

The University of Edinburgh

**Senate Quality Assurance Committee e-business  
Friday 8<sup>th</sup> December – Monday 18<sup>th</sup> December 2023 5pm**

**Note of e-business**

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| 1.   | <b>Items for noting</b>   |                                      |
| 1.1  | <b>External Examiner exceptional appointments 2022/23</b><br>To note.   | SQAC 23/24 2D                        |
| <p>This item was noted by the Committee.</p> <p>The following comments were received from members of the Committee:</p> <ul style="list-style-type: none"> <li>• CAHSS are reviewing EE processes to better monitor EE appointments, and develop communication with Schools that will help to avoid so many concession requests.</li> <li>• Some structural issues, such as payments for EE duties, may need to be referred higher for review and action.</li> <li>• The number of exceptional appointments is still low considering the total number of EE appointments across the University.</li> <li>• Small and specialist subject areas may experience issues with conflicts &amp; reciprocal arrangements as the pool of EEs is not large, but this can be managed as long as subject areas are not relying on a single external examiner.</li> </ul>   |   |                                      |
| 1.2  | <b>Short Online Courses Update:</b><br>Annual Report 2022-23 – To note.<br><b>Closed - Commercial in Confidence</b> | SQAC 23/24 2F<br><b>Closed paper</b> |
| <p>The Committee noted this paper. Comments received from members included the following points:</p> <ul style="list-style-type: none"> <li>• It has been highlighted within CAHSS that established criteria for evaluation of short courses would be beneficial, and will be needed as the University develops non-traditional and short course learning.</li> <li>• It was noted that the position of CAHSS rep in the Strategy Group is currently vacant, and a colleague has been suggested for this position.</li> <li>• It would be helpful for future papers to set out the strategy for short courses, and to report against that strategy.</li> <li>• It would also be helpful to know how University of Edinburgh completion &amp; conversion of these courses compares to relevant benchmarks, and what is considered a good target for this metric.</li> <li>• Information on the financial/cost efficacy of these courses would provide useful context as to the value of invested resource in these courses.</li> <li>• The change in terminology from MOOCs to Short Online Courses could cause some confusion with the short courses offered by the Centre for Open Learning. It was asked whether consolidating the provision &amp; marketing of all short courses under COL would be an appropriate approach.</li> </ul> <p><b>Action: Committee Secretary to report back comments to Short Course Strategy Group and request additional information to be included in future updates.</b></p> |   |                                      |

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| 2.  | <b>Items for approval</b>   |               |
| 2.1 | <b>Internal Periodic Review: Forward Schedule</b><br>For comment and approval.  | SQAC 23/24 2G |
|     | <p>The Committee were largely supportive of this item in order to balance out the frequency of reviews, although one member noted they did not approve due to the lack of detail on how the schedule would be revised.</p> <p>Comments received from members of the Committee included:</p> <ul style="list-style-type: none"> <li>• It is hoped and expected that QA Directors in Schools will be included in the conversations around revising the IPR schedule.</li> <li>• Consideration must be given to workload modelling, to ensure a revised schedule does not negatively impact affected areas and Schools.</li> <li>• Combined IPRs covering all provision may be an appropriate way to address the imbalance in the schedule, and reduce the overall number of reviews to address resource implications. This approach could be encouraged, although not imposed on Schools.</li> <li>• As the largest College, CAHSS can make a significant contribution to addressing the overall imbalance. CAHSS have identified two Schools which can explore bringing their reviews forward, although capacity and time to do so will be a key factor.</li> </ul> <p><b>Action: Academic Services to provide update on plans to revise schedule at next meeting.</b></p> <p><b>Action: Dean of QA, CAHSS to approach Schools with regard to bringing their IPR forward into 2024/25 and to update the Committee at the next meeting.</b></p> |               |
| 2.2 | <b>Internal Periodic Review: Reports and Responses</b>  | SQAC 23/24 2H |
|     | <p>The Committee is invited to approve the <a href="#">IPR Final Reports and Responses published on the Committee Sharepoint.</a></p> <p>The reports and responses were approved by the Committee. Comments made in relation to particular recommendations and actions will be referred back to Schools for further updates in quality processes.</p> <p>General comments received from members of the Committee include:</p> <ul style="list-style-type: none"> <li>• Request for Schools to be reminded of formatting accessibility and consistency in their reporting. Variation across the reports can pose a challenge.</li> <li>• More time for members to read the reports and responses would be appreciated.</li> </ul>  |               |
|     | <p><b>Date of next meeting</b><br/>Thursday 22<sup>nd</sup> February 2024 2-5pm, Hybrid meeting: Cuillin Room Charles Stewart House and Microsoft Teams</p>   |               |