



Senate

Paper Title	Vice-Principal's (Teaching and Learning) Advisory Group: Executive Summary of 22 January 2014 meeting
Outcome requested	Senate is asked to note the report.
Points for Senate members to note and further information	<ul style="list-style-type: none"> • The Vice Principal's (Teaching and Learning) Advisory Group meets three times a year. This is the report of the second meeting of 2013-14. • The purpose of the Group is to: <ul style="list-style-type: none"> ○ comment on the Teaching and Learning Strategy and to monitor progress against targets; ○ make recommendations to Senate on proposed policies and procedures that relate to teaching and learning, including those that are focused on academic quality and standards, and widening participation; ○ advise on draft policies before they are put before Senate for approval; ○ make recommendations to QMSE and advise the Vice Principal on the operation of policies; and ○ other matters referred to the Vice-Principal by Senate and QMSE. • The members of the Group are the Faculty Deans for Taught Programmes, one student representative elected from each Faculty and two postgraduate taught student representatives, the QMSU Vice-President Education, the Chairs of teaching and learning related User Groups and Task and Finish Groups, representatives of relevant areas of the Professional Services, one Subject Examination Board chair and one Degree Examination Board chair.
Questions for Senate to consider	<p>The paper is provided for information.</p> <p>Particular points to note include:</p> <ul style="list-style-type: none"> • <i>QM Taught Programmes Action Plan</i> (section 1) The QM TPAP has been updated to reflect the objectives of the new Student Experience, Teaching, Learning and Assessment Strategy. Please note action relating to schools and faculties in the paper on the DTPAG/SEC agenda • <i>Widening Participation Strategy</i> (section 2) A new strategy is under development. • <i>Exam preparation materials for new courses</i> (section 4) VPTLAG has referred the proposal for discussion in faculties. • <i>Proposals for the development of a teaching room standard</i> (section 5) A project is underway to develop a teaching room standard

	to underpin improvements to teaching facilities.
Regulatory/statutory reference points	
Strategy and risk	
Reporting/ consideration route for the paper	For information
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VICE-PRINCIPAL (TEACHING AND LEARNING) ADVISORY GROUP

EXECUTIVE SUMMARY OF 22 JANUARY 2014 MEETING

For a full set of notes please contact the Secretary: Mary Childs
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The Advisory Group's papers are available to view on the QML intranet at
http://www.arcs.qmul.ac.uk/VP_Advisory_Groups/VPTLAG/index.html

Main Items Discussed

1. Annual Review of the QML Taught Programmes Action Plan

The Group received the QML TPAP updated to reflect the high level aims and related objectives of the new Student Experience, Teaching, Learning and Assessment Strategy (SETLA). The importance of the QML, Faculty and School/Institute level TPAPs in relation to the Queen Mary Quality Assurance Framework was emphasised. The QML TPAP is also to be monitored by other groups through the VP's monthly meetings with the Faculty Deans for Taught Programmes / SMD Dean for Education, and by the Student Experience Advisory Board. The QML TPAP has been referred to the Faculty Dean for Taught Programmes Advisory Groups for comment, and to note the actions that impact on faculty and school/institute activity.

2. Widening Participation Strategy

Anne Setright, Head of Outreach and Widening Participation, reported on plans for the development of the new QML Widening Participation Strategy to be drafted by June 2014 (to replace the current strategy which runs to 2015). The new strategy will be broader in scope, for example addressing access issues for postgraduate taught students.

3. Discussion of eligibility for awards and other assessment matters

The Group received the papers considered by Senate in December 2013 on eligibility for awards and discretion policy, and a paper prepared for QMSE about semester-based examinations. The Group will discuss the consultation responses at its next meeting in May.

4. Papers from the QML Students' Union

The Advisory Group received papers from the Students' Union on the draft QMSU Strategic Plan, exam preparation materials for new courses, and an update from the Vice-President Education. Particular points discussed included:

- **Draft QMSU strategic plan**

The plan was considered to be clearly drafted, with an appropriate tone and approach for its intended student audience. The consultation on the draft closed on 31 January 2014

- **Exam preparation materials for new courses**

The Group discussed the resolution of the QM Student Union Council that :
“The Union should advocate and lobby the University to adopt a new ‘exam preparation materials’ policy which will ensure that all departments are providing at least two mock exam papers for every course.”

The objective is for schools to make available to students sufficient sample questions for new modules to enable students to prepare for the first examinations in these modules.

The Group has referred the proposal for discussion to the Faculty Dean for Taught Programmes Advisory Groups / SMD School Education Committee, amended as follows

“Queen Mary should adopt a new ‘exam preparation materials’ policy under which all schools in HSS and S&E are asked to provide two mock exam papers or the equivalent for every course, and to make these available to students via QMplus”.

5. Proposals for the development of a teaching room standard

The Group received a report on plans to establish a standard for each type of teaching space with reference to standards at other Russell Group universities, to undertake a gap analysis of the condition of existing teaching space against the standards, and to cost and prioritise a programme for refurbishment. The project is being taken forward by Estates and Facilities.

6. Policy and guidance on student support

The Group discussed the draft QML Undergraduate Student Support Policy and draft Student Support Operational Guide for Schools prepared by the Retention Task and Finish Group. The UG Student Support Policy sets out the responsibilities of QML and schools/institutes to ensure that all students have access to a minimum standard of student support for both academic and pastoral matters at school level, and that all students at risk of disengagement are offered effective support.

7. Update reports

The Advisory Group receives a number of oral and written updates at each meeting. Updates, additional to the items reported above, were received from:

- Student Experience Advisory Board;
- Student Retention Task and Finish Group;
- Enterprise, Entrepreneurship and Employability Advisory Group;
- Library Users Forum;
- Taught Programmes Planning Group;
- International Student Experience Task and Finish Group;
- E-Learning Steering Group.

8. Date of next meeting: Wednesday 14 May 2014