

LTC14D240

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

Author: Gavin Tash, Senior Partnerships Manager, Partnerships Office

Date: June 2015

Circulation: Learning and Teaching Committee – 24 June 2015

Agenda: LTC14A006

Version: Final

Status: Open

---

**Report from the meeting of the University Campus Suffolk Joint Academic Committee held on 24 June 2015**

**Issue**

Attached at Appendix 1 is a report from the meeting of the University Campus Suffolk Joint Academic Committee held on 24 June 2015.

**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 24 June 2015

**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 VALIDATION OF NEW COURSES**

**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 course be approved for a period of five years, commencing September 2015:

*UCS Bury St Edmunds*

- BA (Hons) History and Ethics
- BA (Hons) History and Religious Studies

- BA (Hons) Interior Design
- BA (Hons) Law and Ethics
- BA (Hons) Religious Studies and Ethics
- BA (Hons) Sociology and Religious Studies

*UCS Ipswich*

- BSc (Hons) Computer Games Programming

*UCS Lowestoft*

- BA (Hons) Social Science

### 3 REVALIDATION OF EXISTING COURSES

**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 reapproved for a period of five years commencing September 2015:

*UCS Great Yarmouth*

- FdSc Sport, Health and Exercise

*UCS Ipswich*

- BA (Hons) Computer Games Design
- BA (Hons) Graphic Design
- BA (Hons) Health and Social Care Practice
- BA (Hons) Screenwriting and Film Studies

that the following courses be reapproved for a period of five years commencing September 2015, with a change of title:

*UCS Ipswich*

From:

- BA (Hons) Film

To:

- BA (Hons) Digital Film Production

From:

- BA (Hons) Graphic Design and Communication

To:

- BA (Hons) Graphic Design (Graphic Illustration)

From:

- MA Health and Social Care Practice
- PGDip Health and Social Care Practice
- PGCert Health and Social Care Practice

To:

- MA Health and Social Care Studies
- PGDip Health and Social Care Studies
- PGCert Health and Social Care Studies

#### **4 COURSE SUSPENSIONS**

**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 suspended for 2015/16:

*UCS Great Yarmouth*

- BA (Hons) Lifelong Learning Practice

#### **5 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 from 2015/16:

*UCS Ipswich*

- MSc Science and Healthy Ageing

#### **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](mailto:g.tash@uea.ac.uk)

#### **Attachments**

Appendix 1 - report from the meeting of the University Campus Suffolk Joint Academic Committee held on 24 June 2015.

**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 3 June 2015**

**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 VALIDATION OF NEW COURSES**

**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 course be approved for a period of five  
years, commencing September 2015:

*UCS Bury St Edmunds*

- BA (Hons) History and Ethics
- BA (Hons) History and Religious Studies
- BA (Hons) Interior Design
- BA (Hons) Law and Ethics
- BA (Hons) Religious Studies and Ethics
- BA (Hons) Sociology and Religious Studies

*UCS Ipswich*

- BSc (Hons) Computer Games Programming

*UCS Lowestoft*

- BA (Hons) Social Science

**3 REVALIDATION OF EXISTING COURSES**

**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 reapproved for a period of five years commencing September 2015:

*UCS Great Yarmouth*

- FdSc Sport, Health and Exercise

*UCS Ipswich*

- BA (Hons) Computer Games Design
- BA (Hons) Graphic Design
- BA (Hons) Health and Social Care Practice
- BA (Hons) Screenwriting and Film Studies

that the following courses be reapproved for a period of five years commencing September 2015, with a change of title:

*UCS Ipswich*

From:

- BA (Hons) Film

To:

- BA (Hons) Digital Film Production

From:

- BA (Hons) Graphic Design and Communication

To:

- BA (Hons) Graphic Design (Graphic Illustration)

From:

- MA Health and Social Care Practice
- PGDip Health and Social Care Practice
- PGCert Health and Social Care Practice

To:

- MA Health and Social Care Studies
- PGDip Health and Social Care Studies
- PGCert Health and Social Care Studies

#### **4 COURSE SUSPENSIONS**

**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 suspended for 2015/16:

*UCS Great Yarmouth*

- BA (Hons) Lifelong Learning Practice

#### **5 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 from 2015/16:

*UCS Ipswich*

- MSc Science and Healthy Ageing

**ITEMS FOR INFORMATION**

**1 QUALITY ASSURANCE AGENCY (QAA) HIGHER EDUCATION REVIEW (HER) ACTION PLAN**

Noted

A progress update was provided about the actions planned to address the three recommendations made by the QAA as part of the UCS HER. It was noted that changes had been made to the partnerships handbook to expand the information provided about the governance structures in place and the involvement of both universities. Enhancements to the relevant committee terms of reference had also been made.

Members raised a question about the specific actions that had been taken to address one aspect of the recommendation related to published information. It was noted that the Head of Marketing and Communications would have overall responsibility for ensuring that public information was updated, supported by a newly appointed Operations Manager. The response had acknowledged the changes in responsibility, but had not outlined the approaches to be taken to ensure that public information was kept up to date. It was recommended that further details be provided in order to explain the process that will be used, in a similar way to the response provided for the other recommendations.

UCS had identified additional areas of enhancement from the HER report, which included the review and enhancement of the Student Voice area of MyUCS. The work would be carried out with the support of two student interns.

**2 QAA TAUGHT DEGREE AWARDING POWERS (TDAP) PROCESS**

Noted

The TDAP team carried out their final visit to UCS in May 2015 to conclude the scrutiny process and draft their report. During the visit they held a brief meeting with the Provost and Head of Quality Enhancement and requested some additional factual information, but no further information about the content of the report or the recommendation had been provided.

A copy of the draft report would be provided to UCS in early July, with the only feedback that could be provided to be related to the factual accuracy of the information contained in the report. The report would then be presented to the QAA Advisory Committee on Degree Awarding Powers (ACDAP) in September 2015, followed by the QAA Board in October.

### **3 REVIEW OF GOVERNANCE**

Noted In spring 2014 UCS Academic Board approved a number of changes to the academic governance structures at UCS. These changes were designed to establish formal lines of reporting to Academic Board and ensure greater consistency across Departments, Faculties and Learning Network Centres. When the changes were implemented it was agreed that a review of the effectiveness of the governance structures would be carried out after a year of operation. Members received details of the approach to be taken to review the academic governance structures. The review would take place in Autumn 2015 with a report provided in spring 2016.

### **4 STUDENT SURVEYS**

Noted The final overall National Student Survey (NSS) response rate for 2015 was 76%, down 1.5% on 2014. There had been a lower response rate at UCS Bury St Edmunds of 69% and this had been discussed at the Centre Academic Committee and ways of improving the response rate next year identified. It was noted that across UCS as a whole it had been harder to promote and encourage students to participate in the survey this year, but the UCS Union were thanked for the contribution they had made to supporting and promoting completion of the survey. The results would be received during the summer and reported to the next meeting of the JAC.

The internal UCS student survey (UCSSS), which targeted all students not covered by the NSS, received a response rate of 37%, which was 1% higher than 2014. It was noted that this represented three times as many students as the NSS respondents and therefore, provided valuable information for UCS. The results were currently being compiled, but showed an overall satisfaction rating of 81%, which was the same as 2014, with some variation across individual Departments and Learning Network Centres. The full results would be reported to the next meeting of the JAC.

### **5 NEW COURSES APPROVED TO PROCEED TO PUBLICITY AND VALIDATION**

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

*UCS Ipswich*

- Professional Graduate Certificate in Education Primary SCITT
- BSc (Hons) Adult Nursing
- BSc (Hons) Mental Health Nursing (Work-based Learning pathway)

## 6 EXISTING COURSES TO PROCEED TO REVALIDATION

Approved The following courses were approved to proceed to revalidation:

*UCS Great Yarmouth*

- FdA Creative Music

*UCS Ipswich*

- BA (Hons) Business Management
- BA (Hons) Event Management
- BA (Hons) Event and Tourism Management
- BA (Hons) Tourism Management
- DipHE Business Management
- DipHE Event Management
- DipHE Event and Tourism Management
- DipHE Tourism Management
- CertHE Business Management
- CertHE Event Management
- CertHE Event and Tourism Management
- CertHE Tourism Management

## 7 PROFESSIONAL OR STATUTORY REGULATORY BODY (PSRB) ACTIVITY

Noted Higher Education Academy (HEA) accreditation:

- UCS PASSPoRT scheme – Descriptors 1, 2 and 3
- Learning and Teaching in Higher Education module – Descriptor 1
- Learning, Teaching and Assessment module in HE module – Descriptor 1
- Postgraduate Certificate in Academic Practice – Descriptor 2
- Postgraduate Certificate in Healthcare Education – Descriptor 2

Rachel Frost  
Secretary to the UCS Joint Academic Committee



## APPENDIX A

### 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 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 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~~ four 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:**

Academic Director of Partnerships (or Nominee) (Joint Chair)  
Director of Learning and Teaching Services (or Nominee)  
Head 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)~~ Associate Dean of Academic Partnerships  
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 (Resources)  
Academic Registrar  
Head of Academic Services and Infozone  
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

**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 (or Nominee).

**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 have oversight of the Assessment Board process for all UCS academic provision.

16. To receive minutes, recommendations and regular reports from the UCS Academic Board.
17. 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.