

REPORT FROM THE MEETING OF THE COLLABORATIVE PARTNERSHIPS
FORM (30 September 2020)

COVER SHEET

Presenter: Ms C Reid

No action is required of the Committee.

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1. ONLINE ADMISSIONS AND ENROLMENTS

Members considered the outworking of the Online Admission (OLA) and Online Enrolments (OLE) processes for 2020/21 new and returning students.

Partner institutions received a guide for OLA and a guide and video for OLE. These were appreciated by staff although it was agreed that an online training session, probably in next June, would be beneficial to staff.

The online system collapsed last week meaning students were unable to upload documents. This issue should be resolved within the next few days. As a consequence of this system breakdown OLA and OLE deadlines will be extended. This extension will also be applied to the verification of examination results.

Mrs Cameron informed that OLA opened on 17 August 2020 but it was not until the end of August/early September when applications started to come in. Members agreed that this was due in part to the late receipt of Centre Assessed Grades which were outside the control of both staff and students. It was noted that with the new EBS system which has been introduced in all Colleges staff needed time to get used to it. It is an aspiration that in time EBS and the University's online admissions systems could be more closely aligned to reduce duplication of work.

Mrs Burns said that the main problem encountered with OLA this year was with returning students trying to register again. Returning students do not have to complete OLA as they are already registered on the system. It was agreed that the University would look at ways of making this clearer to students.

Members were also advised that to date Class Lists have only listed new students. When OLA closes Class Lists will include both new and returning students.

HE Co-ordinators were reminded that the FPM must approve the qualifications of all overseas students. Students applying through APEL must have their submission approved and signed off by both the HE Co-ordinator and the FPM. This then becomes the document they upload onto the OLA system to support their application.

HE Co-ordinators were also reminded that all draft publicity material must be signed off by the FPM prior to publication on the agreed proformas.

2. SEMESTER 1 AND SEMESTER 2 DELIVERY AND ASSESSMENT

Members were informed that an Emergency Remote Teaching (ERT) Form must be submitted for each module where the form of delivery and/or assessment is adjusted

from that approved at evaluation or re-validation. Forms should already have been approved for semester 1 modules and Course Teams should forward ERTs for semester 2 modules to the FPM as soon as possible for approval.

It was agreed that the Chair circulate the ERT to HE Co-ordinators.

3. WORK-BASED LEARNING

The Chair informed the Forum that College Principals met with the Interim Dean for Learning Enhancement to discuss a range of matters relating to the WBL component of the Foundation Degree (Fd).

Members were reminded of a number of options available to those students who are unable to secure suitable WBL. These include LOA, progression to Ulster University and undertake a placement, progression to Ulster University and return to the College within 2 years to complete the Fd, or exploration of exiting with an alternate qualification that does not require WBL.

SWC raised the issue of potential funding issues for those students on a HLA who are unable to complete the Fd. As these students will already be working as part of their HLA, even if working from home, this should not present a problem.

4. CONTINUOUS ASSURANCE OF QUALITY ENHANCEMENT (CAQE)

Members considered on the arrangements for the 2019/20 CAQE process.

Members were informed that the CAQE process will be similar to the pilot introduced in 2018/19. Colleges will be notified during W/C 2 November 2020 if they have to complete an Action Plan for any programme. Completed Action Plans must be returned to the University by 20 November 2020. The benchmarks agreed by the Forum will be the same as last year.

The indicative timetable laid out in the paper is reliant on the Examinations Office being able to supply the data sets required to analyse performance within the agreed timescales. As many staff in the Examinations Office are working remotely there may be delays with them providing this information

As with last year the FPM Annual Report will not be sent to Colleges. Members were reminded of the need for Course Teams to respond to the External Examiner Report. The HE Co-ordinator is responsible for ensuring that minutes of Course Committee and Staff/Student Consultative Committee meetings are routinely forwarded to the FPM.

5. MARKETING

Members received a paper detailing marketing and communications activity undertaken by the University.

This year for the first time the University ran our Open Day virtually. Students can still access all of the material by going to <https://www.ulster.ac.uk/vod>.

The University is engaging with schools and colleges to find out about their future events and their willingness to have the University visit their college to deliver the Ulster presentation. Currently this information is being collated.

The applicant events have proved to be very successful and the University aims to continue this format going forward. We are hoping for the applicant events to be on campus but are making plans for these to be done virtually. Dates for each of the campuses are below:

Coleraine	6 Feb 2021
Magee	13 Feb 2021
Belfast	27 Feb 2021
Jordanstown	6 Mar 2021

H Deighan