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**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

**QUALITY AUDIT AND ASSURANCE COMMITTEE**

**Thursday 9 June 2005**

**MINUTES**

**Members:** Professor Ian Brown (Chair)  
Dr Monik Charette  
Dr Matthew Craven\*  
Ms Jo Halliday  
Mr Terry Harvey  
Dr Elizabeth Moore  
Dr William Radice  
Dr Graham Smith

**In attendance:** Ms Jennifer Hearn (Secretary)

\* Dr Craven was not present.

**18 Minutes**

The minutes of the meeting held on 27 January 2005 were **APPROVED** subject to amendment; minute 16.3 on the Interim Departmental and Programme Review of the Department of the Languages and Cultures of Africa, para 2 ('Section 1.1, para 4') should read:

“The Committee was concerned by the implication that no supervision was provided **from** the School for Independent Study Projects in the Department.”

**19 Matters Arising**

*19.1 Points arising from the Review of the Near & Middle East Department (minute 13.1, 27.01.05)*

The Committee noted that officers were following up points arising from the twelve-month report and would report to a future meeting.

*19.2 The recording of double blind marking (minutes 32.1, 04.06.04, and 12.2, 27.01.05)*

The Committee agreed that the matter of double blind marking should be raised with the Learning and Teaching Policy Committee early in the new session. It was noted that the School's newly appointed Data Management Officer would be able to offer advice on issues of data recording and retention.

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## **20 Departmental and Programme Reviews**

### *20.1 The report of the review of the Department of Politics and International Studies*

The Report of the Departmental and Programme Review of the Department of Politics and International Studies [Appendix A] was **APPROVED**, subject to the Chair's approval of any factual corrections made by the Department.

### *20.2 The report of the review of the Department of the Languages and Cultures of China and Inner Asia*

The Report of the Departmental and Programme Review of the Department of the Languages and Cultures of China and Inner Asia [Appendix B] was **APPROVED**, subject to the Chair's approval of any factual corrections made by the Department.

### *20.3 Initial responses to the report on the Languages and Cultures of Japan and Korea from the Department*

The Committee considered a paper from Dr John Breen, the Head of Department, containing responses to the recommendations made by the review panel [Appendix C]. The Committee accepted that his responses demonstrated that the Department was giving serious consideration to its recommendations. It would follow them up twelve months after the Review.

### *20.4 Initial response to the report on the Languages and Cultures of Japan and Korea from the Registry*

The Committee noted the response from the Academic Registrar to recommendations concerning the Registry. It was noted that responses had not yet been received from the Faculty of Languages and Cultures, nor from other sections of the School to whom recommendations had been addressed. The Committee's officers would pursue these and discuss the responses at a future meeting.

### *20.5 Departmental and Programme Reviews 2005/06*

Members noted the provisional DPR dates for 2005/06 as follows:

- Thursday 8 December 2005 –DPR of the Department of Linguistics
- Thursday 9 March 2006 –DPR of the Department of Development Studies
- Thursday 4 May 2006 – DPR of the Department of the Languages and Cultures of South Asia

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## *20.6 Amendments to Departmental and Programme Review process*

The Committee discussed minor amendments which might be made to the Departmental and Programme Review process following the first year of reviews under the current guidelines. It was agreed that the major concern expressed by panel members, including external members, was that the Self Evaluation Statement submitted by Departments did not include sufficient detail of course content and curriculum. It was noted that the guidelines did require Departments to include programme specifications, but that few Departments yet had a full set of these for their undergraduate programmes. The Secretary would discuss with the Learning and Teaching Unit how best to support Departments due for Review in the coming session to ensure that these were completed. The Committee agreed that it would like to see in addition a more detailed curriculum breakdown for at least some programmes. It was **AGREED** to add the following requirement to Annex 1 (Required Documentation) of the guidelines:

- Curriculum details for three courses, to be specified by the Panel. These should include:
  - syllabus
  - reading lists
  - examples of handouts/lecture notes

The programmes chosen will usually include at least one core undergraduate course and at least one Masters course. The Head of Department will be notified of the courses chosen by the Panel Secretary no less than two months preceding the deadline for submission.

The Committee also **AGREED** that it would be desirable to break the session usually scheduled for the panel to meet with the full staff of the Department under review into two parts, so that the panel could meet members of the Department without the Head of Department, and perhaps without other senior colleagues, being present.

## **21 Interim Departmental and Programme Reviews (IDPRs)**

### *21.1 Department of South East Asia and the Islands*

The Committee received a brief addendum [Appendix E] to the paper submitted by the Department earlier in the year, and noted that the Department had now satisfied the requirements for interim review. The Committee agreed to ask the Head of Department to confirm that his response to para 23, referring to 'informal' mechanisms for monitoring student progression included formal mechanisms for responding to concerns regarding progression.

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*21.2 Department of the Languages and Cultures of South Asia*

The Committee received a revised submission from the Department for interim review [Appendix F], and noted that the Department had now satisfied the requirements for interim review.

*21.3 Other Interim Departmental and Programme Reviews*

The Committee noted that three interim reviews were ongoing. The Secretary would ensure that full and appropriate submissions were received from the Department of Financial and Management Studies and from the Language Centre in advance of the next meeting. The Secretary would also follow up points raised in relation to the submission from the Department of the Languages and Cultures of Africa.

**22 Quality Assurance Framework**

The Committee received and noted the amended Quality Assurance Framework submitted to the University of London.

**23 Membership**

*23.1 Changes to membership*

The Committee noted that Dr Matthew Craven would leave the Committee in 2005/06. His replacement was to be confirmed.

*23.2 Acknowledgements*

The Chair thanked those members present and the Committee Secretary for their hard work in the current session.

**24 Date of next meeting**

The next scheduled meeting was Thursday 6 October 2005.

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**Thursday 9 June 2005**

**Action Points**

<b>Minute</b>	<b>Item</b>	<b>Action</b>	<b>Deadline</b>	<b>By</b>
<b>19</b>	<b>Matters Arising</b>			
<b>19.1</b>	<i>QAAC Review of the NME Dept</i>	Follow up and report to a meeting of the Committee early in the next session	Summer 2005	Committee Secretary
<b>19.2</b>	<i>The recording of double blind marking</i>	Write to the Learning and Teaching Policy Committee regarding the implications of double blind marking	ASAP	Committee Secretary
<b>20</b>	<b>Departmental and Programme Reviews</b>			
<b>20.1</b>	<i>Politics &amp; International Studies</i>	The Chair to approve factual amendments as made by Head of Department	ASAP	Committee Secretary
		Forward the approved report to appropriate committees, and to summarise for TQI website	ASAP	Committee Secretary
<b>20.2</b>	<i>China &amp; Inner Asia</i>	The Chair to approve factual amendments as made by Head of Department	ASAP	Committee Secretary
		Forward the approved report to appropriate committees, and to summarise for TQI website	ASAP	Committee Secretary
<b>20.4</b>	<i>Japan &amp; Korea</i>	Pursue responses from central services	ASAP	Committee Secretary
<b>20.6</b>	<i>Amendments to DPR process</i>	Amend the guidelines for Departments undergoing review and circulate to Faculties and Departments due for review in 2005/06	ASAP	Committee Secretary
<b>21</b>	<b>Interim Departmental and Programme Reviews</b>			
<b>21.1</b>	<i>South East Asia &amp; the Islands</i>	Ask the Head of Department to clarify his response regarding the monitoring of student progression	ASAP	Committee Secretary
<b>Minute</b>	<b>Item</b>	<b>Action</b>	<b>Deadline</b>	<b>By</b>
<b>21.3</b>	<i>Other IDPRs</i>	Continue to follow up interim review reports from the Department of Financial and	Ongoing	Committee Secretary

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		Management Studies and the Language Centre		
		Continue to follow up points arising from the interim review of the Department of the Languages and Cultures of Africa		Committee Secretary