

## **Quality Network Meeting 6 October 2009**

### **Summary notes**

#### **Faculty Staffing**

Congratulations to Ruhena Begum who has been made a permanent member of the All Saints South Quality Administration team.

#### **Combined Honours and Foundation Degree Programme – Quality Assurance Procedures**

Julie Abrahams, administrator for the Combined Honours programme and Pauline Holland, administrator for from the foundation year programme, attended the meeting to discuss procedural matters relating to the quality management of these programmes.

As the Combined Honours and foundation year office has recently moved into the Central SAS department a new University Programmes board has been set up in order to act as FEG and FADC for these programmes and also the MA in Academic practice. The new board is chaired by Kevin Bonnett, with Gwyn Arnold as the Dean equivalent and Kate Brown from Governance and Secretariat servicing it.

After a discussion on the feeding back to the combined honours and foundation year office details of minor modifications affecting these programmes it was decided that Marian would add combined honours staff to the feedback box 19 on the PARM13 form. It was also requested that the members include the Combined Honours Programme staff in the PARM report circulation, where relevant to the programme.

Nicola reminded Faculty Quality Administrators to make sure that there was an external examiner approved for each subject area offered within the combined honours programme. There should normally be just one per subject. The annual reports are only required for the named, approved external examiners and these reports only should be copied to David Lambrick, Lida Nejad and Julie Abrahams.

#### **APD**

Project is led by PMI and is focused on setting up a single authoritative source of information on all the University's provision for use by all staff. An urgent meeting was held in June however the working groups have not been contacted to carry on with the work that was laid out at this meeting. Rob Baker will continue to keep the network updated on the progress of the APD working group.

#### **NSS**

An NSS Results Working Group chaired by Kevin Bonnett was set up to help focus on actions that respond to the results. Alan Fielding in S&E has completed some comprehensive analysis of the results. The two main areas that most relate to students' overall satisfaction are teaching, and organisation and management which will be the two areas that are given most focus this academic year.

CASQE & CeLT have set up NSS action workshops on the 7<sup>th</sup> & 9<sup>th</sup> October for all staff to look in depth at the NSS results and analysis. The organisers of these workshops are also offering to attend each FEG meeting in order to give faculty specific information.

### **CASQE Update**

Philip officially retired as Head of CASQE and the CASQE team took him out for lunch on Monday 5<sup>th</sup> October. Peggy Cooke has been appointed acting Head of CASQE until Christmas. CASQE are unsure what will happen post Audit but will keep the network informed.

Nicola requested that members engage with programme leaders to enable attendance at External Examiner inductions. Faculty Quality Administrators are welcome to come along to the training. Outstanding nominations – if possible can these still go through FADC and follow the normal procedure rather than resorting to chairs action? Anne Thompson will be chasing missing external examiner reports and reminders have been sent to programme teams – **please can the members keep Anne updated on this and copy in Nicola Clarke.**

Julie requested that if there are any problems with the PSRBs to advise her. The auditors have access to Uniview which will provide limited information on PSRBs however if this is chosen as an audit trail the information will need to be there on request.

Janet reminded members that all FADC annual reports will be needed for ADC on 28<sup>th</sup> October.

Marian has reduced her working hours to 4 days a week which will probably be either a Wednesday or a Thursday off work.

### **PARM – Update**

Most of the PARM reports with only 3 or 4 exceptions have gone through the system and sections A&C of each report have been extracted and put onto the CASQE website. Thanks to all the Faculty Quality Administrators for their hard work in sorting these out. It was requested that members hold onto their documents for last academic year in case these are needed for the audit.

PARM project has been reactivated with the hopes of making small changes this academic year and more radical changes for next year (see below).

A Revised PARM Chairs list has been circulated to the network.

Please can members keep Marian updated when a SAF has been submitted to P&MI. If there are any changes on the form please let Marian know. CASQE are the holders of the signed originals it was discussed that faculty copies of these are a local records issue.

## **PARM/AME Review**

The review is looking to make the Quality Assurance procedures more responsive to market-led initiatives whilst not compromising scrutiny of quality and standards. Peggy is drafting a paper to go to the November Academic Board. This paper will suggest some quick fixes and set out a way in which the review can be carried forward. The current proposals are to hold 3 day long workshops – day 1 will be FADC Chairs, day 2 will be PMI, SU, CASQE, Key Admin staff and Reps of the Quality Network - then day 3 all will be brought together to discuss the proposals. These workshops will hopefully pull together a proposal that will be approved and in place for the start of the next academic session 2010/11. This will hold training implications and training will be offered in the summer term if the proposals are approved.

## **Institutional Audit**

The auditors are conducting their briefing visit next week and will be meeting with 8 members of senior staff, the Vice Chancellor; and Students' Union representatives. Following on from this visit they will choose the various trails that they would like to look at during the audit visit 16<sup>th</sup> – 20<sup>th</sup> November.

Thanks to all the faculties who have provided information when it was requested and everything that has been provided has been put up on the auditors' website for them to look at.

Three partner institutions are going to be visited by the auditors after the briefing visit and before the November Audit and Julie thanked the three faculties who have been involved with the organisation of these visits.

## **Theme: Fast Track Validations**

Peter Leyland led a discussion regarding the possibility of Fast Track validations and presented a paper outlining some current initiatives operating at MMU. It was noted that CASQE had not been consulted on some of the activity, in particular relating to the JISC supporting responsive curricular project, but that staff from CASQE were now involved in this project.

## **AOB**

Rob Baker thanked the faculty staff for updating the online documentation. This was a big job that occurred at a really busy time of year and everyone's efforts were really appreciated.

Nicola requested ideas for a theme for the next meeting in November. A brainstorming session on PARM for the members of the network who will be sitting on the PARM review group is an option. The Network has been asked to contact either Nicola Clarke or Rachel McAlpine with any other suggestions ASAP before an agenda is drawn up.

Following a meeting earlier that afternoon with the Registrar concerning the introduction of two tier examination boards, Peggy advised that no new External Examiner appointments are to be approved under the existing arrangements except for the ones done through exceptional circumstances. If you don't need to replace them – don't at the moment. The outstanding nominations relating to appointments expiring in December 2009 can go ahead – Nicola will email the Faculty Quality Administrators to confirm.

**Date and time for next meeting**

24<sup>th</sup> November 14.00 – Geoffrey Manton Building Room 201C