UNIVERSITY OF ABERDEEN
QUALITY ASSURANCE COMMITTEE

DRAFT Minute of the Meeting held on 16 May 2013

Present: Dr K Shennan (Convener), Ms M Beaton, Dr R Bernard, Ms J Bjorkqvist, Professor G M Coghill, Ms A Desilligny, Dr D C Hendry, Dr S Lawrie, Professor D Lurie, Mr J Wyllie, Ms Emma Hay (Clerk)

Apologies: Dr D Comber, Professor P McGeorge

MINUTES OF THE MEETINGS HELD ON 13 MARCH 2013
(copy filed as QAC/160513/001)

1.1 The Committee approved the minutes of the meeting held on 13 March 2013 as an accurate reflection of discussions held.

STUDENT COURSE EVALUATION FORMS (SCEF)

2.1 The Committee noted with concern the lack of SCEF responses received. The Committee agreed to contact College of Directors of Teaching and Learning (DoTLs) regarding outstanding responses.

Action: Clerk

ANNUAL COURSE REVIEW FORMS (ACR)

3.1 The Committee acknowledged those responses received but noted concern that a number of returns remained outstanding. The Committee noted the deadline of 31 March and agreed to contact College of Directors of Teaching and Learning (DoTLs) regarding outstanding responses.

Action: Clerk

3.2 The Committee discussed the importance of the oversight of completion of the exercise and agreed the value in asking College DoTLs to provide an overview of their College’s responses in the future.

Action: Convener/Clerk

3.3 The Committee discussed the process and noted the following points following its first cycle:

- The Committee noted a number of ‘blank’ sections on returns and agreed the importance of clarifying to Schools how the form should be completed
- The Committee acknowledged concerns raised over the section requiring feedback from External Examiners. The Committee agreed that feedback did not have to come from reports and could be drawn from any interaction with an External Examiner.
- The Committee acknowledged many forms had been returned without the signature of a Class Representative.
- The Committee noted a lack of action points for improvement in some returns

EXTERNAL EXAMINING
(copy filed as QAC/160513/002)
4.1 The Committee discussed the External Examining process including the required Head of School and DoTL response before reports are considered by the Committee. Despite noting that this process could sometimes be lengthy, the Committee noted the importance of retaining these layers of oversight.

4.2 The Committee noted the proposed paper on External Examining and agreed with the points raised.

FOR INFORMATION

QAA QUALITY CODE FOR HIGHER EDUCATION

5.1 The Committee noted the publication of Chapter B4 of the UK Quality Code for Higher Education: Enabling student development and achievement accessed at http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/quality-code-B4.aspx
The Committee further noted that Chapters B1 Programme Design and Approval, B2 Admissions, B6 Assessment of Students and Accreditation of Prior Learning and B8 Programme monitoring and review and Part A: Setting and maintaining threshold academic standards are currently out for consultation. Copies of these will be circulated once available.

ACADEMIC QUALITY HANDBOOK

5.2 The Committee noted work currently ongoing to update the University’s Academic Quality Handbook. The Committee will be further updated of proposed changes by way of circulation.

DATE OF NEXT MEETING

6.1 An extraordinary meeting of the Committee will be held on Monday 17 June 2013 at 3pm, location to be confirmed.

AOCB

7.1 The Committee noted the ongoing issue of Postgraduate Resits. The Committee noted that a paper on proposed revisions would be circulated to members of the QAC and the Postgraduate Committee for comment.

7.2 The Committee discussed the issue of ‘group’ work in examinations. The Committee discussed that the issue was sometimes unavoidable but emphasised the importance of the vigilance of invigilators. Members of the Committee proposed that the issue be referred to the UCTL for further discussion. The Committee considered the option of allocating seat numbers for exams and whether One Source would be capable of doing this on a random basis. The Committee agreed to refer the issue to the UCTL for consideration.

Action: Clerk