Taught Programmes Board

**Minutes of the meeting of the Taught Programmes Board held on
14th September 2022 in Room QB201 and through Microsoft Teams**

CONFIRMED

Present:

Prof. Tony Michael (Chair)	Dr Craig Agnor	Dr Shabnam Beheshti
Dr Chris Bray	Dr John Buchanan	Dr Jayne Dennis
Prof. Maralyn Druce	Dr Mark Freestone	Mrs Elizabeth Gillow
Prof. Henri Huijberts	Dr Rachel Male	Dr Patrick McGurk
Prof. Michael McKinnie	Dr Catherine Molyneux	Dr Alistair Morey
Dr Eranjan Padumadasa	Dr Daniel Peart	Dr Javier Sajuria

In attendance:

Ms Alison Dawn	Mrs Alice de Havillan	Mr Simon Hayter
Dr William Monteith (*item 8*)	Mr Ashley Palmer (Secretary)	

Apologies:

Dr Sadani Cooray	Mr Charlie Sellar	Ms Saynab Sharif

Part 1 – Preliminary Items	Paper

1.	**Welcome and Apologies**	N/A

2022.001   The Chair welcomed everybody to the meeting. Apologies were **NOTED** from Sadani Cooray, Charlie Sellar and Saynab Sharif.

It was confirmed that, notwithstanding the list of apologies, the meeting was quorate.

2.	**Declaration of Interests**	N/A

2022.002   The Chair invited members to declare any potential conflicts of interest. None were declared.

3.	**Minutes of the previous meeting (27th July 2022)**	TPB2022-001

2022.003   The Board **APPROVED** the minutes of the meeting held on 27th July 2022 to be an accurate record of that meeting.

4.	**Matters Arising**	TPB2022-002

2022.004   The Board **RECEIVED** a paper on the matters arising from the minutes of previous Taught Programmes Board (TPB) meetings.

The following points were **NOTED**:

i. 2021.187 – This action, relating to the Board's Terms of Reference, was complete. The draft Terms of Reference for 2022/23 were included on the agenda for consideration at this meeting.

ii. 2021.196.iii – This action, relating to the MSc Banking and Finance [January start], was ongoing.

iii. 2021.199.i – This action, relating to the MSc Management [January start], was ongoing.

iv. 2021.202.i – This action, relating to the Board's Terms of Reference, was complete.

v. 2021.167.i, 2021.167.iii, 2021.167.iv – These actions, all relating to the MSc Materials Science and Engineering, were complete. The programme proposal had been approved by Chair's Action.

vi. 2021.170.iii, 2021.170.iv – These actions, all relating to the NPU undergraduate amendments, were complete. The amendments had been approved by Chair's Action.

vii. 2021.149.ii, 2021.149.iii, 2021.149.iv – These actions, all relating to the MSc Artificial Intelligence in the Biosciences, were complete. The programme proposal had been approved by Chair's Action.

viii. 2021.110.iii, 2021.110.iv, 2021.110.v, 2021.110.vi – These actions, all relating to the BSc Management for Social Change, were complete. It was NOTED that the complexity of managing the third teaching semester required further deliberation and therefore the programme would no longer start in September 2023. If the School wished to bring forward a revised version of the programme, it would require further consideration by the Board and would need to start in September 2024.

ix. 2021.134.i – This action, relating to the BSc Computer Science and Artificial Intelligence, remained ongoing. The Chair would write to the School to request an update on this action.

Action: Chair

x. 2021.086.ix – This action, relating to the BSc Accountancy, remained ongoing.

Part 2 – For Approval/ Discussion

| 5. | **Chair's Actions since the last meeting** | TPB2022-003 |

2022.005   The Board **RECEIVED** a summary of actions taken by the Chair since the last meeting.

i. As noted above, this included approving the responses made to the actions for:
- MSc Materials Science and Engineering and MSc Organic Electronics
- NPU Undergraduate Amendments
- MSc Artificial Intelligence in the Biosciences

ii. The Chair had also approved a new Summer School module:
- Creative Futures: Preparing for a Career in the Creative Industries

6. **Terms of Reference for 2022/23** **TPB2022-004**

2022.006 The Board **RECEIVED** an updated version of the draft Terms of Reference and membership list for 2022/23. The following points were **NOTED**:

  i. Several technical updates had been made throughout the document (e.g. updating references to 'ARCS' to 'DGLS', and reflecting staff changes).

  ii. The possibility of proposals receiving conditional approval had been removed from the Terms of Reference (point 6). It was **CONFIRMED** that any proposals that did not satisfy the Board would need to be revised and resubmitted, and would not be approved (possibly by Chair's Action) until all concerns expressed by the Board had been addressed.

  iii. It was suggested that the annual deadlines for new programme proposals be included in the Terms of Reference. It was **AGREED** that they would not be added to the Terms of Reference, but would instead be included on the agenda for each meeting.

  iv. A **QUERY** was raised about the potential for flexibility on the approval deadlines under certain circumstances (e.g. Schools winning tenders). It was **NOTED** that timescales for programme development and approval at Queen Mary were already more flexible than Russell Group competitors, and that there was a need to enforce deadlines to enable sufficient time for scrutiny / due diligence and, after approval, programme set-up, marketing and recruitment.

2022.007 The Terms of Reference and membership for 2022/23 were **APPROVED** by the Board.

7. **Creation of Degree Apprenticeships Sub-Board**

2022.008 The Chair proposed to establish a sub-board of TPB which would focus specifically on new proposals for degree apprenticeship programmes. The following points were **NOTED**:

  i. The sub-board would not have any authority to approve proposals for degree apprenticeships; Taught Programmes Board would remain the final approval authority for all new programme proposals.

  ii. The sub-board would encompass academic and professional services staff across Queen Mary with expertise in developing and delivering degree apprenticeships, and the regulatory framework that they operated within.

  iii. It was **AGREED** that there were many issues specific to degree apprenticeships that went beyond the normal matters considered by Taught Programmes Board, and which would benefit from more detailed consideration by staff with direct experience.

2022.009 The Board **APPROVED** the proposal to establish a sub-board to consider new proposals for degree apprenticeships. It was **AGREED** that the Chair would prepare a draft set of Terms of Reference for the sub-board and present this to the Board for consideration at the next meeting.

Action: Chair

Part 3 – Programme Proposals/ Amendments	Paper

School of Geography

8. **BA Global Development with Year Abroad** **TPB2022-005**

2022.010 The Board **CONSIDERED** the Part 2 Proposal for the **BA Global Development with Year Abroad** programme. The following points were **NOTED**:

i.	The proposal was to add a year abroad to the existing BA Global Development programme, which had been approved by the Board last year.
ii.	The proposal did not involve any changes to the content of the existing programme, and was identical to the existing programme, apart from the extramural year.

2022.011   The Board heard that:

      i.   The programme would recruit via direct applications, which could present challenges for students who are admitted to the programme but subsequently do not meet the requirements to take the year abroad.

      ii.   It was confirmed that students would also be able to transfer onto the year abroad programme; this included (with immediate effect) students who had been admitted to the BA Global Development in the last recruitment cycle.

      iii.   It was **NOTED** that the Global Opportunities Office had confirmed that they would be able to support the year abroad element of the programme, but would need to be advised that this would be coming into effect a year earlier, for any current students who transfer onto the new programme.

2022.012   The Board **APPROVED** the Part 2 Proposal for the **BA Global Development with Year Abroad** programme, without conditions.

2022.013   The Chair **AGREED** to raise the wider concerns about the management of year abroad programmes at a future meeting of RASB (as part of a broader paper on degrees incorporating an extramural year).

Action: Chair

Part 4 – Report of Proposals Approved by Schools/Institutes to Note	Paper

10.   **Programme Amendments**   **TPB2022-006**
                   Module Proposals
                   Module Amendments
                   Module Withdrawals

2022.014   The Board **RECEIVED** a report of decisions made by Schools and Institutes of changes to the curricula for the period 1st August to 16th August 2022.

Part 5 – Other Business	Paper

11.   **Any Other Business**

2022.015   The Chair sought delegated authority from the Board to consider and approve proposals for new Summer School modules outside of meetings. The Board **APPROVED** this request.

12.   **Date of next meeting**

2022.016   The next meeting will be held on Wednesday 19th October 2022. The deadline for papers is Wednesday 21st September 2022.

TPB Meeting Date	Intended Paper Circulation Date to TPB *7 working days before meeting*	Proposal Submission Deadline to DGLS *20 working days before meeting*
Wednesday 19th October 2022	Monday 10th October 2022	Wednesday 21st September 2022
Wednesday 30th November 2022	Monday 21st November 2022	Wednesday 2nd November 2022
Wednesday 18th January 2023	Monday 9th January 2023	Monday 12th December 2022*
Wednesday 15th February 2023	Monday 6th February 2023	Monday 12th December 2022*
Wednesday 22nd March 2023	Monday 13th March 2023	Wednesday 22nd February 2023
Wednesday 26th April 2023	Monday 17th April 2023	Monday 27th March 2023
Wednesday 31st May 2023	Monday 22nd May 2023	Wednesday 3rd May 2023
Wednesday 12th July 2023	Monday 3rd July 2023	Wednesday 14th June 2023
Wednesday 9th August 2023	Monday 31st July 2023	Wednesday 12th July 2023

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