

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**  
**QUALITY AUDIT AND ASSURANCE COMMITTEE**

**Thursday 14 June 2007**

**MINUTES**

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

\* Dr Tripp was unable to attend the meeting

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

**22 Minutes**

The minutes of the meeting held on 27 January 2007 were **APPROVED**.

**23 Matters Arising**

*23.1 Programme Specifications (minute 13.1)*

The Committee noted that programme specifications were still incomplete for a small number of programmes. This had been raised in the draft report of the QAA's Institutional Audit, and was being addressed by officers as a matter of extreme urgency.

*23.2 Interim Departmental and Programme Reviews (minute 14.1 and 14.2)*

All IDPRs were now complete. In the case of the Language Centre, points arising from the IDPR had been followed up at DPR in March 2007. The same would be the case for DeFiMS at the time of their next scheduled DPR in 2009/10.

*23.3 Framework for Internal Quality Assurance (minute 19)*

Officers would be forwarding an updated Framework document, with attachments, to the University of London, as required, on an annual basis, but as there were likely to be some amendments, this would be done ahead of the start of the 2007/08 session.

*23.4 TQI*

The Committee received a minute from Learning and Teaching Policy Committee [Appendix A] and noted that LTPC had approved QAAC's recommendation that, following revised HEFCE guidelines, Visiting Examiner reports should in future be shared with student representatives at the first possible departmental meeting of the year. The Academic Registrar would be contacting Heads of Department to inform them of this new requirement.

## 24 Departmental and Programme Reviews

### 24.1 *Departmental and Programme Review of the Department of History*

The Committee received the report of the DPR of the Department of History [Appendix B]. It was agreed that the report should put more emphasis on the class size figures given in the Department's Self-Evaluation Statement, which seemed to indicate that some courses were running with student numbers lower than the usual Faculty minimum. The Committee agreed that an advisable recommendation should be added to the report as follows:

"[the Department is advised to:] review the viability of courses attracting very low numbers of students."

Pending this amendment, the report was **APPROVED**.

### 24.2 *Departmental and Programme Review of the Language Centre*

The Committee received the report of the DPR of the Language Centre [Appendix C], and, pending factual corrections from the Department, it was **APPROVED**.

### 24.3 *Departmental and Programme Review of the Department of the Languages and Cultures of South East Asia*

The Committee received responses from the Department, Faculty and other parts of the School in response to its DPR of South East Asia [Appendix D]. It was satisfied that its recommendations were being addressed and recorded its thanks in particular to the Head of Department. A follow up report would be made one year after the report's original publication, i.e. in January 2008.

### 24.4 *Departmental and Programme Review of the Department of the Languages and Cultures of South Asia*

The Committee received a one-year on report from the Department [Appendix E]. It was satisfied that good progress had been made on its recommendations and recorded its thanks to the Head of Department. Reports from the Faculty and other parts of the School would be chased by officers and, if satisfactory, approved by Chair's action.

*Secretary's note: following the meeting, a one-year on report was received from the Faculty of Languages and Cultures. The report was **APPROVED** by the Chair and is attached to these minutes as Appendix I.*

### 24.5 *Departmental and Programme Reviews 2007/08*

The Committee noted that the following reviews would take place in 2007/08:  
Languages and Cultures of Africa (Term 1)  
Economics (Term 2)  
Study of Religions (Term 2)

The Secretary reported that procedures for DPRs would be affected by the review of the committee structure and the transfer of QAAC's responsibilities to the new Learning and Teaching Quality Committee. A standing chair was to be appointed for DPR and NDPR panels, who would in that capacity be an *ex officio* member of LTQC. This person would not hold any other School or Faculty management appointment. Panels would otherwise be made up from members of a standing pool, who would not necessarily be members of LTQC. It was hoped that current members of QAAC not transferring to LTQC would consider joining this pool in order that their expertise in conducting DPRs not be lost.

## **25 Non-Departmental Programme Reviews**

### *25.1 Non-Departmental and Programme Review 2006/07*

The Committee received a paper from the Secretary [Appendix F], and noted that for the reasons described therein, the Non-Departmental Programme Review for 2006/07 would now cover only the MA Comparative Literature (Africa/Asia). The review was to be held on Wednesday 11<sup>th</sup> July 2007.

### *25.2 Non-Departmental and Programme Review 2007/08*

The Committee noted that an NDPR would be carried out in Term 3 of 2007/08 to cover the following programmes:

MA Critical Media and Cultural Studies  
MA Global Media and Postnational Communication  
MA Global Cinemas and the Transcultural  
MA Gender Studies

## **26 QAA Institutional Audit**

### *26.1 QAA Institutional Audit draft report*

The Committee received the draft report of the QAA's Institutional Audit [Appendix G] and heard that officers would be responding on matters of factual accuracy before the report was finalised and published in August.

### *26.2 QAA Institutional Audit follow up*

The Committee received the action plan [Appendix H] drafted by officers to address the recommendations arising from the Institutional Audit. The plan was to be submitted to Governing Body to note, and further developed by a working group chaired by the Pro-Director.

## **27 QAA Code of Practice**

The Committee noted that the QAA was consulting on revisions to sections 5, Student Appeals and Complaints, and 9, Placement Learning, and that officers had participated in consultation events.

## **28 Any other business**

There was no other business.

## **29 Date of next meeting**

This was the final business meeting of QAAC. The Committee recorded its thanks to the Chair and Secretary, who in turn thanked all members for their hard work.