

H/02/27/02  
CSPC: 01.06.17

The University of Edinburgh

**Minutes of the Senatus Curriculum and Student Progression Committee (CSPC)  
held on Thursday 1<sup>st</sup> June 2017 in the Boardroom, ECA**

**Present:**

Professor Alan Murray (Convener)	Assistant Principal, Academic Support
Professor Graeme Reid	Dean of Learning and Teaching (CSCE)
Dr Theresa McKinven	Head of PG Section (CAHSS)
Ms Alex Laidlaw	Head of Academic Affairs (CSCE)
Dr Sheila Lodge	Head of Academic Administration (CMVM)
Professor Neil Turner	Dean of Undergraduate Learning and Teaching (CMVM)
Mr John Lowrey	Dean of Undergraduate Studies (CAHSS)
Dr Antony Maciocia	Dean of Students (CSCE)
Mr Patrick Garratt	Vice President Academic Affairs, EUSA
Ms Ellie Tudhope	Academic Adviser, The Advice Place
Dr Adam Bunni	Head of Governance and Regulatory Team, Academic Services
Ms Anne-Marie Scott	IS Learning, Teaching and Web

**In attendance:**

Mr Tom Ward	Director, Academic Services
Dr Rowena Arshad	Head of School, Moray House School of Education (Item 3 only)
Dr Lesley Reid	Director of Undergraduate Studies, Moray House School of Education (Item 3 only)
Dr Simon Coleman	Deputy Head of School, Moray House School of Education (Item 3 only)
Mr Gavin Douglas	Deputy Secretary (Student Experience)
Ms Bobi Archer	Vice President Education (Elect), EUSA
Mr Stuart Fitzpatrick	Academic Policy Officer, Academic Services

**Apologies for absence:**

Professor Susan Rhind  
Dr Ewen Macpherson  
Dr Geoff Pearson  
Mr Alan Brown  
Dr Juliette MacDonald

**1. Minutes of the Previous Meeting**

The minutes of the previous meeting held on Thursday 16<sup>th</sup> March 2017 were approved as an accurate record.

## **2. Matters Arising**

2.1 The Committee noted the electronic business carried out between 30 March 2017 and 5 April 2017 regarding the MSc in Infectious Diseases and One Health (IDOH).

2.2 The Convener noted that the agenda for the meeting as provided to the Committee would change, with papers B (CAHSS: Programme Closure) and E (Review of Support for Disabled Students – Changes to Assessment Regulations 2017/18) discussed first, prior to consideration of Paper A (Resits and Supplementary Assessments Guidance). Following consideration of Paper A, the agenda as provided would then continue with Papers B, C, and F through M.

## **3. CAHSS: Programme Closure (CSPC 16/17 6B)**

Dr Lesley Reid, Dr Rowena Arshad, and Dr Simon Coleman attended to present this item on behalf of the School of Education, outlining the rationale behind the proposed closure of the “MA Primary Education with...” degrees. The relevant Board of Studies (BoS), and the College of Arts, Humanities and Social Sciences Undergraduate Learning and Teaching Committee (CUGLAT) had endorsed the decision to close these programmes, but the approval of CSPC was required to confirm this decision.

The School of Education drew particular attention to the following points:

- Initial teacher education programmes are “protected”, meaning that decisions relating to portfolio realignment were not a matter for the University alone, but needed to involve discussions with the Scottish Government.
- The “sunsetting” arrangements for these degrees would allow a managed closure of the programmes without detriment to continuing students; the fact that these arrangements would run over five years would assist in supporting students who might encounter difficulties in progressing through the programme, or need to take an Authorised Interruption of Studies, and the School confirmed that it would put appropriate arrangements in place for any students who required additional time to complete.

Committee members received a tabled copy of comments regarding the proposed closures from the University and College Union (UCU). The School of Education were invited to respond to the issues raised, making the following points:

- The requirement to gain approval from the Scottish Government for the proposed changes had restricted the School’s ability to consult with staff at an earlier stage in the process.
- The paper submitted to CSPC had been to the Board of Studies and CUGLAT, and had been amended in light of feedback from both stages prior to being presented to CSPC for approval.
- The Donaldson report (“Teaching Scotland’s Future - Report of a review of teacher education in Scotland”, 2011) indicated that flexible routes in to Initial Teacher Education should be offered, but did not that every Higher Education

Institution needed to provide the same range of programmes. The School of Education would continue to offer the one year Postgraduate Diploma in Education (PGDE), which attracted large numbers of applicants.

- By focusing on postgraduate-level teacher education, the School of Education and the University were raising the status of teaching.
- The validation of the new MSc in Transformative Learning and Teaching was carried out in its own right, and the financial viability of the programme was considered during this process. The costings for the existing Primary Education programmes had been arrived at using the standard method within the School, using available data relating to the commitments of individual staff to delivering the programmes based on the School's Workload Allocation Model; the costings had been confirmed as accurate by the College of Arts, Humanities and Social Sciences Accountant. These costings indicated that the "Primary Education with..." programmes ran at a significant financial loss.
- The survey data provided by UCU were of questionable validity, since the survey could potentially be completed by an individual multiple times.

The Committee asked whether the School of Education had given due consideration to Equality and Diversity issues in relation to the programme closures. The School confirmed that it had. A voluntary severance / voluntary early retirement scheme was currently open; until such time as this scheme had been completed, it would be difficult to fully assess the potential impact of the closures on staffing.

The Committee asked for more information regarding Widening Participation implications of the proposed programme closures. The College of Arts, Humanities and Social Sciences noted that the School of Education made a significant contribution towards meeting the University's Widening Participation targets, but that there needed to be an increased contribution from other Schools in the College in order to diversify. The School of Education further noted that they had held discussions with Student Recruitment and Admissions regarding maintenance bursaries to support access to the PGDE Primary and the new MSc TLT programmes, and that these discussions were ongoing.

The paper was approved by the Committee as presented.

#### **4. Review of Support for Disabled Students – Changes to Assessment Regulations 2017/18 (CSPC 16/17 6E)**

Deputy Secretary Gavin Douglas presented this item. The proposals outlined in the paper were the result of recommendations from the recent Review of Support for Disabled Students. The Review recommended that learning adjustments, which are currently recommended by the Student Disability Service for implementation by Schools, should become mandatory requirements. In order to facilitate the transition to this change in approach, the following action would be taken:

- The Student Disability Service would have closer links to Schools, and there is a possibility of funding additional Disability Advisors, to enable the Service to spend

additional time gaining expertise in the assessment practices employed in specific Schools.

- Each School would pre-approve a list of standard adjustments which would be considered academically appropriate and could be implemented within their discipline.

The Committee approved the proposed changes to the Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees, subject to a slight amendment to the wording to state that the Student Disability Service “determined” which adjustments should be applied.

#### **5. Resits and Supplementary Assessments Guidance (CSPC 16/17 6A)**

The Committee deferred consideration of this agenda item to the next meeting of CSPC, having received apologies from members whose input would be most relevant to discussion.

#### **6. Taught Assessment Regulations 2017/18 and Postgraduate Assessment Regulations for Research Degrees 2017/18 (CSPC 16/17 6C & D)**

Dr Adam Bunni presented this item. The Committee noted the decision made in regards to the changes to the Assessment Regulations in light of the Review of Support for Disabled Students, and that these revisions would be made to the Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees.

The proposed revisions to the Taught Assessment Regulations and Postgraduate Assessment Regulations for Research Degrees for Academic Year 2017/18 were approved, subject to Academic Services correcting any identified typographical errors prior to their publication.

#### **7. Collaborative Provision: use of Edinburgh credits by other institutions (Closed CSPC 16/17 6F)**

Dr Adam Bunni presented this item. The University of Edinburgh had seen an emerging trend of institutions seeking ‘Academic Cooperation Agreements’, in which Partner institutions would advertise degrees which incorporated a chance to spend a period of time studying in Edinburgh. Students would normally begin study at their home institution, arrive in Edinburgh to complete a Masters, and return to their home institution to complete their programme.

The Committee was asked to consider whether such arrangements were academically appropriate, with the following points raised:

- The University’s contribution to these arrangements consisted of a standard MSc programme, which was conducted and awarded as normal, and the University had no involvement in the partner institution’s delivery of their programme;
- There was some uncertainty being regarding the use of University of Edinburgh credits by partner institutions on their return, with potential “double-counting” of credit;
- Due diligence was carried out in relation to all potential partner institutions to ensure that they were appropriate partners .

The Committee requested more information regarding examples of programmes operating on this basis, and agreed to return to consider this issue at a future meeting. In the meantime, proposals of this type would be considered on a case by case basis by the Virtual Collaborations Group.

**ACTION** – Academic Services to gather additional information regarding this issue for presentation to the Committee.

#### **8. Credit for Study Abroad: Final Report (CSPC 16/17 6G)**

Mr Stuart Fitzpatrick presented this item. The final report of the Credit for Study Abroad Task Group outlined what changes had been enacted in previous years as a result of the Task Group work, and a final set of recommendations from the Task Group.

The first recommendation of the Task Group report asked CSPC to approve the Edinburgh Global guidance on the process for creating new exchange agreements as University wide practice. The Committee approved this recommendation.

In regards to the second recommendation of the report, that work surrounding Exchange Co-ordinators be remitted to Edinburgh Global for completion in light of on-going Service Excellence Programme work relating to Study Away, it was noted that the work of the Study / Working Away strand of the Service Excellence Programme would likely now focus on refinements to the systems relating to student mobility, and not focus on Exchange Co-ordinators or support for students. The Committee agreed that it would be desirable to clarify where responsibility for this should lie, in light of this development.

**ACTION** –Professor Graeme Reid to discuss the scope of Service Excellence project work in this area with Mr Alan Brown.

**ACTION** – Dr Adam Bunni to contact Mr Thomas Ozers (Edinburgh Global) to discuss next steps in potential development of Exchange Co-ordinator roles.

The Convener thanked Professor Reid for his work in chairing the Credit for Study Abroad Task Group.

#### **9. Course Organiser Role Outline – Update (CSPC 16/17 6H)**

Mr Tom Ward spoke to the paper and informed the Committee that minor amendments had been made to the Course Organiser Role Outline guidance document, which took into account recent updates that had been made to academic processes within the University.

The Committee approved the paper, subject to some agreed minor amendments.

#### **10. Curriculum Framework documentation (CSPC 16/17 6I)**

Mr Tom Ward presented the paper, noting to the Committee that this paper proposed minor amendments to the Models for Degree Types and Framework for Curricula, ensuring that both documents were up to date, and requesting that a number of existing documents within the current Curriculum Framework documentation be archived.

The Committee approved the amendments to the Models for Degree Types and Framework for Curricula, and the archiving of the other named policies.

The Committee expressed a desire to develop a model for integrated PhD programmes. The Convener noted that this work would be best carried out by the Researcher Experience Committee (REC).

**ACTION-** Convener to discuss with Professor Jeremy Bradshaw, Convener of REC.

#### **11. Student Maternity and Family Leave Policy (CSPC 16/17 6J)**

Mr Stuart Fitzpatrick presented this item, which proposed changes to the Student Maternity and Family Leave Policy.

The Committee approved the policy, subject to minor amendments which the Committee recommended, including:

- Gender-neutral terminology should be used throughout;
- The policy should reinstate the original text regarding the University's commitment to provide space for breastfeeding.

#### **For Information and Formal Business**

#### **12. Student Discipline Committee (Closed CSPC 16/17 6K)**

The Committee approved the paper as presented.

#### **13. Student Appeal Committee and Student Fitness to Practise Appeal Committee Memberships 2017/18 (CSPC 16/17 6L)**

The Committee approved the paper as presented.

#### **14. Knowledge Strategy Committee Report (CSPC 16/17 6M)**

The Committee noted the contents of the Report.

#### **15. Service Excellence Programme (Verbal Update)**

Owing to the apologies received from Mr Alan Brown, there was no verbal update.

#### **16. Any Other Business**

The Convener thanked Dr Ewen Macpherson, who was at the end of his term as a co-opted member of CSPC. The Convener noted that Dr Juliette MacDonald would be a new co-opted member of CSPC.

The Convener thanked Mr John Lowrey, who was leaving the Committee and his role as Dean of Undergraduate Studies in the College of Arts, Humanities and Social Sciences at the end of this Academic Year, and Professor Pete Higgins, who was leaving the Committee and his role as Dean of Students in the College of Arts, Humanities and Social Sciences.

The Convener thanked Mr Alan Brown, who was leaving the Committee and his role as Associate Dean (Academic Progress) in the College of Arts, Humanities and Social Sciences.

The Convener thanked Mr Patrick Garratt, who was leaving the Committee, and the office of Vice President of Academic Affairs of Edinburgh University Students' Association.

The Convener noted that new members of CSPC for the upcoming Academic Year would be Dr Sabine Rolle, who was replacing Mr John Lowrey as Dean of Undergraduate Studies in the College of Arts, Humanities and Social Sciences, Dr Jeremy Crang, who was replacing Professor Pete Higgins as Dean of Students in the College of Arts, Humanities and Social Sciences, Dr Paul Norris, who was replacing Mr Alan Brown as Associate Dean (Academic Progress) in the College of Arts, Humanities and Social Sciences, and Ms Bobi Archer, who was replacing Mr Patrick Garratt in the now re-named sabbatical role of Vice President Education of Edinburgh University Students' Association.

#### **17. Date of Next Meeting**

The next meeting of the Senate Curriculum and Student Progression committee will take place on Thursday 21<sup>st</sup> September 2017 at 14:00 in the Board Room, Evolution House.

Stuart Fitzpatrick  
Academic Policy Officer  
7 June 2017