UNIVERSITY OF EXETER

COLLABORATIVE PROVISION COMMITTEE

A meeting of the Collaborative Provision Committee was held on Tuesday 4 May 2010, John Usher Room, Northcote House

PRESENT: Dr Jonathan Barry (Chair)
Dr David Boughey
Dr Mike Dobson
Prof Richard Everson (in place of Dr Neil Sewell)
Prof Keith Postlethwaite
Rev David Rhymer
Dr Ulrike Zitzlsperger
Mr Neil Abel (Assistant Registrar)

Administrative Officers: Ms S Byrch, Ms K Hellman.

Apologies: Dr Neil Sewell

10.09 Minutes

The minutes of the meeting held on 18 January 2010 were CONFIRMED (CPC/10/09)

10.10 Matters Arising

a) It was REPORTED that the role of Partnership Link Manager was APPROVED by the Taught Faculty Board.

b) It was REPORTED that the appointment of Gareth White as External Examiner for FdA has been APPROVED by the Dean of the Taught Faculty.

c) The progress of the IQER of Exeter College was REPORTED. The Developmental Engagement (DE) in Assessment phase has been completed and a copy of the draft DE report has been RECEIVED by the University. Exeter College was required to provide an action plan in response, a copy of which has also been RECEIVED by the University. The chair commented that Exeter College had performed well as had the partnership between the College and the University. No causes for concern were found and only minor recommendations for improvement made.

d) It was REPORTED that the process and procedure for the formal registration of TLI students with the University of Exeter have been finalised and approved by all parties. The first cohort of PGCert students will be registered with the University shortly.

e) It was REPORTED that the procedure for the Monitoring of New Collaborative Provision Programmes was recommended to the Faculty Board and has been APPROVED.

10.11 Register of Collaborative Provision

An update of the University of Exeter’s Register of Collaborative Provision (CPC/10/10) was RECEIVED. It was noted that this is an interim update as the International partnerships section is due to be revised by the International Office by June 2010. As a consequence, the Register of Collaborative Provision will be updated, circulated to the CPC and published on the web site. A brief discussion took place about the contents of the Register and who the audience for the Register should be.

It was DECIDED that the Register should include all European partnerships and that the number of students participating in the partnership provision should be noted, on an annual basis.
10.12 Membership of the Collaborative Provision Committee

a) A report of current CPC business and partnership proposals was RECEIVED by the committee (CPC/10/11). The chair commented that the University has entered a period of increased activity in terms of partnerships with International institutions. He also noted that a significant amount of this new activity concerned Doctoral programmes. It was noted that the possible partnership with HKU was now on hold and that a second Erasmus Mundus bid had been submitted for funding to deliver a joint Masters programme, the MSc in European Communications.

b) A proposal to extend the membership of the Collaborative Provision Committee was CONSIDERED (CPC/10/12). Reference was made to the comments noted earlier (see minute 10.12). A discussion of who should be invited to join the Committee took place. It was noted that in the case of making bids such as to Erasmus Mundus, whilst the University would not want to make the process cumbersome, it would be important to ensure that any bid is viable.

The chair also commented that Marjon had shown interest in continuing in a partnership arrangement with the University of Exeter for the validation of PhD programmes.

It was DECIDED that invitations should be made to the Dean of the Graduate Research Faculty and to the International Office to nominate representatives to join the CPC.

It was also DECIDED that the CPC should request a termly report from the RKT office on new and progressing partnership proposals.

The chair reminded the committee that it had been agreed in the CPC meeting in January that representatives from PCMD and from the College of Life and Environmental Sciences should be invited to join the CPC in order to ensure comprehensive representation to address current and future bids and proposals.

The Committee RECOMMENDED TO FACULTY BOARD that the membership of the Collaborative Provision Committee be extended to include representatives from the International Office, the Graduate Research Faculty and from all Colleges.

10.12 Amendments to Collaborative Provision procedures

A proposal to amend the Collaborative Provision procedures for International Partnerships was CONSIDERED (CPC/10/13). The accompanying papers included a flow diagram designed to capture a new process for the University; a Business proposal form to combine the Application for Partnership as currently used by the Collaborative Provision Office and the Risk Assessment form as currently used by the International Office; a draft ‘audit report’ form for international ‘audit visits’.

It was DECIDED to amend the flow diagram by adding in a pathway from the orange Partnership box to the purple ‘School invited to submit’ box which would be for the validation of programmes.

It was DECIDED to amend the Business Proposal form by changing the introductory paragraph to make the procedure clear; to replace ‘school’ with ‘college’; to amend 1.5 to read ‘lead academic’ and ‘second academic’; to add ‘proposed programme commencement date’ to 3.3; change the note explaining ‘confirmation signatures’ to include ‘approval of proposition’; change ‘Key contact name’ to ‘Manager with authority to sign’; Change ‘Host school’ to University of Exeter Dean of College’; change ‘Dean of Taught Faculty’ to ‘Chair of Collaborative Provision Committee’; add signature box for DVC for ‘approval to proceed’.
The committee discussed the proposal to amend Collaborative Provision procedures to include a specific procedure for establishing a partnership with international institutions. The chair commented that rather than differentiate between UK/EU and International, there should be a procedure for establishing a partnership with an institution with authority to validate degrees and another for those institutions who do not have such authority. It was noted that both procedures would require a section for establishing International Partnerships.

The committee RECOMMENDED TO FACULTY BOARD that Collaborative Provision procedures are amended as outlined above.

10.13 University College Plymouth St Mark & St John

a) The minutes from the Partnership Board meeting with UCP Marjon which took place on 24 March 2010 were RECEIVED (CPC/10/14). The Chair drew the attention of the Committee to the Institutional Audit of UCP Marjon by QAA due to commence 9 December 2010 (item 2b refers). Dr Mike Dobson reported that the student matter reported had now been resolved (item 2d ii refers). The Chair noted that Marjon have taken up the proposal to enter into discussions with the University with regards to the validation of Doctoral programmes (item 5a iii refers).

b) The Marjon Annual Accreditation Report was RECEIVED (CPC/10/15). No issues were raised.

c) No issues were raised by CPC representative.

10.14 Exeter College

a) The minutes of the Partnership Board meeting held on 29 January 2010 were RECEIVED (CPC/10/16).

b) The Co-ordinators Visit to Exeter College Report was tabled and RECEIVED (Appendix 1)

c) The Monitoring of New Programmes report form 3 and table 3 for the Foundation Degree in Leadership and Management were tabled and RECEIVED (CPC/10/17). However due to the quality of the fax, the report could not be read in its entirety. It was therefore DECIDED that the Chair would consider the report under Chair’s action on behalf of the committee.

d) The Matrices for the BA Business Management and the FdA Leadership and Management programmes were RECEIVED (CPC/10/18)

e) The CPC representative Professor Keith Postlethwaite reported that the ongoing issue concerning a student disciplinary had now been resolved.

10.15 The Learning Institute

a) The minutes of the Partnership Board meeting held on 4 February 2010 were RECEIVED (CPC/10/19). It was noted that the student who had made a complaint, which had been reported as having been resolved, has now made a further complaint about the time taken to resolve his initial concern.

b) The Programme Link Manager Professor Keith Postlethwaite reported that the proposal to approve a PGCE to be delivered by TLI is making progress. The initial programme specification has been revised following recommendations made by the GSE chair of Learning and Teaching Committee. This will be discussed at L&T committee later this week. KH noted that to date a business proposal form for the PGCE had not been
received by the Taught Faculty Office and that this was required before academic programme approval process could begin.

c) The Co-ordinators Visit Report to TLi was RECEIVED (CPC/10/20). Dr David Boughey commented that TLi were pleased to have finally resolved the issue of access to the university library. Issues 2 and 3 have also now been resolved.

d) The Matrices for the Professional Graduate Certificate in Education and the PG Cert/M level modules Programmes were RECEIVED (CPC/10/21).

e) The Annual Programme Monitoring Forms for the PGCert and the Professional Graduate Certificate in Education Programmes were RECEIVED (CPC/10/22).

f) The VC letter regarding the External Examiner report and the response by Tli were RECEIVED (CPC/10/23).

g) The CPC representative Rev David Rhymer commented that the partnership with TLi had much improved since the resolution of library access.

10.16 To receive Annual Accreditation Fees for 2010/11

A table outlining suggested Annual Accreditation fees was CONSIDERED (CPC/10/24) and a second alternative fee structure was tabled. A short discussion of the figures took place. It was DECIDED that the matter would require further investigation and that the inflationary rate of fees should be in alignment with national guidelines. It was DECIDED that the decision about the percentage increase of fees would therefore come under Chair's action on behalf of the committee.

10.17 External Examiners

(a) It was confirmed that Gareth White is the external examiner for the FdA. It was noted that he is the only newly appointed External Examiner for Collaborative Provision programmes this academic year.

(b) It was reported that the University's external examiner reporting method will be moving to an on-line system. All partner institutions have been informed of this. However, current paper-based reporting will remain in place for 2009–10.

10.18 Yearly Monitoring of Partner Documentation

A report regarding Partner Institutions’ Published information was RECEIVED (CPC/10/25). It was noted that all required documentation had been received and was in order.

10.19 South West Ministry Training Course (SWMTC)

The current status of the SWMTC’s application for partnership was REPORTED. The Partnership Agreement is nearing completion. Three outstanding points remain and require clarification and agreement by SWMTC and the University. The Programme Specification template and 60 module descriptors were submitted to the Taught Faculty office a few days previously. This paperwork now requires scrutiny by the Dean of Taught Faculty. Rev David Rhymer requested that this process be completed as quickly as possible.
10.20 Proposed dates for 2009/10 and 2010/11

(a) It was DECIDED that the final meeting of the CPC for this academic year, scheduled to take place on Tuesday, 29 June, 10.30am, should focus on International matters. Proposed new members of the committee (see minute 10.12b) will therefore be invited to attend this meeting.

(b) It was DECIDED that the CPC meetings in 2010 – 2011 will take place on the following dates:

- Monday, 20 September, 14.00
- Friday 10 December, 14.00
- Tuesday, 15 March, 14.00
- Tuesday, 20 June, 10.30