



## Senate

<b>Paper title</b>	Education Quality Board 23/09/15: Executive Summary & Terms of Reference
<b>Outcome requested</b>	Senate is asked to <b>note</b> the summary minutes and <b>approve</b> the Terms of Reference.
<b>Points to note and further information</b>	This paper provides an overview of the issues considered by Education Quality Board on 23 September 2015.
<b>Questions to consider</b>	N/A
<b>Regulatory/statutory reference points</b>	Various (see individual items) – considered by EQB.
<b>Strategy and risk</b>	Various (see individual items) – managed by EQB.
<b>Reporting/consideration route for the paper</b>	N/A
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<b>Sponsor</b>	Professor Rebecca Lingwood, Vice-Principal (Student Experience, Teaching & Learning)



Education Quality Board  
Executive Summary: 23 September 2015

This paper summarises the main items discussed at Education Quality Board on 23 September 2015. For the full minutes, please contact the Secretary, Simon Hayter. Papers are available at: <http://www.arcs.qmul.ac.uk/QMIntranet/governance/advisory-groups/vptlag/index.html>

**1. Vice-Principal's Update September 2015**

The update for September 2015 was noted, and will be circulated to all staff shortly.

**2. EQB terms of reference and membership**

The Board noted the terms of reference and membership documents, and noted that these would be subject to review during 2015/16.

**3. SETLA Risk Register**

The Board monitored progress and risks on the SETLA Risk Register, but made no recommendations for new actions.

**4. Quality Handbook**

The Board approved the Quality Handbook 2015/16.

**5. Quality assurance**

The Board received and considered the following updates and papers on quality assurance processes:

- a. Benchmarking QMUL practices against the UK Quality Code;
- b. Academic Governance Review;
- c. The future of quality assessment: QMUL response;
- d. Report of the External Member to the UG Degree Examination Boards;
- e. Annual Programme Review and Student Representation.

When considering (e), EQB *agreed* that a student would in future attend each APR meeting.

**6. Updates from the Students' Union**

The Board received updates from the Vice-President (Education). Key points included:

- a. The election of sabbatical officers and course representatives for 2015/16.
- b. Discussions with the Library on study space and opening hours.
- c. Discussions on assessment and feedback in response to the NSS results.

**7. Reports from groups**

The Board received written updates from the following groups:

- a. Taught Programmes Planning Group
- b. Student Experience Advisory Board
- c. Student Surveys Task and Finish Group
- d. Engagement, Retention and Success Projects Group
- e. E-Learning Steering Group
- f. Library User Forum

**8. Items to note**

The Board considered the following documents:

- a. A review of external examining arrangements across the UK (HEA 2015)
- b. Russell Group note to BIS on the Teaching Excellence Framework.

## Education Quality Board

### Terms of Reference:

1. To consider and advise Senate on institutional strategies and policies which enhance learning, teaching and assessment across all Queen Mary programmes, by:
  - [a] promoting excellent, research-informed teaching practice and curriculum design, and encouraging innovative approaches to learning;
  - [b] supporting the development of staff involved in teaching and assessment;
  - [c] promoting developments in learning technologies and resources;
  - [d] supporting widening participation and outreach activities;
  - [e] taking steps to maximise the academic and career success of our diverse student body;
  - [f] analysing relevant performance indicators in relation to student progress and achievement, and student satisfaction.
2. To monitor indicators of progress in the Student Experience, Teaching, Learning and Assessment Strategy.
3. To consider and advise Senate on policies and mechanisms for assuring academic standards and quality at Queen Mary through a risk-based approach.
4. To scrutinise and report to Senate on the outcomes of quality assurance mechanisms, including:
  - [a] matters arising from the conduct of examination boards, including external examiners' reports;
  - [b] reports from external agencies, including the QAA, HEFCE, PSRBs and Research Councils;
  - [c] reports and action plans arising from annual programme reviews, periodic reviews and student surveys.
5. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups.
6. To provide regular reports to Senate, including recommendations for further action where appropriate.

## **Membership**

### **Chair**

Professor Rebecca Lingwood, (Vice-Principal, Student Experience, Teaching & Learning)

### **Faculty Deans for Taught Programmes or their nominee:**

Professor Omar García, Faculty of Humanities and Social Sciences

Professor Julia Shelton, Faculty of Science and Engineering

Professor Anthony Warrens, School of Medicine and Dentistry

Professor Olwyn Westwood, SMD (Associate Dean, Education Quality)

### **Director of the Doctoral College**

Professor Jon May

### **Lead for International Student Experience**

Dr Henri Huijberts

### **Student members and a sabbatical officer from the Students' Union:**

Imran Hussain, Vice-President Education, QMSU:

Petros Petrikkos, Faculty of Humanities and Social Sciences

Paulo Arroyo, Faculty of Science and Engineering

Umamah Tarvala, School of Medicine and Dentistry

TBA, Postgraduate Taught Representative

TBA, Postgraduate Research Representative

### **Representatives of relevant Professional Services departments or nominee**

Jonathan Morgan, Academic Registrar and Secretary to Council (ARCS)

Jane Pallant, Deputy Academic Registrar (ARCS)

Pat Simons, Assistant Director Academic Services and Resources (Student Services)

Professor Joy Hinson, Director of the Centre for Academic and Professional Development

Dr Matthew Williamson, Head of Educational Development (CAPD)

Peggy Stone, Head of Strategic Planning

Chris Day, Director of IT Services

### **Chairs of Degree Examination Boards**

Dr Colleen Cotter, UG Humanities & Social Sciences Degree Examination Board

Dr Alan Cruchley, UG Dentistry Degree Examination Board

Professor Wayne Morrison, UG Law Degree Examination Board

Professor Anthony Warrens, UG Medicine Degree Examination Board

Professor Peter Heathcote, UG Science & Engineering Degree Examination Board

Dr Alasdair King, PG Humanities & Social Sciences Degree Examination Board

Professor Ian Walden, PG Humanities & Social Sciences Degree Examination Board

Dr Martin Carrier, PG Medicine and Dentistry Degree Examination Board

Dr Fariborz Motallebi, PG Science & Engineering Degree Examination Board

### **One Chair of a Subject Examination Board from each faculty**

Professor Catherine Nash, Faculty of Humanities and Social Sciences (Geography)

Dr Tony Michael, Faculty of Science and Engineering (SBCS)

Dr Nick Croft, School of Medicine and Dentistry (Blizard)

**Chairs of Groups reporting to the Board**

Stella Ekebuisi, E-Learning Steering Group

Professor Mike Roberts, Engagement, Retention and Success Projects Group

Dr Dominic Hurst, Library Users Forum

Professor Alastair Owens, Staff Development Advisory Group

Professor Rebecca Lingwood, Student Experience Advisory Board

Professor Rebecca Lingwood, Taught Programmes Planning Group

Professor Rebecca Lingwood, OFFA Access Monitoring Group

**In attendance:**

Dr Simon Booy, Executive Officer (Teaching & Learning)

Philip Gilks, Head of Student Engagement (QMSU staff member)

Simon Hayter, Assistant Academic Registrar (Assessment Governance) (Secretary)