



The Inclusive Practice Panel (IPP) **Thursday, 25th January 2018**

MINUTES

- PRESENT:** Dr Kathy Baker (KCL, retired) (Chair), Dr Nic Charlton (Learning Technologist, International Programmes), Sajjad Daultana (Undergraduate Student Member), Mark Harrison (Head of Inclusion, Vice Chancellor's Department), Beatrice Hyams (Head of Programme Management, International Programmes), Diana Maniati (Inclusive Practice Manager, International Programmes), Sebastian Naicker (Senior Subject Matter Expert, International Programmes), Ellen Pugh (External Member), Tim Wade (Director: Student Services, International Programmes), David Walmsley (Deputy Director: Student Services, Anglia Ruskin University: Specialist Adviser to the Panel)
- IN ATTENDANCE:** Robert D'Ath (Quality Manager, International Programmes) (Secretary), Dr Linda Amrane-Cooper (Director of Strategic Projects, International Programmes), Ormond Simpson (Former Visiting Fellow, Centre for Distance Education)
- APOLOGIES:** Kirsty Taylor-Moran (Postgraduate Student Member), Usman Tayyab (Examination Centres Manager, International Programmes) (Assistant Secretary)

Part One – Preliminary Items

APOLOGIES

784. The apologies for absence are recorded above.

WELCOME

785. The Chair opened the fifteenth meeting of the IPP by welcoming members and introductions were made.

MINUTES

Received:

786. **(IPP 15/1)**, the minutes of the thirteenth meeting of the IPP held on Thursday 21 September 2017.

Agreed:

787. **That the minutes of the fourteenth meeting of the IPP be approved as an accurate record of the meeting.**

MATTERS ARISING

788. **Minute 736:** To *note* that the IPP Terms of Reference 2017-18 had been amended to include reference to the Equality and Diversity Committee, as agreed at IPP14, and approved by the Chair of the Academic Committee.
789. **Minute 740:** To *note* that the online registration task upgrade of SiTS was completed successfully and has now been brought in line with the International Programmes Track C registration task.
790. **Minute 741:** To *note* that the investigation into the possibility of flagging special examination arrangements on student records had been completed. There was a methodology that could be used that would negate the need to flag every student on the system with approved special examination arrangements.

Part Two – Matters for Discussion

VLE INCLUSIVE PRACTICE POLICY AND COMPANION DOCUMENT

Noted:

791. The VLE Inclusive Practice Policy was approved by Academic Committee in October 2017.
792. The Learning Technologist had subsequently presented the policy at the Deans and Directors Forum where a number of concerns were raised. These were largely related to the resource required, both financial and time based, in order to review and implement necessary accessibility measures.
793. The Deans and Directors Forum also raised the question of responsibility for adherence to the policy and where this lay in practice. Furthermore, it was queried where the work should be undertaken, either through a central university resource, or within each and every programme team.
794. It was suggested that the added costs of making accessible materials may impact on the overall quantity of content.
795. The panel acknowledged the difficulties faced by academics concerning the allocation of resources.
796. The panel highlighted that anticipatory inclusive measures would ultimately save money and time in the long term, as embedding inclusivity into programme design negates the need to deal with individual cases as they arise. Inclusive programme design would also have a positive effect on student recruitment and retention.
797. The panel emphasised that there were also legal obligations to be taken into account to ensure that the University was not discriminating against students with specific access requirements.
798. The Learning Technologist explained that some of the concerns that had been raised may be mitigated by the accompanying Solutions document, once this has been completed.

799. The Learning Technologist would be presenting the VLE Inclusive Practice Policy at the Programme Teams Forum in March 2018.

Agreed:

800. **The Head of Inclusion and the Learning Technologist would discuss the presentation ahead of the Programme Teams Forum to consider ways this could best be approached.**
801. **The Learning Technologist would forward the presentation to members of the IPP for information.**

CONVERSION OF TEXT AS IMAGE TO ACCESSIBLE TEXT

Noted:

802. The Inclusive Practice Manager explained that some current materials presented text as image files. These files were not fully accessible and incompatible with screen reading technology.
803. An investigation was currently underway to explore ways of converting these files to fully accessible text. One possible solution may be the use of an online service that converts image files to text. However, it was noted that this is an entirely automated process and would therefore require proof reading once the text was returned, making it a potentially time consuming exercise.
804. The Undergraduate Laws programme team had engaged positively after identifying the issue in some of its content, and had managed to resolve the issue using the software, Adobe Professional. This solution may be applicable to other programmes.

Agreed:

805. **The Inclusive Practice Manager would provide an update on this issue at the next meeting of the IPP.**

Part Three – Matters for Report

REPORT FROM ORMOND SIMPSON

Noted:

806. The panel received a presentation from Ormond Simpson, former visiting fellow at the Centre for Distance Education, on the ongoing project looking at the experiences of disabled students studying by distance learning with the International Programmes.
807. Approximately 700 students had been approached to complete a survey as part of the project. These students were currently registered with the International Programmes and had disclosed a disability or specific access requirement.

- 808. 186 students had responded to the survey, giving a response rate of roughly 27%. These responses represented students from 35 countries across 21 programmes of study (undergraduate and postgraduate).
- 809. The survey covered such specific aspects as: the factors in choosing the International Programmes for studying; unseen disabilities; effects of disabilities on studies, including assessment and using the VLE; support for disabled students studying at teaching institutions.
- 810. The analysis of the responses was ongoing, but early indications were discussed with the panel.
- 811. The initial analysis of the responses provided a generally positive picture of the experience of disabled students studying by distance learning and also provided some useful insights on areas in which improvements could be made.

Agreed:

- 812. **That the IPP would receive an update from Ormond Simpson on the conclusions of the project and recommendations for resulting actions.**

REPORT FROM THE INCLUSIVE PRACTICE MANAGER

Noted:

- 813. 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.
- 814. 216 students had disclosed a disability or made a request for special arrangements, 41 cases were considered by the Inclusive Practice Arrangements Panel (IPAP).
- 815. 44 students had only made a disclosure and not requested any arrangements.
- 816. 40 students had had arrangements approved.
- 817. One student submitted insufficient medical evidence that did not allow the IPAP to clarify what the appropriate arrangements would be. Further evidence had been requested.
- 818. The IPAP was awaiting evidence from 131 students who had requested special examination arrangements.
- 819. The Chair of the IPP requested that the Inclusive Practice Manager provide the panel with a graph showing the number of special examination arrangements approved by the IPAP each year, beginning from the year that the Inclusive Practice Panel was set up.

Agreed:

- 820. **That the Inclusive Practice Manager would provide a graph at the next meeting of the IPP showing how many special examination arrangements had been approved by the IPAP on a yearly basis since the inception of the Inclusive Practice Panel.**

REPORT FROM THE HEAD OF INCLUSION

Noted:

- 821. The Head of Inclusion provided the panel with an update on the workings of the Equality and Diversity Committee.
- 822. The last meeting of the Equality and Diversity Committee took place on 12th December 2017.
- 823. The committee had received a presentation on sexual harassment. Recommendations in this area had been responded to well and, in some instances, been exceeded. This included the initiation of a working group in this area covering both staff and students at the University.
- 824. A Dignity at Work policy had been developed and adopted. Staff training was being reviewed in this regard and a database had been established to monitor progress.
- 825. A report on the gender pay gap would be published by the end of March 2018.
- 826. Ordinance 21 of the University of London (Equality Policy) had been reviewed and updated. This was awaiting consideration and approval from the Board of Trustees.
- 827. A transgender policy had been adopted.
- 828. A University of London Member Institution Network had been established with the aims of establishing a consistent approach to equality and diversity across the federation, and for sharing good practice.

ACTIONS RESULTING FROM THE THEMATIC REVIEW OF SPECIAL ARRANGEMENTS

Noted:

- 829. The Director: Student Services informed the panel that the recommendations from the Thematic Review had now been completed. This would now cease to be a standing item on the IPP agenda.

ANY OTHER BUSINESS

Programme Teams' Forum

- 830. The Head of Programme Management informed the panel that this year's Programme Teams Forum would take place on 19th March. Members of the IPP were warmly invited to attend.

Governance Review

831. It was noted that the University of London International Programmes' governance structure was currently under review.

DATES OF NEXT MEETINGS

Noted:

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

IPP16: Thursday 19 April 2018

RESERVED ITEMS

None Notified

END

University of London International Academy
Chair Confirmed
14/2/18

Action Sheet - IPP 15

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)

Actions arising from the Inclusive Practice Panel meeting held on 25 JANUARY 2018			
Minute	Agreed action	Taken forward by	Timescale
800	The Head of Inclusion and the Learning Technologist would discuss the presentation ahead of the Programme Teams Forum to consider ways this could best be approached.	MH/NC	March 2018
801	That the Learning Technologist would forward the VLE Inclusive Practice Policy presentation, to be given at the Programme Teams' Forum, to members of the IPP.	NC	March 2018
805	That the Inclusive Practice Manager would provide an update on converting text as image files to accessible text.	DM	IPP 16
812	That the IPP would receive and update from Ormond Simpson on the conclusions and recommended actions arising from the research project on disabled students studying with the International Programmes.	OS /RD'A	IPP 16/17
820	That the Inclusive Practice Manager would provide a graph at the next meeting of the IPP showing how many special examination arrangements had been approved by the IPAP on a yearly basis since the inception of the Inclusive Practice Panel.	DM /SN	IPP 16

KEY (Bold = lead):

NC – Nic Charlton; RD'A – Robert D'Ath; MH – Mark Harrison; DM – Diana Maniati; OS – Ormond Simpson