

Minutes of the Academic Quality and Standards Committee (HE)
held remotely on Friday 20 January 2023

- Present:** Tim Newsholme (Chair)
Abigail Appleton (Principal)
Mervyn Jones
Charlotte Semus
- In attendance:** Linda Watkins (Clerk to the Governors)
Justin Gregory (Head of Higher Education)

This was a single item agenda to scrutinise the course reviews.

1. Apologies for absence

Apologies for absence were received Dr Joanne Horton.

2. Course Reviews

Governors would provide grammatical changes separately. The Head of HE presented the report explaining the College's relationship with UWTSD including the process and submission of information shared between institutions which also included monthly meetings.

The resilience of students, including those in retrieval was commended. A Governor asked if retrievals were based on theory or practical work; these were not entirely based on written theory work. Changes have been introduced on some programmes to change the balance of theory and practical elements of programmes. A Governor enquired if the practical culture of an arts colleges extenuated retrievals particularly based on an arts college and the impact of covid and post-covid should be summarised.

ACTION: HEAD OF HE

UWTSD does not report to OfS (the HE regulator for England) and engagement regarding B3 condition of registration regarding quality assurance. The College anticipates that it will achieve the benchmark in 2022 for the first measure which is a four-year measure for full time students. Improving Graduate Outcomes is a longer-term project. An additional comment will be added to state that the College was marginally below B3. **ACTION: HEAD OF HE**

Page 2 emphasise changes to course leaders following personnel changes and gaps in courses **ACTION: HEAD OF HE**

Communication of extraordinary processes in a different way had been discussed agreeing to use tutorials to identify and discuss support requirements for students.

A log of weekly video messages and emails sent to students during the covid pandemic. Consistency of communication is being reviewed with narrative recorded to identify any gaps in information and support provided. Wellbeing messages will be reiterated during the year.

Student engagement should be exceptional based on the scale of the College and support provided. A more strategic and consistent approach will be embedded. Allegations of sexual harassment or bullying are taken seriously. The College had strong feedback from students from training implemented to students.

Student rep training has been strengthened to raise and review new policies and processes. HE level meetings are held to discuss topics and gain student feedback; there was discussion with the Student Governor about communicating the purpose of the meetings to students.

A summary from the NSS results were incorporated with a suggestion to add additional commentary regarding organisation and management. **ACTION: HEAD OF HE**

Internal surveys were completed including a settling in survey. This was not anonymous to SLT enabling them to act on the information. Action plans have been prepared to address issues from semester 1 and 2 surveys. The student accommodation had reduced reliance of private landlords anticipating that accommodation issues could reduce.

A summary of the number of complaints, areas and if these had been resolved was provided.

Completion of the Annual Review process showed the timetable to complete some MA reviews at a later date.

There were some inconsistencies in annual provider reports which are being addressed, an example included trips on courses.

External Examiner reports are conducted with integrity with some comments drawn together, an example for student feedback. Cross-course disciplines and extending external partners are being embedded, this would be emphasized in the opening paragraph. **ACTION: HEAD OF HE**

The question have all APR reports been considered by the relevant Staff Student Committee meetings (or equivalent) would be changed to a positive response once minutes are provided which is formal evidence.

Data will be used to drive quality and triangulation in future.

Implementation of revalidation and module feedback will be discussed with students this year as part of ongoing quality enhancement. Building consistency across all programmes to build on best practice is continuing to be reviewed. An example of HCA+ would be added to provide context. **ACTION: HEAD OF HE**

Foundation Degrees revalidation process had been suspended. This would be highlighted as an ambition. **ACTION: HEAD OF HE**

A discussion and information about Foundation Degrees would be arranged with the AQ&S Committee, F&GP Committee and Board. It is planned to deliver these from 2024; however, there may not be sufficient capacity to progress Digital Futures and Foundation Degrees to this timescale **ACTION: PRINCIPAL/HEAD OF HE**

TEF registration was not included with a question if a statement that the College is not pursuing currently with reasons. This is part of the College's quality strategy agreeing to pursue in 4 years aiming for a gold category. **ACTION: HEAD OF HE**

Page 10 remove 'the majority of the time' and replace astounding with 'astounding' with 'outstanding'.

The Committee agreed that this provided an honest and positive Annual Course Review for UWTSD thanking the Head of HE for preparing the report.