

QUALITY and STANDARDS COMMITTEE

Minutes of a Meeting 2.00pm Thursday 26th June 2014 Gordon Canning Room

Present: Mr David Crawford (DC) (Chair)
Mrs Barbara Buck (BB)
Mr John Deane (JD)
Dr Beri Hare (BH)
Mr Russell Marchant (RM)
Mr Chris Moody (CM)
Mr Luke Rake (LR)
Professor Ron Ritchie (RR)
Mr Charles Whitehouse (CW)

In Attendance: Mr Graham van der Lely (GvdL)

Apologies: Mrs Rosamund Blomfield-Smith
Mr Ben Grieve

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	Apologies Apologies were received from Mrs R Blomfield-Smith and Mr B Grieve.		
2.	Declaration of Interest. Paper QS02/06/14 The Clerk advised that member's interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
3.	Minutes of the Last Meeting. Paper QS03/06/14 Minutes of the meeting held on the 12 th March 2014 were agreed to be a true and accurate record and signed by the Chair.		
4.	Matters Arising 4.1. Letter of thanks was sent to Mr D Barnett on 9 th April 2014.		

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<p>4.2. Update on staff development on Teaching, Learning and assessment incorporating amendments discussed at last meeting.</p> <p>LR apologised for misunderstanding the minute but confirmed that the amendments proposed would be in place for the next full academic year including the percentage of new staff that attended training sessions. CW advised that the overarching themes from the year from Teaching and Learning perspective will be included in a paper that will be brought to this Committee. RR believed that this was part of an audit trail that would inform Ofsted.</p>		
<p>4.3. Reformatted Equality and Diversity Report incorporating amendments discussed at last meeting.</p> <p><i>The Report is still to be completed and will be discussed at next meeting.</i></p>	JD	11/11/14
<p>4.4. The Governors' Information Pack.</p> <p><i>The Clerk confirmed that the Governors' Information Pack will be updated at the beginning of the next academic year.</i></p>	Clerk	09/14
<p>4.5. Advise process for completing the loop on actions on the outcomes from the Induction Student Survey. Will be discussed in Agenda item 5.</p>		
<p>4.6. Discuss outcomes of the review into decline in students achieving a "good degree". Paper QS04.6/06/14</p> <p>JD advised that at the last Quality and Standards Committee, the Balance Scorecard highlighted a drop in performance of degree student's achieving either a 2:1 or 1st honours degree and he had been asked to review the reasons for this and propose action. JD explained that a working group was formed by Associate Faculty Board to investigate undergraduate student performance and to include Foundation Degrees. Following a thorough interrogation of the relevant data and discussion of the findings, the working group made fifteen recommendations aimed at improving achievement in poorly performing programmes. The key areas of concern are the three top-up programmes and in particular the external students entering Hartpury at Level 3. JD advised that the Associate Board had discussed the report at this week's meeting and recommended the actions to be taken. Many of the recommendations related to top up degrees. RR believed this to be a thorough piece of work but misses an important issue mentioned in the last meetings minutes as a possible reason for poor results, which the external examiners had picked up that staff should be using the full marking range. RR thought that whilst the Report was positive it misses the important issue of whether the tutors</p>		

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are marking appropriately and what are the development needs if they are not. This would be a critical factor in the audit trail for the QAA and RR thought it was also worrying that this had not been picked up by the Associate Faculty Board which needs to agree action and accept ownership. RR felt other areas recommended for action were good. DC felt that many of the recommendations were about process and this would therefore need careful monitoring. JD referred Members to the data table degree performance since 2009/2010.

	09/10		10/11		11/12		12/13	
	Total GH	GH %	Total GH	GH %	Total GH	GH %	Total GH	GH %
Uwe Mean	4029	64	4425	65	4530	70	4663	72
Hartpury Mean	251	47	257	45	292	57	355	48
Animal science	11	64	210	80	21	62	8	50
Equestrian Sports Science	24	54	20	40	23	65	24	50
Sports Coaching	42	45	46	52	39	54	68	49
Sports Business Management	31	13	26	23	39	41	49	41
Equine Management	3	0	6	0	6	33	9	33
Animal Management	6	17	3	33	7	43	6	17
Sports Studies	12	67	19	32	32	44	44	11

JD advised that the bottom three programmes were all top up degrees and explained that these were students taking a final year to achieve an honours degree when they had already achieved a foundation degree. The data shows that Sports Studies had deteriorated from 67% to 11% achieving good degrees over the period. In response to GvdL JD explained that one of the main reasons for poor performance were these last three programmes were made up of external candidates who had achieved their first award elsewhere. DC queried the quality of teaching and JD advised that there was no evidence that this was a factor. RR noted that the cohort numbers had increased and it was easier to teach smaller numbers. BH believed that you should shape your teaching to the students you have and teaching would, therefore, be seen as a problem. RM agreed with RR's earlier comments and thought the paper should be sent back to the Associate Faculty Board for them to reconsider the comments the external examiner had made and split out BSc's and Top up Degrees.

The Report on the Student Performance and Achievement of Good Honours Degrees will be sent back to the Associate Faculty Board for them to reconsider their recommendations in the light of the above discussion.

JD

11/11/14

4.7. Confirm process for ordering books from UWE.

JD confirmed that you can order books from UWE Library on-line or through our Library.

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<p>4.8. Agree format to monitor staff development activity. Paper QS04.8/06/14</p> <p>RM advised that he had been asked to look at the Staff Development Report as it had been very long and detailed. RM referred Members to the new format which detailed the numbers of staff and their teaching qualifications split between HE and FE as well as longer term commitments such as masters and finally a chart detailing technical courses or conferences attended.</p> <p><i>The new format was agreed and the Report will be presented at each meeting.</i></p> <p>4.9. Governance of HE</p> <p>RR felt it relevant for the Committee to be updated on the progress on this matter. At the last Board Meeting there had been discussion and concern over the process being proposed. A meeting had been held just prior to this meeting to look at the structure and he believed there was a satisfactory solution proposed. This Committee will be re-named the Quality Enhancement and Standards Committee (QUEST) and its Terms of Reference will be reviewed to cover three important elements. Firstly, much as now, the FE Ofsted Agenda; secondly ensure HE processes are in place and issues that Academic Board might refer and thirdly to enhance deals across FE and HE plus equality and diversity academic issues across both areas. The Academic Board will not have governor representation but will have FE representation and will report direct to the Corporation on all other issues, except those noted above. At the next Board Meeting a diagram showing the proposed parallel structures of FE and HE will be presented. The Terms of Reference of QUEST and Academic Board will be agreed at a later meeting.</p>	RM	11/11/14
<p>5. Discuss and agree actions from Student Survey</p> <p>5.1. FE On-Programme Student Survey. Paper QS05.1/06/14</p> <p>LR advised that there had been an overall decline in satisfaction over the previous year but the reasons for this are unclear particularly as there has been an increase in retention. LR advised that Sports are the most satisfied with Agriculture being the least satisfied with the latter result going against the resource improvements and improved teaching in this area. LR explained that as the proportion of level 3 students increased then they became less satisfied. LR pointed out that students from an ethnic minority tend to be less satisfied but numbers are low and not statistically significant but should be noted. BH felt that the remit of this Committee was to look at the issues and where it is not going well and where students are not satisfied we should know what actions are being taken. Where students are very satisfied we should know why this is to see what we can learn. Relating to the ethnic minority we should have</p>		

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<p>other mechanisms to monitor. LR believes that the questionnaire process of using “strongly agree” as worth twice “agree” muddies the water and would prefer to go to a simple “Yes” or “No” and proposes that we cease using the current system and go to Survey Monkey from September 2014. In response to DC LR advised that we currently write our own questions. RR felt that whilst accepting there might be a need to re-visit some of the questions he was not certain about going to yes or no answers and believed that four scales were more relevant. LR was more concerned over the current weighting rather than the numbers of grades. RR believed it would be dangerous to simplify too much and felt that there should be some consistency over HE and FE and a bit more self-critical analysis. RM advised that under the new system proposed we would be able to react more quickly. RR thought that if we changed we would lose year on year comparisons and trends. CM thought there was a danger of surveys leading you to worry about minor issues and danger of survey fatigue. Outcome success measures are becoming critical which the current survey does not analyse and there may need to be a total re-think because external environment is changing. GvdL felt that as we are expanding the required outcomes of our surveys we may need to expand the number of questions. BB felt that we need to ensure that all members of staff are aware of the importance of students completing the surveys after having been given positive information of how this helps to improve the student experience.</p> <p><i>It was agreed that proposal for new format to student survey will be brought to the next meeting for discussion.</i></p> <p>5.2. HE On-Programme Student Survey. Paper QS05.2/06/14</p> <p>JD advised that the survey was conducted in March 2014 of students who were not eligible for the NSS. JD advised that there were positive trends in key areas with significant increases in 12 areas including teaching and learning. JD believed that because of enhancements being made to LRC and IT resources increased student satisfaction would be expected in these areas in the future. JD advised that he was reviewing the questions to ensure it keeps in line with the NSS to ensure that strategic investment in student enhancement is monitored. JD further advised that there is a need to increase the number of students completing the survey. JD outlined the process of how key actions are established, agreed and closed from the survey outcomes and advised that students are involved in this process. RR believed that the team should be congratulated on the improvements.</p>	LR	11/11/14
<p>6. Review FE Data.</p> <p>6.1. Retention Paper QS06.1/06/14</p> <p>LR advised that the last two years had been challenging in this area but this year was strong at 92.6% against 90.5% at this time last year and is</p>		

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<p>significantly higher than the last sector benchmarking point. LR advised that this will have a positive effect for next year's success rates. Equine and Animal Care have improved dramatically both 8% better than previous year. Agriculture and Sport have outstanding retention at 95% and 95.4% respectively. A Level at 89.8% is in line with the sector. DC congratulated the team on these improvements.</p> <p>6.2. Attendance Paper QS06.2/06/14</p> <p>LR advised that attendance is high at 94.9% and ahead of last year when it was 93.6% but just below target of 95%. LR further advised that the only disappointing area was Access to HE at 79.4%. LR explained that the reason for this is that they are generally mature students being taught in an HE way but confirmed that achievement was high. LR queried whether these should remain in the data but RM pointed out that numbers were small and therefore had no significant influence on the overall data. BH thought that this area should be reviewed which should lead to recommendation for actions that will lead to improvements. CM questioned the low attendance on Game course and LR advised that this was due to the high level of unauthorised attendance due to shoot days. CM felt that shoot days should be viewed as part of the course and we should review how attendance is allocated. BH advised that there was no unauthorised absence allowed under the regulations. In response to GvdL LR advised that students are able to catch up if absent by material being made available on line, by flexible tutorials and in some instances staff staying later.</p>		
<p>7. Review HE Data.</p> <p>7.1. Retention Paper QS07.1/06/14</p> <p>JD advised that the current withdrawal rate was 3.3% suggesting that we are well on target to be below the UWE KPI of 13%. In response to BH JD advised that the increased withdrawals in March are due to the February exam boards. JD advised that he was investigating the potential of surveying students who have withdrawn this year to identify reasons for leaving.</p>		
<p>8. FE Teaching and Learning.</p> <p>8.1. Discuss the Report on the Annual Review of Teaching and Learning. Paper QS08.1/06/14</p> <p>CW advised that 100 staff had been formally observed in 2013/2014 with 80% being graded as good or better. CW further advised that the most notable improvement is in Outdoor Education and Uniformed Public Service which has increased 50% those lessons graded good or better and now 100% of lessons observed were graded at this level. There have also been significant improvements in Agriculture from 23% good or</p>		

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<p>better in 2012/2013 to 80% this year. CW advised that teaching observations in Sport remained high with 100% being graded as good or better. There had been drops in all the other areas with Animal Management dropping from 100% achieving good or better to 73% this year, Equine 86% to 78%, Veterinary Nursing 67% to 60% and A Level 87% to 73%. In response to GvdL CW advised that the reasons for the drop in some instances were because of new staff but where there had been poor teaching training was be given or the member of staff had left. CW explained we could leave new staff out of our formal observations but an Ofsted inspection would not do this. BB advised that new staff have a mentor. DC noted that one of the biggest drops was in A Level and LR advised that this was due to new and inexperienced staff and the challenge with appointing fractional staff. CW outlined the actions that were being taken. In response to RR the Clerk advised that the Governors' Information Pack will be updated at the beginning of the next academic year. BH advised that inspectors would want to see an upward trend and to see what achievement is and the student experience. BH believed that governors needed to see a more rounded process. CM agreed as governors currently have to look at six or seven pieces of information to gage how a curriculum area is performing and felt that data should therefore be presented in a different way. LR advised that the SAR will be completed by the end of the summer holiday. GvdL advised that it was important that governors received key data in a format that enabled them to see the performance of curriculum areas.</p> <p><i>It was agreed that we will look at the way data is presented and report to the next meeting.</i></p> <p>8.2. Discuss the Teaching and Learning Strategy and Operating Procedures to take effect from September 2014. Paper QS08.2/06/14</p> <p>CW advised that following changes to the Common Inspection Framework and feedback from Ofsted we have amended the processes for developing high quality teaching, learning and assessment through robust observations. CW outlined the programme of changes that were going to happen each term. BH wondered why we were giving 24 hours notice of an observation and LR advised that next year these will be unannounced. In response to BH CW advised that action points from the observations are reviewed by Heads of Department. In response to DC CW advised that the Reflective Practice Logs completed by staff to encourage continuous improvement are personal and not shared. LR also advised that the appraisal process is changing with three formative appraisals per year instead of one.</p>	LR	11/11/14
<p>9. Discuss Report of External Benchmarking of Higher Education Teaching Observations. Paper QS04.8/06/14</p> <p>JD advised that the HE observation process continues to be moderated by</p>		

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	<p>an external teaching and learning specialist. JD outlined the process and advised that grading of teaching observations was not widely used in HE. JD referred Members to the Preliminary Report and advised that a full report will come to the next meeting. BH believed that after earlier discussion we should make special case to observe top ups. RM believed that we should think hard before removing the grading system. RR believed that our process was more robust than that of UWE. DC thought this is an important process that feeds into quality of degrees. JD confirmed that the observations will take place unannounced. RR believed that blended learning should be fitted into the process.</p> <p><i>A full Report on HE Teaching Observations will come to the next meeting.</i></p>	JD	11/11/14
10.	<p>Any Other Business</p> <p>There was no other business.</p>		
11.	<p>Dates of Future Meetings all to be held at 2.00pm</p> <p>Tuesday 11th November 2014 note this is change from Wednesday 19th November 2014</p> <p>Thursday 12th March 2015 Tuesday 23rd June 2015 Thursday 29th October 2015</p>		

Mr David Crawford
Chair Quality and Standards Committee

17th September 2014