



SENATE

TEACHING COMMITTEE

Minutes of the meeting held on 23 June 2008.

Present: Deputy Vice-Chancellor, Professor T Sheldon (Chair), Mr J Brown, Ms A-M Canning (SU Representative), Dr C Fewster, Mr T Flynn (GSA Representative), Dr J Hoggett, Dr C McClean, Dr N Milner, Dr L Perriton, Dr B Plunkett, Dr H Smith, Mr T Tew

In attendance: Ms S Hardman (Academic Registrar), Dr J James (Secretary), Mrs S Clarke (Quality Support Officer), Ms C Lowe (for M08/115 -117), Ms J Koprowska (for M08/113 - 114)

Apologies: Mr J Bone, Dr N Glaisyer, Dr R Greenall, Dr S King, Dr N Losseff, Mr B Saynor (York College Representative)

08/93 Members

The Chair thanked members for their work during the year and, in particular, those whose period of office was coming to an end: Dr Chris Fewster, the retiring Chair of the Standing Committee on Assessment, and Ms Anne-Marie Canning, the Student Union President, who had represented the SU when the Academic and Welfare Officer could no longer attend. The Chair welcomed Ms Charlie Leyland, the new SU representative to her first meeting. The Chair reported that Mr John Brown, Dr Colin McClean and Mr Tony Tew would serve another term on the Committee subject to Senate's approval.

08/94 Minutes

The minutes of the meeting held on 19 May 2008 were approved.

08/95 Computer Sciences: MSc in Computing

Further to **M08/31**, it was **noted** that matters raised by the Committee, in relation to the MSc in Computing, had been addressed by the Department of Computer Science to the satisfaction of the Chair and so final approval had been granted.

08/96 Economics and Related Studies: MSc in Development Economics and Emerging Markets

Further to **M08/32**, it was **noted** that that the Chair had given final approval to the MSc in Development Economics and Emerging Markets.

08/97 Management: MSc in Accounting and Financial Management

Further to **M08/33**, it was **noted** that matters raised by the Committee, in relation to the MSc in Accounting and Financial Management, had been addressed by the York Management School to the satisfaction of the Chair and so final approval had been granted.

08/98 Social Policy and Social Work: MA in Comparative and International Social Policy

Further to **M08/34**, it was **noted** that the Chair had given final approval to the MA in Comparative and International Social Policy.

08/99 Computer Science: EngD

Further to **M08/35**, it was **noted** that matters raised by the Committee, in relation to the EngD, were being addressed by the Department of Computer Science. The draft collaborative agreement had been circulated to the collaborating universities and the student handbook would be developed over the summer.

08/100 Management: MSc in Corporate Social Responsibility with Environmental Management

Further to **M08/37**, it was **noted** that matters raised by the Committee, in relation to the MSc in Corporate Social Responsibility with Environmental Management, had been addressed by the York Management School to the satisfaction of the Chair and so final approval had been granted.

08/101 Applied Human Rights: MA in Applied Human Rights

Further to **M08/38**, it was **noted** that matters raised by the Committee, in relation to the MA in Applied Human Rights, had been addressed by the Centre for Applied Human Rights to the satisfaction of the Chair and so final approval had been granted.

08/102 Lifelong Learning: Certificate of Lifelong Learning in Creative Writing

Further to **M08/37**, it was **noted** that matters raised by the Committee, in relation to the online version of the Certificate of Lifelong Learning in Creative Writing, had been addressed by the Centre for Lifelong Learning to the satisfaction of the Chair and so final approval had been granted.

08/103 Mathematics: Online Version of the MSc in Mathematical Finance

Further to **M08/49**, it was **noted** that matters raised by the Committee, in relation to the online version of the MSc in Mathematical Finance, were being addressed by the Department of Mathematics. The programme now had Planning Committee approval and may be advertised once fee levels have been agreed.

08/104 Music: Restructuring of the MA in Music

Further to **M08/50**, it was **noted** that matters raised by the Committee, in relation to the MA in Music, had been addressed by the Department of Music to the satisfaction of the Chair.

08/105 Politics: MA in International Political Economy

Further to **M08/51**, it was **noted** that matters raised by the Committee, in relation to MA in International Political Economy, had been addressed by the Department of Politics to the satisfaction of the Chair and so final approval had been granted. The programme now had Planning Committee approval and may be advertised.

08/106 Space Planning

Further to **M08/62**, it was **noted** that there were still vacancies to represent the Committee at the fora organised by Campus Services.

ACTION: Interested members to contact the Secretary.

08/107 Postgraduate Modularisation

Further to **M08/65**, it was **noted** that an amended version of the report on the review of the postgraduate and graduate modular schemes would go to Senate in July.

08/108 Physics: Qualifying Year

Further to **M08/79**, it was **noted** that matters raised by the Committee, in relation to the qualifying year in Physics, had been addressed by the Department of Physics to the satisfaction of the Chair and so final approval had been granted. The programme now had Planning Committee approval and may be advertised.

08/109 York International Foundation Programme

Further to **M08/80**, it was **noted** that matters raised by the Committee, in relation to the York International Foundation Programme, were being addressed by York College.

08/110 Oral Report from Chair

The Committee **received** an oral report from the Chair.

It was noted that:

- the Department of Electronics was developing a BSc in Music Technology. Details of the programme would be circulated over the summer for the Committee's consideration with a view to it being advertised as soon as possible, for entry in 2009
- the final response rate for the 2008 National Student Survey was 72%, an increase of 1% on the previous year
- the University had been ranked 9th in the Times league table of 113 UK universities.

08/111 Oral Report from the Student Representatives

The Committee **received** an oral report from the student representatives.

Postgraduate student representatives forum

The GSA representative **reported** that the GSA was planning to establish a forum, similar to that established by the SU, which would provide a conduit for communications between

postgraduate student representatives in departments and the Board for Graduate Schools and University Teaching Committee, and a proposal would shortly come to UTC.

SU constitution

The SU representative **reported** on the proposed changes to the SU constitution to enable the existing role of Academic and Welfare Officer to be split into two roles, Academic Officer and Welfare Officer, from 2009-10.

08/112 Annual Priorities for 2007/08 and Initial Plans for 2008/09

The Committee **received** a review of progress against annual priorities for 2007/08 and initial plans for 2008/09 (agendum 6).

The Committee **noted** the progress made during the last year, and that the plans for 2008/09 would be revisited in the context of the UTC review of effectiveness in October.

08/113 Review of the Structure of FELT

The Committee **received** a report on the review of the structure of FELT (agendum 7). The Chair of FELT, Ms Juliet Koprowska, attended the meeting for this and the following item.

In introducing the report, the Chair of FELT drew attention to the background and context of the review: the discussion paper and extensive consultations, the opportune timing for the review and change (post RAE), the opportunity to respond to the issues raised through the NSS, and the University's concern (endorsed by the QAA report on the Institutional Audit) to make quality enhancement more than just the preserve of enthusiasts and 'to move it centre stage', engaging more deeply with departments. In recent years the work of the Forum had been growing in effect, and it was now thought to be timely to work towards a better balance of 'top-down' and 'bottom-up' influence.

The Chair of FELT shared her concerns that the revised FELT might be seen as synonymous with UTC. However, overall, the proposals were perceived to be very timely and would greatly assist in prioritising and embedding enhancement activities within departments.

The Committee **noted** that the paper outlined a new organisational structure to be implemented from Autumn Term 2008 as follows:

- the role and profile of the Chair of FELT to be strengthened with buy-out of the Chair's time being increased to a minimum of 0.2FTE
- a Steering Group to replace the existing FELT Executive and Advisory Group with academic and administrative membership and clear links to key stakeholders
- formal meetings at the start of each term with senior representatives of departments to assist departments in addressing key strategic issues within learning and teaching
- mid-term lunchtime workshops to share ideas and good practice
- FELT's other outputs and activities to continue as before e.g. the annual conference, *Forum* magazine etc.

During discussion, the Committee **noted**:

- the importance of improving the links between the FELT Steering Group, POD, SCA and other groups engaged in teaching and learning to share good practice
- the value of identifying a senior member of a department who could take the lead on learning and teaching, and attend the formal strategic meeting at the start of each term
- that departments might find it helpful to have a standing item, relating to enhancement of learning and teaching, on the agenda of the appropriate teaching and learning forum (e.g. departmental Teaching Committee or Board of Studies).

In conclusion, members of the Committee concurred that they were broadly sympathetic with the proposals, and **decided:**

- (a) to endorse the proposals;
- (b) that an independent editorial board for the magazine should be established to assist in maintaining its 'critical edge';
- (c) that student representatives from the SU and from the GSA should form part of the Steering Group.

08/114 Key Priorities in Learning and Teaching to Inform the Work of FELT in 2008/09

The Committee **considered** and **endorsed** a list of key priorities in learning and teaching to inform the work of FELT in 2008/08 (agendum 8), as follows:

Broad areas of activity

- raising the profile of teaching
- identifying and disseminating good practice
- promoting e-learning and the use of digital recording to supplement formal teaching

specific themes

- curriculum development, particularly in relation to the new modular scheme
- academic skills/critical thinking
- assessment and feedback
- disability
- globalisation
- equality and diversity in the curriculum

08/115 Assessment and Feedback

The Project Leader, Learning Enhancement, Ms Cecilia Lowe, outlined the University's progress in addressing issues relating to assessment and feedback and **reported** that:

- departments had been invited to report on the progress that they had made and, once all the replies had been received, a summary report would be provided for UTC

- the main concerns related to feedback to students; and work was ongoing to encourage departments to review practice, to provide quicker feedback, and to ensure students understood the arrangements for assessment and feedback
- an emerging theme, given the increase in student numbers and concern about the speed at which feedback was available, was potential over-assessment and how this might be addressed
- the balance between summative and formative assessment could generate interesting issues for assessment practice, e.g. the use of peer assessment, and students' expectations concerning the consistency and quality of marking, when postgraduates who teach (PGWTs) were involved in giving formative feedback and members of staff provided feedback on summative work
- from her experience of sector-wide activities, it was evident that the experience at York was not dissimilar to that at peer universities. Nationally, there was a focus on assessment for learning (e.g. by making assessment little and often, and using peer assessment).

In discussion, the Committee **noted**:

- as the new modular scheme was implemented, there might be a move to more summative assessment at end of the stage and consequently a reconsideration of the role of formative assessment
- the importance of providing appropriate and timely training for members of staff and PGWTs to support their working as an effective team so that students receive consistent feedback
- changes in scheduling of assessment activity might put additional pressures on administrative staff which would need to be taken into account by departments
- the keynote speaker at the Annual Learning and Teaching Conference had been a useful catalyst in encouraging departments to think creatively about assessment and feedback.

It was further **noted** that recruitment was ongoing to the two TQEF posts of Project Officer - Academic Skills and Project Officer - Curriculum Development.

08/116 Feedback to Students

The Committee **considered** a revised Policy on Feedback to Students (M08/72 refers) (agendum 9).

In presenting the document, the Project Leader drew attention to the progress made since the last meeting in developing the paper which outlined the University's principles and policies relating to feedback to students, as well as providing guidance on its implementation to academic departments; and suggested that to aid clarity, it would be preferable to use the term 'feedback' for feedback *to* students and the term 'evaluation' for feedback *from* students.

It was **noted** that:

- it was the responsibility of individual departments to discuss feedback practice in their own fora, arrange support as appropriate for staff and students regarding feedback, and review practice as part of their annual reviews of programmes, procedures and practice
- UTC would monitor departments' practices through periodic review, APR and the follow up to the outcomes of the NSS
- further help for departments was available from Cecilia Lowe (mcl501@york.ac.uk) and Rosemary Goerisch (rag501@york.ac.uk).

The SU representative reported that frequently students did not recognise communications from staff/PGWT on their work as feedback, and the importance of departments being very clear to students what qualifies as 'feedback' in the written guidance and making it very apparent when feedback was being given. Students should also be given guidance on how they might use the feedback to best advantage.

In conclusion, the Committee **decided** to approve the policy, amended in light of the Committee's discussion, as a working document, subject to more guidance on: (i) feedback of group work, and (ii) the practice of 'sampling' a student's work for assessment, in consultation with the Standing Committee on Assessment .

The Committee thanked Ms Lowe for attending the meeting and the work in progressing the Policy on Feedback to Students.

08/117 Double Marking

The Committee **considered** a draft paper on double marking (agendum 9).

The Committee had some initial discussion on the content of the paper, and **decided** to invite members to provide detailed comments on this first consultative paper to Ms Lowe (mcl501@york.ac.uk) by 14 July 2008. A further draft of the paper would be brought to the Committee in the Autumn Term.

ACTION: all

08/118 University Library and Archives (Academic Liaison Section)

The Committee **considered** a paper from the University Library and Archives (Academic Liaison Section) on its work in support of learning and teaching (agendum 10). The Committee **noted** that the Academic Liaison Section had produced a comprehensive action plan, which included responses to the outcomes of the Committee's visit to the Library in 2005/06.

Departmental library plans

The Committee **decided** to endorse the proposal that departmental library plans should be the strategic framework for developing relationships, services and policies with departments.

Relationship of Academic Liaison Librarians (ALLs) with departmental Boards of Studies

Members of the Committee recognised that across the University there was a range of practice in how ALLs were involved, or not, in departmental committees. It was **decided** that the Chair should write to departments encouraging them to include their ALLs as *ex officio* members on the appropriate committee, e.g. Board of Studies or departmental Teaching Committee.

ACTION: ASO

Reading list resources

Members of the Committee **noted** that they did not have a solution to the Library's concerns regarding the late provision of reading lists and book orders by some staff. It was **decided** to endorse the Library's encouragement of an early release of programme reading lists and **noted** that the development of the online reading list system would assist.

Academic Liaison Section's engagement with UTC

It was **noted** that the Chair would meet with the Head of Academic Liaison and Information Systems, during the Summer, to discuss issues around the Section's engagement with UTC.

08/119 Forum for Departmental Student Representatives

The Committee **received** an oral update from the SU representative on the establishment of the new Academic Affairs Council (AAC) for departmental student representatives.

It was **noted** that:

- to improve engagement of the departmental student representatives, the AAC would be meeting fortnightly next session
- it was hoped that departmental student representatives might receive recognition for their role within the York Award programme
- departments should continue to produce job descriptions for their student representatives and encourage students to participate in the AAC
- the briefing for Chairs of Board of Studies should cover student representation.

08/120 The Role of Teaching in Promotion Decisions

The Committee **received** for information a paper relating to the role of teaching in promotion decisions (agendum 12). It was **noted** that the matter was still under consideration by Promotions Committee. Members of the Committee were invited to email any comments to the Secretary.

ACTION: all

08/121 Programme Information

The Committee **considered** a paper on programme information (agendum 13).

It was **noted** that:

- as part of the implementation of the new undergraduate modular scheme, consideration was being given to the programme information that departments are required to produce (incorporating programme specifications and regulations)
- a template of programme information would be produced with two sections. *Section 1* would present a brief overview of the programme for publication on the web and *Section 2* would present the definitive programme structure and requirements that a particular cohort would follow.

The Committee **approved** the proposed way forward.

08/122 Computer Science: MEng in Computer Science with Enterprise Systems and MEng in Computer Science with Artificial Intelligence

The Committee **considered** a paper from the Department of Computer Science on proposals for: (i) 'in principle' approval of an MEng in Computer Science with Enterprise Systems/ MEng in Computer Science with Enterprise Systems with a year in industry (with a BSc in Computer Science with Enterprise Systems exit route from the end of year 3), and (ii) approval of an MEng in Computer Science with Artificial Intelligence/ MEng in Computer Science with Artificial Intelligence with a year in industry (agendum 14), which was a pathway through the existing MEng programme. The programmes, which would be introduced in October 2009, had been considered in advance of the meeting by Mr Tew and Mr Bone and had the support of the external assessors.

The Committee **noted** that the MEng in Computer Science with Enterprise Systems drew on existing departmental strengths, would involve close links with industry (including a seminar series drawing on industrial experts) and relied on the appointment of new staff (as agreed by Planning Committee). It was **noted** that the department had experience of managing industrial links and the programme did not overlap with provision offered by the York Management School. The Committee **approved** the programme 'in principle' and delegated to the Chair and nominated members the decision to grant full approval to the programme once the new modules (and comments from an external assessor thereon) had been submitted (this should be in the Autumn Term 2008). The revised version would need to address the comments of the external assessor on the original proposal and demonstrate how the workload was distributed across the year. A decision had yet to be taken on possible accreditation of the programme by a relevant PSRB.

The Committee **approved** the MEng in Computer Science with Artificial Intelligence. The Department must make it clear to prospective students that this is a route through a programme. The Department must ensure that students receive appropriate advice when choosing their AI-related options in years 3 and 4, and should consider how it might foster a sense of identify amongst AI students, e.g. by grouping them together for tutorials, and how it can maximise the availability of AI-related placements (which may in short supply). A

decision had yet to be taken on possible accreditation of the programme by a relevant PSRB, and a BSc exit route would be needed from the end of year 3.

Secretary's note: both programmes have Planning Committee approval and may be advertised.

08/123 Educational Studies: BA in Language and Literature in Education and Revisions to the BA in Educational Studies

The Committee **considered** a proposal from the Department of Educational Studies for a BA in Language and Literature in Education (BALLE) and revisions to the BA in Educational Studies (agendum 15) to be introduced from October 2009. The proposal had been considered in advance of the meeting by Dr Plunkett and Dr Smith and had the support of the external assessor.

It was **noted** that the new programme and the revisions to the BA in Educational Studies were compliant with the new undergraduate modular scheme.

The Committee **approved** the new programme subject to:

- (a) clarification as to whether the BALLE programme (followed by a PGCE) would be a suitable preparation for teaching English in a secondary school (particularly at A-Level) given the lack of literary criticism/theory;
- (b) consideration as to whether the BALLE programmes should include a grounding in literary criticism/theory [Secretary's note: the Department of English and Related Literature has offered its experience and expertise to the Department of Educational Studies];
- (c) consideration as to whether the programmes' introductory modules should include some coverage of the organisation and management of teaching in the public sector (e.g. funding, governance, measurement of performance etc.);
- (d) minor clarifications and corrections to the programme documentation (e.g. confirmation that no modules will be unassessed);
- (e) confirmation that the new modules have been seen/would be seen by the external assessors.

In addition the Department would be asked to clarify whether or not it would continue to offer all its 'with' degrees in 2009 (when the revised programme structure would come into effect) and, if so, what changes would need to be made to the 'with' programmes to accommodate the new programme structure and to confirm that the combining departments were happy with any proposed changes.

Secretary's note: the programme has Planning Committee approval and may now be advertised. Planning Committee agreed that the impact of the programme on applications to programmes in the Department of Language and Linguistic Science should be monitored.

08/124 Electronics: MSc in Digital Systems Engineering

The Committee **considered** a proposal from the Department of Electronics for an MSc and Postgraduate Diploma in Digital Systems Engineering (agendum 16) to be introduced from October 2009. The proposal had been considered in advance of the meeting by Dr Hoggett and Dr McClean and had the support of the external assessor.

The Committee **noted** that the programme was modeled on the Department's existing masters programmes and made extensive use of existing modules.

The Committee **approved** the new programme, subject to:

- (a) the provision of more information on how the group project would be monitored and assessed to ensure equity between students;
- (b) clarification of the expected distribution of the group project workload, as it appeared that the summer term and vacation were rather under-utilised;
- (c) clarification of whether the rules drawn up to determine whether, and if so on what basis, former undergraduates (BEng and MEng) of the Department could register for the MSc in Communications Engineering would be modified to apply to this programme;
- (d) H-level modules within the Department's masters programmes being assessed on a pass/fail basis in line with the proposals in the new postgraduate modular scheme;
- (e) the provision of overarching programme learning outcomes.

Secretary's note: the programme has Planning Committee approval and may be advertised.

08/125 Health Sciences: Postgraduate Diploma and Postgraduate Certificate in Improving Access to Psychological Therapies

The Committee **considered** proposals from the Department of Health Sciences for: (i) a Postgraduate Diploma for High-Intensity Psychological Interventions (Improving Access to Psychological Therapies) and (ii) a Postgraduate Certificate for Low-Intensity Therapies Workers (Improving Access to Psychological Therapies) (agendum 17) to be introduced from October 2008. The proposals had been considered in advance of the meeting by Mr Brown and Dr Perriton and had the support of the external assessors.

The Committee **noted** that the proposals drew on the Department's strengths in mental health training and approved the programmes. It was **noted** that key members of staff in this area were due to retire in the medium term and the Department would need to ensure appropriate succession planning.

The Committee **approved** the two programmes but suggested that the Department should ensure that a route from the Postgraduate Diploma to a Masters was available from the outset, as this could prove attractive to students.

08/126 Health Sciences: Bridging Programme for International Students

The Committee **considered** a proposal from the Department of Health Sciences for an online bridging programme for international students (agendum 18), to start in January 2009 with cohorts based in Malaysia. The proposal had been considered in advance of the meeting by Mr Brown and Dr King and had the support of the external assessor. The programme had also been reviewed by an internal reviewer with expertise in distance learning.

The Committee welcomed the proposal and agreed that it had many merits. It was, however, **noted** that the nature of the delivery and the particular student audience made it high risk, and there were a number of issues on which the Committee would need reassurance, including the appropriateness of the programme structure, the selection, preparation and monitoring of programme tutors, and the progression route for students who completed the programme.

The Committee therefore **decided** not to approve the programme and instead to propose that members of the programme team should meet with the Chair, the UTC departmental contact and the Academic Support Office over the summer to discuss further the areas of concern.

Secretary's note: the programme has received Planning Committee approval, subject to the International Office being reassured about the suitability of the Malaysian company Masterskill as a recruitment partner and contact with Ellen Roberts in SPSW to ensure that the Department is informed about best practice in the support of students on distance learning programmes.

08/127 History of Art: MA in Stained Glass Conservation and Heritage Management

The Committee **considered** an updated proposal from the Department of History of Art for an MA in Stained Glass Conservation and Heritage Management (agendum 19). This programme had already received approval 'in principle' (M07/179 refers) and the Chair had granted permission to recruit for an October 2008 intake. The proposal had been considered in advance of the meeting by Dr Losseff and Dr Greenall and had the support of the external assessor.

The Committee **noted** that the points raised previously by the Committee in relation to the new programme had been addressed and the Department had made good progress in addressing the logistical issues associated with the programme's launch (e.g. the recruitment of a programme director and the provision of workshop space). It was also **noted**, however, that the teaching of two core modules would rely, in the first instance, on a conservator external to the University and this was a source of risk.

The Committee **decided** to grant full approval to the programme, subject to the submission of a draft copy of the student handbook to the Academic Support Office (ASO) and the UTC departmental contact for History of Art for comment. It would also be helpful if the new programme director could meet with the ASO and UTC departmental contact. The Committee further **decided** that, as the programme was higher risk than normal (e.g. due to the use of external placements and the reliance on external experts) that an early review might be beneficial.

08/128 Theatre, Film and Television: BA in Writing, Directing and Performance

The Committee **noted** that it had not yet received an updated proposal for the BA in Writing, Directing and Performance from the Department of Theatre, Film and TV. It was **noted** that this programme had already received approval 'in principle' (M07/132 refers) and the Department had been granted permission to recruit for an October 2008 intake.

The Committee **noted** that the lack of an updated proposal was, in part, due to the delay in releasing the final version of the new undergraduate modular scheme. Nevertheless, it was concerned that the details of the programme, which was due to start in October 2008, had not yet been finalised.

The final version of the programme would need to be circulated to the Committee for approval over the summer. It was also **noted** that the Department had not yet produced its written statement of assessment for comment as previously requested.

ACTION: Theatre, Film and TV

08/129 Standing Committee on Assessment

The Committee **considered** a report of the minutes of the meeting of the Standing Committee on Assessment (SCA) held on 9 May and 13 June 2008 (agendum 21).

The Committee **approved** the following recommendations from the SCA:

- (a) that, in certain circumstances, retired staff could be appointed as PhD examiners (M08/26 of the SCA minutes refers);
- (b) that departments could offer students supervised access to their marked examination scripts which contribute to the final award (M08/21 of the SCA minutes refers);
- (c) that departments should clarify what penalties they applied, and under what circumstances, when students failed to meet assessment deadlines (M08/21 of the SCA minutes refers);
- (d) in relation to the new undergraduate modular scheme: (i) proposals for the treatment of marks following reassessment and the application of academic misconduct penalties, (ii) a proposal for dealing with marks from modules from a mixture of levels within a stage, (iii) proposals relating to study abroad or placements taken as additional credit, (iv) proposals relating to the rounding of marks on the University mark scale (M08/27 and M08/47 of the

SCA minutes refers);

(e) that the University's Regulations should be amended to clarify that ownership of material submitted for assessment should rest with the University (M08/49 of the SCA minutes refers) and to take account of the Committee's decision to make successful completion of the online plagiarism tutorial compulsory for all students (M08/44 of the SCA minutes refers).

With respect to (b), it was **noted** that the new Policy on Feedback to Students should strongly encourage departments to use this opportunity.

With respect to (c), it was **noted** that the provision of this further guidance to departments might be insufficient to resolve concerns about the parity of treatment of students across the University. The President of the Students' Union **noted** that many other institutions had a single system of penalties, rather than leaving this to the discretion of individual departments. The Committee **decided** to keep a watching brief on this issue and **noted** that it might require revisiting in the light of its operation in 2008/09. It was also **decided** that the SCA should ensure that the guidance made clear the need for parity of treatment for students where a department offered a choice of submission by hard copy and electronic means (given that the latter option potentially afforded more flexibility) and should encourage departments offering combined degrees to adopt a single system of penalties.

With respect to (d), it was **noted** that the SCA, when asked to revisit the parameters for compensation and reassessment in the new undergraduate modular scheme in the light of a change to the sizes of modules on offer, had proposed two alternatives. It was **decided** that the Project Team should take a view on this issue and this would then be referred back to the Committee for a decision.

With respect to (e), it was **noted** that it would be important to ensure that departments were provided with the support and advice they needed to implement the online plagiarism tutorial. As part of this process, workshops for departments would be provided over the summer.

The Committee **decided** to endorse and recommend to Senate the SCA's proposal that, under the new undergraduate modular scheme, starred firsts should be abolished, on the grounds that they were not widely understood outside the University of York and it was difficult to ensure that they were awarded in an equitable manner across the University. It was suggested that prizes awarded by Senate were a better method of rewarding academically exceptional students.

08/130 Law: LLB in Law

The Committee **received** an update on the LLB in Law (agendum 22).

It was **noted** that this programme had Committee approval (M07/254 refers) and the Department had addressed, or was in the process of addressing, the points raised at the conjoint Committee and Joint Academic Stage Board (JASB) approval event in December

2007. In February 2008, confirmation was received from the Solicitors Regulation Authority that the LLB had been approved as a qualifying law degree.

08/131 Update on Collaborative Provision

The Committee **received** an update on collaborative provision (agendum 23).

It was **noted** that:

- the Collaborative Provision Forum had met in May to consider issues around transnational education; and it was planned to hold three open meetings next year focusing on collaboration and e-learning, intellectual property rights, and Higher York
- part of the University's TQEF money had been allocated to support the work of Higher York and detailed plans were being drawn up to use the money to support departments in their work with Higher York partners
- matters of interest in relation to York College included: (i) the QAA Integrated Quality and Enhancement Review (IQER) review of the College; (ii) notification of a new validation agreement to cover the run out period for the BA in Graphic Design and BA in Contemporary 3D Crafts (as validation was transferring from the University to York St John University); (iii) an update on the top-up degree in Business Management validated by the University; and (iv) the plan to review, over the summer, the extended undergraduate degrees (where the first year is taught at the College)
- Askham Bryan College was also undergoing IQER, and that the College hoped to recruit a part-time cohort to the Foundation Degree in Sustainable Environmental Technology which was validated by the University
- the National Science Learning Centre was making good progress in addressing actions identified at the validation visit, and the final version of the programme documentation would be considered by the Chair over the Summer.

08/132 Continuing Education for Electronics Systems Integration Consortium

The Committee **noted** (i) that the Chair had approved an application from the Department of Electronics to join the CEESI-TRAINING (Continuing Education for Electronics Systems Integration) consortium; and (ii) that under this agreement, students registered with a range of partner universities, would be able to take postgraduate modules offered by the Department and count them towards their (non University of York) award.

08/133 Schedule for Periodic Review Visits 2008-09

The Committee **received** a draft schedule for the second round of periodic review visits starting in 2008 (agendum 25).

08/134 Undergraduate Student Exchange Programme With the National University of Singapore

The Committee **noted** that the Chair had approved a University-wide undergraduate student exchange scheme with the National University of Singapore.

08/135 Transparent Approach to Costing (TRAC)

The Committee **received** a report on the Transparent Approach to Costing (TRAC) as it relates to teaching (agendum 27).

08/136 Distance Learning Forum

The Committee **noted** that a report of the meeting of the Distance Learning Forum held on 24 May would be available at <http://www.york.ac.uk/admin/aso/teach/dl/minutes.htm>

08/137 HYMS Joint Learning and Teaching Committee

The Committee **noted** that consideration of the report of the meeting of the HYMS Joint Learning and Teaching Committee held on 12 June had been deferred to the October meeting of the Committee.

08/138 Date of the Next Meetings

The dates of the meetings for the next academic year (all at 2.15 pm in HG15, Heslington Hall unless otherwise stated) were noted as follows:

- Monday 20 October 2008
- Monday 10 November 2008
- Monday 15 December 2008
- Monday 9 February 2009
- Monday 16 March 2009
- Monday 20 April (12.15 – 3 pm with lunch) *or* Monday 27 April 2009 (12.15 – 3 pm with lunch) *or* Tuesday 12 May 1.15 - 4 pm with lunch) ***date to be confirmed (please hold all) – annual programme review meeting***
- Monday 18 May 2009
- Monday 29 June 2009