



**Quality, Learning & Teaching Committee (QLTC) 1**  
**Friday, 28 September 2018**

**Minutes – Public [Confirmed]**

<b>PRESENT:</b>	Dr J Clark ( <b>Chair</b> ), Dr J Rothe (LSE), Dr D Koufopoulos (University of London Worldwide), E Burchfield (RVC), L Barker (King's College London), Dr M Gillies (Goldsmiths, University of London), P McKellar (University of London Worldwide), Dr J Milner (LSHTM), T Wade (University of London Worldwide), R Sutton (University of London Worldwide), Dr L Amrane-Cooper (University of London Worldwide), Dr S Sindi (Student Member), A Pettigrew (External Member), Prof G Wisker (External Member)
<b>IN ATTENDANCE:</b>	A Dulson (Secretary, University of London Worldwide), E Voight (Assistant Secretary, University of London Worldwide)
<b>OBSERVERS:</b>	F Bennett (University of London Worldwide), J Morgan (Queen Mary)
<b>APOLOGIES:</b>	Dr J S Rofo (SOAS), K Schmelzer (Student Member), Dr S Wagner (Royal Holloway, University of London), E Walters (SAS), Prof G Xanthaki (UCL), Prof F Cunningham (RVC)
<b>ABSENT:</b>	Dr F Steinberger (Birkbeck)

---

**PART I: PRELIMINARY ITEMS**

**Welcome**

1. The Chair opened the first meeting of the QLTC by welcoming members to the meeting. All members introduced themselves including Annemarie Dulson and Emma Voight who will be servicing the committee as Secretary and Assistant Secretary respectively.

**Announcements by the Chair**

2. The Chair explained that she would be handing over the position to Jonathan Morgan, Academic Registrar and Council Secretary at Queen Mary University of London, from the next meeting onwards.
3. The Chair explained that this new committee would be responsible for the work previously carried out by both LTAS and QASL. Judging from the content of the agenda she welcomed the formation of this new committee which already seemed to be harmonising the naturally common ground of both predecessor committees. She encouraged the committee to continue to monitor common themes discussed and reviewed under the old committee structure. One

example of such would be the continuing need to make improvements to VLEs at programme level.

### **Terms of Reference, Constitution and Membership**

#### **Received:**

4. **(QLTC 1/1)**, the Terms of Reference, Constitution and Membership for the QLTC for the 2018-19 academic year.

#### **Noted:**

5. The constitution and membership were approved by Chair's Action (Academic Committee) and would be reported to Academic Committee in October 2018. The Terms of Reference would be approved by Academic Committee at the October 2018 meeting.

### **Minutes**

#### **Received:**

6. **(QLTC 1/2)**, the minutes of the thirty-second and last meeting of the Learning, Teaching and Assessment Sub-Committee (LTAS) held on 19 July 2018.
7. **(QLTC 1/3)**, the minutes of the forty-third and last meeting of the Quality Assurance and Student Lifecycle Sub-Committee (QASL) held on 29 June 2018.

#### **Resolved:**

8. ***That the minutes of both the thirty-second meeting of LTAS and the forty-third meeting of the QASL were noted.***

## **PART II: MATTERS FOR DISCUSSION**

### **PPR Policy Review**

#### **Received:**

9. **(QLTC 1/4)**, a proposal for amendment to the Periodic Programme Review (PPR) policy.

#### **Noted:**

10. The QLTC noted that currently there were three methods of periodic programme review: member institution based programme review, member institution based departmental/faculty review, and reviews administered by the UoLW Quality Team. To avoid duplication of efforts, it was being proposed that programme teams be given the option to opt out of the Annual Programme Planning and Review (APPR) exercise in cases where the programme was undergoing a member institution or UoLW administered periodic review in the same academic year. Members acknowledged that flexibility was required in the policy in order to avoid this.

**Agreed:**

11. ***It should be ensured that University of London Worldwide programmes were sufficiently covered in departmental reviews at the Member Institutions.***

**Resolved:**

12. ***That the amended policy be accepted.***

**First Destinations Survey 2016-17**

**Received:**

13. **(QLTC 1/5)**, a summary of the findings from the First Destinations Survey 2016-17.

**Noted:**

14. It was reported that as University of London Worldwide students did not take part in the DLHE survey, an external company had been commissioned to provide University of London Worldwide graduates with a similar survey in order for the institution to gather data. The Chair noted that this was the first set of data in this area that was really useful.
15. The QLTC noted the low return rate and it was suggested that going forward it might be considered that there is no incentive for students to complete the survey. Given that there was a 16% response rate from students outside of the UK, these incentives might need to be at programme level in order to obtain useful data regarding programmes with large proportions of overseas students.
16. It was highlighted that undergraduate programmes had a significantly lower level of student satisfaction and it was agreed that it would be good to try and understand the reasons for this and provide for more concrete ideas as to ways to address this.
17. The QLTC also agreed that differences between institution supported and independent students did not come across effectively in the report. Members suggested that more time should be taken to consider this.
18. The QLTC noted that 30% of those students in further education had continued to study with the University of London and that this was very positive.
19. Members further noted that Development Office would be involved in the collection of data when the University of London provision would become part of the new DLHE.

**Changes to Registration Periods**

**Received:**

20. **(QLTC 1/6)**, an update on the changes to the period of registration for undergraduate programmes.

**Noted:**

21. A paper was submitted to QASL (QASL 42/5) in order to consider the operational aspects of reducing the period of registration for undergraduate programmes from eight to six years and to ensure that students impacted by the change would not be negatively impacted.
22. QASL had previously agreed that further to the report, a risk-based evaluation should be conducted and presented to the QASL for consideration. Members of QLTC noted that there was a valid case for reducing the registration period and that the evaluation provided by Registry showed that the programmes implementing this change were taking appropriate steps to mitigate against any potential risks. It was noted that the number of students who might be negatively impacted was very low in comparison to overall student numbers.
23. Members noted that the clear principles to be used by the EMFSS programme team to consider individual cases might be adopted by the UG Laws programme team as well.

**Resolved:**

24. ***That the risk based evaluation be accepted.***

**Programme Approvals**

**PG Cert in International Sports Management and Innovation**

**Received:**

25. **(QLTC 1/7)**, a report from the approval panel on the introduction of a PG Cert in International Sports Management and Innovation.

**Noted:**

26. The QLTC noted the 10 credit weighting of the modules given that this fell outside the University of London Worldwide norms. It was suggested that it was generally better and more cost efficient to work with 15 credit or 30 credit modules. Members noted the panels finding that the programme team had put forward adequate arguments in favour of this structure.
27. The Chair commented that, given the unique collaborative provision of the programmes offered through the University of London Worldwide, a certain degree of flexibility was necessary in frameworks guiding the development of programmes.

**Resolved:**

28. ***That the report be accepted and programme be recommended for approval to the University of London Worldwide Academic Committee.***

## **MSc in Data Science specialisms**

### **Received:**

29. **(QLTC 1/8)**, a request for Chair's Action to be taken in respect of the recommendation for approval.

### **Noted:**

30. It was reported that the report had been signed off by the panel chair with three conditions and two recommendations. It had been sent to the programme team for response and will be provided to the Chair of QLTC for Chair's Action by 4th October.

### **Agreed:**

31. ***That Chair's Action could be taken in order to decide whether to recommend the programme for approval following receipt of the Programme Team's response.***

## **Annual Programme Reports**

### **Status of the 2016-17 (2017) Annual Programme Reports**

#### **Received:**

32. **(QLTC 1/9)**, an update on the status and completion of the 2016-17 (2017) Annual Programme Reports.

#### **Noted:**

33. The Chair stated that good progress had been made this year with respect to completion and consideration of Annual Programme Reports.

## **International Management and International Business**

### **Received:**

34. **(QLTC 1/10)**, the 2016-17 Annual Programme Report for the postgraduate programmes in International Management and International Business under academic direction of Royal Holloway, University of London.

### **Noted:**

35. The QLTC noted that the programmes has been withdrawn and no recruitment has been undertaken since 2015. Additionally, it has been proposed that the upper limit of 'individual module awards' that students were permitted to study each year should be removed (previous maximum was four). This would support those students leaving with an exit award or certificate of study if they no longer had time to complete the award they had originally registered for.

36. The QLTC noted concerns that in removing this cap, this might put undue pressure on students to take too many modules and set them up for failure. However, it was further reported that there were two assessment points each year and that the programme team were actively encouraging students to plan accordingly so that they were able to finish their award before the programmes closed.
37. A further concern was raised as an External Examiner had reported that several questions in one or two exam papers did not reflect Masters level. This was attributed to the language used in the question. The programme team had reported that improvements to this had been made.
38. Owing to dropping student numbers, the total number of awards had dropped. Further to this, the average number of exams passed had also dropped.
39. One External Examiner felt that a marking scheme or criteria should be supplied for specific assessments rather than using a general marking scheme for all elements of assessment.
40. It was also reported that the assessments team had flagged a potential concern where students were failing to register for assessments, resulting in a build-up of issues around the time of the Examination Board meeting. Members of QLTC confirmed that this was a problem across the UoL Worldwide provision and not specific to this programme.
41. The Chair advised the committee that the practice adopted under the previous governance structure was to accept reports which were within the normal range of ups and downs of a programme and that the report should not be accepted where the standard of the award might be compromised.

**Resolved:**

42. ***That the report be accepted.***

**Petroleum Geoscience**

**Received:**

43. **(QLTC 1/11)**, the 2016-17 Annual Programme Report for the postgraduate programmes in Petroleum Geoscience under academic direction of Royal Holloway, University of London.

**Noted:**

44. The QLTC noted the concern with regards to the dramatic fall in both applications and registrations (>60%). This was attributed to industry issues and it was felt by the Programme Team that the worst of this decline was now over.
45. It was suggested by an External Examiner that the marking scheme be reviewed to utilise full range of marks as this appeared compressed at both ends.
46. Members questioned whether the distribution of modules between the academic and the practitioner External Examiner where reasonable as it meant that comparison of standards with other HEIs was difficult. It was suggested that this be reviewed for future External Examiner appointments.

- 47. No module level learning outcomes existed. The Programme Team had promised that this would be in place by May 2018.
- 48. Further to this, no examiner commentaries had been produced. The Programme Team had agreed that this would take place in 2017-18.
- 49. The QLTC noted the late receipt of this APR and stated that generally they would ask for an update on these outstanding issues at a later meeting. Given the timing, it was considered more practical that these issues were followed up at the next APPR.
- 50. The upcoming Periodic Programme Review would be conducted as a departmental review at Royal Holloway.

**Agreed:**

- 51. ***That the issues surrounding the absence of module level learning outcomes and examiner commentaries be followed up at the next APPR meeting.***

**Resolved:**

- 52. ***That the report be accepted.***

**Livestock Health & Production and Veterinary Epidemiology & Public Health**

**Received:**

- 53. **(QLTC 1/12)**, the 2016-17 Annual Programme Report for the postgraduate programmes in Livestock Health & Production and Veterinary Epidemiology and Public Health under academic direction of the Royal Veterinary College.

**Noted:**

- 54. The QLTC noted good practice in the use of videos to explain practical elements of the course.
- 55. It was also stated that the retention rate had dropped by half and although it remained higher than the postgraduate average across the University of London Worldwide provision, the programme team were reviewing this.
- 56. Members noted that there was an ongoing issue with identifying the most appropriate target audience for the Livestock Health & Production programme since the last periodic review in 2011. There was also the question of whether this course was to be judged against Veterinary Science or Animal Science standards. The committee felt that this issue had not been adequately addressed in the response to External Examiners by the programme team.
- 57. Members noted that the action plan resulting from the Annual Programme Planning and Review exercise was quite ambitious. Many of the actions required collaboration with University of London colleagues and had autumn 2018 deadlines. Given that the programme team were situated outside of London, it was suggested that these deadlines be revised.

58. It was further noted that the overdue periodic review would be taking place in autumn 2018.

*[Secretary's note: the PPR took place on 25 September 2018.]*

**Resolved:**

59. ***That the report be accepted.***

**PG Laws**

**Received:**

60. **(QLTC 1/13)**, the 2017 Annual Programme Report for the Postgraduate Laws programmes under academic direction of Queen Mary University of London and UCL.

**Noted:**

61. It was noted that this review was conducted via correspondence owing to the fact that it was taking place in the same year as the Periodic Programme Review.
62. The QLTC commended the Programme Director for being very dedicated to the enhancement of the programme and very responsive to students. Members further commended the programme's good forward-looking practice.
63. It was reported that there had been some issues around the recruitment of External Examiners, and that External Examiner attendance at the Board meetings was very poor.
64. It was noted that there were several comments from External Examiners that appeared not to have been discussed at the APR or did not feature in the report.

**Agreed:**

65. ***That the comments from External Examiners regarding marking practices be addressed at the next APPR meeting.***
66. ***It was also suggested that the University of London Worldwide may need to provide some assistance in the recruitment of External Examiners should this be an on-going problem.***

**Resolved:**

67. ***That the report be accepted.***



## Periodic Programme Reviews

### PG Laws

#### Received:

68. **(QLTC 1/14)**, the 2018 Periodic Programme Review report for the Postgraduate Laws Programmes under academic direction of Queen Mary University of London and UCL.

#### Noted:

69. Overall, the QLTC found the report to be very positive and thorough. The programmes were considered to be doing well and the Programme Director was further commended for bringing all the enthusiasm and visibility required to provide for a successful distance learning programme.
70. The QLTC expressed some concern about the lack of visibility of any supporting programme team. It was reported that the management committee does in fact meet twice a year to oversee the programme, however this did not come across from the report and could raise concerns about succession planning.

#### Resolved:

71. ***That the report be accepted.***

## PART III: RESERVED BUSINESS

### Question Paper Processing 2016-17

#### Received:

72. **(QLTC 1/15)**, a report on issues in question paper processing during the 2016-17 academic year.

*[QLTC Minutes 73-76 are considered exempt from disclosure in accordance with Part II of the Freedom of Information Act 2000.]*

### Any Other Business

77. No other business was discussed.

### Dates of Next Meetings

78. The dates for the meetings of the QLTC for the 2018-19 academic year:

Friday, 25 January 2019  
Friday, 26 April 2019

Friday, 12 July 2019