



ASTON UNIVERSITY

THE SENATE

LEARNING AND TEACHING COMMITTEE

COLLABORATIVE PROVISION STRATEGY GROUP

Minutes of the meeting held on 4 June 2018

Present: Dr Fiona Lacey (Chair)
Ms Alison Davies, Dr Odette Hutchinson Mr Lee Jenkins, Ms Bhavisha Patel, Ms Wendy Tabrizi, Ms Heather Whitehouse, Ms Lesley Price (Secretary)

Apologies: Dr Ray Carson, Dr Virginie Grzelczyk, Dr Suki Phull

In Attendance: Ms Joanne Birkinshaw

MINUTES OF THE LAST MEETING

18/45 RESOLVED:

That the minutes of the meeting held on 23 April (AU-CPSG-17-1278-A) be approved.

MATTERS ARISING

Muscat University

18/46 NOTED:

That the Chair of the Collaborative Programme Panel, Professor Helen Higson, has approved the delivery of BEng Chemical Engineering at Muscat from September 2018.

18/47 REPORTED (by the Chair):

1. That all three Aston programmes were now approved for delivery at Muscat University:

- BSc Logistics and Supply Chain Management (Collaborative Programme Director Lucy Rackliffe / Karen Jones) commenced September 2017;
- BSc Accounting for Management (Collaborative Programme Director Geoff Heron) to commence September 2018;
- BEng Chemical Engineering (Collaborative Programme Director Jiawei Wang) to commence September 2018;

2. That BEng Chemical Engineering now had sufficient staff and laboratory resources at Muscat, with a plan for further investment for 2019/20;

3. There is some concern that Muscat teaching staff may be employed on short contracts, and this will be explored at Steering Group level to assess the risk for the delivery of our programmes;

4. The newly appointed Chemical Engineering staff do not have recognised teaching qualifications, therefore a "training programme" (as referred to in the Collaborative Agreement) is required;

5. CLIPP staff would be providing staff development over the summer to the Chemical Engineering team and to other staff at Muscat, to create a community of practice in Muscat: the cost of this has been agreed with Muscat and arrangements are being discussed (planned start date 14th September).

18/48 RESOLVED:

That the Chair discuss with Legal Services and the Collaborative Programme Panel Chair the inclusion of a requirement for Collaborative Interim Review in the contract with Muscat (as set out in the report of the CPP), whether any amendment to the agreement between Muscat and Aston is required to make the outcomes of such an interim review enforceable and what arrangements might be appropriate, noting also that a combined review of all programmes has already been agreed by Muscat, Aston and Cranfield, to be held during 2018/19.

Chair

MSc PIXNET and SMARTNET

18/49 REPORTED (by the Chair):

That these Erasmus + Consortium joint Masters programmes had now been approved by the Chair of the Programme Specific Approval Panel and that conditions relating to the legal agreements had been met.

18/50 NOTED:

That the experience of approving these complex arrangements had facilitated the sharing of knowledge of collaborative programme approval processes with staff dealing with European research bids, which would be useful in the future. Staff in RKO will refer any European proposals involving an Aston award to CPSG for advice at an early stage.

Working Group on TNE Review

18/51 REPORTED (by the Chair):

That the table 'Indicative information required for TNE review (AU-CPSG-17-1277-A) had been updated with further information from ABS regarding the DBA, but that no information has yet been received for the delivery of the BSc Accounting for Management, due to start at Muscat in September.

18/52 RESOLVED:

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| 1. That the Secretary work with the Collaborative Programme Director for AFM and the Muscat Coordinator to finalise the table; | Secretary |
| 2. That School Quality Officers be asked to check that there were mechanisms in place to access regulatory or other reports which are the contractual responsibility of the partner. | Secretary |

Collaborative Programme Directors' Support Session

18/53 REPORTED (by the Chair):

That the session would take place on the morning of 7 June 2018.

18/54 CONSIDERED:

Issues which Collaborative Programme Directors might wish to discuss, including their responsibility, as delegated by Schools, to approve the marketing of provision by partners and to inform partners of changes to programmes.

18/55 RESOLVED:

That the mechanisms used for approval of partner publicity and any other issues which arose from the Support Session be brought to the next meeting. AGENDA

Annual Review of Collaborative Arrangements

18/56 REPORTED (by the Chair):

That the meeting of the scrutineers and programme directors held on 24 May 2018 had been very useful and that all but one of this year's reports were fit for purpose.

18/57 RESOLVED:

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| <ol style="list-style-type: none"> 1. That scrutineers submit their reports to the Secretary by 12 June 2018, to include any recommendations for action and commendations of good practice. The Secretary and Chair would then produce a report for LTC. | WT, LJ, BP, FL |
| <ol style="list-style-type: none"> 2. That next year Schools be asked to provide collaborative programme level reports ahead of submission of School level reports in order to enable CPSG to feed back on the process to LTC at an earlier stage. | Secretary |

Articulation Approval Processes

18/58 RATIFIED:

The decision of the Chair that, following a proposal from the PASC Chair and Secretary, CPSG would oversee all aspects of the approval process for articulation arrangements in future, including curriculum mapping, which has so far been monitored by PASC.

18/59 CONSIDERED:

The mechanisms used by Schools to ensure that changes to programmes and withdrawal of programmes are reflected in legal agreements and communicated to partners; noting that comprehensive processes exist for the oversight of articulation and other collaborative arrangements by Programme Directors, Programme Committees, School Senior Management Teams, SLTCs and PASC/CPSG, but not for progression arrangements, since they are not collaborative. This discussion arose from a query from the International Office, received by the Chair and Secretary.

18/60 RESOLVED:

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| <ol style="list-style-type: none"> 1. That School Quality Officers be asked to check what School level processes are in place: <ul style="list-style-type: none"> • To ensure that the collaborative processes are followed and partners are informed when there are changes to programmes or when a programme is withdrawn; • To ensure that any changes which affect progression agreements are communicated to the other institution in a time frame appropriate for the partner and students considering progression to Aston. | Secretary |
| <ol style="list-style-type: none"> 2. That this matter be brought to the next meeting for further consideration. | AGENDA |

CHAIR'S ACTION

18/61 RATIFIED:

The action of the Chair in approving:

- a Cotutelle Partnership arrangement to deliver the DBA with KEDGE Business School, France;
- renewal of an agreement with Bamberg University, Germany, for the Double Masters MA Governance and International Politics.

REGISTER OF COLLABORATIVE PROVISION AND PENDING PROPOSALS

18/62 CONSIDERED:

- The register of existing collaborative provision (public-facing), AU-CPSG-17-1162-B
- The register of existing collaborative provision (internal only), AU-CPSG-17-1163-B, including running out and inactive arrangements
- The list of current proposals pending, AU-CPSG-17-1164-B

18/63 REPORTED (by the Director of Finance):

That the following issues needed to be considered when approving pending proposals:

- Proposals with India, China and Vietnam would need particular attention to potential tax costs;
- Tax regimes in other countries were subject to sudden change, and checks should be made close the point of by the proposing School in liaison with the Tax Manager;
- In China, there could be a cumulative effect on liability for tax if a number of arrangements are approved, so CPSG needed to maintain a cross University overview and to liaise closely with the Tax Manager;
- Costs may be incurred in assisting staff working abroad with tax issues, such as reclaiming tax in the UK in cases where they are taxed in both locations;
- The PVCI is working to develop new financial models to cost international and cross school initiatives. Overarching, University-wide costs should be considered, in addition to School-specific/ programme specific costs when developing budgets.

18/64 NOTED:

That a PSAP held by ABS on 17 May 2018 had approved an MBA Management in Manufacturing with the Manufacturing Technology Centre subject to conditions (the Chair represented CPSG on the panel). *Report now available on Blackboard.*

REQUIREMENT FOR INSPECTION OF FRANCHISED PROVIDERS FOR DEGREE APPRENTICESHIPS

18/65 CONSIDERED:

1. The requirements set out in the Apprenticeship funding and performance-management rules for training providers (paper AU-CPSG-17-1234-A) that:

'154. You must carry out a regular and substantial programme of quality-assurance checks on the apprenticeship training and on-programme assessment provided by delivery subcontractors, including visits at short notice and face-to-face interviews with staff and apprentices. The programme must:

154.1 include whether the apprentices exist and are eligible

154.2 involve direct observation of initial guidance, assessment and delivery of training and/or on-programme assessment

P155. Your findings must be consistent with these funding rules, your expectations and the subcontractor's records. You must report any instances to us where this is not the case.'

2. A suggested template and guidance note for carrying out such inspections (AU-CPSG-17-0556-A).

18/66 RESOLVED:

That members be asked to comment on the template by **30 June 2018**. ALL

COLLABORATIVE INTERIM REVIEW

18/67 RESOLVED:

1. That members be asked to comment on a proposed addition to the existing process for interim review (AU-CPSG-17-1235-A), to require partners to implement decisions made by the University as a result of Collaborative Interim Review, by **30 June 2018**; ALL
2. That the Chair discuss the addition with Legal Services. Chair

DATES OF MEETINGS 2018/19

18/68 NOTED:

That dates of next year's meetings would be arranged soon.

Secretary

FML/LAP/12.6.2018