BIRKBECK
University of London

MINUTES OF THE TEACHING & QUALITY ENHANCEMENT COMMITTEE
11 October 2011

Present:
Professor Sue Jackson (Pro-Vice-Master for Learning and Teaching) (Chair),
Lorna Bowden (attending as ASM rep), Nigel Buckle (attending for Dr Jasbir Gill),
Dr Oscar Guardiola-Rivera, Tricia King, Professor Deborah Mabbett,
Rob Park (attending as SU rep), Naina Patel, Phillip Payne, Dr Dick Rayne,
Karen Scott (attending for Victoria Hunt), Dr Martin Shipway, Jeremy Tanner,
Dr Vincent Tong, Dr Anita Walsh, Dr Matthew Weait

Apologies for absence:
Dr Anthony Bale, Dr Jasbir Gill, Neil O’Connor, Dean Pateman

In attendance:
Natalie Jayasekara (Quality Enhancement and Validation Officer)
Scott Miller (Assistant Registrar, Operations and Projects)
Trevor Pearce (Deputy Academic Registrar, Academic Services) (Secretary)

1 TERMS OF REFERENCE AND SCHEME OF MEMBERSHIP

Confirmed:
1.1 The revised terms of reference, together with the scheme of membership for 2011/12. (TQEC 1 – 2011/12)

1.2 Noted:
The Terms of Reference have been revised to clarify and strengthen the role of this Committee in relation to strategic oversight rather than operational matters.

1.3 Agreed
To recommend approval of the revised terms of reference and scheme of membership to Academic Board.

2 MINUTES

Confirmed:
2.1 The minutes of the Committee of 3 May 2011. (TQEC 2 – 2011/12)

3 MATTERS ARISING

Received and Noted:
3.1 (i) A report on matters arising from the meeting of 3 May 2011 relating to items not feature elsewhere on the agenda (TQEC 3 – 2011/12)

(ii) The Report to Academic Board of the Teaching and Quality Enhancement Committee meeting of 3 May 2011 (TQEC 4 – 2011/12).

Noted:
3.2 That actions relating to:
Technology Enhanced Learning
Accreditation of Fundamentals of Teaching
National Student Survey
External Examiners
had been completed.

4 CHAIR'S REPORT
Noted:
4.1 (i) That groups had been established to work on the production of the College's Key Information Sets and also to look at how the publishing of this information will impact on the College;

(ii) that the Committee was developing new policy and strategy, such as the new Learning and Teaching Strategy and 3-Term Learning, as part of a general review of College engagement with Learning and Teaching;

(iii) that the Governors had confirmed the Chair's post as Pro-Vice-Master for Learning and Teaching as a full-time secondment for 6 years, in recognition of the Learning and Teaching agenda;

(iv) that the Committee sent congratulations to Dr Carol Watts on her National Teaching Fellowship award;

(v) that the next annual Learning and Teaching event would be taking place on 2nd December 2011, and requested that the Committee members encourage as many staff members as possible, both academic and administrative, to attend.

5 LEARNING & TEACHING STRATEGY 2012-16
Received:
5.1 The first draft of the revised Learning & Teaching Strategy 2012-2016 (TQEC 5 – 2011/12).

Noted:
5.2 The Chair would be reviewing the stated aim "To provide an inclusive working and learning environment for our students and staff so that all may develop to their full potential " in liaison with the Human Resources department, with a view to providing further definition to enable the aim to be delivered.

5.3 There would be an annual report from each STQEC to TQEC on the implementation of the strategy; however the timelines for achieving each aim will differ for each School.

Agreed
5.4 Assistant Deans (Learning and Teaching) would take the draft Strategy to their autumn STQEC meetings to discuss how to consult with staff and students within their School on the development and implementation of the Strategy.

6 RETENTION STRATEGY
Received and Noted:
6.1 An update report from the Raising Awareness and Enhancing Understanding of Effective Pedagogies for First Year Undergraduates project (TQEC 6 – 2011/12).

Agreed
6.2 That the Project Leader should consult with the TEL Champions with regard to publishing the guides, produced by the project, online.

Received and Noted:
6.3 An update report from the Embedding and Enhancing the Development of Learning Support project (TQEC 7 – 2011/12).

Noted:
6.4 The Chair and the Pro-Vice-Master for Student Experience would be holding a half-day away-day on Learning Support which would seek to address various queries regarding Learning Support such as how to identify students who need Learning Support before they come to Birkbeck and whilst they are here, how students access Learning Support (online or face-to-face) and what types of Learning Support are available.
6.5 This project would shortly be completed after having addressed further queries surrounding Learning Support.

Agreed

6.6 The Project Leader would be requested to identify methods to track students who engage with Learning Support to and report on the impact of this Learning Support on retention.

7 ACADEMIC PROMOTIONS
Considered and recommended for approval:
7.1 Draft Proposals on criteria for academic promotions from Lecturer to Senior Lecturer (TQEC 8 2011/12).

Noted:
7.2 It was proposed that these criteria should take effect for the next round of promotions in 2011/12.
7.3 The Chair confirmed that completion of the PGCE: HE was an additional criteria rather than a key criteria, which could be considered by promotion panels.

8 3-TERM LEARNING
Received and recommended for approval:
8.1 Proposals on learning across 3 terms (TQEC 9 2011/12). subject to further comments received following student consultation. .

Noted:
8.2 Further work would shortly take place to review the processes required to facilitate three term learning. In 2012/13 a formal pilot would be run with a view to facilitating all programmes to be involved in 2013/14.
8.3 There would be no compulsion for Departments to teach across 3-terms but support would be provided for those who wish to do so.

9 INTERNATIONAL STUDENTS
Considered and recommended for approval:
9.1 The proposed terms and conditions for the issue of Confirmation of Acceptance to Study (TQEC 10 – 2011/12).

10 DISSERTATION SUPERVISION POLICY
Considered and recommended for approval:
10.1 A revised Dissertation Supervision Policy (TQEC 11 – 2011/12) subject to the bullet point referencing the summer term in paragraph 6 being removed.

11 AWARD PUBLICATION DATE
Considered and recommended for approval:
11.1 A proposal to amend the date by which the College will publish undergraduate degree awards made to students for 2011/12 (TQEC 12 – 2011/12).

Noted:
11.2 Certificate of Higher Education awards will continued to be published in September of each year.

12 COMPENSATED FAIL REGULATIONS
Considered and recommended for approval:
12.1 The revised Regulations for Taught Programmes of Study relating to Compensated Fails (TQEC 13 – 2011/12).

13 2011 NATIONAL STUDENT SURVEY
Received and Noted:

14 FOUNDATION DEGREES
Considered and recommended for approval:
14.1 A report on the Review of the Provision and Development of Foundation Degrees offered by the College (TQEC 15 – 2011/12).


Agreed:
14.3 The recommendations in point 2 of the Foundation Degree Implementation Plan should be disseminated to the various post-holders with responsibility for actioning them. Further consideration would be given to the appropriate reporting structures in relation to these recommendations.

15 INSTITUTIONAL AUDIT ACTION PLAN
Considered and recommended for approval:
15.1 A draft action plan in response to the College’s Institutional Audit report (TQEC 17- 2011/12).

16 ANNUAL REPORT TO THE UNIVERSITY TO INFORM THE UNIVERSITY QUALITY OVERVIEW REPORT
Received and Noted:
16.1 The Annual Report on Foundation, First and Postgraduate Degrees and Diplomas of the University to inform the University Quality Overview Report 2009-10 (TQEC 18 - 2011/12).

Noted:
16.2 The Committee highlighted that this report focuses on 2009-10. The University are aware of this and are working towards providing this report in a timely manner going forwards.

17 INTERNATIONAL PROGRAMMES
Received and Noted:
17.1 The details of the annual monitoring of University of London International Programmes for which Birkbeck is the Lead College (TQEC 19 – 2011/12).

Considered and recommended for approval:
17.2 The draft revised regulations for the Organisational Psychology and Human Resource Management International Programme (TQEC 20 – 2011/12).

Received and Noted:
17.3 The revised International Programme regulations, approved on behalf of Academic Board by Chair’s Action in May 2011 (TQEC 21 – 2011/12).

18 DEGREE AWARDING POWERS
Received and Noted:
18.1 An update report on the College’s application for degree awarding powers (TQEC 22 – 2011/12).

19 CENTRE FOR LEARNING & PROFESSIONAL DEVELOPMENT
Received and Noted:
19.1 The annual report from the Centre for Learning & Professional Development (TQEC 23 – 2011/12).

20 QAA PUBLICATIONS
Received and Noted:
20.1 The consultation document on proposed revisions to the QAA Code of Practice Section 4: External Examining (TQEC 24 – 2011/12).
21 **INSTITUTIONAL AUDIT**  
Received and Noted:  
21.1 A report on the revised methodology for the Institutional Audit (**TQEC 25 – 2011/12**).  
Noted:  
21.2 The College is due to be audited in 2015, by the QAA, under the new system of Institutional Review. This now includes a thematic element, for instance, in 2012 the theme is ‘Student Experience’.

22 **COLLEGE PROGRAMMES COMMITTEE**  
Received and Noted:  
22.1 A report from the College Programmes Committee meeting of 9 June 2011 (**TQEC 26 – 2011/12**).

23 **INTERNAL REVIEWS 2010/11**  
Received and Noted:  
23.1 (i) The departmental response to the Internal Review report from November 2010 from Geography, Environment & Development Studies (**TQEC 27 – 2011/12**);  
(ii) The departmental response to the Internal Review report from March 2011 from Social Policy and Education (**TQEC 28 – 2011/12**);  
(iii) The report from the Internal Review of Politics from December 2010, together with the departmental response (**TQEC 29 – 2011/12**);

24 **TECHNOLOGY ENHANCED LEARNING WORKING GROUP**  
Received and Noted:  
24.1 A report from the Technology Enhanced Learning Working Group (**TQEC 30 – 2011/12**).  
Noted:  
24.2 The extended thanks to Dr Jas Gill for his work in this area and for chairing the Working Group. The Chair welcomed Dr Vincent Tong as the new Chair of the Working Group.  
24.3 Nigel Buckle, User Support Manager, confirmed that the transition to Moodle is happening currently, in a structured way. The Department of Politics is using the new system already and more Departments are coming onboard in January 2012.

25 **DATES OF NEXT MEETINGS**  
Noted:  
25.1 To note that future meetings of the Committee are scheduled for 12 January 2012 and 8 May 2012  

*Meeting concluded*

Signed………………………………..  
Date………………………………….