

LTC13D095

Title: Report from the meeting of the University Campus Suffolk Joint Academic Committee

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Report from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 June 2014

Issue

Attached at Appendix 1 is a report from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 June 2014.

Recommendation

The Learning and Teaching Committee is invited to approve the recommendations from the meeting of the University Campus Suffolk Joint Academic Committee held on 4 June 2014:

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 immediate effect.

2 COURSE DISCONTINUATION

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:

UCS Bury St Edmunds

- FdSc Architectural Technology
- FdSc Building Services Engineering

UCS Great Yarmouth

- FdA Children's Care, Learning and Development

UCS Lowestoft

- FdA Leadership and Management
- BA Leadership and Management

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 Campus Suffolk Joint Academic Committee held on 4 June 2014.

University of East Anglia and University of Essex

UNIVERSITY CAMPUS SUFFOLK JOINT ACADEMIC COMMITTEE

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

**Report from the meeting of the University Campus Suffolk Joint Academic Committee
held on 4 June 2014**

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ITEMS FOR INFORMATION

1 UCS RE-STRUCTURE

Noted

The UCS re-structure was reported to be on track in both the financial savings expected and the introduction of a simplified organisational structure. Discussions had taken place with the UCS Students' Union to ensure that the effect of the changes on the student experience had been minimised.

The Suffolk Business School was undergoing significant change and a working group had been set-up to review the work conducted by the School, to determine the future focus in order to invest appropriately.

The importance of conducting a review of the changes was acknowledged, in order to consider how all aspects of the new

structures were operating. This included the membership and terms of reference of all committees to ensure their effectiveness.

2 TAUGHT DEGREE AWARDING POWERS (TDAP) PROCESS

Noted UCS had received notification from the Quality Assurance Agency (QAA) that their TDAP submission had been approved and would now proceed to a detailed scrutiny of their application. A meeting would be held between UCS and the QAA co-ordinator in June 2014 to determine the scope of the review.

3 UCS LEGACY STUDENTS POST-INDEPENDENCE

Noted UCS presented a proposal for the management of UCS students who will graduate post-independence and had registered on a programme of study leading to a joint University of East Anglia (UEA) and University of Essex (Essex) award.

Members discussed the differences between opting in and opting out and how this impacted on student consent. Currently, it has been proposed that current students would receive a University of Suffolk award unless they opted out. A question was raised about whether students who do not opt out have strictly given consent for their award to be changed from a joint UEA and Essex award to a single University of Suffolk award. The alternative is that, unless students specifically opt to have a University of Suffolk award, they would by default receive a UEA and Essex award as expected when they registered. Similarities about consent issues in other contexts were discussed by the JAC and it was recognised that it was a difficult issue to resolve. Further considerations included students who were sponsored and funded by employers or other stakeholders and their expectations.

It was noted that UCS and both Universities were committed to ensuring that the transition arrangements were as quick and efficient as they could be and further discussions would be undertaken before a final decision was made, which would include consultation by UCS with the QAA..

4 UCS 2020 VISION AND STRATEGIC PLAN

Noted The UCS 2020 Vision had been approved by the UCS Board and the strategic plan for the next five years (2015-2020) was now under development. The strategic plan would be presented to the November 2014 meeting of the JAC, with the proposed final sign-off by the UCS Board taking place in January 2015.

5 NEW COURSES APPROVED TO PROCEED TO PUBLICITY AND VALIDATION

Approved The following new courses to proceed to publicity and validation:

UCS Bury St Edmunds

- BA Interior Design
- BA Fashion Design and Merchandising
- FdA Physical and Psychological Therapies

UCS Ipswich

- FdA Early Years Practice
- PGCert Academic Practice

6 EXISTING COURSES TO PROCEED TO REVALIDATION

Approved The following courses proceed to revalidation

UCS Great Yarmouth

- FdSc Sport, Health and Exercise

UCS Ipswich

- BA Graphic Design
- BA Graphic Design and Graphic Illustration
- BSc Nurse Practitioner
- BA Computer Games Design

7 PROFESSIONAL OR STATUTORY REGULATORY BODY (PSRB) ACTIVITY

Noted The PGCE North Essex Teacher Training course was graded by Ofsted as good in all areas.

Rachel Frost
Secretary to the UCS Joint Academic Committee
Senior Academic Standards and Partnerships Manager
University of Essex
June 2014

University of East Anglia and University of Essex

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

The UCS Joint Academic Committee (JAC) is a joint sub committee 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 ~~will alternate~~ between the University of East Anglia and the University of Essex. The membership includes ~~five~~ six 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. UCS membership includes representatives from UCS Ipswich and the five Learning Network Centres. UCS 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 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:

Pro-Vice-Chancellor Academic (or Nominee) (Joint Chair)
Director of Learning and Teaching Services (or Nominee)
Academic Director of Partnerships (or Nominee)

Three members appointed by the Senate

Appointed by the University of Essex:

Ex officio:

Dean of Academic Partnerships (Joint Chair)
Academic Registrar (or Nominee)
Deputy Academic Registrar (Academic Standards and Partnerships) (or Nominee)

Three members appointed by the Senate

Appointed by University Campus Suffolk:

Ex officio:

Provost
~~Deputy Provost (External Relations and Development)~~
~~Deputy Provost (Finance and Resources)~~
~~Director of the Office of Academic Development~~
~~Academic Registrar and Director of Academic Services~~
Head of Academic Services
~~UCS Director of Planning and Partnerships~~

~~UCS Head of Academic Partnerships and Support~~
~~UCS Head of Quality Enhancement~~
~~Dean of Academic Affairs~~
~~Executive Dean, Faculty of Health and Science~~
~~Executive Dean, Faculty of Arts, Business and Applied Social Science~~
~~Head of the Graduate School~~
~~Head of School of Applied Social Sciences~~
~~Head of School of Arts and Humanities~~
~~Head of School of Business, Leadership and Enterprise~~
~~Head of School of Science Technology and Health~~
~~Head of School of Nursing and Midwifery~~

Appointed by the UCS Learning Network Centres:

One senior representative from each Centre:

UCS Great Yarmouth
UCS Lowestoft
UCS Otley
UCS at Suffolk New College
UCS Bury St Edmunds

President (Education and Engagement), UCS Union

Secretary to JAC

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

TERMS OF REFERENCE

1. To consider all matters related to the quality and standards of academic provision of UCS 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 UCS to satisfy the requirements of the two Universities.
3. To maintain an overview of the quality of the student experience for all UCS students, 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 receive proposals for new taught and research degree programmes, to oversee the approval process 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.
5. To have oversight of the Risk-based Monitoring and Enhancement (RiME) processes for all aspects of UCS academic provision.
6. To receive reports of course re-approval of undergraduate and postgraduate programmes, 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.
7. 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.
8. To receive reports of institutional reviews of UCS partner institutions, 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.

9. To receive reports of external reviews of UCS partner institutions or programmes, including QAA reports and reports from professional, statutory and regulatory bodies.
10. To review annually UCS's strategy for growth in student numbers and the growth of the institution as a whole including UCS admissions, progression, retention and achievement data.
11. 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 new institutional partners for UCS in terms of the maintenance of quality and academic standards.
12. To agree arrangements for the appointment of external examiners for all UCS provision and have oversight of external examiner procedures.
13. To monitor the development of staff at the Learning Network Centres to ensure they have opportunities for appropriate training and Continuing Professional Development that reflect the Higher Education ethos and focus of University Campus Suffolk and to receive a regular report on progress at the second meeting of the academic year.
14. To consider and approve publicity protocols relating to academic provision including publicity via electronic and editorial media.
15. To receive minutes, recommendations and regular reports from the UCS Academic Board.
16. 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.