted:
33.1 the approved chapter of the UK Quality Code on Learning & Teaching (TQEC 45) and the draft chapter Supporting Student Achievement (TQEC 46).

34 COLLEGE PROGRAMMES COMMITTEE
Received:
34.1 the report of the College Programmes Committee (TQEC 47 - 2012/13).

Agreed:
34.2 The new programmes and programme amendments were recommended to Academic Board for approval.

35 INTERNAL REVIEWS
Received and Noted:
35.1 the report of the EMS Department programmes and their response (TQEC 48 – 2012/13).

36 TECHNOLOGY ENHANCED LEARNING WORKING GROUP
Received and Noted:
36.1 the report of the TEL Working Group (TQEC 49 – 2012/13).

37 TERM DATES
Received and Noted:
37.1 Term dates for 2016/17 (TQEC 50 – 2012/13)

38 DATE OF NEXT MEETINGS
Noted:
38.1 The next meeting of the Committee would be on 9 May 2013.

39 OTHER BUSINESS
Noted:
39.1 That a user guide for the Academic Partnership template would be published and feedback from Admissions Tutors sought; this would be discussed further at the next meeting of the Committee.

Meeting concluded, followed by a short presentation / discussion, led by the Pro-Vice Master (Learning & Teaching) on 'Supporting and enhancing key skills for employability and work'