Aston University

ASTON UNIVERSITY

THE SENATE

LEARNING AND TEACHING COMMITTEE

COLLABORATIVE PROVISION STRATEGY GROUP

Minutes of the meeting held on 20 November 2018

Present:	Fiona Lacey (Chair)
	Alison Davies, Odette Hutchinson, Bhavisha Koner, Kate Sugden, Wendy Tabrizi, Heather Whitehouse, Lesley Price (Secretary)
Apologies:	Celine Benoit, Joanne Birkinshaw, Ray Carson, Virginie Grzelczyk, Lee Jenkins

MINUTES OF THE LAST MEETING

18/69   RESOLVED:

That the minutes of the meeting held on 4 June (AU-CPSG-17-1447-A) be approved.

MEMBERSHIP AND TERMS OF REFERENCE

18/70   RECEIVED**:**

The Terms of Reference (AU-CPSG-18-0848-A) and Membership List (AU-CPSG-18-0847-A).

18/71   RESOLVED**:**

1. That nominations be sought for a Deputy Chair;   ALL
2. That EAS be requested to nominate a second   EAS
representative to cover Lee Jenkins' leave.

(NOTE: Hannah Bartlett was confirmed as the second LHS representative after the meeting)

STRATEGY

18/72   RESOLVED:

1. That the three priorities for 2018/19 be confirmed as: Muscat University, Oman; North East Forestry University, China; the monitoring of Library resource issues, in particular e-resources.

LIBRARY RESOURCES

18/73   RECEIVED:

A verbal report from the Director of Information Resources and Research Services, regarding a shift in publishers' business models, limitations relating to licensing of e-resources and assuring provision for students studying off campus.

18/74   NOTED:

1. That the limitations on licensing for e-resources related to all students, for example access to e-books was limited for simultaneous use and in certain formats, impacting on cohorts of students working towards coursework deadlines and class-based exercises using e-texts
2. There were additional implications for students based in other institutions because not all licences cover these situations;
3. Also partner institutions require advance warning to ensure resources are available overseas and of the same standard as those available to on-campus students;
4. That Schools need to try to predict problems at both the programme and the module design stage, before students are adversely affected;
5. The Director of Information Resources and Research Services has spoken to Schools via their SMTs and School meetings to raise awareness;
6. The costs of providing licences and their availability overseas are not assessed in detail at the point of programme approval, although there is an assessment of library costs and access more generally;
7. Access to library resources for teaching and learning at module level is not required to be examined in detail by Schools;
8. The Library budget is not in any case linked to the costings provided at programme approval;
9. That there is currently a national JISC TNE Licensing Pilot Project looking at equitability of access to key course content and aiming to provide clarity on how best to provide parity of access for users overseas.

18/75   RESOLVED AND RECOMMENDED TO LTC:

1. That consideration be given to what expectations the University should have with regard to the level of provision of library resources for students, both on and off campus, noting that the OFS expects us to have effective arrangements to ensure parity of provision irrespective of where or how courses are delivered;
2. That such expectations might then be used to inform processes such as programme approval and financial planning.

INFORMATION POLICY

18/76   RESOLVED:

That the Information Policy (REG/14/629(1)) be updated to include the most recent documents approved.   Secretary

MATTERS ARISING

Muscat University

18/77   RECEIVED**:**

A verbal report from the Chair.

18/78   NOTED:

1. That recruitment was mainly from the Muscat University Foundation Programme, with strong numbers this year for BSc Logistics and Supply Chain Management and BEng Chemical Engineering and lower numbers in AFM. For 2019/20 the number of students on the LSCM programme at Muscat were expected to exceed those on the Aston-based programme;
2. That students are expected to undertake their placements in Oman and they are compulsory, so the two students who have transferred to Aston for the second year of BSc Logistics and Supply Chain Management are expected to return to Oman at the end of the year.

QAA TNE Review

18/79   RECEIVED:

The table 'Indicative Information Required for TNE Review' (AU-CPSG-17-1277-B), which was now complete with information received from all Schools.

18/80   RESOLVED:

That CPSG members and School Quality Officers be asked to review the contents to ensure that they remained up to date, noting that QAA had not yet released information on the region to be reviewed in 2019. (NOTE: *It was subsequently confirmed that, with the creation of the OFS, QAA responsibility for TNE review had come to an end and a working group had been convened by UUKi, GuildHE and the QAA to review how UK TNE provision is assured. The Chair had completed an expression of interest in becoming a member of the working group.*)

Secretary

Collaborative Programme Directors' Support Session 7 June 2018

18/81   REPORTED:

1. That the following themes had been identified:

a) The need to be clear as to why the University is entering into a collaborative arrangement, with a definite idea of how students will benefit;
b) Collaborative Programme Directors are not always well supported by School structures; the additional workload should be recognised; the role requires experience or the support of an experienced/senior colleague;
c) Recognition of ongoing costs and support is sometimes lacking, in particular for arrangements such as articulations which are seen as easy;
d) 'Top down' initiatives are sometimes approved apparently without understanding or knowledge of the impact upon staff who will have to organise the provision; the business plan is not always realistic and does not assess all costs;
e) There can be a risk of over reliance on individuals at the partner and at Aston; what resilience is there built into the arrangement?
f) Academic rigour is important and we need to be sure that Schools are carrying out checks and applying quality processes properly; Module Leaders can be unaware of collaborative arrangements.

2. That the following feedback had been received:

a) Next time, it would be good for participants to have the opportunity to mix round a bit more and perhaps have time for separate support staff and Programme Director discussions;
b) We need more examples of how collaborative arrangements work from admissions, student information systems and other support areas, not just academic matters;

    c) More case studies would be useful to highlight good practice and any issues;

    d) We could produce a number of learning points from each programme (what went well, what didn't) or perhaps case studies? This could help with institutional memory issues.

    e) Perhaps the sessions could focus on timely issues/key themes? Such as:

        a. Pointers/reminder about the annual checklist,

        b. perhaps using topics from the TNE indicative information table to discuss,

        c. any issues raised at CPSG etc.

        d. Or some of the information could be sent as a newsletter to keep the momentum going in between meetings?

    f) The meetings should continue, perhaps twice a year (December and June?) and be specifically themed around learning points/best practice with discussion groups, making sure that all get to participate (requires chairing?)

    g) A contact list of who has experience in the different types of collaborative programmes could be used by existing and new programme directors should they need help.

18/82   RESOLVED:

1. To run another session in late February / early March 2019;	Chair/Secretary
2. That there should be a theme such as budgets, library provision, web-based learning, or similar, with feedback going to partners;	
3. That members be asked to suggest themes and methodologies for the session.	ALL

Annual Review of Collaborative Arrangements

18/83   REPORTED:

    1. That a report on 2016/17 annual review had been received by OLTC (AU-LTC-17-1394-A).

    2. That a meeting to consider the undergraduate reports for 2017/18 was to be held on 5 December 2018.

Operational Learning and Teaching Committee

18/84   REPORTED:

That the following had been approved by OLTC and were now on the website:

- Template terms of reference for School Learning and Teaching Committees and Programme

Committees, revised to place greater emphasis on collaborative arrangements;
- A template for inspection of franchise arrangements for degree apprenticeships;
- Notes for new Collaborative Programme Directors.

CHAIR'S REPORT

Chair's Action

18/85   RATIFIED:

The action of the Chair in approving:
- Articulation into BSc AFM from Lanzhou University, China;
- Articulation into BSc BAM from CUFE, China.

Matters to note

18/86   REPORTED:

That the Chair was working with Legal Services regarding amendment of an agreement which had not been through the correct approval and signing process.

CHINA JOINT EDUCATION PROGRAMME

18/87   RECEIVED:

A verbal report from the Chair, noting that students on the Joint Programme would be able to apply to articulate onto stage two or the final stage of BSc Construction Project Management, pending approval of this proposal by EAS and CPSG. *(NOTE: A document setting out the background to this initiative was subsequently made available on Blackboard.)*

18/88   NOTED:

That the Chinese Ministry of Education had approved an agreement for a Joint Education Programme in China with North East Forestry University (NEFU). This related to BSc Construction Project Management.

18/89   RECEIVED:

A verbal report from the Director of Finance regarding changes to tax laws in China.

18/90   NOTED:

That the changes to the Chinese tax laws might impact the arrangements for the Joint School.

BMET STEERING GROUP

18/91   RECEIVED:

The minutes of the BMet Steering and Operational Group held on 23 October 2018 (AU-CPSG-18-1475-A).

REGISTER OF COLLABORATIVE PROVISION, PENDING PROPOSALS AND INACTIVE/LAPSED ARRANGEMENTS

18/92   CONSIDERED**:**

- The register of existing collaborative provision (public-facing), AU-CPSG-18-1475-A;
- The register of existing collaborative provision (internal only), AU-CPSG18-1476-A, including running out and inactive arrangements;
- The list of current proposals pending, AU-CPSG-18-1477-A ;
- A list of inactive and lapsed arrangements, AU-CPSG-18-1479-A.

18/93   NOTED:

1. That most of the lapsed programmes had failed to recruit or to recruit sufficient numbers;
2. Members thought there might be over-reliance on a partner's predictions of numbers, particularly as it could be difficult to get information on overseas markets;
3. That the risk assessment proforma and business plan proforma might not be gathering sufficient information for School Senior Management Teams to use in approving proposals for collaborative provision.

18/94   RESOLVED**:**

That the list of lapsed programmes be brought to the attention of OLTC, noting the issues discussed regarding market information, risk assessment and business planning.   OLTC

DEGREE APPRENTICESHIPS

18/95   NOTED*:*

That the QAA had published a second edition of the document, Quality Assuring Higher Education in Apprenticeships, available at http://www.qaa.ac.uk/docs/qaa/quality-code/quality-assuring-higher-education-in-apprenticeships.pdf.

18/96   RECEIVED:

The minutes of a meeting of the Degree Apprenticeship Strategy Group held on 24 April 2018, noting that the next meeting would be in December.

SEMINARS/DEVELOPMENT EVENTS

18/97   RECEIVED

Notes from a seminar 'Introduction to Collaborative Arrangements' run by the CVU and attended by the International Partnerships Manager, AU-CPSG-18-1474-A.

DATES OF MEETINGS

18/98   RECEIVED:

The dates of the next meetings of the Group:
- 5 December 2018 (UG Collaborative Annual Review Reports
- 21 January 2019
- 13 March 2019
- 10 April 2019 (PG Collaborative Annual Review Reports)
- 21 May 2019

OTHER BUSINESS

Module Lead Role Descriptor

18/99   RECEIVED:

A verbal report from the Chair that a new Module Lead Role Descriptor, recently approved by LTC, was not geared to collaborative provision and that the Chair had undertaken to draft a descriptor for collaborative module leads.

Oversight and Control of Marketing Activities

18/100   RECEIVED:

A verbal report from Odette Hutchinson regarding marketing activity carried out by a prospective partner without the permission of the University.

18/101   RESOLVED:

1. That the wording of initial agreements such as Memoranda of Understanding might be amended to preclude such unauthorised activity and that the

Chair/Secretary

Chair and Secretary should discuss this with Legal Services;

2. That an annual reminder be sent out to Programme Directors and other relevant staff reminding them to be vigilant and to liaise proactively with their existing and prospective partners regarding publicity.

Secretary

FML/LAP/5/12/18