

ASTON UNIVERSITY

THE SENATE

LEARNING AND TEACHING COMMITTEE

COLLABORATIVE PROVISION STRATEGY GROUP

Minutes of the meeting held on 13 March 2019

Present: Fiona Lacey (Chair)
Hannah Bartlett, Ray Carson, Alison Davies, Bhavisha Koner, Geoff Parkes, Lesley Price (Secretary), Kate Sugden, Wendy Tabrizi, Heather Whitehouse, Elisabeth Wielander

In Attendance: Odette Hutchinson (for item under minutes 19/43-45; Helen Cameron (for item under minutes 19/41-42)

MINUTES OF THE LAST MEETING

19/25 RESOLVED:

That the minutes of the meeting held on 21 January 2019 (AU-CPSG-18-1558-A) be approved subject to correction of minor errors. Secretary

MATTERS ARISING

Muscat University

19/26 RECEIVED:

A verbal report from the Chair, including the following points:

- The Cranfield University Senate Review of its provision at Muscat University, noting that Aston's Pro Vice Chancellor International was part of the review panel and had held focus group meetings with Aston UG students. Feedback was generally positive and students had reported that Programme Leads were addressing issues raised by students. The main issue of concern raised was the block teaching model used for programmes supported by flying faculty, and this was being addressed by the AU/MU partnership.
- Aston Module Boards had been run successfully for TP1, using WebEx. This system would be used for other meetings requiring attendance by AU and MU staff, for example programme committees.
- Aston had supported Muscat University in a submission to the Oman Ministry of Higher Education (MoHE) for the establishment of an award of DBA in Oman, noting that Muscat University hoped to introduce both a DBA and an

MBA in partnership with Aston. Any such proposals would be considered through the normal approval processes for research, taught and collaborative programmes in due course and before any firm commitment to deliver either award was made to MoHE.

19/27 NOTED:

The particular challenges for collaborative partnerships in meeting Aston's deadlines for marking following the examination periods and the requirements to give feedback and marks within a certain timeframe to students were discussed. The following matters were referred to the programmes to discuss:

- Whether a system of contemporaneous blind marking by both partners of a certain proportion of scripts (identified in advance by Aston) would reduce the time taken for quality assuring the partners marking;
- Each partnership should consider whether the timing of the module/examination boards did in fact create an unmanageable workload because of the need to moderate or double mark partners marking, and the need for scanning and sending marked work to facilitate this.
- That, in cases where both Aston and the partner release marks independently, attention should be paid to the potential for problems if marks were to be released to students at different times and via different portals for each partner.

19/28 RESOLVED:

To consider at a future meeting how best to ensure that module changes are approved by all programmes using that module, and that such changes can be communicated to partners in a timely manner.

AGENDA

North East Forestry University (NEFU)

19/29 RECEIVED:

A verbal report from the Chair, including the following points:

- That Aston continued to work with AEMG and NEFU on the academic development of the Joint Programme in Construction Project Management (CPM JP) at NEFU in China;
- That the first students from the CMP JP with NEFU will articulate (2+2) into the second stage of the CPM programme at Aston in September 2020.

- That Aston would be teaching into the second year of the CPM JP at NEFU during 2019/20.
- That papers in support of a proposal for an articulation arrangement with NEFU for entry into BSc Construction Project Management with advanced standing were still awaited from EAS.

19/30 RESOLVED:

To remind EAS that School approval of the articulation was outstanding, and that the Chair be authorised to consider the articulation proposal on behalf of the Group. Secretary

Second Collaborative Programme Directors' Support Session

19/31 REPORTED:

That this session had been scheduled for the morning of 1 April 2019; items for discussion included: Guidance for Collaborative Programme Directors, the Annual Checklist for Collaborative Programmes, the proposed Collaborative Module Lead Role Descriptor and the new UK Quality Code, Partnerships Section, Advice & Guidance.

19/32 CONSIDERED:

The support which could be given to collaborative programme directors to optimise their use of Blackboard, including creation of BB module templates suitable for different models of delivery, links to "on campus" BB modules (including Aston Replay), and the impact of the annual rollover on such links.

19/33 RESOLVED:

That the CLIPP Academic Practice and TEL teams be consulted regarding provision of support for setting up collaborative programmes on Blackboard. Chair & Secretary, AGENDA

Annual Review of Collaborative Arrangements in 2017/18

19/34 RECEIVED:

A report from the Chair that a small group met on 5 March to discuss revisions to the Annual Evaluation template proforma and guidance in light of recommendations from the special meeting on undergraduate reports held on 5 December 2018. Drafts of the amended paperwork would be brought to the next meeting of CPSG in May. Secretary, AGENDA

19/35 NOTED:

That a short meeting would be held on 10 April to consider the postgraduate annual report for LSS programmes and a report made to the CPSG meeting in May.

AGENDA

CHAIR'S REPORT

19/36 RATIFIED:

The action of the Chair on 4 March 2019 to approve an agreement with INTO College, London, to permit cohorts of students to enter BSc Accounting and Finance, BSc Business and Management and BSc Marketing with advanced standing into year 2.

REASONS FOR PREMATURE TERMINATION OF COLLABORATIVE ARRANGEMENTS

19/37 CONSIDERED:

A report on reasons for lapsed arrangements, AU-CPSG-18-1658-A and what recommendations should be made to OLTC.

19/38 RESOLVED AND RECOMMENDED TO OLTC:

The report, to be first edited to include specific recommendations and circulated to members for comment, noting that strategy should extend to matters such as terms of agreements (minimum intake numbers for example) and that the Director of International Recruitment should be consulted regarding recommendations on market data.

Secretary,
Members,
OLTC

REVISED QUALITY CODE

19/39 NOTED:

That LTC required a response from CPSG on compliance with the Partnerships section of the revised Quality Code, issued in November 2018, <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/partnerships>, AU-CPSG-18-1654-A.

19/40 RESOLVED:

That a report be drafted based on comments received at the meeting and circulated to members for further consideration before being recommended to OLTC.

Secretary,
Members

ASTON MEDICAL SCHOOL SERVICE LEVEL AGREEMENTS (Professor Helen Cameron in attendance)

19/41 CONSIDERED:

A template Service Level Agreement (AU-CPSG-18-1657-A) and a verbal description of its usage from Professor Cameron, together with an update on placement providers.

19/42 RESOLVED:

That the Code referred to in the template SLA be provided to the Group for consideration in time for the May meeting.

AMS, AGENDA

COLLABORATION WITH KOZMINSKI UNIVERSITY, POLAND

19/43 CONSIDERED:

1. A proposal for an exchange double degree and articulation, building upon an existing Exchange Partnership agreement, so that:
 - Students from Kozminski could come to Aston under an articulation arrangement into the final year of BSc Accounting and Finance and BSc Finance;
 - Aston students could undertake their placement year at Kozminski and get a Kozminski degree.
2. The following papers in support of the proposal:
 - Combined First Filter/Due Diligence;
 - A mapping document for each programme;
 - Risk assessment;
 - Proforma for Calculating Costs and Income;
 - Draft articulation agreement;
 - Draft double degree addendum;
 - An email showing ABS LTC Chairs Action.
(all as AU-CPSG-18-1656-A)

19/44 NOTED:

The proposal had been partially approved by ABS CDSC in August 2018 and had just gained further approval in relation to changes in programmes by Chairs Action.

19/45 RESOLVED:

1. That the costings be revised via the ABS accountant, to remove items included in error in relation to a CELCA module and that anomalies on other documentation be addressed to ensure that information was consistent across the proposal.

ABS

2. That the Chair be authorised to consider the revised proposal on behalf of the Group.

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

19/46 CONSIDERED:

- The register of existing collaborative provision (public-facing), AU-CPSG-18-1659-A;
- The register of existing collaborative provision (internal only), AU-CPSG-18-1660-A, including running out and inactive arrangements;
- The list of proposals pending, AU-CPSG-18-1661-A
- A list of lapsed arrangements, AU-CPSG-18-1662-A

19/47 REPORTED:

That the secretary had contacted Schools regarding all approved arrangements that did not yet have signed agreements and it had been confirmed that the arrangements were all still expected to be signed off soon.

19/48 RESOLVED:

1. That School Senior Management Teams should receive the register of existing provision and the list of pending proposals on a regular basis as background to inform their decision-making in other areas, for example where there might be competing priorities in relation to student markets or resources. SQOs
2. That School Learning and Teaching Committees or their sub-committees should also receive the lists for the same reasons and also to review the approval status of pending proposals. SQOs

DATES OF MEETINGS

19/49 NOTED:

The dates of remaining meetings and events for 2018/18:

- 1 April 2019, Collaborative Programme Directors Session (Programme Directors invited and CPSG members welcome to attend)
- 10 April 2019, Collaborative PG Annual Review Reports meeting (short meeting with two academic members only required)
- 21 May 2019, CPSG (full meeting, all members required).

OTHER BUSINESS

19/50 NOTED:

That progression arrangements (entry of cohorts into stage 1) did not fall under the definition of collaborative provision and so did not require approval, review or recording by CPSG. However often such arrangements were negotiated and run alongside collaborative arrangements such as articulations and in those cases CPSG was happy to take an overview, as appropriate.