MINUTES OF THE TEACHING & QUALITY ENHANCEMENT COMMITTEE
8 October 2012

Present:
Professor Sue Jackson (Chair), Dr Dionyssis Dimitrakopoulos, Dr Jim Pitts, Harriet Smith, Dr Dick Rayne, Dr Anita Walsh, Jed Keenan, Dr Tim Markham, Tricia King, Joanne Leal, Verity Hutton
(Deputising for Victoria Hunt)

Apologies for absence:
Matthew Weait, Victoria Hunt, Oscar Guardiola-Rivera, Martin Shipway, Dean Pateman, Linda Trenberth, Deborah Mabbett

In attendance:
Nigel Buckle (Information Technology Services); Steve Hirons (Centre for Learning & Professional Development); Scott Miller (Assistant Academic Registrar (Operations & Projects));
Dr Vincent Tong (Chair, Technology Enhanced Learning Working Group); Trevor Pearce (Secretary);
William Scott (Minutes Secretary)

1. TERMS OF REFERENCE
   Received and Noted:
   1.1 The Terms of Reference of the Committee (TQEC 1 – 2012/13).

2. MINUTES
   Confirmed:
   2.1 The minutes of the Committee of 21 May 2012. (TQEC 2 – 2012/13)

3. MATTERS ARISING
   Noted:
   3.1 (i) That the application for degree awarding powers had been successful.

   (ii) That the Peer Review Policy had been referred back to the Learning and Teaching Working Group with the expectation that it would be re-presented to TQEC in January.

   Received and noted:
   3.2 The report to the Academic Board of the Committee meeting of 21 May 2012. (TQEC 3 – 2012/13)

   Noted:
   3.3 That all of the Committee’s recommendations to Academic Board had been endorsed.
SECTION II
MATTERS FOR DISCUSSION AND CONSIDERATION

5. CHAIR'S REPORT
Noted:
5.1 (i) that the College continued to lobby for amendments to the KIS process; the process had been designed for full time students, and the College continued to lobby for part-time students to be considered;

(ii) that the Chair was a member of the HEFCE Learning & Teaching Committee;

(iii) that HE staff teaching qualification data will be published online from spring 2014;

(iv) that the College was likely to be required to publish summaries of student module evaluation surveys along with the College responses;

(v) that, while student charters, were not mandatory, any Charter would be audited as part of any institutional review;

(vi) that the College was developing Higher Educational Achievement Records (HEAR) and hoped to establish a new unit for Learning and Teaching Enhancement.

6. STRATEGY FOR LEARNING AND TEACHING ENHANCEMENT 2012-16
Received and Noted:
6.1 (i) The approved Strategy for Learning & Teaching Enhancement. (TQEC 4 – 2012/13);


Noted:
6.2 (i) That Schools and Professional Services would be requested to provide updates on the areas of the Strategy within their remit at future meetings of the Committee;

(ii) that further consideration would be given to developing student representation to enhance the quality of learning.

7. RETENTION STRATEGY 2010-14
Received and Noted:
7.1 (i) The Retention Strategy 2010-14 (TQEC 7 – 2012/13)

(ii) the report from the Integrated Learning Development Working Group (TQEC 8 – 2012/13)

8. MINIMUM VIRTUAL LEARNING ENVIRONMENT STANDARDS
Received:
8.1 A proposal to establish Minimum Virtual Learning Environment Standards for all programmes offered by the College (TQEC 9 – 2012/13)

Noted
8.2 (i) The proposals were designed to ensure further integration and a holistic approach to the virtual learning environment. It was intended that the guidelines should be implementable and understandable;

(ii) that the proposal was to establish minimum standards; and it was anticipated that several areas would deliver many other areas via the Virtual Learning Environment.
(iii) it was anticipated that the recommendations would be implemented by the end of the academic year. It was noted that Moodle continually releases updates to its software providing greater functionality.

Agreed:

8.3 To recommend approval of the proposal, with the recommendation that the Committee review the standards in 2013/14 and every two years after that.

(ii) **Draft Guidelines on on-line Coursework Submission**

Received:

8.4 A proposal for guidelines to departments on on-line coursework submission.

Noted:

8.5 That online submission of coursework had increased but there was no consistent approach between departments. Students who encounter issues typically contact the service desk when the issues are usually best dealt with the department.

Agreed:

8.6 To approve the guidelines on on-line coursework submission.

9 **REGULATIONS AND POLICIES**

(i) **Regulations for Taught Programmes of Study in Relation to Maximum Programme Length**

Received:

9.1 Proposed amendments to the regulations for taught programmes of study in relation to maximum programme length (TQEC 11 – 2012/13)

Noted:

9.2 That the aim of the revision was to give flexibility in the development of routes of different length, and in particular longer programmes.

Agreed:

9.3 To recommend approval of the regulations for taught programmes of study in relation to maximum programme length.

(ii) **Guidance on Exam Setting**

Received:

9.4 Draft Guidance on Exam Setting (TQEC 12 – 2012/13)

Noted:

9.5 That the aim of the guidance was to assist new staff in the production of examination papers. The document was not a formal policy and would be continually updated.

Agreed:

9.6 To endorse the guidance on exam setting.

(iii) **College Policy on Assessment Offences**

Received:

9.7 A proposed amended Policy on Assessment Offences (TQEC 13 – 2012/13)

Noted:

9.8 There were two minor amendments for approval. The Academic Registrar would now decide on whether to escalate examination offences to stage two and viva’s will now be provided for where suspicions exist that a student’s work may not be their own.
Agreed:

9.9 To recommend approval for the revised Assessment Offences Policy

10 **2012 NATIONAL STUDENT SURVEY**

**Received:**

10.1 A paper outlining how the results of the NSS would be analysed. A fuller paper would be presented to the TQEC in January. (TQEC 14 – 2012/13)

**Noted:**

10.2 That the questions used in the NSS could be used by Birkbeck as part of an end of year survey with consideration given to publicising actions taken in response to the survey. A possible danger of student ‘survey’ fatigue was noted and a suggestion of more closely aligning the questions in the current end of year survey with the NSS questions was suggested.

11 **INSTITUTIONAL AUDIT ACTION PLAN**

**Received and Noted:**

11.1 The Institutional Audit Action Plan (TQEC 15 – 2012/13)

12 **CAREER ADVANCEMENT**

**Received:**

12.1 A proposal to include criteria relating to teaching in the promotion criteria for academic staff. (TQEC 16 – 2012/13)

**Agreed:**

12.2 To recommend approval for the proposal.

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**SECTION III**

**Matters for Report**

13 **KEY INFORMATION SETS**

**Received and noted:**

13.1 A report on the implementation of Key Information Sets (TQEC 17 – 2012/13).

14 **THREE TERM LEARNING**

**Received and noted:**

14.1 A report on the Three Term Learning pilot (TQEC 18 – 2012/13)

15 **QAA PUBLICATIONS**

**(i) B5 Student Engagement**

**Received and Noted:**

15.1 The QAA Quality Code Chapter B5 on Student Engagement (TQEC 19 – 2012/13).

**(ii) B7 External Examining**

**Received and Noted:**

15.2 The QAA Quality Code Chapter B7 on External Examining (TQEC 20 – 2012/13).

**(iii) Management of Collaborative Arrangement**

**Received and Noted:**

15.3 The QAA Quality Code Chapter B10 on the Management of Collaborative Arrangements (TQEC 21 – 2012/13)
(iv) Guidance on Enterprise and Entrepreneurship  
Received and noted:
15.4 QAA Guidance on Enterprise and Entrepreneurship (TQEC 22 – 2012/13)

16 COLLEGE PROGRAMMES COMMITTEE  
Received and noted:
16.1 The report from the College Programmes Committee (TQEC 23 – 2012/13).

17 INTERNAL REVIEWS 2011/12  
Received and noted:
17.1 The internal review report (TQEC 24 – 2012/13)

18 TECHNOLOGY ENHANCED LEARNING WORKING GROUP  
Received and noted:

19 CENTRE FOR LEARNING & PROFESSIONAL DEVELOPMENT (TQEC 26 – 2012/13)  
Received and noted:
19.1 The Annual Report from the Centre for Learning & Professional Development (TQEC 26 – 2012/13)

20 DATE OF NEXT MEETINGS  
Noted:
20.1 The next meetings of the Committee were noted as 10 January 2013 and 9 May 2013.

21 ANY OTHER BUSINESS  
Received:
21.1 A draft Partnership Agreement for agreements with FE Colleges (TQEC 27 – 2012/13).

Agreed:
21.2 To recommend approval for the draft Partnership Agreement.

Meeting concluded