11   **MEMBERSHIP OF ACADEMIC COMMITTEE IN SESSION 2011-12**

    Noted

11.1   The following changes to the membership of AC in session 2011-12:

        Dr Arne Hofmann had joined AC as the Faculty Tutor for the Faculty of Arts and Humanities and the Faculty of Social and Historical Sciences.

        Professor Patrick Maxwell, Dean of the Faculty of Medical Sciences, had nominated Professor Raymond MacAllister to represent him on AC.

        Professor Anthony Smith, currently Principal and Dean of the School of Pharmacy, had been appointed Vice-Provost (Education) – and hence Chair of AC – with effect from 1 January 2012.

12   **MINUTES**

    Approved

12.1   The Minutes of the meeting of AC held on 20 October 2011 *[AC Mins. 1-10, 2011-12],* were confirmed by the Committee, subject to the following addition to the attendance list: Professor Robert Brown. The Chair would sign the corrected Minutes after the meeting.

13   **MATTERS ARISING FROM THE MINUTES**

[See also Minute 14 below]

13A   **Academic Committee Working Group on Grade Point Average**
    [AC Min.4, 2011-12]

    Noted

13A.1   At its meeting on 20 October 2011, AC noted that, pursuant to the Council White Paper 2011-21, the AC Chair would be setting up a working group of AC to explore the issue of UCL adopting a grade point average system. At that time it was anticipated that the working group would submit a preliminary report to this meeting of AC. However, priority had been given to considering the issue of semesterisation *[see Minute 14 below]*. Consequently, the first meeting of the working group would now take place in the New Year

14   **SEMESTERISATION: POSITION PAPER FROM THE (ACTING) VICE-**

15   **THE COMMON TIMETABLE**

Received

15.1   At <u>APPENDIX AC 2/19 (11-12)</u> - a report from Professor Vince Emery, Academic Lead for the Common Timetable, on proposed changes to the Common Timetable which had been endorsed by EdCom at its meeting on 8 December 2011.

15.2   An oral report by Professor Emery.

Reported

15.3   Following a meeting with some UCL departments to discuss the operation of the Common Timetable and a meeting of key officers, faculties had been asked to consult their departments on a number of questions relating to potential improvements to the system. The consultation exercise revealed strong support for the proposals which would be implemented for the 2012-13 session. The effect of the changes would be evaluated in the Spring Term of session 2012-13. AC was invited to consider and approve the proposed changes.

Discussion

15.4   AC welcomed the changes set out in the report at <u>APPENDIX AC 2/19 (11-12)</u> and noted that it was important to get timetabling right, especially with the introduction of the BASc programme. It was also noted that undergraduate student numbers were likely to rise and that it might be necessary to control the number of module options available so that class sizes could be accommodated in the Common Timetable. It was also suggested that timetabling would be made easier if students chose their module options earlier and that undergraduate students in the second and third year made their choices at the end of the previous year.

15.5   AC members discussed increasing the flexibility of the use of Wednesday afternoons (which were currently set aside for students to take part in extra-curricular activities, especially sport) by offering students electives or other educational activities. AC members also noted that students should be encouraged to take part in sports and other activities such as volunteering and Wednesday afternoon provided a set time for this.

15.6   The Chair of AC requested that Deans of Faculties discuss extending the use of Wednesday afternoons at FTC and DTC meetings.

RESOLVED

15.7   That AC approve, on the recommendation of EdCom, the report at <u>APPENDIX AC 2/19 (11-12)</u>.

[ACTION: Professor Vince Emery, Ms Sandra Hinton – to note]

15.8   That Deans of Faculty and Faculty Tutors consult with their faculties and departments on the possibility of extending the use of Wednesday afternoons and report back to AC.

[ACTION: Deans of Faculty, Faculty Tutors]

16   **QAA INSTITUTIONAL AUDIT 2009 – ANNUAL REPORT FROM QMEC ON IMPLEMENTATION OF UCL'S POST-INSTITUTIONAL AUDIT ACTION PLAN**

Noted

16.1   Following the Institutional Audit of UCL by the QAA in 2009, AC approved a post-Institutional Audit Action Plan and agreed that QMEC should (i) monitor the implementation of the Action Plan and (ii) submit an annual report to AC on any outstanding areas for action or causes for concern. QMEC considered progress in this area at its meeting on 8 November 2011.

Received

16.2   At <u>APPENDIX AC 2/11 (11-12)</u> – the annual report from QMEC for 2011.

16.3   An oral report by Jason Clarke, Director of Academic Support/ Secretary to AC.

Reported

16.4   Of the 81 actions from the PIASG action plan, only two action points were outstanding, both of which related to the information that UCL publishes on its webpages. In summary, there was no single place on the UCL website where staff could access UCL policies or where key decisions, procedures or new policies could be advertised. AC had previously agreed that the development of a 'policy zone' section of the website would address this problem. The creation of a policy zone had been discussed with Ms Susan Farrell**,** the recently appointed Head of Web and Mobile Services, and it was hoped that this could be addressed ahead of the development of a new institutional web strategy.

Discussion

16.5   AC reiterated its support for the creation of a 'policy zone' section of the website. It was suggested that Moodle could possibly be used to hold policy information as the system was available to all UCL staff and students, although it was also noted that Moodle was used to provide teaching-related information and might not be the most appropriate method of storing and communicating policies and procedures relating to a broader range of topics.

16.6   The Director of CALT noted that it would be important to decide who the key audience for a policy zone would be and that guidance on some polices was already available *via* the Teaching and Learning Portal. It was agreed that CALT should be involved in the discussions relating to the policy zone project, as well as relevant officers from ISD and CAMS.

16.7   It was agreed that the Secretary should continue to discuss this initiative with Ms Farrell and other colleagues and keep the Committee updated as to progress.

RESOLVED

16.8   That the Secretary to AC discuss further with the Head of Web and Mobile Services and other relevant officers the development of a 'policy zone' section of the UCL website; that AC be kept informed of progress.

[ACTION: Mr Jason Clarke]

17

Discussion

19.4   Members of AC enquired further about the induction for taught degree graduate students at section 11 of the annual report at <u>APPENDIX AC 2/14 (11-12)</u>. The RDC Chair noted that the Graduate School was happy for this to take place at faculty level for the time being, and encouraged engagement with new students.

RESOLVED

19.5   That AC approve the annual report from the RDC for session 2010-11 at <u>APPENDIX AC 2/14 (11-12).</u>

[ACTION: Professor David Bogle, Ms Karen Wishart – to note]

20   **JOINT STAFF STUDENT COMMITTEE – ANNUAL REPORT FOR SESSION 2010-11**

Received

20.1   At <u>APPENDIX AC 2/15 (11-12)</u> – the annual report from JSSC for session 2010-11.

20.2   An oral report by Dr Ruth Siddall, Chair of JSSC.

Reported

20.3   The JSSC Chair drew attention to the following items in particular in the JSSC Annual Report at <u>APPENDIX AC 2/15 (11-12)</u>:

    JSSC was pleased to note that contemplation and quiet facilities had been included in the UCL Estates Masterplan; the quality of library and IT services and facilities had again been raised by students at JSSC in 2010-11; JSSC was pleased to note that the issues regarding a blood donation facility had now been resolved.

RESOLVED

20.4   That AC approve the annual report from JSSC for session 2010-11 at <u>APPENDIX AC 2/15 (11-12).</u>

[ACTION: Dr Ruth Siddall, Mr Rob Traynor – to note]

21   **QUALITY MANAGEMENT AND ENHANCEMENT COMMITTEE – ANNUAL REPORT FOR SESSION 2010-11**

Received

21.1   At <u>APPENDIX AC 2/16 (11-12)</u> – the annual report from QMEC for session 2010-11.

21.2   An oral report by Professor Mike Ewing, as Chair of QMEC.

Reported

21.3   The QMEC Chair drew attention to the introduction of the Key Information Set requirements in September 2012, noting that:

the KIS will specify standard information requirements, with which all UK universities must comply. Information gathered for the KIS will be published on both a new central national

Reported

23.3   The AC Chair reported that any queries regarding the definition and policy for interviews should be raised with the Admissions Structures and Selections Processes Steering Group, *via* Mr Lyndon McKevitt, Secretary to the Group.

[ACTION: Members of AC – to note]

24   **REPORTS OF SUB-COMMITTEES, WORKING GROUPS ETC OF ACADEMIC COMMITTEE**

Noted

24.1   The AC officers had received on behalf of AC, since the last meeting