



Reading and Understanding Papers



This session will be recorded



Raise your hand if you'd like to speak



Microphones on mute

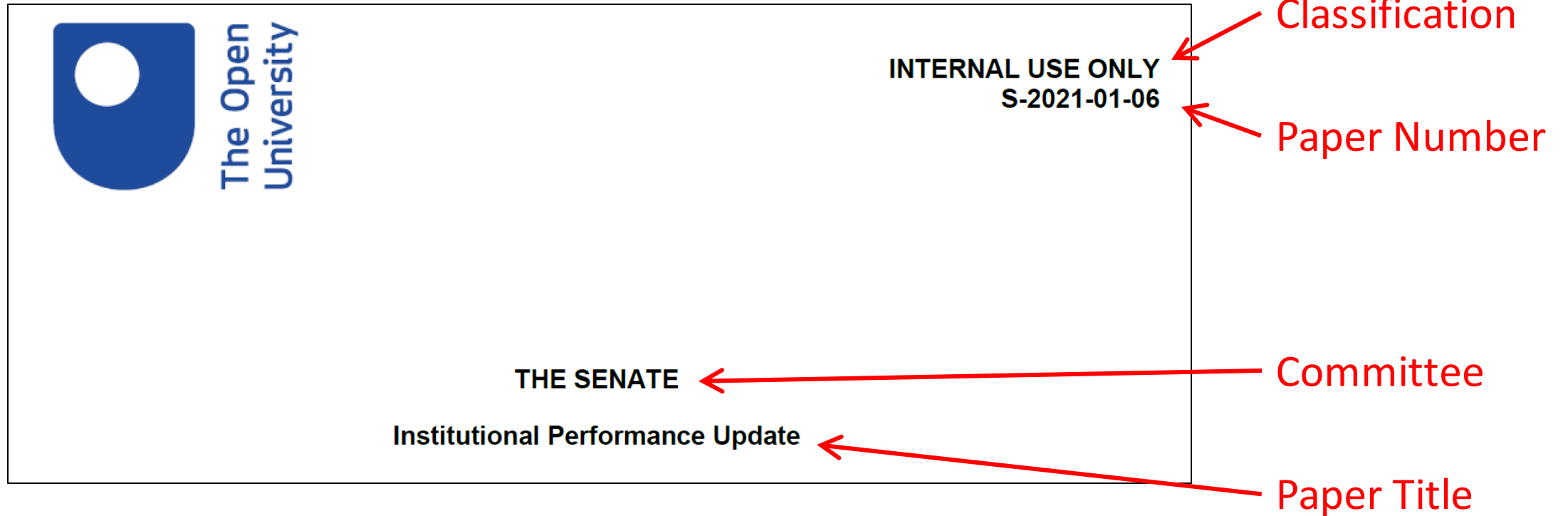


Feel free to participate in the chat

Committee Papers

- In the weeks leading up to your committee meeting, you will receive the papers.
- The exception are Faculty Assemblies who don't usually have papers, but might circulate presentations and agendas.
- Taking the time to read the papers thoroughly is the key to a successful meeting and being able to represent students effectively.

Paper Layout



Agenda

- A. Introductory items
- B. Discussion items
- C. Items for formal approval or report
- D. Items for information

Introductory Items

- Minutes of the previous meeting – *what happened last time?*
- Matters arising – *issues/items from the last meeting not on the agenda.*
- Chair's report – *what has the chair been up to? What have they approved since last time?*
- Starring of agenda items – *what do you want to discuss?*

Discussion Items (C)

- These are the bits which need input from the committee as a whole

C1	REVIEW OF APPRENTICESHIP PROVISION	FBLTC-2022-01-07
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Kristen Reid to introduce. See Appendices FBLTC-2022-01-07A, B and C.

C2	QME ACTIVITY	FBLTC-2022-01-09
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Reports from Teaching Directors. See Appendices FBLTC-2022-01-09A, B, C, D, E, F, G and H (Please note that there is no FBLTC-2022-01-09 cover paper).

C3	OU TEACHING AND LEARNING PLAN	FBLTC-2022-01-10
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Kristen Reid to introduce. Marcia Wilson to attend.

Items for Formal Approval or Report

- The committee is asked to give it's formal seal of approval.
- The approval process often involves several committees.
- Where approval is not given, items are usually returned for more work.



Items for Information

- These are generally not discussed unless you specifically star them – they are usually *to note*:
 - Reports from other committees.
 - Reports from services.
 - Items where discussion isn't considered necessary – by the OU.
- There can be some interesting bits hidden away so take the time to check!

Items for Information

D2	SST REPORT	PSYCH-COBOS-2022-02-10
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To note: a written report from the Director of Student Support.

D3	REPORT ON SCHOLARSHIP ACTIVITY	PSYCH-COBOS-2022-02-11
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To note: a written report from the Psychology & Counselling Scholarship Lead.

D4	NATIONS UPDATE	PSYCH-COBOS-2022-02-12
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To note: a written report on Psychology & Counselling activities in the Nations.

D5	REPORT FROM THE LIBRARY	PSYCH-COBOS-2022-02-13
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To note: a written report on Psychology & Counselling library activity.



What kind of papers will I
encounter?

Board of Studies

- **Qualifications and modules** – proposals, amendments, withdrawals, and reviews
- **External examiners reports** – areas for attention, areas of excellence
- **Curriculum partnerships** - proposals, amendments, withdrawals, and reviews
- **Strategy and policies** - Access and participations, exams strategy

Academic Committee: Learning, Teaching and Assessment.

- **Qualifications** – proposals, amendments, withdrawals, and reviews
- **External examiners** – reports and appointments
- **Curriculum partnerships** - proposals, amendments, withdrawals, and reviews
- **Strategy and policies** – Teaching and learning plans, EDI strategy



Top Tips

- Don't panic!
- Set aside plenty of time to read.
- Ask for help.
- If you need adjustments such as printed copies, large print, coloured paper these can be arranged.

The number one question...

How does this affect students?

A (Fake) Qualification Proposal

Assessment and Feedback Strategy

The assessment and feedback strategy at Stages 1 and 2 will incorporate a high number of compulsory, formative (non-contributing) tutor marked assignments (TMAs) – averaging 30 per module. This will allow students to incorporate feedback into their work on a rolling basis and build confidence as they approach their end of module assessment.

A (Fake) Qualification Proposal

Delivery of Learning and Teaching

Printed material will be available for the 24J presentation but is being phased out in favour of a more engaging, online only format from the 25J presentation onward. Material will include interactive elements and audio-visual material as well as more conventional, text-based elements.

A (Fake) Qualification Proposal

Approvals Process

Although a consultation with Board of Studies members had originally been planned, this was cancelled due to lack of resources. The qualification was approved at Board of Studies by Chair's Action.