Present: Dr. Steve King, Computer Science (Chair)  
Prof. Victoria Gould, Mathematics  
Prof. Peter O’Brien, Chemistry  
Dr. David Halliday, Electronics  
Dr. Geoff Cubitt, History  
Dr. Linda Perriton, Management  
Beatrice Akua-Sakiwaya, Academic Officer, GSA  
Karin Diaconu, President, GSA  
Graeme Osborn, YUSU Representative  

In Attendance: Kate Dodd, Academic Registrar  
Rosemary Royds, Directory, Registry Services  
Dr. Jennifer Winter, Assistant Registrar: Student Progress  
Cecilia Lowe, Project Leader: Learning Enhancement  

Apologies: Dr Jim Watt, English  
Kathryn Lucas, Special Cases Administrator  
Dr. Adrian Lee, Centre for Lifelong Learning  

CATEGORY I BUSINESS  
M11-12/63 The committee approved the minutes of the meeting held on 10 February 2012, except that item (ii) of M11-12/50 needed to be slit into two issues.  

M11-12/64 Matters arising from the minutes  
i. M11-12/40 Proposed Changes to Dyslexia Protocols  
The Committee noted that the proposed changes to Dyslexia Protocols was approved by University Teaching Committee at its meeting of 12 March 2012.  

ii. M11-12/55 Marginal Fails for ISMs on Integrated Masters  
The Committee noted that the proposal for the definition of a marginal fail on ISMs for Integrated Masters programmes was approved by University Teaching Committee at its meeting of 12 March 2012.  

iii. M11-12/56 Response to Code of Practice Consultation  
Standing Committee on Assessment: 27 April 2012
The Committee noted that the consideration of the revision of the Code of Practice on Research students regarding the Confirmation of Registration procedures has been delayed until the 21 May meeting of the University Teaching Committee.

iv. **M11-12/39 Guidance on Proofreading**
The Committee noted that the proofreading consultation document had been sent to the Chair, and would be circulated soon.

v. **M11-12/52 Review of Common Assessment Period**
The Committee noted that departments were to be informed, before the end of the academic year, of the addition to the CAP of Week 8 (as an option), from 2012-13. Departments will need to consider whether teaching in week 8 will be affected should they opt to have examinations in this period.

**M11-12/65 Chair’s Oral Report**
The Committee received an oral report from the Chair highlighting the following issues:

i. The Chair is discussing the analysis of degree classifications to go to Senate for the June meeting. The data is not yet available from the Planning Office for consideration, but should be reviewed before the Senate meeting. This will be done either by UTC, or by email consultation with the Committee as soon as the data is available. The analysis required is likely to be ‘shallow’ given that the programmes being offered are currently destabilised by the New Modular Scheme.

ii. The Chair and Secretary have been in consultation with the PVC for Teaching and Learning, the Assistant Registrar: Quality Assurance, and the Study Abroad Office regarding the treatment of marks for students returning from study abroad. A series of conversion tables have been created, and are likely to come to the Committee for approval at a future meeting. The conversations have also raised issues of compensation, reassessment, and SITS module size for which adequate solutions will need to be found.

iii. The review of Academic Misconduct policies and procedures has restarted under the guidance of Linda Perriton, and a working party has now been formed.

**M11-12/66 Report from the Students**

i. The Graduate Students Association reported that the Postgraduate Taught Experience Survey has opened, and that the GSA is planning focus groups for the end of the survey period.

ii. The Students’ Union reported that they had received a series of complaints about the lateness of the Examinations Timetable for the Summer Term. The Assistant Registrar: Student Progress apologised, and admitted that the delay...
was an unfortunate error, and that a review of procedures had been completed which would ensure that the final timetable would be released by the end of Week 7 of the Spring Term in future. The Assistant Registrar: Student Progress will liaise with YUSU to ensure that a public apology is issued through the student press

(Action: JW)

M11-12/67  Request for exemption from Stickering policy for SPSW
The Committee decided to reject a request from Social Policy and Social Work that their programmes be exempted from the University policy on spelling and grammar stickers for students with certified learning disabilities.

The Committee agreed that though the stickers do not make sufficiently clear to markers what they are to do in the case of exceptionally poor presentation of work, that a single policy for the entire University was a more appropriate solution than exemptions for individual departments.

The Committee noted that Student Support Services is planning a review of the stickering policy in the near future, and welcomed recommendations which would encourage the development of appropriate coping strategies for students with learning disabilities whilst continuing to make reasonable adjustments for such disabilities.

(Action: Student Support Services)

M11-12/68  Implementation of Chapter B7 (External Examining) of the QAA Quality Code
The Committee considered a draft Action Plan for the implementation of Chapter B7 (External Examining) of the new QAA Quality Code. After discussion, the following points were agreed:

- Indicator 5a: the entire Person Specification would be included in the Guide, with a requirement that all nominated examiners would need to submit a CV. If evidence was not available for all areas of the person spec, the nominating department would need to provide a justification to SCA.
- Indicator 5b: the Conflicts of Interest section from B7 would be included in toto. Where a nominated examiner did not meet one of the requirements (including collaborative research), a detailed explanation should be submitted to SCA Chair for approval.
- Indicator 5c: change in Ordinance 6.5 required. Whether the Ordinance should contain this much detail is debatable.
• Indicator 7: a central register of external examiners is required, including information about the programmes/modules for which they are responsible.

With these changes, the Committee agreed to recommend the revised Action Plan to University Teaching Committee.

(SCA.11-12/38)

M11-12/69  Annual Report of External Examiners of Postgraduate Taught Programmes

The Committee received a summary of Annual Reports from External Examiners of Taught Postgraduate Programmes. The Committee noted that in every report, the examiners reported that ‘all standards were met’. The Committee also noted that many of the issues, such as the use of the top end of the grade scale, which appeared in the most recent UG external examiners reports were less prevalent here.

The Committee did note that there were several departments where the external examiner expressed concerns about the quality of the topics for ISMs, and the problems associated with topics limiting students’ ability to achieve high grades on this substantial portion of their PGT award.

Cecilia Lowe from the Academic Support Office agreed to work with the departments in this situation to better frame assigned project questions, and to provide more adequate support to students where they are responsible for choosing topics, in order to deliver a clearer sense of the appropriate level for Masters study.

(Action: CL)

The Committee also noted that there were several reports still missing, and asked that the Exams Office follow up the outstanding reports.

(Action: Exams Office)

M11-12/70  Request to Exempt some students from repeating the Academic Integrity Tutorial

The Committee considered a request from English to exempt students from repeating the Academic Integrity Tutorial, where it had been completed during a first degree.

The Committee recognises that the content of the Academic Integrity Tutorial may not have changed from a student’s first engagement with it, but feels that the demands of repeating the tutorial are justified given the lapse of 3-5 years
from a first completion in the first year of an Undergraduate programme to the start of a PGT programme. Furthermore, responses from PG students at the recent GSA forum suggested that students wanted more, rather than less, engagement with support for Academic Integrity issues.

The Committee further noted the plan of the Academic Support Office to eventually create a PG version of the tutorial, and would welcome such a project.

The Committee decided to reject the proposal from the English department.

M11-12/71  Date of the next meeting
The Committee noted the date of the next meeting as Friday 25 May 2012 at 2.15 pm in Room HG17- The Dawson Room, Heslington Hall.