



**The Inclusive Practice Panel (IPP)  
Thursday, 20<sup>th</sup> April 2017**

**MINUTES**

**PRESENT:** Dr Kathy Baker (KCL, retired) (Chair), Dr Nic Charlton (Learning Technologist, International Programmes), Ms Mariann Hafredal (Postgraduate Student Member), Ms Beatrice Hyams (Head of Programme Management, International Programmes), Ms Diana Maniati (Inclusive Practice Manager, International Programmes), Ms Ellen Pugh (External Member), Mr Tim Wade (Director: Student Services, International Programmes), Mr James White (Undergraduate Student Member)

**IN ATTENDANCE:** Ms Amanda-Jane Asifo (Learning Technology Support Officer, International Programmes), Mr Robert D'Ath (Quality Officer, International Programmes) (Secretary), Mr Usman Tayyab (Examination Centres Manager, International Programmes) (Assistant Secretary)

**APOLOGIES:** Mr Sebastian Naicker (Senior Subject Matter Expert, International Programmes), Mr David Walmsley (Deputy Director: Student Services, Anglia Ruskin University: Specialist Adviser to the Panel)

***Part One – Preliminary Items***

**APOLOGIES**

671. The apologies for absence are recorded above.

**WELCOME**

672. The Chair opened the thirteenth meeting of the IPP by welcoming members and introductions were made.

**MINUTES**

**Received:**

673. **(IPP 13/1)**, the minutes of the twelfth meeting of the IPP held on Thursday 26 January 2016.

**Noted:**

674. That the External Member would develop a potential question on accessibility to be included in the International Programmes' Student Survey.

**Agreed:**

675. **That the minutes of the twelfth meeting of the IPP be approved as an accurate record of the meeting. The additional action noted above would be included.**

676. **The Head of Programme Management would enquire with the Student Affairs Team regarding the inclusion of a question on accessibility being included in the International Programmes Student Survey.**

## **MATTERS ARISING**

677. **Minute 618:** To *note* that the analysis of the range of disabilities disclosed to the International Programmes was ongoing.
678. The panel was informed that the analysis required a manual extraction of specific disclosures. The data will be extracted first and then presented to the panel for consideration at the next panel meeting. It will be ensured that when presented, the data will in no way compromise the confidentiality of those who have declared a disability.
679. **Minute 619:** To *note* that the findings of the accessibility and VLE surveys included within the Annual Programme Planning and Review (APPR) process would be presented to the panel at IPP14. This would allow for all APPRs for the current year to be completed and taken into account.
680. **Minute 668:** To *note* that the consideration of suitable topics for a blog from the student members of the IPP was ongoing.
681. The student members would revisit this work following the May/June examination session.

### **Agreed:**

682. **Data and analysis of the range of disabilities disclosed to the International Programmes would be disseminated to the IPP and considered at IPP14.**
683. **The findings of the accessibility and VLE surveys would be presented at IPP14.**

## ***Part Two – Matters for Discussion***

### **THEMATIC REVIEW OF SPECIAL ARRANGEMENTS**

#### **Received:**

684. **(IPP 13/2)**, updated documentation on Inclusive Practice and Special Arrangements as recommended in the Thematic Review.

#### **Noted:**

685. A large part of the Thematic Review was to do with the language and terminology in the literature. This was an issue faced by a number of other universities. The International Programmes had made every effort to be consistent and appropriate with their use of terminology.
686. There was still some work to be done on the format of the handbook. Comments on the policy and guidelines documents were to be forwarded to the Director: Student Services and the Inclusive Practice Manager.
687. The new inclusive practice documentation would be ready for publication for the new academic year 2017-18. The documentation would be subject to the Equality Impact Analysis that new University of London policies all received.

688. The handbook would be made available on the website in HTML format.

## EMBEDDING EQUALITY AND DIVERSITY

### Received:

689. **(IPP 13/3)**, a paper exploring the University of London's systematic approach to embedding equality and diversity.

### Noted:

690. The Head of Programme Management informed the panel that the University of London had started to monitor equality and diversity to ensure that the University was in compliance of its legal obligations.
691. The Quality Standards and Governance (QSG) directorate was now responsible for the Annual Programme Planning and Review (APPR) of School of Advanced Studies (SAS) programmes.
692. It was highlighted to the panel the difficulty of monitoring how SAS was meeting its requirements of the Equality Act due to its small number of students. With about two to twenty students at SAS, it was difficult to get useful feedback that reflected on equality and diversity and for the feedback to remain anonymous.
693. The Head of Programme Management will propose to QSG that the PPR references to equality and diversity in the curriculum.

## EQUALITY AND DIVERSITY COMMITTEE

### Noted:

694. The committee has met again to focus on the accessibility of materials.
695. The University has appointed a new Equality and Diversity Officer who may possibly join the IPP.
696. The Equality and Diversity policy and action plan will be implemented in the next two years.

### Agreed:

697. **That the Director: Student Services and the Inclusive Practice Manager would present the Equality and Diversity action plan to the panel at IPP14.**

## SPECIAL EXAMINATION ARRANGEMENT RECORDS ON SITS

### Received:

698. **(IPP 13/4)**, a paper asking the IPP to *consider* a proposal to amend the way Special Examination Arrangements are displayed on student records.

### Noted:

699. An issue had arisen following a student request for an administrative recheck of their examination. The student had approved special examination arrangements that were critical to the case, but specific information on the arrangements was not available to staff conducting the recheck. This ultimately led to a student complaint.
700. In order to mitigate against this risk in the future, it was proposed that a qualifier be inserted in the special arrangements field of the student record that would allow whoever is conducting the administrative recheck to identify whether any additional paperwork should be present or if further enquiries need to be made.
701. There was difficulty in the categorisation of Special Examination Arrangements due to the wide range of disclosures received by the University. It was also pointed out that data protection would require a student's permission for release of information on student records.
702. It was important to clarify that a recheck was not related to the Special Examination Arrangements.
703. The paper raised the wider issue of examination centre processes as some students do not apply for a recheck. Consequently it would be theoretically possible that similar cases were not identified.
704. It was suggested that all Examination Centres should be reminded that **all** material produced by the students with Special Examination Arrangements had to be returned to the university.

**Agreed:**

705. **That the Director: Student Services and the Inclusive Practice Manager would investigate the proposed action in collaboration with the Senior Subject Specialist.**

***Part Three – Matters for Report***

**REPORT FROM THE INCLUSIVE PRACTICE MANAGER**

**Noted:**

706. The Inclusive Practice Manager provided an oral report to the panel detailing Special Examination Arrangements and disclosures made since the last meeting of the IPP.
707. 101 students had disclosed a disability or made a request for special arrangements. Of these, 32 had only made a disclosure and not requested any arrangements.
708. 48 students asked for special arrangements.
709. 34 students had had arrangements approved for the entirety of the student lifecycle.
710. Twelve students had arrangements approved on a year specific basis, due to the temporary nature of their condition.
711. Two students were requested to submit further evidence
712. The IPAP considered 55 more cases and requested for further evidence from 21 students who asked for special arrangements.

## **UPDATE FROM THE LEARNING TECHNOLOGIST ON THE VLE ACCESSIBILITY POLICY**

### **Noted:**

- 713. The Learning Technologist provided an oral report to the panel on the status of the VLE Accessibility Policy.
- 714. A version of the policy would be presented before the next panel meeting. A companion document was also being developed and this would be shared with colleagues and students. The companion document would evolve as VLEs further develop. The Head of Programme Management will advise on the policy structure.
- 715. The data on the range of disabilities disclosed to the University may be relevant to this work, and this would be forwarded to the Learning Technologist when ready.

### **Agreed:**

- 716. **That the Learning Technologist would finalise the VLE Accessibility Policy and Companion Document, in collaboration with relevant colleagues, and distribute this to members of the IPP for review before the next meeting of the IPP.**
- 717. **That the Director: Student Services and the Inclusive Practice manager would forward the data on the range of disabilities disclosed to the University to the Learning Technologist once it had been finalised.**
- 718. **That the IPP would endorse the finalised policy and companion document at IPP14.**

## **INCLUSIVE LEARNING AND TEACHING GUIDELINES**

### **Received:**

- 719. **(IPP 13/5)**, a paper providing a summary of the guidance published by the Department for Education on behalf of the Disabled Student Sector Leadership Group.

### **Noted:**

- 720. The panel was informed that the Equality Challenge Unit (ECU) had contributed to the disability guidelines on the legal obligations.
- 721. The guidelines were aimed at Vice Chancellors and senior management so that they were aware of the implications of these legal obligations under the Equality Act 2010. The document proposed actions to help mitigate against related risks.

### **Agreed:**

- 722. **The Director: Student Services would forward the guidelines to SLT, Vice Chancellor and the Equality and Diversity Committee.**

## **PROGRAMME TEAMS' FORUM 2017**

### **Noted:**

- 723. The forum was well-attended and Ormond Simpson gave a presentation relating to his research project (recently started) on inclusive practice in distance education. It was suggested that he could be invited to the next panel meeting or asked to provide a summary of the research project.

724. The Director: Student Services and the Inclusive Practice Manager could re-run the institutions' survey.
725. The Learning Technologist will request a disability student survey from Ormond Simpson at the next panel meeting.

### **AWARD OF CUSTOMER SERVICE EXCELLENCE (CSE) ACCREDITATION FOR THE INTERNATIONAL PROGRAMMES**

#### **Noted:**

726. Inclusive Practice had received a categorisation of "compliance plus" in the CSE review. The reviewer had been particularly impressed with the number of opportunities in the student lifecycle for students to disclose a specific access requirement. The award was impressive and needs to be monitored and reviewed in order to be maintained.

### **ANY OTHER BUSINESS**

727. The Undergraduate Student Member highlighted some inaccuracies within the published programme specification on the VLE relating to the presence of audio content.

#### **Agreed:**

728. That the Undergraduate Student Member would forward the potential inaccuracies on the VLE to the Head of Programme management and the Learning Technologist.

### **DATES OF NEXT MEETINGS**

#### **Noted:**

729. The Panel noted the dates for the meetings of the IPP for the 2017-18 academic session.

IPP14:	Thursday 21 September 2017
IPP15:	Thursday 25 January 2018
IPP16:	Thursday 19 April 2018

### **RESERVED ITEMS**

None Notified

END

University of London International Academy  
Chair Confirmed  
7/5/17

## Action Sheet - IPP 13

Colleagues are invited to note the agreed actions and relevant minute references assigned to them. If you have any queries, please contact Robert D'Ath ([robert.dath@london.ac.uk](mailto:robert.dath@london.ac.uk))

Actions arising from the Inclusive Practice Panel meeting held on 20 APRIL 2017			
Minute	Agreed action	Taken forward by	Timescale
674	That the External Member would develop a potential question on accessibility to be included in the International Programmes' Student Survey.	EP	IPP 14
676	The Head of Programme Management would enquire with the Student Affairs Team regarding the inclusion of a question on accessibility being included in the International programmes Student Survey.	BH	IPP 14
682	Data and analysis of the range of disabilities disclosed to the International Programmes would be disseminated to the IPP and considered at IPP14.	<b>TW/DM/SN</b>	IPP 14
683	The findings of the accessibility and VLE surveys would be presented at IPP14.	BH/NC	IPP 14
697	That the Director: Student Services and the Inclusive Practice Manager would present the Equality and Diversity action plan to the panel at IPP14.	<b>TW/DM</b>	IPP 14
705	That the Director: Student Services and the Inclusive Practice Manager would investigate the possibility of flagging special examination arrangements on student records on SiTS in collaboration with the Senior Subject Specialist.	TW/DM/SN	IPP 14
716	That the Learning Technologist would finalise the VLE Accessibility Policy and Companion Document, in collaboration with relevant colleagues, and distribute this to members of the IPP for review before the next meeting of the IPP.	NC	July 2017
717	That the Director: Student Services and the Inclusive Practice Manager would forward the data on the range of disabilities disclosed to the University to the Learning Technologist once it had been finalised.	TW/DM	June 2017
718	That the IPP would endorse the finalised policy and companion document at IPP14.	IPP	IPP 14
722	The Director: Student Services would forward the guidelines to SLT, Vice Chancellor and the Equality and Diversity Committee.	TW	Next meeting of the SLT
728	That the Undergraduate Student Member would forward the potential inaccuracies on the VLE to the Head of Programme management and the Learning Technologist.	JW	Immediate

**KEY (Bold = lead):**

NC – Nic Charlton; BH – Beatrice Hyams; DM – Diana Maniati; SN – Sebastian Naicker; EP – Ellen Pugh; TW – Tim Wade; JW – James White