

UNIVERSITY OF ABERDEEN
QUALITY ASSURANCE COMMITTEE
STUDENT PROGRESS COMMITTEE (SPC)

Minute of the Meeting held on 16th May 2024

Present: Steve Tucker (**Chair**), Gillian Mackintosh, Alexey Sevastyanov, Thanga Thevar, Isa Ehrenschwendtner, Rona Patey, Michelle Pinard, Alyson Whyte, Steven Rae and Kyra Lamont (**Clerk**) in attendance.

Apologies: Katarina Trimmings and Isa Ehrenschwendtner

AGENDA FOR DISCUSSION

Approval of the Minute of the Student Progress Committee (SPC) held on 8 November 2024

(Copy filed as SPC/160524/001)

- 1.1** The Chair welcomed everyone to the meeting. Members were invited to approve the minutes of the previous meeting. There were no matters raised and the minutes were approved.

Matters Arising

(Copy filed as SPC/160524/002)

- 2.1** The Chair briefly addressed the points on the action log - noting that action 6.3 will be addressed by item 4 on the agenda.

Review of Progression Data

(Copy filed as SPC/160524/004)

- 3.1** Members of the Committee were invited to review the progression data from 21-22 and 22-23 with a view to determining potential trends – noting that one third of cases considered in 21-22 were back on track. The Committee were advised that the master spreadsheet could be circulated for further interrogation using SharePoint – recognising that it would be possible to select for certain variables, such as number of credits, and anonymise the data. The Committee had a brief discussion and raised the following key points:
- It would be valuable to ascertain whether there are any patterns in the data that might reveal the likelihood of getting back on track. For example, it was hypothesized that students with less credits may be less likely to successfully recover.
 - It would be helpful to filter the data by programme year – noting the additional complexities for BEng/MEng - and consider creating a histogram based on this.

- 3.2** It was agreed that Registry would work to anonymise and filter the data as appropriate – including insertion of a column which would allow for the data to be filtered in terms of different disciplines (e.g. Arts). The Committee were advised that going-forward this process will become much more efficient as the spreadsheet will serve as a template for the collation and analysis of next year’s data.

Action: SR

Medicine & Dentistry Students’ Progress Committee Remit and Composition

(Copy filed as SPC/160524/003)

- 4.1** Members of the Committee were invited to review the remit and composition document – noting that a section had been added with regards to Academic Discounting. A brief discussion was held by the Committee and it was noted that the reference to ‘honours’ should be removed from the wording. Additionally, the Committee learned that one of the students subject to consideration by the SPC for Medicine and Dentistry went on to become a prize winner. Thereafter, the Committee was content to approve subject to the minor amendment.

Action: Clerk

Consideration of the deadline for the submission of SPC applications and schedule of meetings

(Copy filed as SPC/160524/005)

- 5.1** The Committee were advised that a deadline of Friday 9th August 2024 has been proposed for the receipt of SPC applications – noting that a hard deadline for any exceptions would be the end of ‘Welcome Week’ as previously agreed. The Committee had a brief discussion regarding the commencement of meetings and agreed that it would be sensible to commence the set of meetings on Tuesday 13 August. The Committee thereafter approved the schedule for the consideration of cases over the summer.

Action: Clerk

Date of Next Meeting

- 6.1** The Committee agreed that the date of the next meeting would be in November – specific date to be confirmed in due course.