🏛 **UCL**

Education Committee
Thursday 25 April 2024

Minutes (Confirmed)

Present:

Professor Kathleen Armour (Chair)

Ms Karen Barnard; Professor Sally Day; Dr Cathy Elliott; Dr Julie Evans; Mr Matteo Fumagalli; Ms June Hedges; Ms Katherine Fletcher; Mr Ahmad Ismail; Professor Liz Jones; Dr Rachel King; Dr Sandra Leaton-Gray; Mr Zak Liddell (until item 70); Ms Blathnaid Mahony; Professor Margaret Mayston; Professor Abel Nyamapfene; Professor Paola Pedarzani; Professor Mary Richardson; Professor Aeli Roberts; Mr Mike Rowson; Professor Bill Sillar; Dr Hazel Smith; Ms Issy Smith; Dr Fiona Strawbridge; Professor Olga Thomas; Dr Nalini Vittal; Dr Kathryn Woods and Professor Nicola Walshe

In attendance: Ms Hannah Swallow; Mr Mark Rice; Ms Lizzie Vinton; Lisa French (Acting Secretary); Mr Rob Traynor (Assistant Secretary) and Ms Esra Celik (observing the meeting).

Apologies: Dr Nicole Brown; Professor Parama Chaudhury; Mr Shaban Chaudhury; Ms Sarah Cowls; Mr Ian Davis; Mr Ashley Doolan; Mr Daniel Farrell; Ms Manya Gupta; Professor Norbert Pachler; Dr Francesca Scott; and Professor Stan Zochowski.

Part I: Preliminary Business

63.   Welcome, Apologies and Announcements

The Chair led colleagues in extending thanks on behalf of Education Committee (EdCom) to Ms Lizzie Vinton for her work at UCL, including her management of the Programme Excellence Project.

63.2   The Chair informed the Committee that the agenda for the EdCom Away Day on 16 May 2024 would include the future teaching estate and the feedback and assessment guidance.

64.   Minutes

64.1.   Approved subject to amendment of minor error – the Minutes of the previous meeting held on 1 February 2024 [EdCom Minutes 51-62, 2023-24] at EDCOM 6-02 (23-24).

65. Matters Arising

65.1. Arising from minute 55.1A, it was noted that Dr Fiona Strawbridge would provide an update to the Committee at its next meeting on the quality of AV in teaching spaces.

65.2. Arising from minute 58, it was noted that Academic Committee had approved the establishment of a Recruitment and Admissions Committee.

Part II: Matters for Discussion

66. Personal Tutor Review

66.1. Received - the paper at EDCOM 6-02 (23-24), introduced by Dr Kathryn Woods, Pro-Vice-Provost Education (Student Academic Engagement). She highlighted that the personal tutor review had identified risks to UCL in being able to demonstrate compliance with the Office for Students (OfS) Condition of Registration B2. The Committee was invited to discuss the recommendations from the review.

66.2. The following points were raised as part of the discussion:

a) The recommendations from this review were welcomed, as academic staff were concerned about the boundary between their role and the role of Student Support and Wellbeing.

b) Further consideration was required on how personal tutoring was reflected in staff workload modelling.

c) It was suggested there should be more flexibility built into minimum office hours to ensure this was compatible with different staff working patterns, and that the term 'office hours' should be reconsidered as this could be confusing for students.

d) The Personal Academic Tutoring dashboard was seen as key to the successful implementation of this policy.

e) There was concern that this policy could not be implemented without further investment into Student Support and Wellbeing.

f) The definition of academic support should reference the other academic support available to students through, for example, lectures and Moodle.

g) EdCom agreed 'Personal Academic Tutor' should be renamed to 'Personal Academic Mentor'.

66.3. EdCom recommended there should be centrally allocated funding for professional support for students in departments, for example similar to the current Student Advisors or broader Student Experience Officers, that these should be locally embedded but supported in a central network, and that they should be made

available to all students. Where individual departments were able to choose whether or not to allocate resource to this support, EdCom considered that there would be highly variable and inequitable treatment of students across UCL. The Chair agreed to report this recommendation to the University Management Committee (UMC).

66.4. EdCom **approved** the recommendations from the Personal Tutor Review outlined in EDCOM 6-02 (23/24), with the considerations noted above.

67. Updated Higher Education Providers Consumer Protection Law Guidance

67.1. Received - the paper at EDCOM 6-03 (23-24), introduced by Ms Hannah Swallow, which outlined a risk-based approach to programme amendment and consultation with students.

67.2. Ms Swallow explained that all major, moderate and minor amendments to core modules required 'express consent' from students. She recognised that for modules with larger cohorts a response might not be received from every student and departments should consult with the legal and compliance teams for further advice.

67.3. EdCom commented that departments should be responsible for offer holder summaries, although noted it was currently difficult for departments to check whether these were correct as programme summaries were not always updated following a programme amendment. This should improve with the implementation of a new Curriculum Management System.

67.4. EdCom approved the updated definition and guidance for contact hours and the updated approach to consultation with prospective students/current students.

68. Revision to Degree Apprenticeship Programme Approval Timelines

68.1. Received - the paper at EDCOM 6-04 (23-24). EdCom approved the removal of the recruitment phase (1 year) of the timeline for approval of new programme proposals for degree apprenticeships.

69. In-Session Revision to Academic Misconduct Regulations

69.1. Received - the paper at EDCOM 6-05 (23-24), introduced by Mr Zak Liddell. EdCom approved the change to the academic manual outline in EDCOM 6-05 (23-24).

70. Feedback and Assessment Guidance

70.1. The Committee agreed this item would be discussed at the EdCom Away Day on 16 May 2024.

71.   Revised Professorial Banding Criteria

71.1.   Received - the paper at EDCOM 6-14 (23-24), introduced by Mr Mark Rice. He noted that the revised professorial banding criteria aimed to improve the equity and consistency between the different types of UCL professor.

71.2.   The Committee welcomed the proposed changes. Members commented that there were additional disparities between Professors (Teaching) and Professors on academic contracts. This included that Professors (Teaching) could not be appointed as an emeritus professor, they were not members of academic board and in some cases did not have the opportunity to give an inaugural lecture. EdCom requested that this information be included in the paper to Academic Board.

71.3.   EdCom endorsed the paper at EDCOM 6-14 (23-24).

72.   Programme Excellence Project (PEP) Update

72.1.   Received - the paper at EDCOM 6-06 (23-24), introduced by Ms Lizzie Vinton, who thanked all colleagues who had worked on Phase 1 of the project. The PEP portfolio review was closely linked to the Curriculum Management System project and had helped to support the data structure that would improve programme diets and summaries.

72.2.   The Chair commented that the curriculum excellence strategy and research intensive education would be discussed at Academic Board, and discussions would be held across the institution with outputs used as a basis for the next phase. Principles would be agreed at an institutional level, and faculties and departments would then develop tailored strategies.

72.3.   The Research Intensive Education working group planned to submit a paper to the next meeting of EdCom. The Extended Learning Opportunities working group were considering what UCL should offer to undergraduate students in Term 3 where they have little or no provision.

73.   Student Experience Outcomes Progress Update

73.1.   Received – an invitation from the Chair for members to share updates on work being undertaken to improve the student experience within their departments and faculties, and challenges that are arising in doing so. During the conversation, the following points were raised:

a) Student Support and Wellbeing should be invited to a future EdCom meeting to discuss the Student of Concern process.

b) Issues with the timetabling and scheduling of space for teaching and learning were noted in the Institute of Education building. Students' Union activities had been scheduled in close proximity to seminars, which had caused disruption to teaching. The Committee recognised the importance of the Students' Union having appropriate space for its activities, and that the growth in UCL's student numbers had caused challenges to timetabling. Some of these issues would be addressed by the new Students' Union building. EdCom requested that the Head of Student Operations provide an update to the Committee on timetabling.

c) EdCom thanked the Students' Union for organising the Student Choice Awards.

Part III: Other Business for Approval or Information

74. Degree Outcomes Statement

74.1. Recommended the Degree Outcomes Statement at EDCOM 6-07 (23-24) for approval to Council.

75. Institutional Self Assessment Report and Quality Improvement Plan for Degree Apprenticeships

75.1. Noted the paper at EDCOM 6-08 (23-24). The Committee thanked the degree apprenticeships team, including Ms Alison Sidebottom, Mr Ashley Doolan, Mr Zak Liddell and Professor Norbert Pachler, for their work on the OFSTED inspection and this report.

76. Approval of New Taught Programmes of Study at UCL

76.1. Approved the paper at EDCOM 6-09 (23-24).

77. Minutes of Sub Committees

77.1. Approved – the minutes of the 25 October 2023 and 29 January 2024 meetings of the Student Life Committee at EDCOM 6-10 (23-24) and 6-11 (23-24).

77.2. Approved – the minutes of the 15 November 2023 meeting of the Quality and Standards Committee at EDCOM 6-12 (23-24).

77.3. Approved – the minutes of the 1 February 2024 meeting of the Student Access and Success Committee at EDCOM 6-13 (23-24).

78. Any other business

78.1. No other business was noted.

79. Dates of Next Meeting

79.1. The dates of EdCom meetings for the rest of the 2023-24 session are:

- Thursday, 27 June 2024, 14:00 – 16:30

- Thursday 25 July 2024, 14:00 – 16:30

Lisa French
8 May 2024