

Quality Network Meeting: 3 March 2009

Summary notes

PAFs

- a plea from Marian. Please would you work with your FADCs and push through any outstanding PAFs for activity due to take place this academic session? Please send both hard (signed) copies and electronic copies so that these can be displayed on the website in the consultation period.

Approval in Principle

Administration of strategic approval of programme proposals (including approvals, reviews and modifications) will pass from CASQE to P & MI at the commencement of the summer term, and following notification from Kevin Bonnett during the Easter vacation. This notification is likely also to advise that henceforth PAFs will be considered by FEGs rather than FADCs. In due course the proformas will be updated to reflect P & MI's requirements. NB this is for information only. UNTIL THE NOTIFICATION FROM KEVIN IS ISSUED, PLEASE CONTINUE WITH CURRENT ARRANGEMENTS.

External Examiners

For the meantime, and following Kellie's departure, please would you direct any correspondence (including nominations and reports) to me (Nicola) in the first instance?

AME

A reminder that the deadline for submission of the AME7 (faculty overview and action plan) is Friday 27 March 2009. These should have been considered by your FADCs prior to submission. Please submit these electronically and in signed hard copy to Janet Robertson.

APD

Please let Jonathan and Michael have your comments on the flowcharts (issued electronically prior to the meeting and available in hard copy at the meeting) so that these can be fed into future developments in this area. A prompt response would be helpful in this respect.

Online def docs

Following the meeting, Rachel McAlpine has sent out a request for updating of online documentation. Please contact either Rachel or Rob if you have any related queries.

Institutional Audit

The draft briefing paper will be available for consultation from 16 - 30 March. A plea from Julie and Peggy that you continue to engage with the Audit website and let them have any concerns or comments on what you read there.

NB The dates of the summer term Network meetings are as follows:

Tuesday 28 April - 14.00 All Saints Campus venue TBC

Tuesday 02 June - 14.00 All Saints Campus venue TBC

Quality Network Meeting: 28 April 2009

Summary notes

CASQE staffing

Anne Thompson has been appointed as Philip's PA and CASQE team member. Congratulations to Anne.

Short-listing for a replacement for Morag has now taken place and we hope that interviews can take place before the end of May.

Faculty staffing

Best wishes to Jamie who is finishing his appointment as HLSS Faculty Quality Administrator to move to Aberystwyth to study for a Masters degree.

Welcome back to Sarah Ives, who is taking up her substantive post as HLSS Faculty Quality Administrator.

Interviews for the appointment of Art & Design Faculty Quality Administrator are taking place on Friday 15th May. Diane Sutcliffe is currently covering this position in a temporary capacity.

Update on Exceptional Factors processing

Peter has now received responses from all faculties following consultation on the processing of Exceptional Factors.

The working group looking at this issue has now been re-convened. A paper detailing proposed procedures, which will now include both examinations AND assessed coursework, together with guidance on self-certification, is currently being drafted.

Co-opted Committee members

Janet Robertson reminded members that some co-opted committee members' periods of office were due to expire this academic session. It may be that new or renewal appointments need to be determined.

PARM. New procedures for Strategic Approval (formerly Approval in Principle)

Marian and Nicola will be meeting with P & MI on 13th May to discuss practical issues relating to processing Strategic Approval. A number of issues relating to this cropped up at our meeting and as Janet Edgar and faculty colleagues are meeting shortly to discuss how they might manage this locally, we agreed that it would be helpful for the outcome of their discussions to feed into the meeting on the 13th. (NB Janet Edgar has subsequently agreed to attend the meeting we are having with P & MI on the 13th. We will feed back to the Network following that meeting).

Institutional Audit

Julie reminded members that draft 6 of the Audit Briefing Paper is now on the web for consultation. Comments on the paper, including notification of typos/grammatical errors and suggestions for additional items of good practice, should be sent to Faculty Institutional Audit Working Group reps by Friday 8th May.

An external consultant has been employed to look over draft 7 of the paper. This consultant will also be involved in the audit rehearsal at a later stage.

Peggy has asked that faculties keep a copy of all PARM documents from events this year, including daffed comments.

Academic Programmes Database

Rob reported that PARM flowcharts sent to him by P & MI for comment had been returned with his request for corrections. We are still awaiting a response and updated documentation from P & MI.

External Examiner Reports

Nicola asked that faculties ensure that all reports received by external examiners be formally acknowledged and checked for completeness in all relevant sections (including Sections B and M in particular) prior to circulation. There was a reminder that where the report referred to the Combined Honours programme that the report should be sent additionally to the Combined Honours Office. Specific references to named staff and students should be anonymised prior to circulation.

PSRB

Following our very helpful discussion on this, we determined the following: Faculty Quality Administrators will attempt to input data to the database to check that it is working effectively and let Julie know asap if not; Peter will be liaising with Deans and FADC Chairs to stress the importance of academic colleagues working with Faculty Quality Administrators in this area and to request their assistance in ensuring that this happens.

Next meeting

By request, the date of the next meeting has been moved from 2nd June to 16th June. We agreed that the theme should be planning for PARM in 2009/2010. Nicola and Marian will be liaising with Faculty Quality Administrators to pull together a programme.