

LTC16D112

Title: Report from the meeting of the University of Suffolk Joint Academic Committee
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Report from the meeting of the University of Suffolk Joint Academic Committee held on 8 March 2017

Issue

Attached at Appendix 1 is a report from the meeting of the University of Suffolk Joint Academic Committee held on 8 March 2017.

Recommendation

The Learning and Teaching Committee is invited to approve the below recommendations from the meeting of the University of Suffolk Joint Academic Committee held on 8 March 2017.

ITEMS FOR DECISION

CHANGES TO COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Recommended to the Learning and Teaching Committee of the University of East Anglia and the Education Committee of the University of Essex

that the changes to the Joint Academic Committee (JAC) Membership and Terms of Reference, outlined in Appendix 1 be approved with effect from 31 March 2017.

COURSE DISCONTINUATIONS

Recommended to the Learning and Teaching Committee of the University of East Anglia and the Education Committee of the University of Essex

that the following courses be discontinued from 2017/18:

Great Yarmouth College

- BA (Hons) Photographic and Digital Media
- DipHE Photographic and Digital Media

Resource Implications

None identified.

Risk Implications

None identified.

Equality and Diversity

Not applicable.

Further Information

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Attachments

Appendix 1 - report from the meeting of the University of Suffolk Joint Academic Committee held on 8 March 2017.

University of East Anglia and University of Essex

JOINT ACADEMIC COMMITTEE FOR THE UNIVERSITY OF SUFFOLK

REPORT TO UNIVERSITY OF EAST ANGLIA LEARNING AND TEACHING
COMMITTEE AND UNIVERSITY OF ESSEX EDUCATION COMMITTEE

Report from the meeting of the Joint Academic Committee for the University of
Suffolk held on 8 March 2017

ITEMS FOR DECISION

**1 CHANGES TO COMMITTEE MEMBERSHIP AND TERMS OF
REFERENCE**

**Recommended to the Learning and Teaching Committee of the
University of East Anglia and the Education Committee of the
University of Essex**

that the changes to the Joint Academic Committee (JAC)
Membership and Terms of Reference, outlined in
Appendix A be approved with effect from 31 March 2017.

2 COURSE DISCONTINUATIONS

**Recommended to the Learning and Teaching Committee of the
University of East Anglia and the Education Committee of the
University of Essex**

that the following courses be discontinued from 2017/18:

Great Yarmouth College

- BA (Hons) Photographic and Digital Media
- DipHE Photographic and Digital Media

ITEMS FOR INFORMATION

1 POSTGRADUATE RESEARCH (PGR) RE-APPROVAL

Noted The JAC approved the University of Suffolk responses to
the requirements and recommendations set by the panel
at the PGR re-approval event in May 2016.

2 UPDATE ON TRANSITION ARRANGEMENTS

Noted Members received a report detailing students still
studying for University of East Anglia (UEA)/ University
of Essex (Essex) awards produced in response to a
request for additional data at the last JAC meeting. It
was noted that the figures in this report were based on
student headcount and the previous report had been
based on student FTE, which resulted in this report

including higher figures than the previous report. The report highlighted courses which included more than 50% of students who were studying for UEA/ Essex awards.

Members agreed that it would be useful to have data on remaining students both in terms of FTE and headcount and agreed that the report detailing remaining student by FTE should be rerun.

3 ONGOING OVERSIGHT OF UEA/ESSEX AWARDS FROM 2017/18

Noted Members agreed to reduce the number of annual meetings from three to two for academic year 2017/18 and reconsider the operation of the committee for 2018/19 in the second meeting of 2017/18.

4 MERGER OF GREAT YARMOUTH COLLEGE AND LOWESTOFT COLLEGE

Noted The planned merger of Great Yarmouth College and Lowestoft College to form East Coast College on 31st March 2017. Members noted that all students studying for UEA/ Essex or Suffolk awards at the Colleges had been written to advising that the merger would not impact the awards the students received upon successful completion of their studies.

That the letter of agreement would need to be updated following the merger.

5 REVIEW OF EXTERNAL EXAMINER REPORTS 2015/16

Noted All External Examiners had confirmed that academic standards were appropriate

6 RISK-BASED MONITORING AND ENHANCEMENT (RiME) 2015/16

Noted The RiME reports and action plans for 2015/16, from all departments at Suffolk, the Partnership Colleges and the central Professional Services. The process included an ongoing review of activities throughout the year, leading to the production of the annual reports and action plans, which were discussed at Departmental events.

7 ANNUAL ACADEMIC REPORT

Noted Members received the Annual Academic report, which was the final stage in the Risk-Based Monitoring and Enhancement (RiME) process and was informed by the Department and Partner College RiME reports and the reports produced by Student Support and Learning Services. The report considered the action plan from last year and included a new action plan for the current year

8 PROFESSIONAL OR STATUTORY REGULATORY BODY (PSRB) ACTIVITY

Noted

University of Suffolk:

Health and Care Professions Council (HCPC) approval to withdraw the following course:

- DipHE Operating Department Practice

Gavin Tash

Secretary to the Joint Academic Committee for the University of Suffolk

Senior Partnerships Manager

University of East Anglia

March 2017

University of East Anglia and University of Essex

**MEMBERSHIP AND TERMS OF REFERENCE OF
THE JOINT ACADEMIC COMMITTEE
FOR THE UNIVERSITY OF SUFFOLK**

The Joint Academic Committee (JAC) for the University of Suffolk is a joint subcommittee of the Education Committee of the Senate of the University of Essex and of the Learning and Teaching Committee of the Senate of the University of East Anglia. The Chair of the JAC duties will be shared equally between the University of East Anglia and the University of Essex. The membership includes three members from each University (including the Chair), ensuring an appropriate spread of expertise is supplied through the combination of members from the two Universities to support the work of JAC. University of Suffolk membership includes representatives from the University of Suffolk and Partner Colleges (~~Great Yarmouth College, Lowestoft College~~ East Coast College, Suffolk New College and West Suffolk College). The University of Suffolk Students' Union appoints one student representative.

All appointed or elected members of the Joint Academic Committee are entitled to vote on any matter put to a vote at a meeting of the Committee. No resolution may be deemed to be carried that is not supported by the majority of University of East Anglia and University of Essex members present at the meeting. In the event of disagreement within the JAC between its University of East Anglia and University of Essex members which cannot be resolved at the meeting, then the Chair will defer and seek resolution outside of the meeting. It should be noted that the decision of one University (i.e. the University of East Anglia Senate or the University of Essex Senate) cannot be implemented in respect of any course leading to a joint award without the approval of the other.

MEMBERSHIP

Appointed by the University of East Anglia:

Ex officio:

Academic Director of Partnerships (or Nominee) (Joint Chair)
Director of Learning and Teaching Services (or Nominee)
Head of Partnerships (or Nominee)

Appointed by the University of Essex:

Ex officio:

Dean of Partnerships (or Nominee) (Joint Chair)
Deputy Dean of Partnerships (or Nominee)
Head of Quality and Development (or Nominee)

Appointed by the University of Suffolk:

Ex officio:

Deputy Vice-Chancellor
Academic Registrar
Deputy Academic Registrar
Head of Quality Enhancement

Appointed by the University of Suffolk Partner Colleges

One senior representative from each Partner College:

~~Great Yarmouth College~~
~~Lowestoft College~~
East Coast College
Suffolk New College
West Suffolk College

President (Education and Engagement), University of Suffolk Students' Union

Secretary to JAC

A senior administrator nominated by the University of East Anglia Director of University Services (or Nominee) and the University of Essex Academic Registrar (or Nominee).

TERMS OF REFERENCE

1. To consider all matters related to the quality and standards of the academic provision of the University of Suffolk, which lead to a joint award of the University of East Anglia and the University of Essex and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia accordingly.
2. To prescribe and keep under review the quality assurance policies and procedures to be followed by the University of Suffolk to satisfy the requirements of joint awards of the two Universities.
3. To maintain an overview of the quality of the student experience for all University of Suffolk students registered on programmes leading to University of East Anglia and University of Essex joint awards, including the monitoring of internal and external student satisfaction survey outcomes, and to receive annual reports on complaints, academic appeals and student discipline.
4. To have oversight of the Risk-based Monitoring and Enhancement (RiME) processes for all University of Suffolk academic provision, on which students remain registered on programmes leading to University of East Anglia and University of Essex joint awards.
5. To receive reports of course re-approval for University of Suffolk undergraduate and taught postgraduate programmes on which students are registered for University of East Anglia and University of Essex joint awards and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia on the continuation or discontinuation of programmes as appropriate.

6. To receive annually at the last Joint Academic Committee meeting of each academic year, a formal assessment of and report on progress with regard to the PGR student experience.
7. To receive reports of institutional reviews of the University of Suffolk Learning Network partner colleges, and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia as appropriate.
8. To receive reports of external reviews of the University of Suffolk Learning Network partner colleges or programmes, including QAA reports and reports from professional, statutory and regulatory bodies.
9. To review annually the University of Suffolk's progression, retention and achievement data for programmes on which students are registered for University of East Anglia and University of Essex joint awards.
10. To agree arrangements for the appointment of external examiners for all University of Suffolk programmes on which students are registered for University of East Anglia and University of Essex joint awards and have oversight of external examiner procedures for these awards.
11. To monitor the development of staff at the Learning Network partner colleges through receipt of the annual Risk-based Monitoring and Enhancement (RiME) reports, to ensure they have opportunities for appropriate training and Continuing Professional Development that reflect the Higher Education ethos and focus of the University of Suffolk.
12. To have oversight of the Assessment Board process for all University of Suffolk joint awards of the University of East Anglia and the University of Essex.
13. To receive an annual report from the Partnerships Management Group.

Quoracy

The quorum for meetings of JAC shall be not less than half of the members, rounded up to a whole number.