ULSTER UNIVERSITY

COLLABORATIVE PARTNERSHIPS FORUM

30 September 2020

Minutes of the meeting held on 30 September 2020 online through Microsoft Teams

Present: Mr A Ballantyne, Dr P Brogan, Mrs N Cameron, Ms E Connolly,

 Mr L Curran, Mrs C Davison, Ms J Kelly, Mr J Marley, Mrs H Miller,

 Mrs K Moore, Mrs C Mulrone, Dr M McCann, Mrs S McLaren,

 Mrs M Paris, Ms C Reid (Chair).

Apologies: Mrs J Alleyne, Mr M Davidson, Mr M McCamley, Mr J Noble.

In Attendance: Mrs N Bartholomew, Mrs B Burns, Mr H Deighan, Mrs A Gaston,

 Ms E Sandrey.

 WELCOME

 The Chair welcomed Dr M McCann to her first meeting of the Collaborative Partnerships Forum. Dr McCann will be responsible for courses linked to the School of Biomedical Sciences, the School of Geography & Environmental Sciences and the School of Pharmacy & Pharmaceutical Sciences within the Faculty of Life and Health Sciences.

 The Chair also welcomed Mrs Karen Moore from North West Regional College to her first meeting of the Forum.

MINUTES

20.19 The minutes of the meeting held on 22nd January 2020 were approved.

 MATTERS ARISING

20.20 Online Admissions (Min 20.04)

It was reiterated to HE Co-ordinators that no student should be allowed to start a course after the second week of teaching.

20.21 Application of the new Degree Algorithm for Foundation Degrees (Min 20.13)

 At the last meeting it was agreed that a paper be presented to the Academic

 Standards and Quality Enhancement Committee (ASQEC) recommending the

 introduction of the new Degree algorithm to Foundation degrees with a two-year

 transitional period where no student would be disadvantaged.

 ASQEC asked that the modelling exercise be undertaken again for the 2019/20

 academic year and that further engagement with students take place.

 AGREED: i) that after the 2019/20 Supplementary Boards Course Teams complete the template showing how the new degree classification would impact on marks;

 ii) that the template provided by NRC be used to survey students.

 CHAIR’S COMMUNICATIONS

20.22 Partnership Handbook

 The Chair informed that the 2020 Partnership Handbook is now available. Copies

 of the Handbook can be downloaded from the Academic Office website.

20.23 Evaluation and Re-validation Training

 The Chair informed that the Centre for Higher Education Research and Practice

 (CHERP) will provide online training on course evaluation/re-validation which will

 be tailored to the specific needs of partner institutions. Proposed dates for the

 training are 11th,13th, 18th or 20th November 2020.

 A web-based programme evaluation/re-validation resource will also be available

 from mid-late October 2020.

 AGREED: that Quality Enhancement (QE) write to HE Co-ordinators regarding preferred date for the event

20.24 Chairing of Boards Training Event

 The Chair asked HE Co-ordinators to notify QE of potential Chairs and new Course

 Directors who wished to avail of the training on Chairing Boards of Examiners.

 It is not necessary for Chairs of Boards of Examiners to attend the training each

 year. New Course Directors can attend, however, they are not allowed to Chair

 Examination Boards. Examination Boards can only be chaired by Heads of

 Department or above.

20.25 Recording of Teaching Sessions

 The Chair informed HE Co-ordinators that there is no requirement that teaching

 sessions be recorded. This is something the University is looking into but nothing

 has as yet been agreed yet.

 TERMS OF REFERENCEMENT AND MEMBERSHIP

20.26 Members approved Paper CPF/20/05 detailing the Terms of Reference and

 membership of the Forum.

 ONLINE ADMISSIONS AND ENROLMENTS

20.27 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.

 SEMESTER 1 AND SEMESTER 2 DELIVERY AND ASSESSMENT

20.28 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.

 AGREED: that the Chair circulate the ERT to HE Co-ordinators

 WORK-BASED LEARNING

20.29 The Chair informed the Forum that College Principals met with the Interim Dean (Teaching and Learning) 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.

 The Principals are meeting again on Monday 5 September 2020 where this matter

 will be discussed further.

 CONTINUOUS ASSURANCE OF QUALITY ENHANCEMENT (CAQE)

20.30 Members received Paper CPF/20/06 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.

 MARKETING

20.31 Members received Paper CPF/20/07 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

Duration: 1 hr 20 mins

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ACTION SHEET

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|  | MINUTE | ACTION | ACTION BY | DEADLINE |
| 123 | 20.2120.2320.28 | i) after the 2019/20 Supplementary Boards Course Teams complete the template showing how the new degree classification would impact on marks;ii) the template provided by NWRC be used to survey students.Quality Enhancement (QE) write to HE Co-ordinators regarding preferred date for the event.The Chair circulate the ERT to HE Co-ordinators. | Mrs C ReidNRC/QEQEMrs C Reid | 30 Oct 202016 Oct 20209 Oct 202016 Oct 2020 |