

## **Quality Network Meeting: 16 June 2009**

### **Summary notes**

#### **AME**

The proforma and guidance for the 2009/2010 exercise will be available shortly (early July). It is unlikely that there will be significant change from the previous year in terms of procedures.

#### **Online documentation**

Please try to complete upload of 08/09 documentation by the end of June. The 09/10 documentation (PS1s at least) should be up on the web in good time for the Audit please. Rob and Rachel are currently awaiting further detail from Alex Thorley concerning versioning and further information will be sent to you once received. In the meantime, if you have any queries about the exercise please contact either Rob or Rachel.

#### **PARM Conditions of Approval**

Please would you now start to chase up programme teams concerning action to meet the conditions of approval set by event panels during 2008/2009? Please also let Marian have copies of the reports once these have been finalised by the Panel Chairs?

#### **Committee Annual Reports**

A reminder that FADCs will need to work on their Annual Reports and Business Plans (relating to the 2008/2009 academic session) and submit the confirmed reports and plans to ADC for its meeting on Wednesday 28 October 2009.

#### **Exceptional Factors**

The working group on exceptional factors is now up and running. The group is looking at drafting proposals for consultation. Procedures are intended to be implemented from 2010/2011. Peter will provide further update as available.

#### **Prospectus copy and Verification of Data**

Some Faculty Quality Administrators are under the impression that they are being asked to verify data and take "legal" responsibility for prospectus copy. Nicola will check out with Anne-Marie Marshall what is the function/responsibility of the Faculty Quality Administrators when checking prospectus copy and will report back.

#### **PARM and procedures for processing Strategic (Re)-Approval**

An email suggesting a mechanism for processing the PAF/SAF via Faculty Quality Administrators has been sent to Heads of Faculty/Campus SAS. The SAF form (a one shot form to replace PAFs 1 & 2) is in the process of finalisation. Marian and Nicola are meeting with Jonathan Wylie and Nigel Farmer (P & MI) next week to

discuss further issues relating to the SAF to ensure that it covers all the information that we would want to see. It is likely that the SAF will be a fairly compact form focussing on the business case. A back page (quasi appendix) will cover the type of information we will need to know relating eg to exemption from Regs, new University Award titles etc which will have implications for further action involving Faculty Quality Administrators. Further information on this will be sent to Network members when available.

### **PARM/AME review**

This review is likely to start up again with earnest once the end of term and aftermath have died down. It is likely to be progressed by a very small group in a workshop format. Proposals will be drafted and circulated to stakeholders for comment. The group will interface with current initiatives such as OPP and the JISC Supporting Responsive Curricula project.

### **Institutional Audit**

We are now in the final stages of preparation of the Audit Briefing Paper. It will be considered at Academic Board on 17 June, and then finally signed off by the VC on the 29 June and submitted to the QAA on 9 July.

The three partners selected by the QAA for a visit will be announced on 27 July. Planning for the briefing visit in October is now underway.

Please continue to let Julie Watson have electronic copies of your FADC and Faculty Board minutes for the Audit web site.

An updated Audit timeline is now given on the Audit web site - [please check the site regularly](#).

### **APD**

P & MI have now established an APD spine working group. CASQE and Faculty Quality Administrators are represented on this. Four sub-groups will look at specific areas of work. It is intended that the spine will be "populated" and operational from September 09 ie in time for the Audit. It will be populated from unit upwards. Rob is on this working group and will feed back to Network members on any further progress in this area.

### **PARM report consideration by FADCs**

Nicola and Marian will discuss how best to provide access to the reports for 2007/2008 to FADCs as it appears that there was some varied practice in report consideration during this period. It is likely that to address this, FADC members will be referred to the CASQE website (PARM section) where Sections A and C of the reports are currently available. Further instruction on this will follow.

For reports from this last year ie 2008/2009 please ensure that these are made available to your FADCs.

### **PARM Preparation Documentation**

Following our discussion concerning the various very helpful guidance and planning documents prepared by Marian, please would you let Marian have any comments for adjustment to/inclusion in the documents by Tuesday 30 June?

### **Dates and themes for Network meetings in 2009/2010**

The dates and times of the meetings for 2009/2010 are attached to this email. Please would you let Nicola have any suggestions for themes for presentations/ideas of who we might invite to present to the Network? Presentations by Network members themselves would be particularly welcome. The first two meetings will take place on the All Saints Campus. An invitation from Network members not at All Saints Campus for us to meet at their place of work for meetings later in the academic year would be welcomed. Otherwise, we will continue to meet at All Saints.

And finally ... many thanks for your contributions to the Network over the past academic year. Best wishes for a relaxing (?) summer break. See you all again (if not before) in 2009/2010.