

LTC13D056

Title: Transfer of validation of Otley Programmes from UCS
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Issue

It has been agreed that the validation of programmes based at the Otley campus, Easton & Otley College, will be transferred from University Campus Suffolk to UEA. This paper outlines the rationale for this decision and the process for implementing the transfer.

Recommendation

Recipients are invited:
To note the timetable for implementation;

Resource Implications

Resource implications for Partnerships Office have been considered and built into workload planning.

Risk Implications

Low

Equality and Diversity

Not applicable

Timing of decisions

Not applicable

Further Information

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Background

Following the merger of Easton and Otley colleges it has been agreed that the validation of programmes based at the Otley campus will be transferred from UCS to UEA.

Discussion

It has been agreed that validation of the following programmes delivered at Easton&Otley College, Otley Campus, currently validated by UEA and Essex under the UCS arrangement, will be transferred to UEA:

FdSc Animal Science & Welfare
FdSc Fishery Management & Sustainable Aquaculture
FdA Landscape and Garden Design
FdSc Wildlife Management & Conservation

There are currently ongoing discussions with regard to the Certificate in Education/ Professional Graduate Certificate in Education in the Lifelong Learning Sector which will not move to the UEA arrangement.

This decision has been made following the merger of Easton and Otley colleges. Easton higher education provision is currently validated by UEA and the management of the new college feel it is desirable to move to a position where the majority of the college's HE offering will be validated by one partner.

Validation of the new programme BSc Wildlife Management and revalidations of programmes scheduled for a September 2014 start will proceed as planned, although under UEA arrangements. As UEA has already validated programmes at Otley, the period of validation will stand and programmes will go through review on the anticipated schedule.

Institutional reapproval of Easton is due for November/December 2014 and this will incorporate scrutiny of delivery at both campuses although Otley's review is not due until 2015.

It is proposed that students currently registered on the above programmes with UCS who are due to complete in 2013-14 or 2014-15 will continue to be registered as UCS students and not transfer to UEA validated programmes. Students who commence their programme in 2014/5 will be registered with UEA.

All students affected have been written to individually and have been able to discuss any concerns with the Vice-Principal Clive Bound.

A detailed action plan is included below. Progress against this will be monitored through the Easton&Otley Joint Board of Study, the UCS Joint Academic Committee and UEA's Learning and Teaching Committee. The action plan is a constantly evolving document and the version included below is a snapshot as at the JAC paper submission deadline.

Administrative Processes	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Notes	Complete?
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Fundamental Decisions												
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How are student records going to be supported in 2013/14											Student permission included in letter. Current students who are not due to complete in 2013-4 will be recorded on UCS SITS until the end of their programme.	Complete
Overarching policy for the production and distribution of campus cards for students											SK liaising with UEA Library and DM	
Library access											Students transferring to use UCS library for one year. FF to discuss access with UCS Librarian.	
Press release											Polly to liaise on this re: press release. Template letter - FF. Students received letter 7.02.14; press release 10.02.14; UCS staff announcement 10.02.14	Complete
Course approval for 2014 start (via LTC paper)											SK	
Single Easton and Otley College JBOS?											Joint Easton&Otley summer JBOS to take place via video conference. FF and LI to be invited	
Transcript format for students											SK to liaise with LI	
Letter of agreement sent to UCS												Complete

Key Activities												
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Identify staff in key areas at Otley college											Otley HE Teaching staff CVs sent to UEA	Complete
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Agree protocol for production of campus cards											Stephen
Process for distribution of campus cards											Stephen
Planning Office Management Info											
Check college's capabilities to produce HESA and HESES statistics											Stephen to liaise with Ian Callaghan, UEA Director of Planning Clive Bound in discussion with Ian Callaghan
Clarify that colleges are in clear on Student Loan Company arrangements											Stephen to liaise with FF and Ian Callaghan, UEA Director of Planning
Administration of the Access to Learning Fund											Clarify ALF - Otley apps FF to liaise with SK
Staff registration											
Agree process for staff approval (ATS)											SK to liaise with UEA Academic Director of Partnerships regarding ATS approval of Otley teaching staff. CVs of Otley teaching staff received by UEA and ATS application form to be sent to Otley staff.
Record approved ATS staff											Otley staff to be added to Partnerships Office log of ATS staff once approved.
Agree process for production and distribution of staff campus cards?											SK to liaise with UEA Library and DM

Process for dealing with college staff studying on UCS programmes											FF to action	
Transfer of information from UCS												
Agree basis of data transfer											Stephen to liaise with James Nial / LI	
Agree transfer dates											Stephen to liaise with James Nial / LI	
Production of transcripts by UCS for all students registered in 2013/14											Transcripts to be produced by UCS	
Distribution of transcripts to students											UCS to arrange for students to receive	
Copy of transcript lodged on student file at college											UCS to liaise with DM	
Information to students												
Check with FF if UCS will be doing a press release											Press release Tuesday 30 Jan 2014	Complete
Identify key points for dissemination of information												Complete
Concessions												
Explain concessions and intercalations to colleges											SK to liaise with DM on any staff training requirements	
Colleges to identify students intercalating and other concessions which may have bearings on subsequent exam boards											FF and LI mapping current students to identify any known progression challenges	

How will concession information come to UEA for 2014/15											Via Assessment Boards. SK and LI to liaise.	
Student Support												
Clarify where students go for support in the following areas:											FF to see about support for continuing students & Chrissie cost implications of DSA? FF to discuss with Chantalle Hawley UCS to support and charge? Continuing students will remain with UCS	
<i>Learning Support</i>												
<i>Student Loans</i>												
<i>Careers</i>												
<i>Counselling</i>												
<i>Library Services</i>												
Assessment and Examinations												
Transmission of marks for 2014/15. Who will be responsible for recording marks and who will they transmit marks to											LI/SK to agree	
Confirm grading scheme/scale to be used - move from 12pt scale to %?											12 point scale to be used for 13/14 and 14/15 completers	Complete
Will marks be converted for Otley students?											No	Complete
How will marks be stored (Easton database only accepts % marks)											UCS system for 2014/15 during transition for those on year 2; process for those on year 1 to be agreed	
Is college aware of the procedures related to coursework sampling											Training needs to be identified	

Does college know how to use external examiners at exam question setting stage											Training needs to be identified	
How will students be informed of the outcome of their assessments for 2014/15											Via UCS	Complete
Does college keep records of special circumstances for exam boards											Pick up through training- FF/LI	
Does college have training needs related to the setting of assessment											DM to confirm current procedures	
Appeals and Complaints												
Is college clear on the processes of dealing with appeals and complaints											Otley to adopt Easton process as published on UEA Partnerships website Training needs to be identified	
External Examiners												
Clarify with colleges which externals are already in place											Letter to be sent EEs Payment of Externals to be by EOC.	
Map examiners against courses											Mandy to list Otley EEs and Terms of Office.	
Make further appointments as required											One further appointment required. Approaching current Easton EE to ask if they will cover Otley course as well for remainder of their tenure.	

