



SENATE

TEACHING COMMITTEE

Minutes of the meeting held on 25 June 2012

Present: Professor John Robinson (Chair), Dr H Altink, Ms B Akua-Sakyiwah (GSA Representative), Dr TT Arvind, Prof W Bonefeld, Mrs L Booth, Mr N Dandy, Prof P Drew, Dr S King, Dr R Ogden, Mr G Osborn (YUSU Representative), Dr A Parsons, Ms E Roberts, Mr B Saynor, Dr H Smith, Dr R Vann, Dr R Waites, Dr M White

In attendance: Dr S Ashby (for M11-12/179), Dr K Clegg (for M11-12/185), Mrs K Dodd, Dr J James, Ms C Lowe, Ms C Moore (Secretary), Ms S Leach (for M11-12/182)

Apologies: Prof L Siciliani, Prof C Thompson

11-12/174 Welcome

The Chair congratulated Mrs Booth on the award of an MBE for services to Higher Education in the Queen's Birthday Honours List.

11-12/175 Minutes

The minutes of the meeting on 21 May 2012 were **approved**.

11-12/176 Matters Arising

The Committee **considered** a report on matters arising (UTC.11-12/93).

Timetabling KPIS

Further to M11-12/149, the Committee **decided** to ask the Timetabling Office to produce a table of timetabling KPIS indicating which ones were staff-centred and which student-centred. **ACTION: Timetabling Office**

Education: BSc in Psychology in Education

Further to M11-12/134 and M11-12/151, it was **noted** that an update had been provided on ongoing work to address the conditions of programme approval. A revised programme specification and module descriptions would be provided to the Committee by 15 October 2012. **Action closed**

SPSW: MPA in Comparative Applied Social and Public Policy: Evaluation and Research

Further to M11-12/135 and M11-12/153, it was **noted** that the matters raised by the Committee in relation to the MPA in Comparative Applied Social and Public Policy: Evaluation and Research had been addressed by the Department of SPSW to the satisfaction of the Chair and so final approval had been granted. **Action closed**

Politics (PRDU): MSc in International Humanitarian Affairs by Online Distance Learning

Further to M11-12/139 and M11-12/154, it was **reported** that the nominated members had reviewed the progress made by PRDU in relation to the new MSc in International Humanitarian Affairs. The Steering Group for the programme had now met and was providing better oversight of the programme and its development. There had been reasonable progress in terms of curriculum development, with the production of a partial draft of the first module. The final programme partner protocol would be signed in July and the recruitment of the new teaching and administrative posts was on track. The Committee therefore **decided** that the conditions of programme approval had now been met and so final approval was granted. **Action closed**

Politics: Mundus MAPP (MA in Public Policy) Erasmus Mundus Programme

Further to M11-12/20 and M11-12/150, the Committee **received** an update (show below as italic additions to earlier text) on the conditions attached to the approval of the revised Politics Mundus MAPP (MA in Public Policy) Erasmus Mundus programme, leading to a joint degree with either the Central European University in Hungary or the International Institute of Social Studies, Erasmus University, Netherlands:

- (i) approval by the full committee (by circulation if required and following consultation with the Chair and Secretary of the SCA) of the assessment rules pertaining to the programme; *the programme guide, which included the rules of assessment and award, had now been circulated to the Committee – no substantive issues had been raised. Members wishing to raise an issue should contact Juliet James as soon as possible;*
- (ii) approval (by the full committee and following consultation with the University's legal advisor) of the draft written agreement between the University of York and ISS and CEU; *the programme guide and annexes would form an appendix to the existing Mundus MAPP consortium agreement, which was signed by Trevor Sheldon as PVC;*
- (iii) approval (Chair's action following consideration by the nominated members and the Chair) of the module descriptions for the core and track specific modules offered by ISS and CEU; *current versions had been*

sent through by ISS and CEU and were being circulated to the nominated members and the Chair;

- (iv) approval (Chair's action following consideration by the nominated members and the Chair) of the two new taught modules and revised (shortened) dissertation module to be offered at the University of York; *the new taught modules and shortened dissertation module had been approved by Politics' Board of Studies and were being circulated to the nominated members and the Chair;*
- (v) production of an action plan for the resolution of any administrative and support issues (e.g. relating to visas, accommodation, student records) identified at the briefing meeting to be held for administrative and support areas on 9 November; *a draft action plan had been produced and circulated: now that the accreditation of the programme had finally been confirmed in all four consortium countries, the action plan would need to be followed up over the summer and during the next academic year to resolve any outstanding administrative and support issues (NB students would not start at York until October 2013).*

Action points (i), (ii) and (v) closed and action points (iii) and (iv) are in progress and will be closed shortly.

Key Information Set (KIS) Data

Further to M11-12/155, the Committee **decided** to endorse the approach taken by the KIS Project Team to calculate contact time as 50 minutes for a single timetabled slot. The convention of a ten-minute changeover time between lectures was well-established, widely used in the sector, and essential in practice as 'travelling time' to allow students to move between locations. The Committee **noted** that this approach was in accordance with HEFCE guidance. Concern was, however, expressed that the accurate accounting of contact time in 50-minute blocks would make the University's contact hours appear lower than those of competitors who allowed no changeover time. The Committee therefore **decided** that this issue should be revisited when comparative data became available and in the light of possible changes to the academic day. **Action closed**

APR Guidance

Further to M11-12/159, it was **noted** that the APR guidance and pro forma for reporting on the academic year 2011/2012 had been amended in the light of comments received at the Committee's May meeting and had been circulated to members via email. No further comments had been received and so the APR documentation had been sent out to departments in the week commencing 11 June. **Action closed**

Student Representation Policy

Further to M11-12/161, it was **noted** that the Student Representation Policy had been amended in the light of comments received at the Committee's May meeting and the Policy would be submitted to the July meeting of Senate. **Action closed**

Fitness to Practice Policy

Further to M11-12/161, it was **noted** that the Fitness to Practice Policy had been amended in the light of comments received at the Committee's May meeting and the Policy would be submitted to the July meeting of Senate. **Action closed**

Departmental Handbooks

Further to M11-12/162, it was **noted** that the advice for departments on the content of departmental handbooks had been reviewed in the light of advice also being provided for the setting up of transition sites. The advice had been circulated to departments in the week commencing 11 June. **Action closed**

11-12/177 Oral Report from the Chair

The Chair thanked outgoing members - Dr H Altink, Ms B Akua-Sakyiwah, Dr TT Arvind, Dr R Ogden, Ms E Roberts, Dr R Waites - for their contribution to the Committee. Any nominations for the Committee should be sent to the Chair as soon as possible.

11-12/178 Oral Report from the Student Representatives

The Committee **received** an oral report from the student representatives. The GSA representative reported that the GSA was working on getting feedback from taught postgraduate students to feed into the APR process. The YUSU representative reported that YUSU's assessment and feedback survey had had a good response and they would be analysing the data over the summer.

11-12/179 Module Allocation Project

The Committee **received** an update on the trial of an application enabling online student selection and automated processing of optional module choices in 2011-12 in the Departments of Archaeology and History (UTC.11-12/94).

Dr Steve Ashby, from Archaeology, **reported** that the trial had been a success in both departments, with positive feedback from students and clear benefits for administrative staff in terms of time-saving.

The Committee **decided** to endorse the recommendations of the report. The Committee **noted** that IT Services had agreed to support Archaeology and History's continued use of the application and hoped to make it more widely available within the University in due course, resources permitting.

It was suggested that future work might look at how the application could be used by visiting students and those choosing elective modules. It was also suggested that further work was needed to ensure that the application worked well for combined degree students.

The Committee **noted** its thanks to Laura Crossley, the project manager, and to Alex Muller, a student from Computer Science, who had been the project implementer.

11-12/180 Working Group to Review the Structure and Schedule of the Academic Year

The Committee **approved** a proposal from the Chair for a summer working group to look at issues surrounding the structure and schedule of the academic year (UTC.11-12/95). It was **decided** that the Chair of the SCA, the Academic Affairs Officer of YUSU and a GSA representative should form part of the working group. Members were asked to contact the Chair to volunteer. **ACTION: members**

11-12/181 Online Academic Skills Tutorials

The Committee **received** a demonstration of the online academic skills tutorials developed by the Learning Enhancement Team of the Academic Support Office. The tutorials were York-specific and were designed to stimulate students and encourage them to be independent learners within an academic community. Students would have access to the tutorials as soon as they registered as York students. Although aimed at undergraduates they would also be applicable to taught postgraduate students, for example those who had been out of education for a while or coming from a very different educational environment. Members were invited to send any comments to Cecilia Lowe by email. **ACTION: members**

11-12/182 Visiting Student Programme

The Committee **considered** a report from the Study Abroad Office about issues facing the University's visiting student programme (for incoming students) and recommendations to address these (UTC.11-12/96). Sarah Leach, the Study Abroad Manager, attended the meeting for this item.

It was **noted** that the University's visiting student programme played an important role in the University's internationalisation strategy, as well as providing some additional fee income. The visiting student programme was, however, facing significant challenges. The University's offer had become less attractive to prospective exchange partners and visiting students due to a shift in demand towards visits of a semester or less, combined with a drop in the number of modules available to students visiting for such a period, following the introduction of the new modular scheme. The departmental rejection rate of prospective visiting students

was increasing, and this was attributed to concerns about resourcing, the lack of module availability, and the work involved in hosting visiting students.

Following discussion, the Committee **decided**:

- a) to endorse the decision of Operations Group that the visiting student programme fee structure should be based on the number of credits that each student takes and to apportion the revenue to the source of the credit, and to ask Operations Group to implement this action as a priority; **ACTION: Operations Group**
- b) to set up a working group to establish guidelines, procedures and standards for the visiting student programme across the University (including clearer guidance for departments on offering a 60-credit semester load in the Autumn Term or Spring/Summer Terms), drawing on the existing guidance e.g. in the *Guide to Assessment, Standards, Marking and Feedback*. The Chair of the Committee would chair the working party and membership would include the Chair of the SCA and student representatives; **ACTION: Chair and Secretary**
- c) to endorse the proposal that the Academic Coordinators should establish forums for discussing internationalisation; **ACTION: Study Abroad Office to take forward with the Academic Coordinators**
- d) to endorse the proposal that all departments should appoint an international coordinator and that the University should clarify what was expected of this role; **ACTION: Study Abroad Office to consult with the University's HEA Internationalisation Change Programme team**
- e) to endorse the proposal that the Centre for Lifelong Learning (CLL) should pilot a credit-based cultural learning programme which visiting students could take in either September or the Summer Term to enrich their experience and help meet credit requirements; **ACTION: CLL to present a proposal to the Chair for approval**
- f) that the Study Abroad Office should provide an annual report to the Committee on the visiting student programme (including numbers of students per department etc.) to help raise the programme's profile and to help the Committee maintain an oversight of it. **ACTION: Secretary to liaise with Study Aboard Office on timing**

11-12/183 HEFCE Consultation: A Risk-based Approach to Quality Assurance

The Committee **considered** a HEFCE consultation document on the introduction of a more risk-based approach to quality assurance, and the University's response to the consultation, which was critical of many of the proposals being put forward (UTC.11-12/97). The Committee **approved** the University's response, with strong endorsement from the YUSU representative.

11-12/184 Thesis Advisory Panel (TAP) Meetings

The Committee **considered** a proposal for the monitoring of TAP meetings (UTC.11-12/98). It was **noted** that the proposal had been put forward to address the recommendation from the QAA in its recent Institutional Review report that “*the University should ensure the consistent implementation of procedures regarding the timing and conduct of Thesis Advisory Panels for postgraduate research students, by the start of the academic year 2012-13*”.

The Committee **approved** the proposal that all TAP meetings should be recorded in the student records system (in the SITS module ‘Research Manager’) and six-monthly deadlines for TAP meetings should be set for students registered on full-time research degree programmes and annual deadlines for students on part-time research degree programmes.

It was **decided** that it would be helpful to clarify that the supervisor should be responsible for ensuring that TAP meetings take place and that Registry Services should approach the Chair of the Graduate School Board and the Graduate Administrator if a TAP meeting did not take place on schedule. **ACTION: Registry Services**

11-12/185 Code of Practice on Research Degrees: Research and Professional Training

The Committee **considered** a proposal (UTC.11-12/99) from the Researcher Development Team (RDT) to make changes to Section 9 (Research and Professional Training) of the University’s Code of practice on research degrees, in order to reflect recent changes at national (e.g. reference to *The Concordat to Support the Career Development of Researchers*) and institutional level (e.g. the requirement that all new PhD students attend the central two-part induction delivered by the RDT) and to provide a clearer framework for professional development planning for research students and their supervisors to work within.

The Committee was supportive of the proposed changes to Section 9 but **decided** that the document presented was not yet ready for approval. A revised document should be circulated to members over the summer for approval, to allow implementation in 2012/2013.

The revised document should:

- provide the new version of Section 9 as a single piece of text for comparison with the original, rather than interspersing the old and the new
- correct the inconsistencies in numbering and wording (e.g. in (a) the reference to ‘Masters programmes by research’ should be amended to MA or MSc by research to avoid confusion with the MPhil)

- note that the formal discussion and review of a student's Professional Development Plan should form part of TAP meetings (i.e. twice a year for full-time students) and should be recorded on the TAP form
- take into account the final version of *Chapter B11: Research degrees* of the QAA's *UK Quality Code for Higher Education*, which was due at the end of June. **ACTION: RDT**

The GSA representative **noted** that there was a perception that Skills Forge (used to record training) was not very user-friendly. Dr Clegg **reported** that the use of Skills Forge would continue for now but that alternatives would not be ruled out in the future.

11-12/186 Standing Committee on Assessment (SCA)

The Committee **considered** a report from the SCA arising from its meeting on 25 June 2012 (UTC.11-12/100).

Grade conversion tables

The Committee **noted** that the SCA had approved a set of grade conversion tables for replacement credit taken by York students during a period of study abroad. The SCA was also working with the Study Abroad Office to propose further guidance for departments on the calculation of grades and the parameters for exclusion of modules from the calculation, where appropriate. There was also further work to be undertaken on the rules of compensation and reassessment that should be applied when a student spent only part of their year abroad. **ACTION: SCA**

External examiners logs

The Committee **noted** that the SCA had approved a proposal that logs of departmental responses to external examiner reports be submitted to the ASO for review by the Assistant Registrars for Student Progress and Quality Assurance. The logs would be checked bi-annually, to ensure that there had been appropriate departmental responses (both in terms of actions and communications) to both the undergraduate and postgraduate externals' recommendations.

Taught postgraduate reassessment rules

The Committee **noted** that the Chair of UTC, in consultation with the Chair of the SCA and the PVC for Students, had approved a change to rules F8, F10 and F11 of the *Guide to Assessment, Standards, Marking and Feedback 2011-2012* to make the reassessment of non-ISM modules fairer for taught postgraduate students. The change was applied with immediate effect to the current cohort of students. Under the revised rules (changes in italics): for students on a Masters or Postgraduate Diploma programme "where a student has failed [non-ISM] modules and the award requirements cannot be met by application of the compensation criteria, s/he is entitled to reassessment in a maximum of 40 credits-worth of failed modules *provided*

they have failed no more than 60 credits, with no more than 40 credits-worth of outright fail (i.e. module marks less than 40)” and for students on a Postgraduate Certificate “where a student has failed modules and the award requirements cannot be met by application of the compensation criteria, s/he is entitled to reassessment in a maximum of 20 credits-worth of failed modules provided they have failed no more than 30 credits, with no more than 20 credits-worth of outright fail (i.e. module marks less than 40)”.

The Committee **approved** the proposal that the change in the rules should be made permanent.

Ms Roberts **noted** that the increase in reassessment opportunities to 30 credits at Postgraduate Certificate level did not help students registered on Postgraduate Certificates in SPSW because modules were 20 credits. The Chair of SCA **noted** that an increase in reassessment opportunities to 40 credits had been felt to be too generous.

Marks on transcripts

It was **noted** that University transcripts currently showed students’ best attempt marks, and indicated if a result was attained at resit by showing “(R)” next to the best attempt mark. The Committee **approved** the proposal that first attempt marks should be included on transcripts to improve the clarity and transparency of transcript information.

PhD/EngD progression point

The Committee **approved** the proposed changes to Section 8 (Confirmation of PhD or EngD enrolment) of the University’s Code of practice on research degrees, with effect from the October 2012 intake of PhD/EngD students, subject to clarification as to whether reference to a part-time EngD route was required in point (c). The changes would make confirmation of PhD or EngD enrolment a formal progression requirement that would determine whether or not a student would be allowed to continue on their PhD or EngD programme. SCA was consulting further on whether, and if so how, external examiners should be involved in the confirmation process.

11-12/187 Chemistry: Four-Year PhD Programme

The Committee **considered** a proposal for a four-year PhD programme from the Department of Chemistry (UTC.11-12/101) to commence in October 2012. This proposal had been considered in advance of the meeting by Dr Vann and Dr White, who had met with the programme proposer, and had the support of the external assessor.

The Committee was supportive of the proposal but **noted** that the programme would require a new name to differentiate it from the three-year PhD programme in

Chemistry and that there was little information on the additional training element required of a four-year PhD programme. Furthermore, information on key elements of the PhD (e.g. the TAP) was missing due to the lack of an appropriate pro forma for research degree programmes.

The Committee **decided** that the programme should be dealt with by Chair's action, following consultation with the nominated members, once the required information had been received.

The Committee **noted** that the four-year PhD in Biology, on which the four-year PhD in Chemistry had been based, should be revisited to ensure that it met current University requirements for four-year PhD programmes and to resolve issues relating to student registration on the programme. **ACTION: Secretary and Registry Services**

The Committee **decided** that a dedicated pro forma for the approval of research degree programmes, based on one drawn up by Dr Vann, should be made available as soon as possible. **ACTION: Secretary**

11-12/188 Centre for Applied Human Rights: Stand-alone Online Module

The Committee **considered** a proposal from the Centre for Applied Human Rights (CAHR) for a 20-credit stand-alone online module, entitled *Working Safely: Managing Risk and Strengthening Protection*, being the first part of a proposed Postgraduate Certificate in Defending Human Rights (UTC.11-12/102). Approval was being sought now to enable the module to be advertised in good time to recruit for a December 2012 start, in order to help fulfil the requirements of the funding body (the Sigrid Rausing Trust). The full Postgraduate Certificate would be considered by Planning and Teaching Committee in October. This proposal had been considered in advance of the meeting by Ms Roberts and Dr Ogden and had the support of the two external assessors.

It was **noted** that:

- the proposed delivery of the module (and the programme) was complex with a wholly online version and a blended learning version
- there were three separate audiences for the module (and also the programme): existing masters students in CAHR, new students for credit, and CPD participants who would not receive credit
- although the CAHR had sought advice from the E-learning Development Team (ELDT) on various specific issues, the ELDT had not yet had an opportunity to review the CAHR plans as a whole
- there appeared to be some potential for common ground, synergy or indeed overlap between the CAHR proposal and the recent PRDU proposal (M11-12/176 refers). The Committee also **noted** that CAHR had initially been due to

develop a module for the PRDU programme but that this would not now happen.

The Committee **decided** that the approval of the online module could be dealt with over the summer by Chair's action, in consultation with the nominated members. Approval would be conditional upon:

- a) careful consideration as to whether separate modules should be created to manage the different modes of delivery and audiences more effectively;
- b) CAHR and PRDU checking their provision for duplication and/or possible synergies;
- c) the ELDT being able to review, and giving positive feedback on, CAHR's overall plans for the development and delivery of the module/programme;
- d) further consideration as to the nature of the formative assessment tasks to ensure that students were properly prepared for the summative assessment tasks;
- e) the vetting of any promotional material for the module to ensure that it was clear to prospective students that the Postgraduate Certificate had not yet received approval;
- f) clarification of how students undertaking the module on a standalone basis would be able to join the Postgraduate Certificate (if approved).

The Chair would also ask the Department of Politics to look at the lines of communication between CAHR and PRDU. **ACTION: Chair**

The Committee **decided** that, in future, all new online programmes should be sent to the ELDT for comment, to inform the nominated members and the Committee. **ACTION: Head of ASO to discuss with the Chair**

11-12/189 Computer Science: MSc in System Safety with Automotive Applications

The Committee **considered** a proposal from the Department of Computer Science for an MSc in System Safety with Automotive Applications in association with the Technical Accreditation Scheme overseen by the University of Warwick, to commence in October 2012 (UTC.11-12/103). This proposal had initially been considered and referred at the May meeting (M11-12/163 refers). The proposal had been considered in advance of the meeting by Dr Parsons and Dr Arvind and had the support of the external assessor (circulated to nominated members only).

The Committee **noted** that, since the last meeting, there had been considerable discussion with Computer Science regarding the programme, and that the issues previously raised, e.g. in relation to student selection, had now been resolved.

The Committee **decided** to approve the programme, subject to the provision of a clear statement of assessment for the programme, which explained how

compensation, reassessment, and the award of merit/distinction etc. would be dealt with given the import of credit from other institutions. The Committee delegated responsibility to the Chair, in consultation with the Chair of the SCA, to review and approve the Department's response. **ACTION: Computer Science and Chair**

11-12/190 Computer Science and Electronics: MSc in Autonomous Robotics Engineering

The Committee **considered** a proposal from the Departments of Computer Science and Electronics for an MSc in Autonomous Robotics Engineering to commence in October 2013 (UTC.11-12/104). This proposal had initially been considered and referred at the May meeting (M11-12/164 refers). The proposal had been considered in advance of the meeting by Dr Parsons and Dr Arvind and had the support of the two external assessors.

The Committee **noted** that, since the last meeting, the issues previously identified by the Committee had been resolved. In particular, the Departments had heeded the advice of one of the external assessors and made all the modules compulsory, had improved the literature review module, and had made considerable progress with regard to timetabling and programme oversight following a meeting between support staff in both Departments.

The Committee **decided** to approve the programme, subject to clarification of the status of the *Critical Evaluation of Robotic Systems Engineering* module and the impact of this on the timing of the programme's progression board. **ACTION: Computer Science and Chair**

11-12/191 Environment: BSc in Environment, Economics and Ecology; BSc in Environmental Geography, BSc in Environmental Science

The Committee **considered** a major modification from the Department of Environment to the first year of the BSc in Environment, Economics and Ecology, the BSc in Environmental Geography, and the BSc in Environmental Science, to come into effect in October 2013 (UTC.11-12/105). The proposal had been considered in advance of the meeting by Professor Thompson and Professor Drew. The Committee **noted** that the changes did not substantially alter the nature of the programmes and **approved** them, subject to further consideration of the name of the skills module (Environmental Skills was not very descriptive).

Secretary's note: the Department should also ensure that the Autumn Term Environment, Development and Society module is correctly represented in the diagrammatic representation of the year.

11-12/192 Languages and Linguistics: Programmes with a Year Abroad

The Committee **considered** modifications to undergraduate programmes in the Department of Language and Linguistic Science affecting current students (UTC.11-

12/106). The proposal had been considered in advance of the meeting by Dr Altink and Ms Booth. The modifications would: (i) ensure that the year abroad component was appropriately acknowledged in programme titles, (ii) clarify the (re)assessment of the year abroad, and (ii) clarify that students who failed the year abroad would transfer to a three-year non-year-abroad version of the programme. The Committee **approved** the proposed modifications.

11-12/193 History of Art Periodic Review and Action Plan

The Committee **received** a report on the History of Art Periodic Review, including the completed action plan and external assessors' reports (UTC.11-12/107). It was **noted** that:

- Dr Smith, who had chaired the visit, was planning to follow up a number of points in the action plan with the Department
- the Head of the Department of Language and Linguistic Science should be kept informed of any issues relating to Languages for All
- the Chair would explore the issue of staff morale raised by one of the external examiners in his report directly with the Head of Department. **ACTION: Chair**
- the Chair, in consultation with other interested parties including Special Cases Committee and Registry Services, would take forward the action on the University to provide clearer guidance for departments on monitoring attendance and the sanctions that could be applied to students who did not attend when required. **ACTION: Chair in consultation with the Academic Registrar**

11-12/194 National Science Learning Centre Revalidation Visit

The Committee **received** a report (UTC.11-12/108) on the visit to the National Science Learning Centre (NSLC) to consider the revalidation of the University Certificate in the Professional Role of the Senior Science Technician, part of the Senior Technicians Accredited Co-Leaders in Science Programme (STACS) and the Postgraduate Certificate in Primary Science Education and Leadership, part of the Extending the Role of the Science Subject Leader programme (ERoSS).

The Committee **noted** that the visit had been positive and decided to **recommend to Senate** the revalidation of the University Certificate in the Professional Role of the Senior Science Technician and the Postgraduate Certificate in Primary Science Education and Leadership for a further three years, subject to NSLC addressing the following conditions before the new cohorts of students entered in 2012/13:

- (a) introducing a way of explaining the importance of the system of student representation more clearly to the participants and considering actively recruiting reps during the first residential period;
- (b) the course leaders and tutors discussing how to expand the advice participants are given on multi-media submissions, if the Centre want this

- method of assessment to remain an option for participants. Any mention in the participant handbook about multi-media presentations needs to match the information in the programme specification for the programme in question;
- (c) ensuring that the web links given in the participants' handbooks to the University of York's Policies and Procedures are fully functional, or including the information in hard copy form as appendices to the handbooks for all accredited programmes;
 - (d) instigating a procedure for reviewing the reading lists and the assignments on the ERoSS programme, on an annual basis, to ensure that they do not get out of date,
 - (e) adhering to the University's Mitigating Circumstances Policy, and changing the guidance in the handbook accordingly.

Further recommendations for the NSLC and the University were contained in the report.

The Committee **decided** to delegate responsibility to the Chair for ensuring that the NSLC met the conditions of reapproval and for approving the NSLC's action plan, which would be developed shortly following a tutor away day.

11-12/195 Articulation Agreement Between the Department of SPSW and Sun Yat-sen University

The Committee **noted** that the Chair had **approved** a 2+2 articulation agreement between the Department of Social Policy and Social Work and Sun Yat-sen University in China. Students who successfully completed two years of relevant study at Sun Yat-sen University would be entitled to direct entry to year two of the BA in Social Policy with advanced standing (i.e. the award of 120 credits via the accreditation of prior learning). Further guidance for departments wishing to develop articulation agreements would be brought to the Committee in October for consideration.

11-12/196 WUN Framework for Joint PhD Programmes

The Committee **noted** that the Worldwide University Network (WUN) was considering whether it might develop a WUN framework for joint PhD programmes to facilitate collaboration between member institutions.

11-12/197 HYMS Joint Learning and Teaching Committee

The Committee **received** the minutes from the HYMS Joint Learning and Teaching Committee meeting held on 27 April 2012 (UTC.11-12/109).

11-12/198 Subject Benchmarks for Computing and Maths and Engineering

The Committee **noted** that revised subject benchmarks had been published by the QAA for Computing and Mathematics and Engineering. These had been circulated

to the Departments of Computer Science and Mathematics with a request for their Boards of Studies to consider whether the revised statements had any implications for their programmes. The Departments had been asked to report back to the Committee only if there were particular issues that they wished to draw to the Committee's attention. The Committee would continue to use periodic reviews, and in particular external assessors on periodic review panels, to look at the programmes offered in relation to benchmarks.

11-12/199 Modifications to, and Withdrawals of, Programmes of Study

The Committee **received** a report on modifications to, and withdrawals of, programmes of study approved by Chair's action between March and May 2012 (UTC.11-12/110). The Committee **noted** that the Chair, acting on behalf of the Committee, had approved modifications to, and withdrawals of, programmes of study as follows (further details are available from the Academic Support Office):

Centre for Lifelong Learning: Approval of a modification to the Certificate of Higher Education in Lifelong Learning (Archaeology) to extend the maximum study period to 5 years (from 3 years), which will give parity across all lifelong learning programmes.

Computer Science: Approval of the withdrawal of the PGCert/Dip/MSc in Gas Turbine Control from 2012/13.

Environment: Approval of the transfer of responsibility of the MSc in Corporate Social Responsibility with Environmental Management from TYMS to Environment for 2012/13. The programme will continue to be jointly delivered. Two new modules will be created and delivered in Environment to replace two modules being withdrawn by TYMS. The modules concerned are (i) Corporate Social Responsibility & Risk (20 credits, Autumn Term), and (ii) Dissertation in Corporate Social Responsibility with Environmental Management (60 credits, Summer Term). The learning outcomes for the programme will remain the same.

Health Sciences: Approval of a proposal that students in the Department of Health Sciences on Graduate Diploma programmes commencing in January 2012 should be subject to the new graduate modular scheme rules (bringing them into line with final stage students on the new undergraduate modular scheme, with whom they share modules). This change has been made with the students' informed consent.

Management: Approval of changes to teaching and assessment in the third term for all three years of the undergraduate programme in 2012/2013 to address student concerns. Approval is conditional on the School working

with UTC and the ASO to review the undergraduate programme in a more structured way later this term, with a view to making more substantive changes in 2013/14 that address the underlying issues.

PEP: Approval of minor changes to the MA in PPE to accommodate changes to Philosophy module prerequisites.

Philosophy: Approval of a 30 credit diploma project module to enable students to take the PG Diploma exit route, approved under the new modular scheme, for the MAs in Philosophy, Practical Ethics, Philosophy and Literature, and Philosophy, Theology and Ethics. This can apply for students entering in 2011/12.

SPSW: Approval of the inclusion of a 10-credit C-level module in the MA in Social Work on the grounds that this module is shared with first year BA in Social Work students and covers basic material to prepare students for their first placement, as required by Social Work's professional body. NB The MA meets the University requirement that a Masters programme should have 150 credits at M-level and at least 180 credits overall.

Theatre, Film and Television: Approval of a proposal to combine the lectures from 'Current Issues in Film and Television' (Stage 3 module, BSc in Film and Television Production) and 'Key Issues in Contemporary Cinema and Television' (module on the MA in Contemporary Cinema and Television) during the autumn term.

11-12/200 Date of the Next Meeting

The Committee **noted** the date of the next meeting:

- Monday 15 October 2012 at 2:15pm