EDUCATION COMMITTEE

14 March 2012

M I N U T E S

Present:

Prof Mike Ewing (*Chair*)

Mr David Ashton	Dr John Mitchell
Prof David Bogle	Ms Kathleen Nicholls
Dr Sue Bryant	Dr Hilary Richards
Mr Neil Chowdhury	Dr Ruth Siddall
Dr Brenda Cross	Prof Richard Simons
Professor Vince Emery	Dr Fiona Strawbridge
Dr Caroline Essex	Ms Olga Thomas
Mr Marco Federighi	Ms Susan Ware
Dr Arne Hofmann	

In attendance: Ms Clare Goudy; Ms Sandra Hinton (Secretary); Ms Irenie Morley; Dr Mike Munday; Mr Mark Pickerill.

Apologies for absence were received from: Ms Karen Barnard; Mr Jason Clarke; Ms Valerie Hogg; Prof Alexi Marmot; Mr Martin Reid.

Key to abbreviations:

AC	Academic Committee
DLTS	Departmental Learning and Teaching Statement
ECTS	European Credit Transfer System
EdCom	Education Committee
FTC	Faculty Teaching Committee
GPA	Grade Point Average
HR	Human Resources
ISD	Information Systems Division
LTSS	Learning and Teaching Support Service
MAPS	Mathematical and Physical Sciences
MFL	Modern Foreign Language
OIA	Office of the Independent Adjudicator
PGT	Postgraduate taught (student)
PIQ	Programme Institution Questionnaire
PMASG	Programme and Module Approval Steering Group
RAS	Registry and Academic Services
SoP	School of Pharmacy
UCLBE	UCL Board of Examiners

37   **MEMBERSHIP 2011-12**

   Noted

   37.1   **Ms Helen Matthews, Joint Faculty Academic Administration Manager of Arts and Humanities and Social and Historical Sciences** had joined EdCom as a co-opted member with immediate effect and was welcomed by

39C   Overhead Projectors in Lecture Theatres
[EdCom Min. 22, 11-12]

Noted

39C.1   Lack of consultation with faculty staff over refurbishment of teaching space, particularly lecture theatres, has resulted in some overhead projectors being removed with no substitute device provided for staff (i) to display information in a lecture and (ii) to be able to do this while using Powerpoint. At its December meeting EdCom resolved that the Vice-Chair, on behalf of EdCom, should raise the issue with the Director of UCL Estates.

Reported

39C.2   The Vice-Chair reported that the Director of UCL Estates had now confirmed that all OHPs had now been replaced by 'visualisers' as a matter of UCL policy and that OHPs, as old technology, could no longer be supported. However, the Vice-Chair agreed to raise once more with the Director of UCL Estates why both forms of display could not continue to be used simultaneously. **[Action: Professor Vince Emery]**

39D   Institutional Learning and Teaching Strategy – Implementation Plan
[EdCom Min. 19, 11-12]

Noted

39D.1   A report on key assessment types was submitted to EdCom's December meeting where it was resolved that the data, grouped by faculty, should be sent to Faculty Tutors for discussion by FTCs. FTCs would then consider whether it would be useful to gather data on e-assessments and whether there should be a change to the overarching module assessment components terminology.

Reported

39D.2   The Director of Student Services, Mr David Ashton, reported that faculty-level information and data was now with the faculties with a request that this be discussed at their FTCs. The outcomes of this would be discussed at EdCom's meeting of 4 May 2012.

40   **MODERN FOREIGN LANGUAGES AND THE UCL ADMISSIONS PROCESS**

Noted

40.1   In December 2007, AC had approved a policy on modern foreign language requirements for undergraduate admissions. A formal statement setting out UCL's policy on this matter, which would take effect from the 2012 entry, had been received by AC at its meeting in May 2008.

40.2   The Vice-Provost (Education) and the Dean of Students (Academic), together with the relevant committee/administrative officers, had been reviewing the initial implementation of the policy. A note setting out a number of issues arising from this review would be submitted to AC at its meeting on 22 March

the Director of Student Services as there was felt to be some disparity between the proposals and actual practice in these two faculties.

42.6   As a number of comments were then made regarding differing faculty experiences it was resolved that the group established to consider Study Abroad should be expanded to incorporate departmental practitioners who have experience of running programmes with a substantial Year Abroad and at least one student representative. It was suggested that this group might submit an update report to EdCom's 29 June meeting.

RESOLVED

42.7   That the Study Abroad working group be expanded as per 42.6 above and submit an update report to EdCom on 29 June 2012. **[Action: Mr David Ashton]**

43

As a number of comments were t11BDC ⁄T1 1 Tf0 Texpanded as per 42.6

this would be submitted to EdCom on 4 May 2012. **[Action: Mr David Ashton].**

44 **INTERVIEWS: DEFINITION AND POLICY**
[EdCom Min. 27, 11-12]

Noted

44.1 Following the comments from EdCom and subsequently AC in December 2011, the Admissions Structures and Selection Processes Steering Group had revised the definition and policy for interviews. The Steering Group asked that the definition and policy be submitted to EdCom and AC for approval.

Received

44.2 At <u>APPENDIX EDCOM 3/26 (11-12</u>) – the definition and policy.

Discussion

44.3 A number of EdCom members, while acknowledging that the policy could not be changed in this respect, requested that UCL Human Resources be invited to clarify why two members of staff were considered the requisite minimum to interview a student. It was felt that any concerns about potential bias were already adequately addressed by the myriad departmental processes (and different staff members) through which admissions decisions were currently reached.

RESOLVED

44.4 That the Chair of EdCom request clarification on the above from the Director of UCL Human Resources. **[Action: Professor Mike Ewing]**

44.5 That the revised definition and policy for interviews be approved.

44.6 That the revised definition and policy be submitted to AC for approval.

45 **COMMON TIMETABLE REVIEW**
[EdCom Min. 30, 11-12]

Noted

45.1 Proposed changes in the operation of timetabling at departmental/divisional levels had been approved by AC on 15 December 2011 and circulated to Faculties. These are summarised below:

1 *Maintaining the current block structure but subdivide each block into 1 hour components.*
2(a) *Allowing lectures (especially lectures involving the larger lecture facilities) to be scheduled in both the morning and afternoon slots.*
2(b) *Allowing laboratory practicals to be scheduled in both morning and afternoon slots.*
3 *Make available the lunchtime slot (13:00-14:00) for the teaching of students.*

4   *Ensure that the delivery of the timetable takes precedence in departmental planning over the demands of individual academics while maintaining sensitivity to the work-life balance.*

5   *Ensure that all timetable slots are indicated on CMIS (irrespective of whether the rooms are centrally bookable or not) to ensure that the on-line timetable for students is complete.*

Received

45.2   An oral report from the **Dean of Students (Academic), Professor Mike Ewing.**

Reported

45.3   Professor Ewing noted that since Professor Emery, acting as Academic Champion, had managed to negotiate the above points of flexibility on behalf of Faculty Tutors (etc.), it would now be appropriate to invite Faculty Tutors to comment how these were being used in practice to solve timetabling issues.

Discussion

45.4   Discussion followed of which the main points were:

- Many faculties had already been timetabling using the flexible points noted above for some time. Particularly in the scheduling of laboratories in the morning to free up lecture theatres in the afternoon. However, other faculties claimed that lecture theatre availability was so limited in their areas that this was not the solution it appeared to be. Nonetheless, the Faculty of Life Sciences had reportedly devised a number of creative bespoke solutions to the issues, such as extending the teaching day to 7pm.

- Back-to-back timetabling meant that travel between rooms was causing problems, with students crowding staircases and doorways on their way in and out of lectures (etc.). A lecture might begin up to ten minutes late while attendees departed/arrived.

- The Faculty Tutor of Life Sciences noted that the BSc Natural Sciences experienced particular problems which could not be solved by taking advantage of the points of flexibility. Multi-disciplinary programmes had necessarily to be timetabled first and the Chair invited the Faculty Tutor of MAPS to discern whether it was making optimal use of all available timetabling expertise in the Faculty.

- The Vice-Chair noted that it was sometimes difficult to identify exactly who the timetablers in Faculties actually were.

- It was noted that if any change was to be effected for the following academic session, it would have to be in place by the end of March 2012 at the latest.

RESOLVED

45.5   That the Vice-Chair and the Director of Information and Data Services would identify the timetablers in each Faculty, undertake further analysis of the

issues raised and report back to EdCom on 4 May 2012. **[Action Professor Vince Emery and Ms Kathlen Nicholls]**

45.6 That the Faculty Tutor of Life Sciences submit to the EdCom Chair the bespoke timetabling solutions which the Faculty had devised. **[Action Dr Hilary Richards]**

46 **GRIEVANCES**

Received

46.1 At <u>APPENDIX EDCOM 3/27 (11-12)</u> - a paper from the Director of Student Services.

46.2 An oral report from the **Director of Student Services, Mr David Ashton.**

Reported

46.3 Numbers of grievances submitted by students were on the rise. The number of students taking their cases to the Office of the Independent Adjudicator had also increased but on the whole, the OIA had upheld the decisions made by UCL. Issues were taking a great deal of time to resolve, with the OIA recording

47.4   That a draft of the Schedule of Duties of Departmental Tutors be submitted to EdCom for discussion on 4 May 2012. **[Action Professor Mike Ewing]**

48   **REGULATORY INFORMATION ON THE UCL WEBSITE**

Noted

48.1   At the meeting of PMASG on 25 January 2012, in the context of a discussion on the holding of regulatory information on various UCL sites, it was resolved

49.1   At <u>APPENDIX EDCOM 3/28 (11-12)</u> - a paper which sets out the official position of the Student Loans Company and clarifies UCL's position regarding fees in such transfer cases.

49.2   An oral report from the **Chair of EdCom, Professor Mike Ewing.**

Reported

49.3   EdCom was invited to (i) note UCL's position regarding fees in transfer cases and (ii) discuss whether a new student record should continue to be created for interrupting students who transferred to another programme.

Received

51A.1   At <u>APPENDIX EDCOM 3/29 (11-12</u>

Received