



ASTON UNIVERSITY

THE SENATE

LEARNING AND TEACHING COMMITTEE

COLLABORATIVE PROVISION STRATEGY GROUP

Minutes of the meeting held on 21 January 2019

Present: Fiona Lacey (Chair)
Celine Benoit, Ray Carson, Alison Davies, Harry Goldingay Bhavisha
Koner, Lesley Price (Secretary), Heather Whitehouse, Elisabeth
Wielander

Apologies: Joanne Birkinshaw, Ray Carson, Virginie Grzelczyk, Odette
Hutchinson, Lee Jenkins, Kate Sugden, Wendy Tabrizi

In Attendance: Kenny Park for item under minutes 19/23-24

MINUTES OF THE LAST MEETING

19/01 RESOLVED:

That the minutes of the meeting held on 20 November 2018
(AU-CPSG-18-1531-A) be approved.

MEMBERSHIP

19/02 RESOLVED:

1. That Elisabeth Wielander (LSS) and Harry Goldingay (EAS) be welcomed as representatives of their Schools during the absences of Virginie Grzelczyk (LSS) and Lee Jenkins (EAS);
2. That Hannah Bartlett be formally welcomed as she was now confirmed as the new LSS representative;
3. That the Chair and Secretary seek nominations for a Deputy Chair outside the meeting.

Chair, Secretary

CPSG STRATEGY

19/03 RESOLVED:

That the draft Strategy document (AU-CPSG-18-1545-A) be amended to include objectives from the draft International Plan and an additional priority of support for international students within partnership arrangements, such as those entering with advanced standing.

Secretary

MANAGEMENT AND DISSEMINATION OF INFORMATION

19/04 RESOLVED AND RECOMMENDED TO OLTC

That paper AU-CPSG-18-1546-A, the updated CPSG Information Policy document, be approved.

OLTC

MATTERS ARISING

Muscat University

19/05 RECEIVED:

A verbal report from the Chair, noting that:

1. A review conducted by Cranfield University of its programmes at Muscat would take place in February and that Aston PVC International, Saskia Hansen would attend the review as a member of the review panel and also and conduct focus groups with Aston students whilst there;
2. Assessments have just taken place for the Aston programmes and modules boards will be held soon;
3. Muscat University was to change the name of its Faculty of Business and Management to the Muscat University Business School and has recently approached Aston to co-deliver the Aston MBA and DBA at Muscat;
4. Aston staff were due to visit Muscat in several times in semester 2; for teaching purposes, to support the development of refined regulatory and administrative procedures, to assist with recruitment strategy and to develop new student materials relating to the programmes and to the placement year.

Northeast Forestry University (NEFU)

19/06 RECEIVED:

A verbal report from the Chair concerning a proposal for an articulation arrangement with NEFU to allow students to enter year 2 of BSc Construction Project Management, noting that the Programme Director would be attending for a timed item to seek feedback on the proposal, which would come to CPSG for formal consideration at a later stage, providing that it was approved by EAS LTC. See also minutes 19/23–24, below.

Second Collaborative Programme Directors' Support Session

19/07 RESOLVED:

1. To focus on programme leads running stand-alone collaborative programmes and programmes run by shared delivery with partners;
 2. To ask participants to help to develop descriptors for the roles of collaborative programme director and collaborative module coordinator;
 3. To utilise existing guidance for programme directors and module coordinators and the new UK Quality Code as reference materials.
- Chair, Secretary

Annual Review of Collaborative Arrangements in 2017/18

19/08 RECEIVED:

The notes of the special meeting held on 5 December 2018 to consider undergraduate Annual Review reports (AU-CPSG-18-1544-A).

19/09 NOTED:

1. That all reports were fit for purpose;
 2. There were continuing issues with obtaining data on partner cohorts within existing programmes (such as articulation cohorts) and the Chair and Secretary would be discussing solutions to this problem with the Students Records Advisor.
- Chair, Secretary

19/10 RESOLVED:

That a small working group be convened to produce a revised template and guidance to encompass:

- The addition of a separate box on the form for information on the collaboration, including some lines of responsibility and detail on the nature of the arrangement, as well as advice on accessing data relating to the partner students and commentaries on the risk assessment, due diligence and business plan;
- Greater reference to collaborative provision throughout the form where appropriate;
- A list of prompt questions within the form to help collaborative programme directors.

Working Group to be convened

19/11 RESOLVED AND RECOMMENDED TO OLTC:

That it be noted that CPSG intends to work on and propose revisions to the guidance and proforma.

CHAIR'S REPORT**Chair's Action**

19/12 RATIFIED:

The action of the Chair in approving:

- An agreement with Tianjin Foreign Studies University, China, to permit cohorts of students to enter the BSc Accounting and Finance with advanced standing into year 2 and the final year;
- A proposal to extend a cotutelle agreement with Macquarie University, USA, to allow another student to start on 1 April 2019 with a submission date of 31 March 2023

Matters to note

19/13 REPORTED:

That the Chair has finished working with Legal Services regarding:

- amendment of an agreement which had not been through the correct approval and signing process (*subsequently this had become a withdrawal letter*);

REVISED QUALITY CODE

19/14 CONSIDERED:

The revised UK Quality Code at <https://www.qaa.ac.uk/quality-code>, noting that OLTC required a response from CPSG on compliance with the Partnerships section of the revised Quality Code and Advice and Guidance, <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>, issued in November 2018.

19/15 RESOLVED:

That the Chair and Secretary investigate whether any action needs to be taken and provide an initial report to OLTC (OLTC meeting 13 February).

Chair, Secretary

**REGISTER OF COLLABORATIVE PROVISION,
PENDING PROPOSALS AND INACTIVE/LAPSED
ARRANGEMENTS**

19/16 CONSIDERED:

- The register of existing collaborative provision (public-facing), AU-CPSG-18-1475-B;

- The register of existing collaborative provision (internal only), AU-CPSG-18-1476-B, including running out and inactive arrangements;
- The list of current proposals pending, AU-CPSG-18-1477-B;
- A list of inactive and lapsed arrangements, AU-CPSG-18-1479-B.

19/17 RESOLVED:

1. That a small group be convened to investigate the reasons for the failure of the lapsed arrangements by holding discussions with programme leads and Marketing, in order to report to OLTC;
2. That the Secretary explore with the relevant Schools reasons why fully approved arrangements listed in Proposals Pending did not yet have signed agreements in place.

Working Group to be convened

Secretary

INTERNATIONAL STRATEGY COMMITTEE

19/18 RECEIVED:

The minutes of the meeting held on 3 December 2018, AU-CPSG-18-1547-A, noting that no items had been referred to CPSG.

DATES OF MEETINGS

19/19 **REPORTED:**

That the next meetings would be as follows:

- 13 March 2019
- 10 April 2019 (PG Collaborative Annual Review Reports)
- 21 May 2019

OTHER BUSINESS

JISC TNE Licensing Pilot Project

19/20 RECEIVED:

A verbal report from the Chair and the Director of Information Resources and Research Services regarding the possibility of the Aston – Muscat arrangements becoming a case study for the JISC TNE Project.

Progression Arrangements

19/21 RECEIVED:

A verbal report from the Chair on the activities of the International Officers in fostering new progression

arrangements with partners for students coming from foundation level or pre masters routes.

19/22 NOTED:

That, in order for the International Officers to formulate a single response to each prospective partner, responses to the proposals from all the Schools were needed in a timely manner.

School
representatives

**Proposed Articulation from NEFU into BSc
Construction Project Management (Dr Kenny Park in
attendance)**

19/23 CONSIDERED

A verbal description of the proposed articulation arrangement provided by Dr Park, noting that formal consideration would be given to the proposal at a later stage after it had received School approval and the final documents were made available to CPSG.

19/24 RESOLVED:

That the Group wished to provide feedback on the proposal to EAS as follows:

- The Group had concerns about the resourcing of provision given potentially large intakes from NEFU into stage 2 and/or F, which would outnumber the students already on the programme at Aston;
- This could cause issues with cohort cohesion as well as with integration of the new students;
- The main concern seemed to be securing or funding of sufficient computer laboratory facilities with suitable software capability. Recent changes in availability of computing facilities have caused issues for the existing programme, and the larger cohorts could not be accommodated with current physical resources;
- Access to sufficient numbers of PCs for teaching, plus availability of the specialist software were essential. A proposal for the software to be available across all PCs, not just on specific machines in specific locations might help;
- The teaching group has several reasons to consider its resource requirements: the NEFU articulation agreement, the new Quantity Surveying programme and the proposed Civil Engineering programme, plus the potential number of students from the NEFU articulation means that extra resources are required, and the NEFU proposal should be considered in the context of the other new initiatives;

- The Group acknowledged that additional resources would be required to support the students from NEFU, and that although the income from the students could be substantial, there was no guarantee of numbers, therefore the Group recommended that an ongoing estimate of articulation rates from the partners (AEMG and NEFU) in China be obtained;
- The Group noted the difficulty of predicting NEFU intake numbers in advance, but plans to accommodate possible numbers were needed now;
- In conclusion, CPSG recommended that EAS explore fully the options for utilising existing University-wide computer resources, but also seek guidance from the University regarding the availability of additional resources, before approving the proposal.

FML/LAP/29/1/19