

<b>UNIVERSITY OF WARWICK</b>			
<b>ACADEMIC QUALITY &amp; STANDARDS COMMITTEE</b>			
<b>OPEN MINUTES OF THE MEETING HELD 10:00, TUESDAY 14 JANUARY 2020</b>			
<b>Present</b>	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education) (Chair)
	Professor Jo Angouri	JA	Academic Director (Education and Internationalisation)
	Chloe Batten	CBatten	Students' Union representative
	Dr Jon Burrows	JB	Representative of the Board of Faculty of Arts
	Professor Andy Clark	AC	Academic Director (Undergraduate Studies)
	Professor Robin Clark	RC	Co-opted member of academic staff in a quality assurance role
	Professor Gill Cooke	GC	Co-opted member of academic staff in a quality assurance role
	Dr David Davies	DD	Chair of the Faculty Education Committee (Science, Engineering and Medicine)
	Dr Beccy Freeman	BF	Dean of Students
	Dr Miriam Gifford	MG	Representative of the Faculty of Science, Engineering and Medicine
	Dr Lucy Hammond	LH	Representative of the Faculty of Science, Engineering and Medicine
	Dr Jonathan Heron	JH	Representative of the Institute for Advanced Teaching and Learning
	Professor Ross Ritchie	RR	Representative of the Board of Faculty of Social Sciences
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee (Arts)
	Dr Jane Sinclair	JS	Representative of the Faculty of Science, Engineering and Medicine
Professor Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience)	
<b>Attending</b>	Geraldine Connelly	GConnelly	Assistant Registrar, Education Policy and Quality (Assistant Secretary)
	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality) (Secretary)
	Maureen McLaughlin	MMc	Director of Education Policy and Quality
<b>Ref</b>	<b>Item</b>		
<b>051</b>	<b>Apologies for absence</b> Apologies were received from Professor Chris Hughes, Professor Jo Garde-Hansen, Professor Elizabeth Jones, Professor Pat Tissington, Alice Churm, Professor Will Curtis and Chris Bisping.		
<b>052</b>	<b>Declarations of Interest</b> No new declarations were made.		
<b>053</b>	<b>Minutes of last meeting on 19 November 2019</b> The minutes of the meeting held on 19 November 2019 were received and approved.		
<b>054</b>	<b>Matters arising from last meeting on 19 November 2019</b> The Committee received a report (054-AQSC140120) and the key points and discussions were as follows:  <b>(a) 120 (i) Revisions to Course Discontinuation Policy and Procedures</b> The Student Protection Plan (SPP) is to be amended in line with revisions made to the Course Discontinuation policy. The Office for Students (OfS) are scheduled to publish a consultation on student protection plans in January 2020, but timescales for the consultation have not yet been confirmed. The SPP will be amended following publication of national guidance.		

	<p><b>(b) 124 – Assessment Strategies and implementation of principles arising from sub-group</b> The action plan to implement the proposals to diversify assessment will come forward to the April 2020 meeting of AQSC. The University is currently seeking central resource for a Curriculum Coordination Unit in order to provide support to departments in the area of curriculum design.</p> <p><b>(c) 132 – Revisions to Regulation 11</b> It was decided that a proposal should be developed for an initial review and the ongoing maintenance of academic regulations, including Terms of Reference for a sub group of the Committee to provide oversight and make recommendations about academic regulations. <b>ACTION:</b> Director of Education Policy and Quality to bring a proposal with a suggested approach to the review of regulations to the February or April 2020 meeting of AQSC.</p> <p><b>(d) 025 – HEAR Review</b> The Academic Director (Undergraduate) reported on progress to improvements to the HEAR process. The new server required for the software is going live in February 2020 and further meetings with GradIntel are due to take place to discuss further improvements to the HEAR.</p> <p><b>(e) 041 - QAA Updates to Subject Benchmark Statements</b> Further amendments have been made to the Subject Benchmark Statements for Arts and Humanities, as well as those for STEM mentioned at the previous meeting. <b>ACTION:</b> GC to contact all departments to make them aware of the amendments to Subject Benchmark Statements.</p>
<b>Substantive Items</b>	
056	<p><b>Students' Union Updates</b></p> <p>The Committee received several verbal reports with key details and discussions, as below:</p> <ul style="list-style-type: none"> <li>• Work on the Black Attainment Gap continues and the Race Equality Task Force will be working on this with SLEEC. A report is scheduled to take place at the next meeting of SLEEC with a focus on how this area links to curriculum work.</li> <li>• Students have raised concerns regarding the Erasmus+ programme. This is predominantly due to the ongoing changes to government policy that will impact on this, given the uncertainty in the current political landscape.</li> <li>• The Students Union (SU) are working to help address student concerns and the Committee reinforced that the University is committed to ensuring opportunities for student mobility and study abroad placements.</li> <li>• There were also concerns expressed regarding issues with the operational process for Erasmus+ students.</li> <li>• The SU are scheduled to discuss the concerns with affected students further and determine if this is a known problem. The SU will collate information to provide further clarity on the issues at hand and report back to the Committee.</li> </ul> <p><b>ACTION:</b> RR to share details of the QTEM programme currently available to WBS students, which could potentially be shared further.</p> <p><b>ACTION:</b> Director of Education Policy and Quality to follow up on operational concerns for the Erasmus+ process with the Director of Student Opportunity.</p> <p><b>ACTION:</b> A report on the issues surrounding the Erasmus+ process and progress made to resolve concerns to be considered at the next meeting of the Committee on the 18 February 2020.</p>
057	<p><b>Outcomes from Teaching Excellence Group Engagements 2019/20</b></p> <p>The Committee received a report (057-AQSC140120) and a verbal report from the Assistant Registrar (Monitoring and Review); the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Teaching Excellence Group (TEG) meetings had taken place with 34 Academic Departments across the Autumn Term of 2019. Colleagues in the Education Policy &amp; Quality team have created a report that pulls together the themes emerging from the TEG meetings and the feedback received on the process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Student engagement and enhancing the student experience continued to be a theme this year, with a momentum building in this area. There has been a shift across the institution in moving on from consultation with students to a more partnership based approach. The challenge for some is moving beyond this on an individual project basis to instilling it within the culture of the department.</li> <li>• There was a difference observed across departments in the leadership of the work on student engagement and experience. In some departments this was co-ordinated by an individual, for instance the Director of Student Experience, but activity was found across the department, whereas in others the work was led and delivered by an individual.</li> <li>• Successful student outcomes for all was a theme explored in each meeting. Whilst departments were able to reflect on significant activity on access, there was further development of measures to support students through the full lifecycle required.</li> <li>• Committee members confirmed that clarity is required for departments as to what they should be accountable for in regard to student outcomes and further advice and guidance would be welcomed.</li> <li>• A follow-up event is being planned to take place in March 2020 to discuss the TEG 2019 process with senior teams in Academic Departments, focusing on successful student outcomes for all. The Assistant Registrar (Monitoring and Review) would be attending Faculty Education Committees in January 2020 to gather feedback on the TEG process.</li> <li>• An action list has been compiled to accumulate all actions and recommendations made throughout the TEG meetings. Some of these recommendations belong to wider professional services groups and will also be followed up.</li> <li>• In regards to process, there have been improvements and efficiencies made based on the feedback received from 2018/19. A total of 276 staff and students have been involved in the Autumn Term meetings and thanks was expressed to all involved and for their continued engagement in the process.</li> <li>• Turnaround times for the production of reports after the meetings had improved significantly on last year. Departments have commented that it would be useful to have themes anticipated for the meetings flagged to their attention in advance to help enable better preparation for departments.</li> <li>• A third of departments were able to have their SSLC Chair present at the meetings which was a very positive change this year. There is further work to be done to provide support to students who are present at the meetings and it is anticipated that student attendance would be included as standard from next year.</li> <li>• The continued engagement of both the Chair of Faculty and Chair of the Faculty Education Committee at TEG meetings was important to ensure awareness of education matters across faculties.</li> <li>• The need for attendance of Heads of Departments at TEG meetings was also raised by the Committee.</li> </ul> <p><b>ACTION:</b> A report on the progress made against Professional Services actions arising from the TEG meetings 19/20 to be considered by the Committee in May 2020.</p> <p><b>ACTION:</b> A report on the suggested approach to the TEG process for 2020/21 to be considered by the Committee in May 2020.</p>
058	<p><b>Nomenclature of Joint Degree Programmes</b></p> <p>The Committee received a report (058-AQSC140120) and a verbal report from the Assistant Registrar (Assessment); the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The University does not currently provide specific guidance as to which nomenclature of qualification title, either ‘and’ or ‘with’, should be adopted to reflect the balance between subjects for joint degree programmes.</li> <li>• There are local expectations and cultures as to the nomenclature of these types of degrees across academic departments.</li> </ul>

	<ul style="list-style-type: none"> <li>Practice across the sector sees institutions setting guidance for maximum and minimum credit limits for each subject on 'and' and 'with' joint degrees, but there is usually flexibility within the parameters set.</li> <li>Committee members confirmed that guidance would be welcomed if it were to establish broad limitations. This information would be particularly pertinent to Liberal Arts, Global Sustainable Development and new interdisciplinary degrees.</li> </ul> <p><b>DECISION:</b> That guidance be developed to provide broad credit load limitations for 'and' and 'with' joint degree programmes.</p>
059	<p><b>Institutional Board of Examiners 2018-19 Report</b></p> <p>The Committee received a report (059-AQSC140120) and a verbal report from the Chair; the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>Following the approval of institution-wide CertHE and DipHE awards for students who have not achieved all of the credit for the Undergraduate award on which they were registered, an Institutional Board of Examiners was established as an interim arrangement to confirm awards across departments for the 2018-19 academic year.</li> <li>A more consistent approach to confirming subject specific awards at a departmental level is required, but it is believed that departments would not be in a position to include this within their Summer Exam Boards for the academic year 2019/20. There is also ongoing work to establish Cert and Dip HE's at the discipline level through the Course and Module Catalogue Project.</li> <li>Consideration of External Examiner involvement also needs to be taken into account, with particular regard to a rise in both cost and workload. The Exam Board Procedures sub-group of the Review of Assessment would be reviewing External Examiner involvement in the assessment process this academic year.</li> </ul> <p><b>DECISION:</b> That the Institutional Board of Examiners continues in its current format for the 2019/20 academic year.</p>
060	<p><b>Maximum Periods of Study</b></p> <p>The Committee received a report (060-AQSC140120) and a verbal report from the Senior Assistant Registrar (Teaching Quality); the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>The paper to consider minimum and maximum periods of study across the University's offering has been revised to incorporate feedback from colleagues and encompass concerns raised in the last meeting of AQSC.</li> <li>That discussions had taken place with colleagues in specific academic departments and the outcomes of these were set out in the paper.</li> <li>The timing of the implementation is proposed to align with the introduction of the new policy on the right to remedy failure at the earliest opportunity, from 2020/21. Although consideration of the possible CMA implications needs to be undertaken, it was thought that the introduction would not be likely to factor in to a prospective students decision making on the course.</li> </ul> <p><b>DECISION:</b> The Committee recommended that the minimum and maximum periods of study be <b>approved</b> by the Senate for introduction for 2020/21.</p>
061	<p><b>Degree Outcomes Statement</b></p> <p>The Committee received a report (061-AQSC140120) and a verbal report from the Senior Assistant Registrar (Teaching Quality); the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>Higher Education providers are now expected to publish Degree Outcomes Statements, which will provide a summary analysis of degree classification outcomes for undergraduate students and related information on how academic standards are assured in relation to student outcomes.</li> <li>The Quality Assurance Agency (QAA) has approved guidance on what the Statement should include. The Statement is only required to be 2-3 pages long, but will need to incorporate a large amount of content, as set out in the paper.</li> </ul>

	<ul style="list-style-type: none"> <li>• Analysis over a period of 5 years is the preferred approach, but there may be some benefit in looking at a 10 year period. The work arising from the Review of Assessment and other enhancement projects may impact on future outcomes and so will need to be flagged within the Statement.</li> <li>• External assurance of the statement is also required and there are different approaches being taken across the sector. It was considered that if the University were to continue with the Institutional Board of Examiners as it is, the appointment of a Chief External Examiner could be utilised as external verification of the Statement.</li> <li>• The Committee discussed that although FHEQ Level 7 and Integrated Masters programmes are not yet encompassed in the statement, it may be good practice to prepare for this, whilst giving the University an opportunity for reflection on outcomes at this level.</li> <li>• There is also link between the topics in the statement and the information required for the Teaching Excellence Framework (TEF) and the approach should therefore be aligned.</li> </ul> <p><b>ACTIONS:</b> A first version of the Degree Outcomes Statement should be submitted for consideration by the Committee on 28 April 2020.</p>
062	<p><b>Professional Statutory and Regulatory Reports</b></p> <p>The Committee received a report (062-AQSC140120) and a verbal report from the Chair; the key points and discussions were as follows:</p> <ol style="list-style-type: none"> <li><b>1) WMS – Faculty of Medical Leadership and Management Accreditation Report</b> <ul style="list-style-type: none"> <li>• WMS are the first medical school in the UK to achieve this accreditation. Whilst it is not a regulatory body, it is viewed as a kitemark.</li> <li>• The Medical School were praised for their achievement and it was noted that the conditions set need to be evidenced by April 2021.</li> </ul> </li> <li><b>2) WMG – IET Accreditation Report</b> <ul style="list-style-type: none"> <li>• WMG confirmed that the latest IET review had been a positive experience and had highlighted areas for development. The accreditation remains essential for students and employers.</li> <li>• WMG and the School of Engineering both have courses that seek IET accreditation, but a joint report is not possible due to the different requirements for each area.</li> <li>• The School of Engineering are considering having the Engineering Council hold an Engineering Accreditation Board that would review all of their course streams at one time, as the resource required for individual accreditation reviews is a significant overhead for the School.</li> </ul> </li> </ol>
063	<p><b>Timeliness of Feedback Reports</b></p> <p>The Committee received a report (063-AQSC140120); the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The timeliness of feedback reports had not yet been considered by Faculty Education Committees, but were due to be reviewed in Term 2 meetings.</li> <li>• There remain recurring issues with feedback not being turned around with the 20 working days. Both departments and faculties still do not feel empowered to enforce this, despite this being University policy.</li> <li>• It was deemed that there should be approaches in place for those repeatedly not meeting marking deadlines. A mechanism for monitoring this process should be established, but the structure and operationalisation of the process should first be reconsidered.</li> </ul> <p><b>ACTIONS:</b> The Chair, Deputy PVC (Student Learning Experience) Academic Director (Undergraduate), and the Faculty Education Committee Chairs are to meet to consider the operationalisation of feedback turnaround times.</p>
064	<p><b>Annual Report on Plagiarism 2018-19</b></p> <p>The Committee received a report (064-AQSC140120); the key points and discussions were as follows:</p>

	<ul style="list-style-type: none"> <li>The Committee was considering the consolidated reports on plagiarism for the first time in this format. It was important to distinguish between cheating and poor academic practice and to clarify which cases were proven, in order to understand what was triggering investigations.</li> <li>Where there are repeated cases of plagiarism investigations for individuals, it would be helpful to have these recorded on SITS, particularly given that students take modules across departments. They should also be referred to a University level.</li> <li>The Academic Integrity sub-group, as part of the Review of Assessment, would be seeking feedback following review of the reports and would welcome any comments, or signposting to best practice, to help in steering the work of the Group.</li> </ul>
<b>Items below this line are for receipt and/or approval, without discussion</b>	
<b>Subsidiary and Sub-Committee Reports</b>	
065	<b>Minutes of the Board of Graduate Studies:</b> <a href="https://warwick.ac.uk/services/gov/committees/bgs/minutes">https://warwick.ac.uk/services/gov/committees/bgs/minutes</a>
066	<b>Minutes of the Student Learning Experience and Engagement Committee:</b> <a href="https://warwick.ac.uk/services/gov/committees/sleec/minutes">https://warwick.ac.uk/services/gov/committees/sleec/minutes</a>
067	<b>Minutes of the Partnerships Committee:</b> <a href="https://warwick.ac.uk/services/gov/committees/partnerships/minutes/">https://warwick.ac.uk/services/gov/committees/partnerships/minutes/</a>
068	<b>Minutes of the Faculty Education Committees:</b> <b>(a) Faculty of Arts:</b> <a href="https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes">https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes</a> <b>(b) Faculty of Science, Engineering and Medicine:</b> <a href="https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/">https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/</a> <b>(c) Faculty of Social Science:</b> <a href="https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/">https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/</a>
<b>For Information</b>	
069	<b>List of Approved Courses September - December 2019</b> The Committee received and noted the report (069-AQS140120)
070	<b>University Response to the UUK/GuildHE/QAA Consultation on Future Approaches to the External Quality Enhancement of UK Higher Education Transnational Education (TNE)</b> The Committee received and noted the report (070-AQS140120)
<b>Approved by Chair's Action</b>	
071	<b>Good Practice Guide on Monitoring Student Attendance and Progression</b> The Committee received and noted the report (071-AQS140120)

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
120 (i) – Revisions to Course Discontinuation Policy and Procedures	<b>ACTION:</b> 1) Amend the Student Protection Plan (Interim Director of Education Policy and Quality)	KG July 2019	Ongoing

123 – Review of Assessment	<b>ACTION:</b> 1) Academic Integrity sub-group to consider clear responsibility of ownership of guidance in relation to plagiarism and cheating and to agree final and definitive guidance for students on this matter before the start of the academic year 2019/2020;	RC/FG September 2019	Ongoing
124 - Strategic item for discussion: Review of Assessment/ Assessment Strategies and implementation of principles arising from sub-group	<b>ACTION:</b> An action plan to implement the proposals to diversify assessment strategies to be developed by the Committee using the feedback in relation to agenda item 124-AQSC060619 discussed at the meeting.	All  GVV/DL October 2019	Ongoing
127 – Degree Classification – A statement of intent (UKSCQA)	<b>ACTION:</b> 1) Members with interest to contribute to the University’s analysis of and action in response to the Statement of Intent were invited to contact the Secretariat; 2) A full analysis of the Statement of Intent would be conducted by Teaching Quality to be considered at the next meeting of the Committee on 17 September 2019.	ALL August 2019	Completed
		KG/DD August 2019	Completed
132 – Revisions to Regulation 11	<b>ACTION:</b>  A proposal should be developed for an initial review and the ongoing maintenance of academic regulations, including Terms of Reference for a sub group of the Committee to provide oversight and make recommendations about academic regulations.	DL/KG October 2019	Ongoing
<b>2019/20</b>			
005(a) Timeliness of Feedback Review	<b>DECISION:</b>  Data for feedback turnaround times to be supplied for TEG meetings.	EPQ	Completed
005(g) Refocus of the Graduate School	<b>ACTION:</b>  The Chair of AQSC to discuss representation on PGT working group with Rhiannon Martyn and Kirsty Hooper from the Doctoral College.	DL January 2020	Completed
013 Collaborative Report – London Film School Validation Review	<b>DECISION:</b>  The committee <b>approved</b> the programmes for renewal for a further period.	WC April 2020	Ongoing

	<b>ACTION:</b> That the agreed action plan would be reported to AQSC after it had been considered by the Partnerships Committee in the Spring Term 2020		
025 – Matters Arising (HEAR Review)	<b>ACTION:</b> Academic Director (Undergraduate) to provide report on improvements to the HEAR process.	AC May 2020	Completed
027 – Decolonisation of the Curriculum Project	<b>ACTION:</b> The Committee agreed that the Education Officer attend the Partnerships Committee and Faculty Education Committees to provide committees with an update on the project.	CB Term 2 19/20	Completed
029 – Quality Code Mapping	<b>DECISION:</b> The Committee <b>approved</b> the proposal to develop a Warwick Quality Handbook.	MW September 2020	Ongoing
030-Collaborative Review of Degree Apprenticeships	<b>DECISION:</b> A six-monthly update on progress of the institutional actions would be provided to the Committee for their assurance.	WC/LB	Ongoing
031 – Degree Apprenticeships Policies	<b>ACTIONS:</b> 1) Committee members to provide any comments to secretariat on policies. 2) The Course Discontinuation policy is to be adapted to incorporate the process for Degree Apprenticeship provision.	All December 2019	Completed
		EPQ/WC Term 2 2019/20	Ongoing
032 – Annual Report on Student Complaints and Academic Casework	<b>RECOMMENDATION:</b> That the Student Complaints and Academic Casework team build on communications and outreach to Academic Departments and Faculties to raise awareness in Complaints reporting processes.  <b>ACTION:</b> The Dean of Students to liaise with the Student Complaints and Academic Casework team to discuss the possibility of recording demographics and mode of study for appeals cases.	KJ/NM 2019/20	Completed
		BF/NM/EPQ 2019/20	Ongoing
033 – Maximum Periods of Study	<b>ACTIONS:</b> 1) Committee members to send any further comments to Clare Watters. 2) The paper is to be updated to incorporate comments from all interested parties and reported back to the Committee for approval in the 2019/20 academic year.	All December 2019	Completed
		CW January 2020	Completed
034 – Student Data Report	<b>DECISION:</b> Postgraduate Taught student data contained in the report should be referred to the PGT working group.  <b>ACTION:</b> Senior Assistant Registrar (Teaching Quality) to liaise with Strategic Planning and	KG January 2020	Completed
			Ongoing



	Analytics to determine if course transfers impact on non-completion data		
035 – Module Offering	<b>ACTION:</b> Paper to be reported to Faculty Education Committees for further discussion and then return to AQSC once consultation has taken place.	KG Term 2 2019/20	Ongoing
036 – Analysis of UG External Examiner Reports 2018/19	<b>ACTION:</b> Education Policy and Quality and the Academic Director (Undergraduate) to follow up on recommendations made.	GC/AC Term 1 2020/21	Ongoing
037 - UUK/GuildHE/QAA Consultation on Future Approaches to the External Quality Enhancement of UK Higher Education Transnational Education (TNE)	<b>ACTION:</b> Committee members to share the paper with colleagues and any comments to be provided to Maureen McLaughlin by the 6 December.	ALL 6 December 2019	Completed
038 - Changes to the Good Practise Guide on Monitoring Student Attendance and Progression	<b>ACTION:</b> The Good Practice Guide is to be approved by Chairs Action subject to amendments being made to reflect the current practice for the monitoring of study abroad students.	MD January 2020	Completed
039 - PTES & PRES Survey Results	<b>ACTION:</b> Committee members to send any comments on the PTES and PRES survey results to Colin Sparrow.	ALL January 2020	Completed
041 - QAA Updates to Subject Benchmark Statements	<b>ACTION:</b> Secretariat to disseminate updated subject benchmark statements to all affected departments.	GC January 2020	Ongoing
054 (c) – Matters Arising	<b>ACTION:</b> Director of Education Policy and Quality to bring a proposal with a suggested approach to the review of regulations to the February or April 2020 meeting of AQSC.	MMc April 2020	Ongoing
056 – SU Update: Erasmus+ Process	<b>ACTION:</b> RR to share details of the QTEM programme currently available to WBS students, which could potentially be shared further.  <b>ACTION:</b> Director of Education Policy and Quality to follow up on operational concerns for the	RR February 2020	Ongoing
		MMc February 2020	Ongoing

	Erasmus+ process with the Director of Student Mobility  <b>DECISION:</b> A report on the issues surrounding the Erasmus+ process and progress made to resolve concerns to be considered at the next meeting of the Committee on the 18 February 2020.	CB February 2020	Ongoing
057 – Outcomes of the Teaching Excellence Group Meetings 2019/29	<b>ACTION:</b> A report on the progress made against Professional Services actions arising from the TEG meetings 19/20 to be considered by the Committee in May 2020.  <b>ACTION:</b> A report on the suggested approach to the TEG process for 2020/21 to be considered by the Committee in May 2020.	DD May 2020	Ongoing
058 - Nomenclature of Joint Degree Programmes	<b>DECISION:</b> That broad guidance be developed and established to provide broad credit load limitations for joint degree programmes.	EPQ September 2020	Ongoing
059 - Institutional Board of Examiners 2018-19 Report	<b>DECISION:</b> That the Institutional Board of Examiners continues in its current format for the 2019/20 academic year.	EPQ	Ongoing
060 - Maximum Periods of Study	<b>DECISION:</b> The Committee recommended that the minimum and maximum periods of study be <b>approved</b> by the Senate for introduction for 2020/21.	CW September 2020	Ongoing
061 - Degree Outcomes Statement	<b>ACTIONS:</b> That a first version of the Degree Outcomes Statement be submitted for consideration by the Committee on 28 April 2020	KG April 2020	Ongoing
063 - Timeliness of Feedback Reports	<b>ACTIONS:</b> The Chair, Deputy PVC (Student Learning Experience) Academic Director (Undergraduate), and the Faculty Education Committee Chairs are to meet to consider the operationalisation of feedback turnaround times.	GC Term 3 19/20	Ongoing