

## Education Committee

6 December 2022

### Confirmed Minutes

#### Present:

Professor Kathy Armour (Chair)

Dr Ali Abolfathi; Mr Hamza Ahmed; Professor Simon Banks; Ms Karen Barnard; Dr Nicole Brown; Dr Parama Chaudhury; Ms Sarah Cowls; Mr Ian Davis; Professor Sally Day; Mr Ashley Doolan; Dr Julie Evans; Dr Jo Fraser-Pearce; Ms June Hedges; Professor Arne Hofmann; Ms Harriet Israel; Dr Joana Jacob Ramalho; Mr Zak Liddell; Ms Blathnaid Mahony; Dr Elvira Mambetisaeva; Dr Margaret Mayston; Ms Seyi Osi; Professor Norbert Pachler; Professor Paola Pedarzani; Professor Mary Richardson; Professor Aeli Roberts; Professor Bill Sillar; Dr Fiona Strawbridge; Dr Hazel Smith; Ms Lizzie Vinton; Dr Nalini Vittal and Professor Nicola Walshe; Ms Julia Wojciechowska and Dr Kathryn Woods

**In attendance:** Professor Steven Vaughan (for Professor Olga Thomas), Ms Leigh Kilpert (for Mr Mike Rowson) and Mr Rob Traynor (Interim Secretary).

**Apologies:** Dr Rachel King; Ms Seyi Osi; Mr Mike Rowson; Professor Olga Thomas and Professor Stan Zochowski.

### Part I: Preliminary Business

#### 48. Welcome and Announcements

The Chair welcomed members and guests to the meeting and three new EdCom members:

- x Dr Kathryn Woods, Pro-Vice-Provost (Student Engagement)
- x Ms Julia Wojciechowska, Undergraduate (UG) Rep U H V H Q W D W L Y H 6 W X G H Q W
- x Ms Harriet Israel Postgraduate (PG) Representative, SU

#### 49. Minutes of the Previous Meeting

49.1. Approved ±the Minutes of the previous meeting held on 15 November 2022 [EdCom

the department or programme to be reviewed. It was further agreed that the Chair draw together proposals to improve the dissemination of good practice arising from IQRs, for discussion at a future meeting.

**Action: the Chair**

50A.2 The Chair further noted that the action to follow up on quality assurance of postgraduate research (PGR) provision with the Doctoral School was in train. Although PGR students were largely E H \ R Q G ( G & R P ¶ V U H P L W W K H U H Z D V V R P H L Q W H U V H I and Research Degree Committee (RDC) regarding MRes student provision and post-graduate teaching assistants (PGTA). Discussion was taking place on the latter, as many PGTAs were involved in assessment marking at UCL and this would be discussed by EdCom next term.

**Action: the Chair and Secretary to note**

## **Part II: Matters for Discussion**

### **51. Teaching Excellence Framework (TEF) Draft Submission**

were drawn from a widely variable sector, with many smaller or specialised institutions and therefore often very different to UCL.

~~51.6.~~ Colleagues were still able to send examples of excellent practice, although there is a high threshold for inclusion in the document and not all would be able to be included. The key criteria were that examples are able to demonstrate exceptional performance or a positive impact, especially in areas of the TEF metrics where UCL underperforms. Strong evidence for the examples was also required, with those showing a high impact on large numbers of students, or improved National Student Survey (NSS) scores highly desirable. Qualitative evidence, with short insightful quotes, evidence of awards or commendations for good practice was also valued. Members noted some further examples of good practice in the meeting and were encouraged to send them to the TEF Lead.

51.6. The Chair thanked the TEF lead, the SU and colleagues for their support and contributions. **Agreed:** that EdCom members forward any comments or suggestions on the draft submission, as well as any further examples of outstanding practice, to the TEF Lead ([l.vinton@ucl.ac.uk](mailto:l.vinton@ucl.ac.uk)) no later than 22 December.

**Action: EdCom members**

## 52. Review of Education-Related Committees Update

Received - the paper at EDCOM 4-03 (22-23) introduced by the Chair, who informed EdCom of changes to the education-related committees and the structure following previous discussions of the draft paper (15 November and 20 September 2022 and the last session). The revised committee structure would better reflect current higher education priorities such as the OfS Regulatory Framework and its B conditions on academic provision. Academic Committee (AC) had also had sight of the paper and raised no concerns (17 November).

52.1. A meeting of committee and panel chairs was planned to take place in late December or early January and the secretariat would be confirmed soon (overseen by the Executive Director of Student Services and Registrar). Committees and panels would be able to suggest additional terms of reference (ToR) at their first meetings, for EdCom approval.

**Action: the Chair and Ms Sarah Cowsls to note**

52.2. A number of comments and suggestions were raised:

- a) Some areas of provision might require coverage by more than one committee or panel, for instance it was suggested that careers provision should be considered by the Student Life Committee (SLC) as well as by the Quality and Standards Committee (QSC). It would be important to establish an appropriate flow of information between committees for these shared areas of focus.



- 56.2. Concerns were expressed that retention of some online learning methods from dealing with WKH SDQGHPLF RIWHQ DW VWXGHQWV UHTXHVW FRXOG EH OfS B conditions. There were also challenges in meeting divergent student demands on teaching, with some students in favour of keeping some of it online, but others requesting in-person learning only. EdCom noted that online teaching could be offered as long as there was a clear pedagogical case for it, though students should receive the same amount of in-person teaching as was implicit in the programme that was advertised to them.

**Portico SITS Outage** ±the Executive Director of Student Services and Registrar reminded members that work was underway migrating the student records platform to the Cloud and Portico would be unavailable from 8 December until 12 December. This would help to enable modernisation of the platform and address some long-standing technical issues. Extensive communications had been sent across UCL and EdCom members were asked to remind colleagues where possible.

**Note:** the move to the Cloud was successful and Portico SITS was re-opened on 12 Decembers as planned.

## 57. Dates of Next Meeting

- 57.1. The dates of the EdCom meetings for the rest of the 2022-23 session are:

- x Tuesday, 7 February 2023, 14.00 - 16:30
- x Tuesday, 25 April 2023, 14:00 - 16:30
- x Tuesday, 27 June 2023, 14.00 - 16:30
- x Tuesday 25 July 2023, 14:00 - 16:30

Rob Traynor (Interim EdCom Secretary)

Policy Advisor (Education Governance)