



**The Inclusive Practice Panel (IPP)  
Thursday, 22<sup>nd</sup> September 2016**

**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), Mr Sebastian Naicker (Senior Subject Matter Expert, International Programmes), Mr Tim Wade (Director: Student Services, International Programmes), Mr David Walmsley (Head of Student Disability Services, UCL: Specialist Adviser to the Panel), Mr James White (Undergraduate Student Member)
- IN ATTENDANCE:** Mr Robert D'Ath (Quality Officer, International Programmes) (Secretary), Mr Craig Johnson (Admissions Co-Ordinator, International Programmes) (Assistant Secretary)
- APOLOGIES:** Mr Chris Brill (External Member), Ms Diana Maniati (Inclusive Practice Manager, International Programmes)

***Part One – Preliminary Items***

**APOLOGIES**

528. The apologies for absence are recorded above.

**WELCOME**

529. The Chair opened the eleventh meeting of the IPP by welcoming members and introductions were made.

**ANNOUNCEMENTS BY THE CHAIR**

530. The Chair noted that this was the first meeting of the IPP for the 2016-17 academic year. The work of the IPP primarily influenced, and was influenced by, four main stakeholder groups: students, University employees, examination centres, and teaching institutions. The importance of raising awareness of Inclusive Practice across all of these groups was a significant priority of the IPP and contributed to the International Programmes' aim of widening access to education. The work of the IPP had expanded since its formation. Approximately 400 registered students had specific access requirements approved, and approximately 1400 students in total had made a disclosure to the University. This number was a relatively small proportion of the total student body, but was steadily increasing. It was therefore important for the IPP to continue with its proactive approach to raising awareness and ensuring accessibility for students.

**TERMS OF REFERENCE, CONSTITUTION AND MEMBERSHIP**

**Received:**

531. **(IPP 11/1)**, the Terms of Reference, Constitution and Membership for the IPP for the 2016-17 academic year.

**Noted:**

532. That the Terms of Reference, Constitution and Membership of the Panel had been approved by Chair's Action (Academic Committee) and would be reported to the Academic Committee in October 2016.

## MINUTES

**Received:**

533. **(IPP 11/2)**, the minutes of the tenth meeting of the IPP held on Thursday 21 April 2016.

**Agreed:**

534. **That the minutes of the tenth meeting of the IPP be approved as an accurate record of the meeting**

## MATTERS ARISING

535. **Minute 461:** To *note* that the audit of materials provided to students in prison was ongoing.
536. The panel was informed that, in addition to providing a complete reference of all materials provided to students studying in prison or without access to the internet, the work on this audit would allow the University to efficiently provide materials to any registered students who, for whatever reason, were prevented from accessing the internet while continuing their studies. This would apply, for example, where students were incarcerated after they had initially registered with the International Programmes.
537. Following the query raised by the IPP concerning the International Programmes offer to students studying without internet access, which is a condition to be met for registering on a programme, a working group had been set up to consider this and the implications for the conventional International Programmes offer.
538. **Minute 463:** To *note* that SITS has been upgraded. However, the changes are yet to be implemented to e-Vision. This is planned to be completed in November. A demonstration of the new functionality will be provided when possible.
539. The Senior Subject Specialist informed the panel that, whilst the SITS upgrade had taken place, the staff facing pages were not yet live. A demonstration would be made at the January meeting of the IPP.
540. **Minute 477:** To *note* that the analysis of the range of disabilities disclosed to the International Programmes was ongoing. This would be presented to the IPP at the January meeting.
541. **Minute 478:** To *note* that the changes to the Disabled Students Allowance (DSA) guidelines would be presented to the Student Voice Group in December.
542. It was noted that a specific question should be put to the Student Voice Group from the Panel.

543. It was further noted that the changes required were being implemented by the Inclusive Practice Manager and the panel would receive an update at the next meeting.
544. **Minute 490:** To *note* that the first meeting of the Central University's Equality Committee would be taking place in December 2016.
545. The Director: Student Services would be a member of this Committee and therefore there would be a form of representation from the IPP. The panel was informed that this new Committee would have a wide ranging remit that would cover several different student bodies. The formation of this Committee may impact on the Terms of Reference for the IPP.
546. **Minute 497:** To *note* that the possibility of conducting a research project on Inclusive Practice in distance learning was being investigated by the Learning Technologist.
547. The Learning Technologist would draw up a brief proposal on the research project to be put to the Centre for Distance Education (CDE) and requested comments and suggestions from panel members.
548. **Minute 518:** To *note* that a summary of the Accessibility Checklist and Web Content Accessibility Policy would be considered by the University of London International Academy Academic Committee on 14<sup>th</sup> October 2016. This would explain the context and background to the policy as well as highlighting the further work that needed to be completed before the documents were forwarded for formal approval.
549. **Minute 527:** To *note* that further consideration was being given to the International Programmes' position in circumstances where a centre does not meet an indicator on the Teaching Institution Recognition Framework (TIRF) but is compliant with local law. The IPP would be informed if recommended minimum standards relating to inclusive practice were to be developed for institutions.

**Agreed:**

550. **The Senior Subject Specialist: To provide a demonstration of the new SITS functionality at IPP12.**
551. **The Director: Student Services: To present the information on the range of disabilities disclosed to the International Programmes at IPP12**
552. **The Inclusive Practice Manager: To provide an update on the implemented changes made in accordance with the new DSA Guidelines at IPP12.**
553. **The Learning Technologist: to draft a proposal for a research project conducted by the CDE. Suggestions and any comments from panel members should be sent to the Secretary of the IPP.**

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

**THEMATIC REVIEW OF SPECIAL ARRANGEMENTS**

**Noted:**

554. The Director: Student Services provided an oral update to the panel on the progress made in response to the recommendations arising from the Thematic Review of Special Examination Arrangements.

555. The Inclusive Practice documentation was being updated and it was expected that the finalised drafts would be available by January 2017.

**Agreed:**

556. **The Director: Student Services: To provide the Panel with a further update on progress at the next meeting of the IPP.**
557. **The Thematic Review of Special Arrangements would remain as a standing item on the IPP agenda to monitor progress as actions are implemented.**

**ACCESSIBILITY AND THE INTERNATIONAL PROGRAMMES OFFER**

**Received:**

558. **(IPP 11/3)**, a paper on the proposed approach to monitoring accessibility within programmes.

**Noted:**

559. Currently, there was no systematic overview of what support was provided, via the VLE, to disabled students or those requiring alternative means of access.
560. It was proposed that the activity and approach towards inclusive practice within different programmes would be monitored on an annual basis through the Annual Programme Planning and Review (APPR) meetings.
561. Information on accessibility would be gathered from the programme teams via a survey. For the first iteration, there would be no requirement for programme teams to change their approach, although it was hoped that this would happen as a result of the raised awareness. However, the initial results would act as a benchmarking tool.
562. The inclusion of this survey in the APPR process would allow for progress monitoring year on year, to note any improvements made and to highlight any omissions.
563. The information collected, in conjunction with the audit of VLE audio content from the Learning Technology team, would allow the development of guidelines for programme teams. It was suggested that this might identify different categories of accessibility elements that should be included in VLE provision and include “essential features” and “commendable features”. The benchmarks would be raised over time as provision improved.
564. The information collected through the APPR process would also be an opportunity to commend any good practice.
565. The information collected would come to the IPP for consideration.
566. The panel further noted the resource implications that may arise from this work and that consideration would likely be required for sharing any additional costs of improving accessibility.
567. Panel members with comments on the terminology used in the survey should submit them to the Head of Programme Management, via the Secretary.
568. The paper would be submitted to the Deans and Programme Directors Forum for formal endorsement.

569. An additional approach to monitoring accessibility would be to include a section in the Student Survey, which ran every two years, on Inclusive Practice. The Secretary would investigate how the IPP would formally propose this.

**Agreed:**

570. That the survey on accessibility to be included in the APPR process was endorsed by the IPP.
571. Comments on terminology used in the survey should be submitted to the Head of Programme Management, via the Secretary.
572. That the results would come to the IPP for consideration.
573. That the Secretary would investigate the process by which the IPP would formally propose a question on accessibility to be included in the Student Survey.

## **EXAMINATION CENTRES SURVEY**

**Received:**

574. **(IPP 11/4)**, an initial analysis of the results from the survey of examination centres undertaken in the summer of 2016

**Noted:**

575. That a survey of 83 examination centres had been conducted relating to special examination arrangements. The survey was launched on 15<sup>th</sup> July 2016 and closed on 19<sup>th</sup> August 2016, with a response rate of 47%.
576. The results showed that centres were broadly supportive of the needs of students with specific access requirements.
577. Charging structures differed across the centres and international regions when providing additional services. The University would often meet these costs.
578. Comments from the examination centres provided an interesting insight into the effect of certain arrangements. For example, one comment offered the suggestion that rest breaks for candidates could be disruptive for other students sitting exams in the same space. It was further noted that students requiring rest breaks would often be offered a private room in an effort to avoid any disruption, but some students would decline this arrangement.
579. The results required further analysis and the panel would consider the findings in greater detail at the next meeting.

**Agreed:**

580. The results and analysis of the examination centres survey would be considered at IPP12.

### ***Part Three – Matters for Report***

## **REPORT FROM THE INCLUSIVE PRACTICE MANAGER**

**Noted:**

- 581. The Director: Student Services delivered an oral report to the Panel, providing an update on the activity of the Inclusive Practice Arrangements Panel (IPAP) since the last meeting of the IPP.
- 582. In the period of time since the last meeting of the IPP, 291 students had disclosed a disability.
- 583. Of these students, 101 had disclosed a disability but made no request for special arrangements.
- 584. The IPAP had considered 87 cases. 51 students had arrangements approved for the duration of the student lifecycle, and 27 had had arrangements approved on a year specific basis. The IPAP had requested further evidence from nine students.
- 585. It was further noted that this was the busiest time of year for requests as the deadline for registration was approaching.
- 586. The panel further noted that a significant number of students disclosed a disability or specific access requirements whilst making no request for special examination arrangements.

## **REPORT FROM THE LEARNING TECHNOLOGIST**

**Noted:**

- 587. The Learning Technologist delivered an oral update on activity since the last meeting of the IPP.
- 588. Work on the audit of audio content had been completed and was in first draft form. This recorded audio content found on all Virtual Learning Environments (VLEs).
- 589. The audit had shown that all VLEs had failings in the audio content.
- 590. The next step in this project was for the Learning Technologist to develop guidance documentation for Programme Teams that could be shared on a programme by programme basis.
- 591. The timeline for disseminating this guidance was still under consideration as it was thought that it would be beneficial for this to coincide with the first round of accessibility monitoring through the APPR process.

## **ANY OTHER BUSINESS**

## **DATES OF NEXT MEETINGS**

**Noted:**

- 592. The Panel noted the dates for the remaining meetings of the IPP for the 2016-17 academic session.

IPP12: Thursday 26 January 2017  
IPP13: Thursday 20 April 2017

## **RESERVED ITEMS**

**Minutes 593 – 594 were considered under reserved items**

END

University of London International Academy  
Chair confirmed  
29/9/16

## Action Sheet - IPP 11

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 22 SEPTEMBER 2016			
Minute	Agreed action	Taken forward by	Timescale
535	Undertake an audit of materials provided to students without internet access.	PW/TW	Ongoing
544	To report back to the IPP following the first meeting of the University of London Equality and Diversity Committee	TW	IPP12
550	To provide a demonstration of the new SITS functionality at IPP12.	SN	IPP 12
551	To present the information on the range of disabilities disclosed to the International Programmes	TW/DM	IPP 12
552	To provide an update on the implemented changes made in accordance with the new DSA Guidelines at IPP12.	DM	IPP 12
553	To draft a proposal for a research project conducted by the CDE. Suggestions and any comments from panel members should be sent to the Secretary of the IPP.	NC	IPP 12
556	To provide the Panel with a further update on progress ( <i>re Thematic Review recommendations</i> ) at the next meeting of the IPP.	TW	IPP 12
557	The Thematic Review of Special Arrangements would remain as a standing item on the IPP agenda to monitor progress as actions are implemented.	RD	Ongoing
571	Comments on terminology used in the survey should be submitted to the Head of Programme Management, via the Secretary.	All	Immediate
573	That the Secretary would investigate the process by which the IPP would formally propose a question on accessibility to be included in the Student Survey.	RD	Immediate
580	The results and analysis of the examination centres survey would be considered at IPP12.	TW/DM	IPP 12
590	Guidance for programmes would be developed based on the information collected from the audit of the audio content on VLEs	NC	Ongoing

**KEY (Bold = lead):**

DM – Diana Maniati; NC – Nic Charlton; PW – Paul Watson; RD – Robert D'Ath; SN – Sebastian Naicker; TW – Tim Wade



