

###### Link Tutor Forum

###### File note of meeting held on 30th April 2014

###### 1.

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| --- | --- |
| Present | Apologies |
| Doug Wotherspoon | Daniel Eastough |
| Helen Corke | Michelle Rogers |
| Huw Richards | Dawn Goodall |
| Janet Harvell | Briony Williams |
| Karima Kadi-Hanifi | Gareth Dart |
| Rob Herbert | Robert Parker |
| Sean Bracken | Helen Taylor |
| Susan Wood-Griffiths | Ruth Hewston |
| Catriona Robinson | Annie Lambeth-Mansell |
| Andy Plant | Chris Hughes |
| Judith Davies | Alison Reeves |
| Janet Harrison | Alan Dixon |
| Sue Dutson | Alison Prowle |
| Colin Wood | Frances Brett |
| Alex Radu | Gwenda Scriven |
| David Mycock | Jane Perry |
| Jennifer Joyce | Jan Quallington |
| Richard Woolley | Mary Whitehouse |
| Trevor Wright | Nigel Walton |
| Yvonne Cashmore | Rosie Walker |
| Liz Killick | Scott Buckler |
| Jenny Marsh | Stuart Currie |
| Adam Hewitt | Tim Sellick |
| Teresa Nahajski | Tracy Lapworth |
| Sue Cuthbert |  |
| David Williams |  |

Liz Killick welcomed everyone to the Forum.

**2. Notes of the last meeting, 27th November 2013**

The notes were approved as an accurate record.

**3. Matters Arising**

The forum considered the Matters Arising paper, and confirmed that all items had been resolved.

### 4. Link Tutor Blackboard Site (Liz Killick – Deputy Head of Academic Quality)

4.1 LK introduced the new Link Tutor Blackboard site, and explained how the site could be accessed.

**Action:** Link Tutors who cannot access the Blackboard site should contact LK.

4.2 The possibility of providing examples of best practice for Annual Evaluations Reports (AER’s) on the Blackboard site was discussed. Due to anonymisation and partner approval issues, it was agreed that either a fictional AER example, individual sections, or general guidance document would be a more appropriate.

**Action:** LK to consider adding AER guidance to Link Tutor Blackboard site.

4.3 It was queried whether partners would have access to the forum area of the site, in particular for communication and information when multiple institutes are involved with the same partner.

**Action:** LK to consider whether partner access to forums on the Link Tutor site would be appropriate.

4.4 It was queried whether external examiner induction dates could be included on the site, as well as clarification of the link tutors/course leaders role in these events, as many link tutors were unclear on the process.

**Action:** Raise induction day questions with the AQU team.

4.5 LK advised that a similar Blackboard site for registered lecturers would be piloted later in the year.

4.6 It was mentioned that link tutor reports, AER’s and other relevant review information is not automatically provided to the AQU, except when requested during preparation for quality reviews. It would be useful for certain information to be made available to the AQU as standard, for quality review purposes.

**Action:** IQC’s to consider whether standard sharing of AER’s, link tutor reports, and other relevant documentation with the AQU would be appropriate.

**5. Supporting FE Partners going through Higher Education Review (David Williams – Deputy Principal, Herefordshire & Ludlow College)**

5.1 David Williams spoke to the forum regarding Herefordshire and Ludlow College’s recent experience with the QAA HE quality review process. The full review process took place over approximately five months, encompassing the following:

\* Preliminary meeting

\* Large, evidenced self-evaluation document

\* Two-day final QAA visit

5.2 The main issues from the speaker’s point of view were the onerous nature of the self-evaluation document and appropriate evidence, and that the QAA reviewers tend not to fully appreciate the differences encountered when delivering HE provision in an FE environment. The review is supposed to be student focussed, but tends to focus more on evaluation of documentation and procedures.

5.3 The review staff may wish to speak to link tutors involved with the provision, but this did not happen in HLC’s case. During the QAA HE review, partners would appreciate quick responses to requests for documentation, and for the link tutor to be available for support as and when needed.

**6. Open Agenda Item – Link Tutor Discussion**

6.1 The forum participated in an open discussion regarding link tutor related issues. The structure and process for quality reviews were discussed, as reviews are approached the same way no matter the size or nature of the provision. The forum considered how to achieve the university’s basic quality principles in the most efficient and appropriate way for small or geographically remote provision.

6.2 Training sessions, or drop-in style workshops for writing Annual Evaluation Reports (AER’s) and effective action planning were suggested.

**Action:** AQU to consider possibility and format of AER and action plan training.

6.3 WBL policy and partner practice was not discussed, and will be carried to the next forum.

**7. Policy and Process Update**

**7.1** *Registered Lecturer Policy (Jenny Marsh – AQU Administrator)*

JM provided an overview of registered lecturer processes, and advised that any updated list of current registered lecturers would be sent out to partners in the summer for checking and confirmation.

An evaluation of current registered lecturers, regarding their experiences and perceived benefits of being registered, was discussed. It was agreed that the proposed Registered Lecturer Blackboard site would provide a good opportunity for this.

**7.2** *Strategic Partnership and Quality Reviews (Sue Cuthbert – Head of Collaborative Programmes)*

Link tutors were advised that it was important that HE Managers at partner institutes communicated the outcomes of Strategic Planning and Quality Reviews to their teaching staff.

**7.3** *HND Mapping Against Pearson Core Units (Liz Killick – Deputy Head of Academic Quality)*

The forum was advised of the requirement to map newly approved and reapproved HND courses, that have content and title similarity to an existing Pearson course. Link tutors were advised to contact AQU if they were unsure if a course would need to be mapped.

**Action:** AQU to make Pearson mapping information available on the Link Tutor Blackboard site.

**Action:** AQU to check with ILS on their policy for making Acrobat Pdf editor available to staff.

**8. Any Other Business**

With no other business to discuss, the forum ended at 14:00.

**9 Date of next meeting:**

November 2014 at 12:15-14:00, exact date and room TBC