

Quality Network Meeting: 27 January 2009

Summary notes

CASQE Staffing

Peter Leyland has joined CASQE as the Academic Framework Manager. Amongst Peter's responsibilities are: support for the further development of: the assessment regs; the academic calendar; review of the assessment board structure.

Kellie leaves CASQE on 20th Feb to join RED. And Morag leaves CASQE (date to be confirmed) to take up a position in the Civil Service. Best wishes and congratulations to Kellie and Morag and thanks for your contributions to the Network. We will miss you both.

CASQE web site

The new CASQE web site should be up and running by the end of the week (ie 30 January). Please let Rob or Rachel know if you have any difficulties with using it/spot any errors.

Faculty Staffing

Welcome to Carmen Corral - who joins us as Faculty Quality Administrator for Science and Engineering.

Congratulations to Nicola Crane who has transferred to a position in Recruitment and Admissions. Nicola's position as Quality Administrator for Art & Design will be taken over for the short-term by Diane Sutcliffe, who is on secondment to the post.

PARM Developments

Discussions are currently underway with P & MI, Collaborative Partnerships Office and Kevin Bonnett concerning the issue of strategic approval and its clear split from the academic approval of programme proposals. In the near future, PAFs will be submitted for processing directly to P & MI (rather than via CASQE), who will manage all aspects of the web consultation process and the approval in principle process. CASQE and FQAs will take up the activity once the strategic approval has been given, and will concentrate on the academic aspects of the approval. The proformas, paperwork, guidance and sections of the ARPH will all be updated to reflect the changes, which will be notified to staff once the details are finalised. So - watch this space!

IN THE MEANTIME, and until further notice, PLEASE CONTINUE TO USE THE CURRENT PAPERWORK AND FOLLOW THE CURRENT PROCEDURES.

PARM Schedules

Marian issued printouts showing details held by CASQE relating to PARM schedules. FQAs, please check the schedules and let Marian have any amendments asap.

PSRB database

Julie asked that FQAs check that they are able to log onto and input to the database sooner rather than later. Also, please to keep up with input - ie don't leave it 'til just before Audit!

Institutional Audit

Peggy asked that Network members work with Faculty and Central colleagues to make sure that:

The AME is completed, following the correct procedures, and that issues arising from this year's exercise are addressed and fed into planning for the next academic session.

There are no conditions arising from PARM activity left outstanding following the deadline imposed by Panels. In particular ensure that agreements with collaborative partners are in place prior to delivery.

Definitive Documents are up to date.

The Faculty web sites provide accurate information.

Also - thanks from Julie to those faculties who have let her have minutes as requested for the Audit web site. Please continue to send confirmed minutes to Julie as they become available.

Academic Programmes Database

Thanks from Michael for the information provided to him by faculties. Michael will be working via Rob Baker to liaise with faculties and set up workshops to look at developments relating to maintenance of data on the APD.

In view of its importance, APD will remain as a standing item on the Network agenda for the time being. Michael will continue to attend meetings to update staff and facilitate discussions.

Next meeting

Will take place on Tuesday 03 March 2009, when Helen Rowe has kindly agreed to give a presentation on the Open Professional Programme.