

# Education, Quality & Standards Committee

Tuesday, 27th September 2022 2:15 pm

Wessex House 3.36 | Education, Quality & Standards Committee

## Attendees

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### Attended

James Arthur  
Christopher Bonfield  
Julian Chaudhuri  
Georgina Eggleston  
Nathalia Gjersoe  
Marion Harney  
Momna Hejmadi  
Julia Kildyushova  
Gregory Noakes  
Rachel Sheer  
Timothy Wakeley  
Katrín White

### Did Not Attend

Ryan Lucas  
Jura Neverauskaite  
Judith Plank  
Cassie Stokes

## 224.0 Welcome and Quorum

Purpose -

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### Minute by Gregory Noakes

The Chair welcomed everyone to the meeting and confirmed that a quorum was present. It was noted that this was Jane White's first meeting so a round of introductions were held.

A new approach to attendees attending meetings was explained to the committee. From today only committee members and people required to answer questions or present reports would attend meetings. Other key stakeholders for EQSC would be kept abreast of it's work by being

granted access to it papers and minutes through Decision Time.

## 225.0 Declarations of Interest

Purpose -

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**Minute** by Gregory Noakes

No members had any conflicts of interest to declare in any items of business being discussed on the agenda.

## 226.0 Minutes of the Previous Meeting - 01

Purpose - For Approval

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**Decision** by Gregory Noakes

The minutes of the previous meeting of EQSC held on 12th August 2022 were approved.

## 227.0 Actions/Matters Arising - 02

Purpose -

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**Minute** by Gregory Noakes

It was reported that there was currently only one action left to be completed which would be closed off later in the meeting.

A suggestion was made and agreed to that it would be useful for members to have a depository of useful links and information added under the resources section of Decision Time.

**Action** by Gregory Noakes

EQSC A1

Action Description - Create a depository of useful resources for EQSC members to be able to access on Decision Time.

Action Status - Done | Action Completed Date - 10 Oct 2022 | Assigned to - Gregory Noakes

## 228.0 Standing items of Business

Purpose -

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**Minute** by Gregory Noakes

The Chair noted that they did not have any significant matters to update the committee on.

The SU Education Officer reported a possible issue that had been brought to their attention. It had been reported that some lecturers were refusing to do in-person lectures where 2 meter separation was not guaranteed. It was clarified that this was a restriction from the pandemic which had been lifted so was no longer a viable reason for not holding in-person lectures. As it was unclear where this feedback had come from it was agreed that the SU Education Officer would investigate further and report back to Chair.

**Action** by Gregory Noakes

EQSC A2

Action Description - SU Education Officer to investigate further where feedback in relation to lecturers still using social distancing came from and report back to Chair.

Action Status - Not Started | Due by - 25 Oct 2022 | Assigned to - Julia Kildyushova

## 229.0 Terms of Reference - 03

Purpose - For Approval

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**Minute** by Gregory Noakes

It was suggested and agreed that the terms of references should be added to the EQSC resources section and that speakers should be invited to present at meetings on matters such as significant changes in the sector.

**Decision** by Gregory Noakes

It was agreed that the proposed amendments to the terms of references should be recommended to Senate for approval.

## 230.0 Curriculum Transformation

Purpose - For Information

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**Minute** by Gregory Noakes

It was noted that the biggest educational risk this year was the Curriculum Transformation launch. The Committee were reassured by the Chair that this risk had been widely communicated to key stakeholders within the University including UEB and Senate.

## **231.0 QA Code of Practice statement on Curriculum Transformation - 04**

Purpose - For Approval

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**Minute** by Gregory Noakes

It was questioned what feedback had been received in response to consultation and the Assistant Director of Academic Registry reported that feedback had identified no major concerns.

It was questioned when would this be published and what would be the deadline for staff getting courses approved. The Assistant Director of Academic Registry indicated that this would be published as soon as approved and that in theory staff could have until June to complete this. It was suggested that the deadline should be slightly earlier than this to allow time for any unforeseen issue to be resolved.

**Decision** by Gregory Noakes

The QA Code of Practice statement for 2022/23 'Approval of courses under Curriculum Transformation (CT) during 2022/23' was approved.

## **232.0 Examinations 22/23 - 05**

Purpose - For Approval

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**Document - EQSC 2223 - 05 Online Exams 22-23 - Final.docx**

**Page 4 Note** by Momna Hejmadi

Implementation of penalties - who does it? Dept?

**Minute** by Gregory Noakes

It was questioned what other Universities were doing with their online exams and the Head of Registry Services reported that this area was still an area of ongoing development within the sector. They outlined some of different approaches being taken within the sector and noted that there were others taking a very similar approach to the University of Bath.

The Director of Centre for Learning and Teaching was asked for their opinion on the technical

side risks. They outlined that while they didn't think it was a significant risk students would now be required to hit submit rather than the system auto-uploading it. There would also likely need to be a grace window of few seconds to allow for upload time and receipt by the system. Aside from these the only other issue they could foresee was if the student had a technical issue at their end but believed this would have to be resolved at the discretion of exam staff.

The SU Education Officer was asked how The SU felt about the proposed approach and they indicated that SU feedback for this particular approach had been positive.

Clarity was sought with regards to what erroneous submission meant and it was explained by the Head of Registry Services that this related to where something was submitted that could not be marked. These needed to be kept on record.

It was questioned if performance data would be collected for in-person and online exams to enable comparison. It was agreed that this would be a useful data for EQSC to see to provide reassurance to Senate on quality and standards.

A number of concerns were raised as to how operational issues would be resolved under this approach for submission of online exam scripts using Inspira. It was agreed that Academic Registry would submit to the next EQSC meeting a paper to provide reassurance on how operational issues would be resolved in the event of problems with the system.

#### **Decision** by Gregory Noakes

The recommended approach to be taken for submission of online exam scripts for academic year 2022/23 onwards was approved.

#### **Action** by Gregory Noakes

EQSC A3

Action Description - Academic Registry to provide comparative data to EQSC at a future meeting to enable comparison of performance between in-person and online exams.

Action Status - Not Started | Due by - 10 Jan 2023 | Assigned to - Gregory Noakes

#### **Action** by Gregory Noakes

EQSC A4

Action Description - Academic Registry to submit to the next EQSC meeting a paper to provide reassurance on how operational issues would be resolved in the event of problems with the system.

Action Status - Not Started | Due by - 14 Oct 2022 | Assigned to - James Arthur

## **233.0 Education Annual Review & Enhancement - 06**

Purpose - For Approval

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**Minute** by Gregory Noakes

It was questioned whether this review could be pushed back from December to April. The Chair explained that this was not possible as to be effective it needed to feed into the annual planning cycle. They reassured the Committee that for this year a light touch approach would be taken so as minimize the impact on staff time.

It was questioned whether the outcomes of the Education Annual Review and Enhancement should come to EQSC as this might be important for quality and standards assurance. It was agreed that this would be submitted to EQSC as well as Education Board.

**Decision** by Gregory Noakes

The approach to be taken for the Education Annual Review and Enhancement for 2022/23 was approved.

**Action** by Gregory Noakes

EQSC A5

Action Description - To add to EQSC annual workplan for it to receive the outcome of Education annual review and evaluation.

Action Status - Done | Action Completed Date - 10 Oct 2022 | Assigned to - Gregory Noakes

## **234.0 Exemption Requests - 07**

Purpose - For Approval

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**Minute** by Gregory Noakes

Concerns were noted that key individuals had not been consulted in relation to the request for a QA16 exemption concerning the provision of group marks for the CT MSc Engineering Business and Management course and the new MSc Zero Carbon Futures courses. Due to a few unanswered questions in relation to this a decision was deferred to enable key individuals to be consulted and questions answered.

**Decision** by Gregory Noakes

A decision on QA16 (Assessment, Marking & Feedback) for the MSc Engineering Business Management and MSc Zero Carbon Futures, commencing 2023/24, regarding group work assessment was deferred.

Several requests for exemptions along with retraction of some previous exemptions for the faculties of Engineering & Design and Science were approved.

## **235.0 Programme of Meetings**

Purpose -

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**Minute** by Gregory Noakes

The dates for the rest of the year along with the annual workplan were noted.

## **236.0 Any Other Business**

Purpose -

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**Decision** by Gregory Noakes

It was noted that the Chair would unfortunately be unavailable for the next meeting so the Committee agreed to appoint Nathalia Gjersoe as acting-Chair for that meeting.