



University of Wolverhampton Collaborative Newsletter

Edition 3 : January 2018

Welcome

Welcome to the third edition of the QCU Collaborative Newsletter and may I start by wishing you all a very happy new year. We hope these newsletters will prove to be helpful and informative to all of our collaborative partners wherever you are in the world.

In this third edition, we have included some updates from the last meeting of the Collaborative Quality Forum (CQF) along with some of the developments in quality and collaboration which have taken place over the last few months.

Our aim is to publish a newsletter every quarter with a view to keeping all of our partners informed of recent developments, both at the University and across the sector, and to advise you of future plans.

Updates from CQF

We started the first meeting of the academic year by confirming our **terms of reference** and **membership**. It was proposed and subsequently agreed by the Academic Registrar that the Head of each Registry Unit should be invited to attend meetings of CQF. They will be asked to send a deputy if they are not able to attend themselves.

[Teresa Posluszny](#), from the **University's Finance Department** is now a member of CQF. Members welcomed the opportunity to speak to Teresa before the meeting and during the breaks with regard to finance queries. Teresa is happy to be contacted by email or telephone – 01902 321245.

In response to a request at the last CQF meeting, members received the new **Registry structure**, which came into effect from September 2017. Student Office functions have moved out of Registry and into Faculties, and the document outlines the contact names of Student Records Co-ordinators, Student Services Co-ordinators, Partnership Administrators and Faculty Quality Administrators for each Faculty. This information is provided [here](#) with the caveat that the staff members named were correct at the time of publication. The Chair has proposed that we receive an update on this at the first CQF meeting of each academic year.

Members received a document called [CAMDIP \(Course and Module Data Improvement Project\) – what's happened and what next?](#) It was noted that the CAMDIP project had now completed and was now in operation. The aim of the project was to create a single source of data – the on-line CST - to feed into course guides and the online course finder, providing version control. In terms of validation and modification, a transitional process is in operation for 2017/18, until the on-line CST is fully operational.

Members received an update on two key strategy documents from UAEC:

- [Student experience strategy update](#); it was noted that UAEC felt it important that partners are fully informed of University priorities.
- [Learning and teaching strategy](#) update; it was noted this document makes direct reference to partner staff and students (pp3 and 5). The Chair agreed to investigate



if there are the implications on the observation of teaching scheme for partners, and if so report back to the next meeting.

Members received an excellent [presentation](#) around the **support services offered to collaborative partner students** by Ms Jay Marshall, Head of Student Support and Wellbeing.

The presentation focused on the main responsibilities of the University and partner, and the key steps in securing the necessary support, including application for Disabled Student Allowances (DSA) (<https://www.gov.uk/disabled-students-allowances-dsas>).

Members were also referred to the Student Support and Wellbeing document “[Accessing Support in the University](#)”: a guide for disabled students” and provided with Information on [Safeguarding and Prevent](#).

Next, the Deputy Head of Admissions, Mr James Whitehouse, provided an informative [presentation](#) on the timeline/ key events within the applicant life-cycle and correspondence issued. Members welcomed the opportunity to get responses to their admissions questions, so we hope to invite James or another member of his team to a future meeting to provide further information on collaborative admissions processes.

Ms Louise Fall from City of Wolverhampton College provided a brief, but interesting overview of her **experience of working in an FE/HE partnership**. This was well-received by members, so we will look to make this a regular feature at each meeting. The Chair will identify a different speaker for each meeting. If you would like to volunteer, please do contact us on Collaborativeactivity@wlv.ac.uk

News and Developments

Members were advised that Ms [Kirstie Phillips](#) has been appointed **Partnerships Administrator in Faculty of Arts**.

If you have not already been contacted, Finance will shortly be emailing partners for class lists, prior to **invoicing for December payments**.

Ms J Granger reported that all enrolled students should now have access to a **short course on CANVAS - Skills for Learning**. This is a 10-module course which enables home and partner students to work through skills support. Partners were urged to promote the course to their students and seek feedback.

And finally ...

The proposed meeting dates for CQF in 2017/18 are :

- Friday, 23rd March 2018
- Friday, 25th May 2018

If you have any feedback or queries arising from this newsletter, or suggestions for items to be included in the future, please do contact us at Collaborativeactivity@wlv.ac.uk