

LTC17D014

Title: Report from the meeting of the University of Suffolk Joint Academic Committee
Author: Gavin Tash, Senior Partnerships Manager, Partnerships Office
Date: October 2017
Circulation: Learning and Teaching Committee – 18 October 2017
Agenda: LTC17A001
Version: Final
Status: Open

Report from the meeting of the University of Suffolk Joint Academic Committee held on 12 July 2017

Issue

Attached at Appendix 1 is a report from the meeting of the University of Suffolk Joint Academic Committee held on 12 July 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 12 July 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 2017/18 academic year.

Resource Implications

None identified.

Risk Implications

None identified.

Equality and Diversity

Not applicable.

Further Information

Gavin Tash
Senior Partnerships Manager
01603 592672
g.tash@uea.ac.uk

Attachments

Appendix 1 - report from the meeting of the University of Suffolk Joint Academic Committee held on 12 July 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
12 July 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 2017/18 academic year.

ITEMS FOR INFORMATION

1 UPDATE ON TRANSITION ARRANGEMENTS

Noted

Members received reports on the number of students remaining on courses leading to joint University of East Anglia (UEA) and University of Essex (Essex) awards. As at 4 July 2017, there were 423 students (headcount), 365.7 FTE, remaining. Of these 135 students were due to complete at the end of July 2017 and a further 38 students were due to complete by the end of the 2016/17 academic year, leaving 250 students remaining. In 2017/18 a further 220 students were due to complete their courses, after which time 30 students were due to remain and expected to complete their studies between 2018/19 and 2022/23. Of the students who remained on courses leading to joint awards from 2017/18 onwards, 70 were studying at University of Suffolk (Suffolk) Partner Colleges.

2 REPRESENTATION AT UNIVERSITY OF SUFFOLK COMMITTEES

Approved

A proposal was submitted by UEA and Essex to reduce the attendance by both institutions at the Suffolk committees. The change reflected the limited volume of business that was discussed at the meetings and applied to students studying courses leading to joint awards. The continuation of the JAC enabled UEA and Essex to maintain oversight of provision and receive key information and reports related to validated courses and the student experience. UEA and Essex would continue to receive papers for the relevant Suffolk committees and the option to attend. The Universities would continue to attend the PGR Committee and Partnerships Management Group.

3 INSTITUTIONAL REVIEWS

Noted

The Suffolk institutional review of the East Coast College (ECC) had been postponed until autumn 2017, as the Quality Assurance Agency (QAA) had recently conducted a review. The review of Suffolk New College (SNC) had taken place and had resulted in no conditions. The West Suffolk College (WSC) review resulted in

three conditions and recommendations that had now been signed-off.

4 EXTERNAL REVIEWS

Noted QAA reviews had been conducted at ECC and WSC. Both institutions had successful outcomes and the reports would be published in due course.

5 EXISTING COURSES APPROVED TO PROCEED TO REVALIDATION

Approved The following courses were approved to proceed to revalidation:

East Coast College

- FdA Children's Care, Learning and Development
- FdA Supporting Inclusive Learning and Practice
- FdSc Operations Engineering
- BA (Hons) Person-Centred Counselling

West Suffolk College

- FdA Early Years Practice
- BA (Hons) Business Management
- BA (Hons) Business Management and Law
- BA (Hons) History and Law

University of Suffolk (Ipswich)

- FdA Early Years Practice
- FdA Health Care Practice
- BA (Hons) Accounting and Financial Management
- BA (Hons) History
- BSc (Hons) Public Health
- MSc Business and Management

Rachel Frost
Secretary to the Joint Academic Committee for the University of Suffolk
Senior Partnerships Manager
University of Essex
October 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~~ both the University of East Anglia and the University of Essex (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 (Essex 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)
Senior Partnerships Manager (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:

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, through the annual Academic report and Partner College RiME reports.
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 the minutes of the~~an annual report from the~~ Partnerships Management Group meetings.

Quoracy

The quorum for meetings of JAC shall be not less than ~~six members, including representation from all three Universities. half of the members, rounded up to a whole number.~~