

**LTC10D020**

**Title: Partnerships Office Activity**

Author: Hannah Coman, Senior Administrator, Partnerships Office

Date: August 2010

Version: Final

Circulation: Learning and Teaching Committee – 27 October 2010

Agenda: LTC10A001

Status: Open

**1. Partnerships Office Priorities 2009/10 and 2010/11**

**Recommendation**

The Learning and Teaching Committee is asked to note the progress made by the Partnerships Office in 2009/10 and note the plans for 2010/11 (attached at Appendix 1).

**2. Academic Links**

**Recommendation**

The Learning and Teaching Committee is asked to note the UEA Academic Links for partner institutions in 2010/11:

<b>Institution</b>	<b>Name</b>	<b>School</b>	<b>Subject Area</b>
<b>City College</b>	Dr Dan Smith	School of Computing Sciences (CMP)	Computing
<b>City College</b>	Ms Caroline Still	School of Education and Lifelong Learning (EDU)	Education (DTLLS/Fds)
<b>City College</b>	Ms Barbara Zamorski	School of Education and Lifelong Learning (EDU)	Education (BA/MA)

<b>City College</b>	Ms Jane Blowers	School of Nursing and Midwifery (NAM)	Health, Social Care and Early Education
<b>City College</b>	Mr Ian Dewing/Peter Russell	Norwich Business School (NBS)	Business and Hotel
<b>City College</b>	Mr Jonathan Dickens	School of Social Work and Psychology (SWP)	Social Work
<b>City College</b>	Mr Lee Beaumont	School of Education and Lifelong Learning (EDU)	Sport
<b>Easton</b>	Dr Mark Hassall	School of Environmental Sciences (ENV)	Land-based
<b>Easton</b>	Mr Keith Nicholls	Physical Education and Sport (PES)	Sport
<b>Easton</b>	Dr Keith Tovey	School of Environmental Sciences (ENV)	Sustainable Engineering
<b>INTO</b>	Mrs Liz Phillips	School of Chemistry (CHE)	Science
<b>INTO</b>	Mr James Cornford	Norwich Business School (NBS)	Business
<b>INTO</b>	Dr Graeme Richards	School of Computing Sciences (CMP)	Computing
<b>Mountview</b>	Mr Tony Frost	School of Literature and Creative Writing (LIT)	Drama
<b>Lowestoft</b>	Dr Richard G Stephenson	School of Chemistry (CHE)	SCIFY
<b>Guernsey</b>	Mrs Julia Hubbard	School of Nursing and Midwifery (NAM)	Nursing and Midwifery
<b>UCS</b>	Mr Sandy	School of World Art	Art and Design

	Heslop	Studies and Museology (ART)	
<b>UCS</b>	Dr Victor Morgan	School of History (HIS)	Humanities
<b>UCS</b>	Mr Gibson D'Cruz	School of Nursing and Midwifery (NAM)	Health
<b>UCS</b>	Dr Kay Yeoman	School of Biological Sciences (BIO)	Sciences
<b>UCS</b>	Mr Terry Haydn	School of Education and Lifelong Learning (EDU)	Education
<b>UCS</b>	Mrs Gill Preece	School of Education and Lifelong Learning (EDU)	Early Years
<b>UCS</b>	Mr Peter Russell/Ian Dewing	Norwich Business School (NBS)	Business Management and Finance
<b>UCS</b>	Mrs Ann McDonald	School of Social Work and Psychology (SWP)	Social Work

### **3. Partnerships Office Activities May 2010 – October 2010**

#### **Recommendation**

The Learning and Teaching Committee is asked to note the Partnerships Activities from May to October 2010.

#### **1. UNIVERSITY CAMPUS SUFFOLK**

##### **1.1 QAA Collaborative review of UCS**

The QAA Collaborative Audit of Essex University which included separate scrutiny of UCS arrangements managed by UEA and Essex is now complete and the draft report has been received and commented on by both universities.. The final report will be published in December 2010 and will be provided to LTC in due course.

## 2. CITY COLLEGE NORWICH

### 2.1 Joint Board of Study

The unconfirmed minutes of the meeting of the Joint Board of Study held on 25 June 2010 can be viewed at:

<https://intranet.uea.ac.uk/ltgo/partnershipsoffice/committeepapers/CCNJOS09M003>

The next meeting of the Board is 26 November 2010.

### 2.2 Integrated Quality Enhancement Review

The IQER Summative Review is now complete and the report is attached as Appendix 2.

### 2.3 The following courses were validated or revalidated, subject to conditions, requirements and recommendations:

BSc (Hons) Applied Sport, Health & Exercise	Validation - 5/5/10
FdA Pathways within Hotel School	Revalidation - 18/5/10
FdA Media Practice	Validation - 21/5/10
BA (Hons) English and Psychology in Society	Revalidation - 25/5/10
BA (Hons) English with Cultural Studies	Revalidation - 25/5/10
BSc (Hons) Psychology in Society	Revalidation - 25/5/10
FdA Public Services	Revalidation - 15/6/10
FdA Journalism	Validation - 17/6/10

## 3. EASTON COLLEGE

### 3.1 Joint Board of Study

The minutes of the meeting of the Joint Board of Study held on 4 February 2010 are available to view at:

<https://intranet.uea.ac.uk/ltgo/partnershipsoffice/committeepapers/ECJBOS09M002>

The unconfirmed minutes of the meeting of the Joint Board of Study held on 18 June 2010 are available to view at:

<https://intranet.uea.ac.uk/ltgo/partnershipsoffice/committeepapers/ECJBOS09M003>

The next meeting of the Board is 20 October 2010.

### 3.2 IQER

The IQER Developmental Engagement took place on 17 and 18 March 2010 and resulted in four commendations, one Advisable recommendation and five Desirable recommendations.

The Summative Review is scheduled to take place in the week commencing 28 March 2011.

#### 4. MOUNTVIEW ACADEMY OF THEATRE ARTS

##### 4.1 Joint Board of Study

The minutes of the meeting of the Joint Board of Study held on 4 May 2010 are available to view at:

<https://intranet.uea.ac.uk/ltqo/partnershipsoffice/committeepapers/MVJBOS09M002>

The minutes of the meeting of the Joint Board of Study held on 21 July 2010 will be available at the next meeting.

The next meeting of the Board is 16 November 2010.

##### 4.2 Validation of MA in Theatre Directing

Subject to approval to proceed to validation by LTC, the validation of the MA in Theatre Directing will take place on Friday 12 November 2010.

#### 5. INTO UEA

##### 5.1 Joint Board of Study

The minutes of the meeting of the Joint Board of Study held on 26 April 2010 at UEA London are available to view at:

<https://intranet.uea.ac.uk/ltqo/partnershipsoffice/committeepapers/intouea/INTOJBOS09M002>

The unconfirmed minutes of the meeting of the Joint Board of Study held on 6 July 2010 are available to view at:

<https://intranet.uea.ac.uk/ltqo/partnershipsoffice/committeepapers/intouea/INTOJBOS09M003>

The next meeting of the Board is 9 November 2010.

#### 6. INTO UEA LONDON

##### 6.1 The MA International Diplomacy and MA International Business and Diplomacy were validated with conditions, requirements and recommendations on 16 August 2010.

7. INSTITUTE OF HEALTH AND SOCIAL CARE STUDIES, GUERNSEY

7.1 Joint Committee

The minutes of the meeting of the Joint Committee held on 10 March 2010 are available to view at:

<https://intranet.uea.ac.uk/ltgo/partnershipsoffice/committeepapers/IHSCSJC09M002>

The unconfirmed minutes of the meeting of the Joint Committee held on 10 June 2010 are available to view at:

<https://intranet.uea.ac.uk/ltgo/partnershipsoffice/committeepapers/guernsey/IHSCSJC09M003>

The next meeting of the Committee is 9 December 2010.

## Partnerships Office

## 2009/10 Action Plan Summary

	Task	Responsibility	Comments
1.	Preparation of partner institutions for Integrated Quality and Enhancement Review (IQER)	Erica Towner Sally Walker Laurence Daly	<ul style="list-style-type: none"> <li>• Successful outcome from the City College Norwich (CCN) IQER Summative Review; one of the commendations was the successful working relationship between the University and the College.</li> <li>• The IQER Developmental Engagement (DE) phase at Easton College is now complete and the College is working with the Partnerships Office to prepare for the Summative Review phase.</li> <li>• A workshop took place on 8 July 2010 at University Campus Suffolk (UCS) with representatives from UEA, the University of Essex and all five of the UCS learning network colleges to share ideas and to prepare for their IQER DEs in 2011.</li> <li>• Regular monthly meetings have been taking place for UCS IQER development since early 2009 with representatives from UEA, the University of Essex and the five learning network colleges.</li> </ul>
2.	Support and develop partner institutions' Initial Teacher Education provision in preparation for next Ofsted Inspections	Erica Towner Laurence Daly	<ul style="list-style-type: none"> <li>• City College Norwich received an improved grade (Satisfactory) in their recent Ofsted Inspection. Support for the team continues via the Partnerships Office and consultancy via Professor Tony Nasta from the Institute of Education, University of London.</li> <li>• Professor Nasta is also working on behalf of UEA and the University of Essex to develop the quality of ITE provision across the region, conducting reviews and assessments of teacher education at UCS and partner colleges of the universities and delivering developmental workshops.</li> </ul>

3.	Preparation for QAA Collaborative Provision Audit of University Campus Suffolk (UCS) via the University of Essex	Sally Walker Erica Towner Rob Evans	<ul style="list-style-type: none"> <li>• This process is now complete and a number of areas of good practice have been identified including: <ul style="list-style-type: none"> <li>(i) the coherence of the framework for the management of the security of academic standards in collaborative provision;</li> <li>(ii) the extent of the use of external input, including academic experts, practitioners, employers and PSRBs, in the approval, monitoring and review of collaborative provision;</li> <li>(iii) the systematic mapping of the guidance in the <i>Code of practice</i> against the operation of provision in partner institutions;</li> <li>(iv) the comprehensive specification for the annual monitoring process;</li> <li>(v) the structured approach to the support for and provision of staff development in partner institutions;</li> <li>(vi) the role of the Joint Academic Committee in maintaining effective oversight of academic standards and quality at UCS and its Learning Network;</li> <li>(vii) the opportunities and arrangements for staff development offered by the two sponsoring Universities which have led to substantial capacity building in the Higher Education provision at UCS and its Learning Network.</li> </ul> </li> </ul>
4.	Establish 'Partnerships Policy Group' (working title)	Erica Towner Sally Walker Laurence Daly	<ul style="list-style-type: none"> <li>• The group has been established formally as the Partnerships Strategy Group. The Terms of Reference for the group have been drafted and Deans of Faculties briefed on its objectives.</li> <li>• The next phase is to confirm the membership and the aim is to hold the first meeting in autumn 2010.</li> </ul>



5.	Approval of UEA London (Institution and courses)	All	<ul style="list-style-type: none"> <li>• Institutional Approval of UEA London and approval for the delivery of the current INTO UEA courses took place in April 2010 and a number of requirements and recommendations have been set out in a phased action plan, the last actions due for completion by September 2011 (the launch of the BSc International Business Management).</li> <li>• A sub-group of the Institutional Approval Panel will be meeting with the Dean of UEA London in August and October 2010 to consider the developments that have been made at the Centre since April 2010.</li> <li>• The sub-group will undertake a final review of UEA London before the launch of the BSc International Business Management to ensure that the action plan is complete and the outcomes are satisfactory.</li> </ul>
6.	Explore and develop potential for progression routes from partner institutions to UEA	Erica Towner Sally Walker Laurence Daly	<ul style="list-style-type: none"> <li>• There have been a number of discussions with Faculties with regard to progression and this will be pursued further through the Partnerships Strategy Group.</li> </ul>
7.	Enhance academic engagement between UEA and partner institutions	Erica Towner Sally Walker Laurence Daly	<ul style="list-style-type: none"> <li>• All Academic Links are continuing to play an important part in supporting the partner institutions.</li> <li>• Academic Link meetings are arranged for October 2010 to share experiences and discuss any issues.</li> <li>• Deans have been appraised of the existing partnerships that relate to their Faculties.</li> <li>• Recent developments with current partners include the establishment of the Centre for Contemporary Agriculture at Easton College, developing the partnership with INTO with its</li> </ul>

			<p>successful implementation at UEA London and the proposal for a new MA in Theatre Directing at Mountview Academy of Theatre Arts.</p> <ul style="list-style-type: none"> <li>• Academic engagement was highlighted as an area of good practice in the QAA Collaborative Provision Audit of UCS via the University of Essex.</li> <li>• Enhancing academic engagement between UEA and partner institutions will continue through the Partnerships Strategy Group.</li> </ul>
8.	Development of International Strategy	Erica Towner Sally Walker	<ul style="list-style-type: none"> <li>• International Handbook first draft complete and under consideration.</li> <li>• The Partnerships Strategy Group will contribute to the International Strategy under the direction of the Vice-Chancellor.</li> </ul>
9.	Development of Service Level Agreement with partners for: <ul style="list-style-type: none"> <li>• Administrative Support</li> <li>• Management of HE</li> </ul>	Erica Towner Sally Walker Laurence Daly	<ul style="list-style-type: none"> <li>• Service Level Agreement for UCS has been approved by the Joint Academic Committee.</li> <li>• Service Level Agreements will be rolled out for City College Norwich and Easton College in 2010-11.</li> </ul>
10.	Revised appeals process agreed and training implemented	Laurence Daly Hannah Coman	<ul style="list-style-type: none"> <li>• A revised academic appeals procedure for City College Norwich was implemented in 2009/10.</li> <li>• Bespoke training on appeals in partner institutions was delivered by LTQO in December 2009 with delegates from all partner institutions.</li> <li>• Appeals procedures at Mountview Academy of Theatre Arts and</li> </ul>

			Easton College will be reviewed in 2010/11.
11.	Revision of briefing packs for External Examiners at partner institutions	Sally Walker Laurence Daly	<ul style="list-style-type: none"> <li>Briefing packs have been received from partner institutions and the review has been carried forward to the 2010/11 action plan.</li> </ul>
12.	Development of enhanced systems for student assessment results at Institute for Health and Social Care Studies, Guernsey and Easton College	Laurence Daly Stephen Knock	<ul style="list-style-type: none"> <li>This process is complete. A process mapping event identified areas for potential streamlining of procedures.</li> <li>A student mark system has been written and introduced to facilitate the new procedures and manage board/student paperwork.</li> </ul>

### Partnerships Office

### 2010/11 Action Plan

<b>STRATEGIC</b>				
	<b>Task</b>	<b>Responsibility</b>	<b>Deadline</b>	<b>Comments</b>
1.	Input into the International Strategy	Erica Towner Sally Walker	As required	
2.	Successful launch of Partnership Strategy Group	Erica Towner Sally Walker	Autumn 2010	

3.	Monitor UEA London progress	All	As per schedule	<ul style="list-style-type: none"> <li>Sub-group review meetings in August and October 2010.</li> <li>Sub-group final review meeting before launch of the BSc International Business Management and sign off of action plan.</li> </ul>
4.	Continue to support the development of the Centre for Contemporary Agriculture	Sally Walker Laurence Daly	As required	
5.	The successful validation of the Diplomacy programmes at INTO UEA London	Laurence Daly	September 2010	Validation event arranged for 16 August 2010.
<b>OPERATIONAL</b>				
6.	Preparation for Easton College and University Campus Suffolk (Otley College, West Suffolk College, Suffolk New College, Lowestoft College, Great Yarmouth College) IQER	Erica Towner Sally Walker Laurence Daly	As required	
7.	Revision of briefing packs for External Examiners at partner Institutions	Sally Walker Laurence Daly	November 2010	
8.	Monitor partner	Erica Towner	July 2010	<ul style="list-style-type: none"> <li>This action is ongoing and will include monitoring by the Partnerships</li> </ul>

	institution's Initial Teacher Training provision	Laurence Daly		Office and dedicated workshops with advice from Tony Nasta. <ul style="list-style-type: none"> <li>This action will also involve preparation for future Ofsted inspections Self Evaluation Documents.</li> </ul>
9.	Launch of agreement database	Sally Walker Stephen Knock Hannah Coman	Sep 2010	Database ready for launch (August 2010)
10.	Approval of International Partnerships Handbook	Sally Walker Hannah Coman	Learning and Teaching Committee autumn 2010	Ready for circulation and consultation (August 2010)
11.	Schedule of validations and revalidations for INTO UEA, Mountview Academy of Theatre Arts, City College Norwich, Easton College and UCS.	Laurence Daly Stephen Knock	March 2011	
12.	Review of procedures at CCN following academic complaint	Erica Towner Laurence Daly Academic Link	Jan 2011	Follow up action includes: <ul style="list-style-type: none"> <li>Meeting with Academic Link to discuss issues raised (July 2010)</li> <li>Review of the Professional Misconduct/Unsuitability Committee (PMUC) Procedure (October 2010)</li> <li>Delivery of LTQO training around PMUC to City College Norwich</li> </ul>

13.	Trial of online External Examiner Report at City College Norwich - submission and sign-off	Laurence Daly Stephen Knock	Autumn JBOS	Presentation given to City College Norwich and External Examiner reports being submitted online (July 2010)
14.	Review Easton and Mountview academic appeals procedure	Sally Walker Hannah Coman	Dec 2010	Following 2010-11 UEA Calendar publication
15.	Review Easton regulations	Sally Walker Stephen Knock	Autumn JBOS	
16.	Process for ratification of agreements on the database	Sally Walker Hannah Coman	Jan 2011	
17.	Facilitating communication of new policies, procedures and course proposals from UEA and UCS to other partners	All	Autumn JBOS	<ul style="list-style-type: none"> <li>• Including a report to JBOS on guidance and policy recently produced at UEA – following 2010/11 UEA Calendar publication</li> <li>• UEA course proposals to be a standing item on all JBOS agenda</li> </ul>
18.	Development of feedback from validation/revalidation panels	Hannah Coman	Oct 2010	
19.	Review disciplinary procedures for UEA London, INTO UEA and	Sally Walker Hannah Coman	Sep 2010	UEA procedures currently under revision for the 2010/11 Calendar

	INTO UEA London			
20.	Review Validation Handbook	Hannah Coman	January 2011	
21.	Revisions to agreements – Easton College, City College Norwich and INTO	Sally Walker Laurence Daly	Feb 2011 (INTO) September 2011	