

10 March 2023

## Minutes

**Attendees:** Mr C Heady (Chair), Mr N Bailey, Mr D Broadbent, Mr G Chapman, Dr M Cheng, Dr J Gerrard, Dr D Grundy, Mr T Kern, Ms Joann Luke, Ms L Mckenna, Mr C McMorrow (minutes), Dr T Morgan, Dr R Norman, Mr A Perrin (Secretary), Mr D Shaw, Dr Ruth Valentine, Dr C Watts, Mr G Wickstead

**Student Representatives Attendees:** Ayanat Turganbayeva, Fareeha Ejas, Laiba Alamtab, Yerkezhan Amantayeva, Aina Ferrer Bhargava, Platon Parshikov, Albert Soldatov, Hengxinyue Zhang

**Apologies:** Dr M Armstrong, Dr M Brennan, Mr K Conroy, Mr S Grinsell, Dr S Hacker, Dr K McDonald, Yuze Zhong

**Student Representative Apologies:** Hanfu Cao, Hesham Alderazi, Hotham Alshekheri

### Part 1: Routine Business

#### 1. Proposals for new/amended modules

Approved: Documents A1-A3

The Chair noted that EAP delivery hours had been reviewed to deliver 8 hours per week for 40 credits and 4 hours per week for 20 credits.

Student representatives noted that they are supportive of this change, expressing that some students felt the revised hours may offer the opportunity to more succinctly deliver the content for these modules which some noted is drawn out and repetitive in its current form.

The Chair noted that study clinics would be removed for academic modules, adding that these are poorly attended. He suggested that assessment/revision focused study clinics would continue to take place in the run up to exam periods. The Chair explained that this would also avoid study clinics being used as 'spill over' time for lessons to ensure that all students benefit from the tutors' responses and advice, as opposed to only those attending the study clinics.

Student representatives agreed with the Chair's comments and rationale.

The Chair highlighted that some of the Science pathway students had fed back that lecture recordings were not available on Canvas.

TM confirmed that this was specifically regarding the School of Engineering Canvas content that had been available to INTO International Year One Engineering (IYOE) students initially, but subsequently removed. She added that some of the content was available on YouTube and that the tutor had been actively adding these to Canvas for IYOE students (where this content is available).

DB asked University colleagues whether all lectures are recorded via Re-Cap.

DG and CW confirmed they are unless lecturers request otherwise by rationalising an 'opt-out'.

## **2. Admissions, Registration & Induction Report**

Approved: Document B

## **3. Minutes of the Previous Meeting and Action Log**

Approved: Document C

The Action Log was reviewed, no outstanding actions were identified.

## **4. Decolonisation Updates**

AP noted that useful links had been received by LTDS and shared with the INTO Academic Management Team.

### **Part 2: Matters of Report and Information**

## **5. University Education Committee Summary Report**

Considered: Document D

The Chair highlighted Learning Analytics and Bring Your Own Device as interesting features.

JG noted that the Learning Analytics is intended to serve as a useful tool to consolidate a large volume of information with a view to enabling staff to better support students.

## **6. Cross-Faculty Education Committee Summary Report**

Considered: Document E

## **7. Graduate Diploma tile change**

Considered: Document F

The Chair confirmed this is a change in title from Graduate Diploma to Pre-Masters, primarily for marketing and recruitment purposes. Successful candidates will still be awarded the Graduate Diploma.

AP confirmed the title change does not require Board of Studies approval.

## **8. Programme Reports**

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|---|-------------------|
| • Foundation – Architecture (Thomas Kern)                                     | <b>Document G</b> |
| • International Year One – Architecture (Thomas Kern)                         | <b>Document H</b> |
| • Graduate Diploma – Architecture and Landscape Architecture (Thomas Kern)    | <b>Document I</b> |
| • Foundation – Biomedicine, Biology and Pharmacy (Tanya Morgan)               | <b>Document J</b> |
| • Foundation – Science, Computing, Engineering and Mathematics (Tanya Morgan) | <b>Document K</b> |
| • International Year One – Engineering (Tanya Morgan)                         | <b>Document R</b> |
| • Foundation – Business & Management (Glen Chapman)                           | <b>Document L</b> |
| • Foundation – Humanities and Social Sciences (Glen Chapman)                  | <b>Document M</b> |
| • International Year One – Business (Michael Cheng)                           | <b>Document N</b> |
| • Graduate Diploma – Business and Humanities (Lisa Mckenna)                   | <b>Document O</b> |
| • In-Sessional English (Nick Bailey)  | <b>Document P</b> |
| • Academic English and Study Abroad with English (George Wickstead)           | <b>Document Q</b> |

## **9. Date of the next meeting – Friday 7<sup>th</sup> July 2023 at 10am**

### **10. Any Other Business**

Student Representative 6 noted that IYO Engineering students are concerned over the timing of resits, currently scheduled for August. She noted that students were faced with the difficulties of sourcing an appropriate British Council office, at which they could take their resit(s) overseas, as well as the additional time constraints of applying for a Student Route Visa to join year two studies in September.

RN noted that the School was not fully aware of the issues outlined by the student representative regarding the timing of resits and the associated logistical and visa arrangements. She added that she would raise these points with the School again.

CW and RV confirmed that schools do run earlier (July) resit periods for some modules where justified/required.

***Action Point RN: RN to raise issue of potential earlier exam resits with the School of Engineering.***

Student Representative 7 asked if students could be permitted to attend classes remotely during periods of absence (i.e. sickness).

The Chair noted that this is not permitted within the Student Route visa framework, adding that if a student is unwell they ought to recover before resuming their studies.

As there was no further business the Chair thanked members for their participation and attendance.