

The University of Edinburgh
Senate Quality Assurance Committee

**Minutes of the meeting held on Thursday 18 May 2023
at 2pm via Microsoft Teams**

Present:

Dr Paul Norris (Deputy Convener)	Dean of Quality Assurance and Curriculum Approval, College of Arts, Humanities and Social Sciences
Professor Matthew Bailey	Dean of Quality, College of Medicine and Veterinary Medicine
Marianne Brown	Co-opted member with expertise in Student Systems
Brian Connolly	Head of Quality Assurance and Enhancement Team (Interim), Academic Services
Dr Anne Desler	Elected member of Senate
Dr Gail Duursma	School Representative (Engineering), College of Science and Engineering
Olivia Eadie	Co-Director, Institute for Academic Development
Professor Linda Kirstein	Dean of Education Quality Assurance and Culture, College of Science and Engineering
Dr Meryl Kenny	Elected member of Senate
Callum Paterson	Edinburgh University Students' Association Academic Engagement Coordinator
Professor Leigh Sparks	Deputy Principal, University of Stirling

Apologies:

Professor Tina Harrison (Convener)	Assistant Principal Academic Standards and Quality Assurance
Professor Laura Bradley	Dean of Postgraduate Research (CAHSS)
Dr Pia Helbing	Elected member of Senate
Sam MacCallum	Vice President (Education), Students' Association

1. Welcome and Apologies

The Deputy Convener thanked the following demitting members for their contributions to the Committee: Dr Anne Desler (elected member of Senate); Dr Jeni Harden (outgoing School Representative, CMVM); Dr Pia Helbeing (elected member of Senate); Dr Meryl Kenny (elected member of Senate); Sam MacCallum (outgoing Students' Association VP Education); and Professor Leigh Sparks, Deputy Principal, University of Stirling (and outgoing external member since 2020). The Committee also thanked the Deputy Convener, Dr Paul Norris (outgoing Dean of Quality Assurance and Curriculum Approval, CAHSS) for his contributions which have greatly enhanced quality at the University of Edinburgh.

2. Minutes of the meeting held on Thursday 27 April 2023

The Committee approved the minutes of the previous meeting.

3. Matters Arising

The Deputy Convener noted that the agenda item 'Thematic Review: 2018-19 Review Progress Update' would now be considered at a later date at the request of the presenter (due to a family emergency).

For Discussion

4. Student Support Model

4.1 Student Support – Evaluation

The Committee discussed an update on the two core strands of activity currently underway to evaluate the new student support model: evaluation of the implementation of the model and development of a continuous learning model for on-going quality assurance.

It was noted that to date the evaluation of implementation had focussed on gathering feedback from Cohort Leads and students through a series of focus groups. Upcoming evaluation would include focus groups with teaching office staff and Student Adviser line managers, and further feedback sessions with Student Advisers and Wellbeing Advisers. A full evaluation report would be considered by the Project Board in June 2023.

Action: Student Support Project Board to share the full evaluation of implementation report with the Committee.

The Committee agreed that establishing and embedding mechanisms for monitoring the quality of the new arrangements will be key to ensuring the right support is provided to all students at the University. It was noted that Student Analytics, Insights and Modelling (SAIM) had been in discussions with academic colleagues in the College of Arts, Humanities and Social Sciences (CAHSS) to develop proposals for an evaluation model. A small stakeholder group (with representatives from each College, the Wellbeing Service, the Project Team, SAIM, EUSA and Academic Services) will now

take this work forward. The output will be shared with a wider consultation group, including the Committee, for review and input. SAIM and Academic Services continue to work closely on approaches to embedding outcomes within existing quality assurance processes.

Action: Student Support Project Board to share regular updates on the work of the stakeholder group with the Committee.

4.2 Proposed Policy Changes related to Implementation of Student Support Model

The Committee approved a minor change to the Work-based and Placement Learning Policy, changing terminology from '*Personal Tutors*' to '*Student Advisors*'.

5. Student Support Services Annual Review: Policy, Guidance, and Reporting Template

The Committee approved minor amendments to the policy and guidance to ensure current names, dates and terminology. The Committee also approved the reinstatement of the regular reporting template to reflect the post-pandemic return to the regular reporting process.

6. Operation of Senate Standing Committees: Annual Review of Effectiveness of Senate Standing Committees

The Committee discussed the plans for the annual review of Senate Committees' effectiveness. Senate Committee members will be invited to respond to an online questionnaire during summer 2023 (managed by Academic Services). The Committee Convener and Secretary will review committee coverage of Postgraduate Research Student business. Academic Services will collate the information above and produce a report on the findings. If the review identifies required actions or enhancement opportunities, these will be taken forward by Academic Service (if directly related to the functioning and support of the Senate Committees) or referred to the appropriate body for consideration.

For Information and Formal Business

7. Annual Monitoring and Internal Periodic Review Themes 2021/22: University Level Actions

The Committee noted the update on University level actions agreed in response to issues identified as areas for further development in School Annual Quality Reports 2021-22 and themes that emerged from Internal Periodic Reviews held in 2021-22. Going forward, in order to ensure issues are addressed in a timely manner more detailed responses will be required from areas/individuals with remitted actions and these responses will be considered at the next scheduled meeting of the Committee each year (usually in December).

8. Terms of Reference and Membership 2023/24

The Committee noted the Terms of Reference and Membership for 2023-24. It was noted that the following memberships positions would be filled in due course over the summer period: external member from within the Scottish Higher Education sector with experience in quality assurance; members of staff from each College with experience of and an interest in quality assurance at a School level (CMVM and CAHSS); three elected members of Senate; Edinburgh University Students' Association sabbatical officer. It was also noted that the following new members had been confirmed: Dr Emily Taylor (joining as the new Dean of Quality Assurance and Curriculum Approval, CAHSS) and Professor Laura Bradley (Dean of Postgraduate Research, CAHSS, and joining as the new member from the Doctoral College).

9. Any Other Business

There was no other business.

10. Provisional meeting dates 2023-2024 (all meetings take place between 2-4pm, venue TBC):

- Tuesday 12th September 2023
- Thursday 7th December 2023
- Thursday 22nd February 2024
- Thursday 25th April 2024
- Thursday 16th May 2024