

	PAPER NO: EC.05(12)
Committee:	Educational Character Committee
Date:	1st February 2012
Subject:	Annual Cycle of Business
Author:	Dr Phil Cardew, Pro Vice Chancellor (Academic)
Executive sponsor:	James Stevenson, University Secretary
Recommendation by the Executive:	The Committee is invited to discuss the paper

Executive summary

At its first meeting, there was discussion amongst the Committee as to which items of regular University business, and reports to other committees, might be apposite for discussion at key points of the year. This paper reflects those reports and the Committee is invited to discuss which would be of use and adopt accordingly.

	Board/Committee	Date
Matter previously considered by:	N/A	
Further approval required?	N/A	

Communications – who should be made aware of the decision?	N/A
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The University's annual academic cycle is focused upon the annual monitoring process, which operates across all academic areas and which culminates in an annual report from Academic Board to the Board of Governors.

This Annual Report, apart from reflecting faculty annual monitoring reports (which, themselves, agglomerate the key messages from programme-level reports) also includes summary reports on:

- Appeals
- Academic Misconduct
- Complaints
- External Examiner Reports
- HESA benchmark data and associated statistical data.
- NSS report.

These derive from separate reports, which are considered by other committees (usually Quality and Standards Committee and Academic Board) as part of the general business of those committees.

A reflection on the reporting to the Board of Governors is that it often seems to be of a somewhat 'historic' nature – the cycle of reporting reflecting upon the previous academic year (by its very nature, much academic activity is of a cyclical nature as it depends on the progress of students through examination boards – which mostly take place in the July-December period). By considering the standard reports throughout the cycle, Educational Character Committee would be able to engage more fully with these reports in a more contemporaneous manner.

Please see appendix for proposed cycle of regular receipt of reports.

Appendix – proposed Educational Character Committee annual plan

	Sep	Nov/Dec	Feb/Mar	May
Annual Report on external examiners		X		
Report on UG Student progression		X		
Faculty annual monitoring report			X	
Report on complaints	X		X	
Report on PG completion			X	
HESA performance indicators				X
Statistical reports on student achievement, disability and demography				X
Annual report on Academic Misconduct and Appeals				X
Reflection on Academic Board Annual Report	X			
National Student Survey Report	X			