

University of Glasgow

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Quality Assurance for Glasgow International College Programmes

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This paper sets out for Senate's consideration detailed proposals for the Quality Assurance (QA) of courses and programmes offered by Glasgow International College (GIC).

Broad matters regarding QA are provided for under the agreement between the University and Kaplan International, owners of the GIC. More detailed matters are the subjects of **recommendations** noted below, which Senate is now requested to approve.

Unusually, the paper is being submitted directly to Senate. This is to permit timely establishment of the relevant bodies to allow GIC provision to be scrutinised and approved in time for the intended launch date – September 2007. The paper will also be received at the Academic Standards and Education Policy and Strategy Committees at their next meetings (26 January and 21 February, respectively).

The procedures now recommended have been modelled where appropriate on existing circumstances: our internal processes and those we operate with external partners whose provision we validate.

Course and Programme Approval

Courses and programmes are owned by GIC. However, under the terms of the agreement between Kaplan International and the University, through the Joint Academic Management Board (see below), the University has right of approval of provision. (For example, Intended Learning Outcomes and assessment standards must be agreed at the outset by the University, and, critically, standards for entry to GU are prescribed by the University.)

Programmes of study are developed by GIC staff working with their College Director in association with a subject moderator appointed by GU. The latter is a member of GU staff from the relevant discipline area. The agreement with Kaplan provides that the subject moderator has authority, *inter alia*, to obtain information pertinent to the operation of a programme. Moderators will also discuss curricula under development/review with departmental/Faculty colleagues as appropriate. We will be contacting Deans shortly regarding the nomination of moderators.

Documentation for the purposes of course and programme approval will conform to that required by the University internally. GIC has undertaken to provide programme specifications, programme plans and course descriptors for approval and other relevant purposes, such as student information. Processes will be phased so as to provide appropriate opportunity for the consideration and approval of provision before implementation – see diagram below.

The agreement with Kaplan provides for the establishment of a Joint Academic Management Board (JAMB). The JAMB oversees academic matters within the GIC structure – further details on this body are provided below. In order for the University to ensure that its proper concerns are placed before the JAMB, it is **recommended** that a Collegiate Board of Studies (CBoS) is established on normal GU Board of Studies lines to consider on behalf of the University proposed programmes and courses and changes to them, and to make recommendations to the JAMB accordingly. It is **recommended** that the CBoS is convened

by Professor Watt, and that the CBoS should also comprise the GU subject moderators, the relevant Faculty representatives on ASC, and maybe one or more GIC representatives. The CBoS would also receive advice on resource and infrastructural matters as appropriate. The CBoS would meet in June each year for course /programme approval. It is also **recommended** that there is provision for the CBoS to report on its activities directly to the relevant Faculties and the ASC. Exceptionally, in 2007 and perhaps 2008, CBoS will meet twice per year for course and programme approval purposes.

The JAMB is responsible to GIC for all academic issues relating to the establishment and operation of GIC programmes. The agreement specifies that JAMB will comprise three representatives each from the University and from GIC. Its convener is appointed by the Principal of the University. It is also **recommended** that one of the other GU appointments is the convener of the CBoS. It is further **recommended** that the JAMB reports to ASC on programme approval matters. (This would mirror the arrangements between the University and the institutions it accredits.) It is also **recommended** that there is provision for the JAMB to report to Senate on strategic matters. The agreement with Kaplan directs GIC to ensure that changes required by the University with regard to academic standards or other aspects of the delivery or content of GIC provision are implemented within timescales specified by GU. Subject to Senate agreement, the first meeting of the CBoS will be arranged to take place in February, to set a detailed timetable for the scrutiny of course/programme proposals.

Annual Monitoring of Courses

Annual Course Monitoring Reports (ACMRs) will be prepared by GIC staff. As in the University, ACMRs will include note of matters raised by External Examiners (who are appointed to GIC courses by GU), students (feedback gathered as per University mechanisms) and staff. It is **recommended** that these reports are scrutinised by the CBoS and comments by the CBoS are submitted together with the ACMRs to the JAMB. Again, GIC is required to make changes required by the University within timescales specified by GU.

The following flowchart sets out the QA arrangements described above:-

