

SOUTH ESSEX COLLEGE - JOINT BOARD OF STUDY



Minutes of the Joint Board of Study meeting held on Thursday 25 October 2018 at South Essex College, Southend Campus.

Present:

University of East Anglia:

Professor Ian Dewing (Academic Director of Partnerships, Chair), Mrs Helena Gillespie (Academic Link), Mr Gavin Tash (Head of Partnerships, Secretary)

South Essex College:

Mr Colin Bladen-Kopacz (Dean of HE) Ms Tracy Maule (Programme Partnership Manager), Mr Frazer D'Costa (HE Information Manager) Mr Jon Morrison (HE Lecturer and Programme Lead), Ms Stella Harcourt (Advanced Practitioner)

Apologies:

Mr Nabeel Zaidi (South Essex College Head of Strategic Quality and Outcomes), Mrs Hannah Jackson (UEA Assistant Head of Partnerships)

	ITEM	DOCUMENT
1.	<u>MINUTES</u> Confirmed the minutes of the meeting held on 10 November 2017.	M01
2.	<u>MATTERS ARISING FROM THE MINUTES</u> Confirmed there were no matters arising from the minutes of the meeting held on 10 November 2017	
3.	<u>STATEMENTS BY THE CHAIR</u> There were no statements by the Chair	
4.	<u>CONFIRMATION OF CHAIR'S ACTION</u> Confirmed that the following regulations, policies and procedures have been approved by Chair's Action and sent to the College:	

- i) Regulations for Bachelors, Integrated Masters, Graduate Diplomas, Graduate Certificates and Foundation Degree Awards;
- ii) Concessions Framework;
- iii) APL Policy; and
- iv) External Examiner Policy and Process

5. OFFICE FOR STUDENTS

Considered

A verbal update on the Office for Students registration

Noted

- i) Recruitment of Widening Participation Officer was in progress
- ii) The College was responding to a query from the OFS regarding corporate governance structures

Agreed

It would be arranged for the College's Widening Participation Officer to meet appropriate UEA colleges to discuss widening participation and access when in post

6. INTERNATIONAL STUDENT RECRUITMENT

Received

an update on the plans around the recruitment of international students

Agreed

Academic Partnerships would liaise with UEA colleagues regarding possibility of advice for College in regard to Tier 4 compliance.

7. NATIONAL STUDENT SURVEY

Considered

the results of the 2017/18 National Student Survey (NSS) and plans for the 2018/19 NSS.

D01, D02 &
D03

8. ANNUAL ACADEMIC LINK REPORTS

Considered

the 2017/18 Academic Link report and agreed priorities for 2018/19.

D04

9. PROPOSED COURSES

	<p>Approved Initial Course Proposal for:</p> <p>i) BSc (Hons) Exercise, Health & Sport Performance</p> <p>Agreed</p> <p>The initial course proposal for BSc (Hons) Business Entrepreneurship would be submitted for consideration by Chair's action</p>	D05
10.	<p><u>SUMMARY OF STUDENT ENGAGEMENT</u></p> <p>Considered a summary report on the institution's student engagement activities and plans.</p>	D06 & D07
11.	<p><u>MANAGEMENT INFORMATION</u></p> <p>Considered</p> <p>i) institution level student retention and achievement for 2017/18; and ii) institutional recruitment for 2018/19.</p>	D08 & D09
12.	<p><u>VALIDATION/RE-VALIDATION EVENTS (REPORTING, MONITORING AND PLANNING)</u></p> <p>Considered Reports from the following validation events</p> <p>i) BA (Hons) Counselling; ii) BA (Hons) Early Years Education; iii) BA (Hons) Special Educational Needs and Disability Studies; iv) BSc (Hons) Accounting and Finance; v) BSc (Hons) Criminology and Forensic Investigation; and vi) BSc Psychology and Sociology</p> <p>Received a verbal update on the progress towards ACCA accreditation for BSc Accounting and Finance.</p>	D10 D11 D12 D13 D14 D15
13.	<p><u>STRATEGIES UPDATE</u></p> <p>Considered progress against and updates on the following strategies:</p> <p>i) HE Strategy; and</p>	D16

	ii) HE Enhancement and Continuous Improvement Strategy	D17
14.	<u>EXAMINATION BOARD MEMBERSHIP</u>	
	Noted the Examination Board membership for 2018/19.	E01
15.	<u>HIGHER EDUCATION COMMITTEE</u>	
	Noted the minutes of the Higher Education Committee meetings held on:	
	i) 1 December 2017;	E02
	ii) 2 February 2018;	E03
	iii) 23 March 2018; and	E04
	iv) 5 October 2018	E05
	Noted the minutes of the Value for Money Committee meeting held on 5 October 2018.	E06
	Noted the Terms of Reference for the Programme Partnership and Quality Committee	E07
16.	<u>STAFFING UPDATE</u>	
	Noted the new appointments, changes to appointments and leavers since the last meeting of the Board:	
	Angela Morrissey – BSc Criminology and Forensic Investigation	
	Karly Withers – BSc Criminology and Forensic Investigation	
	Joe Hibbs - BSc Criminology and Forensic Investigation	
	Galina Dimitrova - BSc Criminology and Forensic Investigation	
17.	<u>CONFIRMATION OF CURRENTLY VALIDATED PROGRAMMES, EXTERNAL EXAMINERS AND PARTNER STAFF ACTING AS EXTERNAL EXAMINERS</u>	E08
	Noted confirmation of currently validated programmes, External Examiners and partner staff acting as External Examiners.	

18. JOINT BOARD OF STUDY TERMS OF REFERENCE AND MEMBERSHIP AND TIMETABLE FOR 2018/19

E09

Noted

the Joint Board of Study Terms of Reference and membership and timetable for 2018/19.

19. DATES OF MEETINGS

The date of the next meeting is:

- Friday 5 July 2019