

## APPENDIX 2

### RECORD OF EXPEDITED COURSE APPROVAL – for Spring 2021

<b>Name of School:</b>	Arts
<b>Date of Approval Meeting:</b>	17/11/2020
<b>Attendees:</b>	<p>Will Wollen – Divisional Director Education and Student Experience of Arts &amp; Humanities          Ben Hutchinson – Divisional Director Graduate Studies and Student Experience of Arts &amp; Humanities          Shaun May – Director of Education, School of Arts          Daiva Nacyte – Quality Assurance and Compliance Advisor, QACO          Ben Martin – Quality Assurance and Accreditation Manager          William Adkins – Quality Assurance and Accreditation Manager (Note Taker)</p>
<b>1.</b>	<b>Rationale for Amendment/s and Record of Discussion on School's Reflection on the Guidance Points</b>
	<p>Almost all changes related to the assessment method. It was queried whether a type of change from Group Performance to Performance would cast doubt about whether all learning outcomes had been encountered, but it was explained that this change in wording was merely to provide a little more flexibility for now and the future. One module, DR832, had a unique change to reduce the contact hours from 78 to 55, which Shaun May will query with the module convenor as to whether or not this was specifically related to Covid-19 and will confirm back to Ben Martin by the end of 18 November.</p> <p>All changes otherwise approved.</p> <p>It was noted that as the intention is to have most of these permanent, when the update to module specifications takes place it is essential that, in instances where a learning outcome is encountered by only one assessment method, the assessment method has to be stated as compulsory to pass (or it has to be seen if that learning outcome is encountered elsewhere). This is a rule within the University's Credit Framework.</p> <p>Outcome from 18 November update: it was explained that that though the reduction in hours change was requested partly for parity with other modules on the MA programme, it was also in response to Covid-19 and concerns about practical space on campus – the nature of the teaching is such that it would be difficult to substitute face-to-face for online delivery.</p>
<b>2.</b>	<b>List of courses/modules requiring amendment/resting (and associate modules)</b>
	Please see Appendix 3.
<b>3.</b>	<b>Will there be any changes to the following CMA material information?</b> <i>[Tick all that apply]</i>

	Course title	<input type="checkbox"/>	
	Entry requirements	<input type="checkbox"/>	
	Compulsory modules	<input type="checkbox"/>	
	Optional modules	<input type="checkbox"/>	
	Delivery mode	<input type="checkbox"/>	
	Contact hours	<input checked="" type="checkbox"/>	
	Methods of assessment	<input checked="" type="checkbox"/>	
	Type of award (eg, BA to BSc)	<input type="checkbox"/>	
	Location of study	<input type="checkbox"/>	
	Length of programme	<input type="checkbox"/>	
	Accrediting body	<input type="checkbox"/>	
	Tuition fees	<input type="checkbox"/>	
	Costs to students	<input type="checkbox"/>	
	Change in how/when fees/costs are paid by students	<input type="checkbox"/>	
	Change to accommodate offer	<input type="checkbox"/>	
	Availability of funding and support	<input type="checkbox"/>	
<b>4.</b>	<b>Confirmation of Approved Amendments</b>		
	<p><b>Approved by: Will Wollen</b>  <b>Name: Will Wollen</b>  <b>Date: 20/11/2020</b></p>		
<b>7.</b>	<b>Actions:</b>	<b>Action by:</b>	<b>By date:</b>
	<i>If approved:</i> <ul style="list-style-type: none"> <li>• <i>Inform applicants</i></li> <li>• <i>Inform existing students</i></li> <li>• <i>Inform CSAO</i></li> <li>• <i>Inform Timetabling</i></li> <li>• <i>Inform MORA</i></li> <li>• <i>Review on [insert date]</i></li> <li>• <i>Publish amendments</i></li> </ul>	<i>School</i> <i>School</i> <i>School</i> <i>School</i> <i>School</i>  <i>QACO</i>	