

**QAA HIGHER EDUCATION REVIEW**  
**MARCH 2015**  
**UNIVERSITY OF PORTSMOUTH ACTION PLAN**

<b>Report Ref.</b>	<b>Recommendation</b>	<b>Action</b>
2.46	<p>By September 2015:</p> <p>1) Ensure arrangements for combined honours students deliver an equitable experience to single honours students.</p>	<p>A1.1) The informal Combined Honours Management Board (CHMB) to meet to review its terms of reference, constitution and formal reporting lines, resulting in a recommendation to Academic Council at its meeting on 10 November 2015.</p> <p>A1.2) The Combined Honours Management Board and the Students' Union to conduct a Student Experience Gap Analysis, resulting in a findings and recommendations report to Quality Assurance Committee at its meeting on 25 September 2015.</p> <p>A1.3) Quality Management Division to revise the Head of Department Annual Standards and Quality Evaluative Review report template and guidance to more explicitly refer to combined honours programmes and student experience.</p>

2.89	<p>By September 2015:</p> <p>2) Ensure quality assurance meetings are documented fully and actions are clearly identified, recorded and progressed.</p>	<p>A2.1) Quality Management Division to launch in 2015/16 the revised University-wide 'Why Minutes Matter' staff development programme for committee Chairs and secretaries and the 'Practical Minute Taking Skills' staff development programme for committee secretaries. This will include further guidance materials to Chairs and secretaries on conducting committee business and Minute writing good practice.</p> <p>A2.2) Quality Management Division to provide exemplar Minutes for Boards of Studies, Student Staff Consultative Committees and Faculty Boards.</p> <p>A2.3) Academic Departments to ensure that administrative support is available for Minute writing at all Student Staff Consultative Committees.</p> <p>A2.4) The Listening to and Responding to the Student Voice Policy to be updated to make explicit that it is the responsibility of Academic Departments to provide the administrative support for Minute writing at Student Staff Consultative Committees.</p>
<b>Report Ref.</b>	<b>Affirmation of Action Being Taken</b>	<b>Action</b>
2.58	<p>3) The steps being taken by the University and Students' Union to involve students on course approval</p>	<p>A3.1) Academic Departments to focus student engagement in course approval at course design stage and for the level of engagement to be made explicit at Faculty Curriculum Approval Committee, or equivalent. Student participation on Course Approval panels is desirable where feasible, but not mandatory.</p>

	<p>committees and periodic review panels.</p>	<p>A3.2) The UPSU to supplement the University's Staff and Student Panel Member Training with its own drop-in workshops for Student Panel members during the UPSU annual conference.</p> <p>A3.3) The Student Voice Coordinator (Course Reps and Quality Assurance), UPSU, to provide one-to-one support to Student Panel Members prior to participating on a panel, where requested.</p> <p>A3.4) QMD and UPSU to jointly develop specific guidance and role descriptor for student panel members.</p> <p>A3.5) Student panel members to receive remuneration in the form of either food vouchers or Amazon vouchers for the sum of £200 (£100 for preparatory day and submission of initial comments and £100 for participation on panel)</p>
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