

| <b>UNIVERSITY OF WARWICK</b>   |   |     |  |
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| <b>ACADEMIC QUALITY AND STANDARDS COMMITTEE</b>  |   |     |  |
| <b>OPEN MINUTES OF THE MEETING HELD 10:00, TUESDAY 24 NOVEMBER 2020 (ONLINE MEETING)</b> |   |     |  |
| <b>Present</b>   | Professor Andy Clark  | AC  | Co-Chair, Deputy Pro-Vice-Chancellor (Education and Policy)  |
|  | Professor Will Curtis   | WC  | Co-Chair, Deputy Pro-Vice-Chancellor (Education Quality and Standards)   |
|  | Christopher Bisping   | CB  | Academic Director (Postgraduate Taught)  |
|  | Professor Robin Clark   | RC  | Co-opted member of academic staff (present for item 058 only)  |
|  | Professor David Davies  | DD  | Chair of the Faculty Education Committee (Science, Engineering and Medicine)   |
|  | Shingai Dzumbira  | SD  | Students' Union representative (joined the meeting at 10.35am)   |
|  | Dr Beccy Freeman  | BF  | Dean of Students (left at 11am)  |
|  | Dr Lucy Hammond   | LH  | Representative of the Faculty of Science, Engineering and Medicine   |
|  | Professor Jonathan Heron  | JH  | Representative of the Institute for Advanced Teaching and Learning (left at 10.30am, returned to the meeting at 11.05am) |
|  | Professor Sarah Richardson  | SR  | Chair of the Faculty Education Committee (Arts)  |
|  | Dr Ross Ritchie   | RR  | Representative of the Faculty of Social Science  |
|  | Dr Chris Rogers   | CR  | Representative of the Faculty of Social Science  |
|  | Professor Jane Sinclair   | JS  | Representative of the Faculty of Science, Engineering and Medicine   |
|  | Professor Gwen Van der Velden   | GVV | Deputy Pro-Vice-Chancellor (Student Learning Experience) (until 10.10am)   |
|  | Dr Naomi Waltham-Smith  | NWS | Chair of the Faculty Education Committee (Social Sciences)   |
| <b>Attending</b>   | Katharine Gray  | KG  | Senior Assistant Registrar (Teaching Quality) (Secretary)  |
|  | Phil Griffiths  | PG  | Education Projects and Academic Governance Officer (Minutes)   |
|  | Maureen McLaughlin  | MM  | Director of Education Policy and Quality (left at 10.30am, returned to the meeting at 11.05am)                           |
|  | Louise Hasler   | LH  | Assistant Registrar (Teaching & Learning) (for item 058)   |
|  | Roland Ingram   | RI  | Programme Lead (Student Personalised Information) (for item 060)   |
|  | Mahfia Watkinson  | MW  | Assistant Registrar (Teaching & Learning) (for item 061)   |
| <b>Ref</b>   | <b>Item</b>   |     |  |
| 049  | <b>Apologies for absence</b><br>Apologies were received from Jo Angouri, Jon Burrows, Megan Clarke, Geraldine Connelly, Gill Cooke, Joanne Garde-Hansen, Chris Hughes, Colin Sparrow, Pat Tissington, Phil Young  |     |  |
| 050  | <b>Declarations of Interest</b><br>No new declarations were made.   |     |  |
| 051  | <b>Minutes of last meeting on 22 October 2020</b><br>The minutes of the meeting held on 22 October 2020 were received and approved, subject to a minor amendment.<br><b>ACTION:</b> Secretariat to update minute 026- Results of the National Student Survey 2020 with minor amendment.                     |     |  |
| 052  | <b>Matters arising from last meeting on 22 October 2020</b><br>The Committee received a report (052-AQSC241120) and the key updates were as follows: <ul style="list-style-type: none"> <li>Item 008 - Examinations Committee: The decision and action arising for this item had been completed.</li> </ul> |     |  |

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|                          | <ul style="list-style-type: none"> <li>Item 010 - External Examiner Handbook – External Examiner report analysis was scheduled to be reported at this meeting, but due to issues in extracting information from the online system and absence of the Assistant Registrar (Assessment), the reports would come forward to a future meeting.</li> <li>Item 024 - Chair’s Business – The Faculty Education Chair (Arts) had shared comments on the Good Practice Guide on Monitoring Attendance and Progression and AQSC were in agreement to review the process in the coming year.</li> <li>Item 030 - Upgrade to the Policy on the Recording Lectures by Students – The finalised policy was scheduled to be signed off by Chairs Action following this meeting.</li> </ul>  |
| <b>Substantive Items</b> |  |
| 053                      | <p><b>Chair’s Business</b></p> <p>The Committee received a verbal report from the Chair(s). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>Robin Clark will be stepping down as a member and thanks were shared for Robin’s support in AQSC and as Chair of the Academic Integrity Sub-Group</li> <li>Dan Derricott (Assistant Registrar (Monitoring and Review)) would be leaving the University of Warwick shortly and thanks were shared for Dan’s service in supporting AQSC, the Education Executive and Education, Policy and Quality.</li> </ul>  |
| 054                      | <p><b>Students’ Union Update</b></p> <ul style="list-style-type: none"> <li>A report was unavailable for this item as the Education Officer (Students Union) was unable to join the meeting.</li> <li>A written report would be circulated to the committee after the meeting.</li> </ul> <p><b>ACTION:</b> Postgraduate Officer (SU) to liaise Education Officer (SU) post-meeting and circulate a written report update to the Committee.</p>  |
| 055                      | <p><b>Student Data Report</b></p> <p>The Committee received a report (055-AQSC241120 {protected}) and a verbal update from the Senior Assistant Registrar (Teaching Quality). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>The report was intended to highlight to the Committee any issues relevant to its oversight of the academic quality and standards of courses. The data was based on the 31<sup>st</sup> October 2020 snapshot available in the Education Analytics dashboard.</li> <li>It was noted that there was an increase in the volume of good honours, which had been anticipated, but it was agreed that it would be useful to have analysis available at the institutional level.</li> <li>A positive that was highlighted by the report was the improvement of postgraduate taught completion rates seen over the last 5 years.</li> <li>The Committee queried the increase of firsts awarded in the Warwick Mathematics Institute and requested that further information be sought to further understand the data presented.</li> </ul> <p><b>ACTION 1:</b> Secretariat to contact Mathematics for further context behind the significant increase in firsts awarded.</p> <p><b>ACTION 2:</b> Postgraduate Taught award classification data to be presented at future meetings of AQSC.</p> |
| 056                      | <p><b>First Year Board of Examiners</b></p> <p>The Committee received a report (056-AQSC241120 {protected}) and a verbal update from the Director of Education Policy and Quality. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>It was noted the Faculty of Arts had found the current FYBOE process useful in providing consistency in terms of resits and withdrawal decisions, but there was an appetite in the two other faculties that the process be dissolved to reduce burden on the departments and professional services teams involved.</li> <li>The various options proposed within the FYBoE paper were discussed at length and a further option was suggested, whereby Faculty scrutiny of mitigating circumstances continued, but without the June meeting of FYBoE. However, the September FYBoE meeting be retained, as this is where the majority of withdrawal cases would be discussed and consistency required most.</li> </ul>   |

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|     | <ul style="list-style-type: none"> <li>• There were concerns raised regarding Postgraduate Taught mitigating circumstance processes, where it was felt that a sense that case law was being made at the appeals process stage which was causing inconsistencies and should be discussed at a future AQSC meeting.</li> </ul> <p><b>DECISION:</b> The Committee recommended to the Senate to <b>approve</b> the dissolution of the June First year Board of Examiners and changes to reassessment methods would be approved by Faculty Education Committee Chairs. September First year Board of Examiners would be retained to ensure consistency of withdrawal decisions.</p> <p><b>ACTION:</b> The Committee would review the process in a years' time and consider if the approach achieves the consistency needed.</p> <p><b>ACTION:</b> Andy Clark, Beccy Freeman and Ross Ritchie to meet to discuss Postgraduate taught mitigating circumstances process issues.</p>  |
| 057 | <p><b>Annual Report on Plagiarism Cases (Restricted)</b></p> <p>The Committee received a report (057-AQSC241120 {protected}) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The report produced by the Faculty of Social Sciences was particularly useful in its summary as it made the committee aware of significant changes from year on year. For example, the significant increase in plagiarism cases in Warwick Foundation Studies (WFS) from 8 to 57, which AQSC should interrogate further.</li> <li>• It was proposed that perhaps the Education Committee could amend reporting template to add an 'any other comments' box to allow capture reason for increase (e.g. change of assessment, increase of diligence in discovering cheating, or other explanation).</li> <li>• There were concerns regarding the time taken to process plagiarism cases and there is a need to reduce this, as there are some cases which are spanning exam boards. It was noted that it would be useful to record reporting dates and conclusion dates.</li> </ul> <p><b>ACTION 1:</b> AQSC secretariat to obtain comment from WFS and History on increase in cases of plagiarism in the department and how this is being addressed by the dept.</p> <p><b>ACTION 2:</b> Louise Hasler would feed concern about turnaround time for processing cases on to colleagues in SPI, so they can be taken account of for wider systems development. This is to ensure that systems could automate capturing the reporting date and conclusion dates to assist in monitoring.</p>   |
| 058 | <p><b>Academic Integrity Sub-Group Report</b></p> <p>The Committee received a report (058-AQSC241120 {protected}) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• Christopher Bisping would be taking over chairing the sub-group from Robin Clark and thanks were given to Louise Hasler and Fiona Groenhout for their support of the sub-group to date.</li> <li>• The QAA enhancement project brought together a number of institutions to share practice and it became clear that those institutions that seemed to be moving in a positive direction in terms of best practice (including training of staff) had identified specific central staff members who had responsibility for leading on this. It was confirmed that there was a need for informed people making consistent decisions across an institution and so the group had recommended that 'The University should consider establishing clear lines of advice and leadership on Academic Integrity-related matters'.</li> <li>• In terms of addressing how the issues of collusion may be reduced, it was noted that the Academic Development Centre (ADC) had produced comprehensive guidance. Use of the guidance within the current academic year may be limited because of limited assessment methods, but should be in a better position in future years.</li> <li>• It was also confirmed that LDCU would be providing some more practical/hands on guidance that would fit well with the more theoretical guidance that ADC had produced.</li> </ul> <p><b>DECISION:</b> The Committee approved the following recommendations from the sub-group report (058- AQSC241120):</p> |

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|   | <ol style="list-style-type: none"> <li>1. The University should consider establishing clear lines of advice and leadership on Academic Integrity-related matters</li> <li>2. A single central, institutional point of contact should be established to process, check and anonymise all paper view requests.</li> </ol>   |
| 059   | <p><b>Reporting on Feedback Turnaround Times</b></p> <p>The Committee received a report (059-AQSC241120) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Committee were in agreement with the recommendations made and any further comments were to be shared with the secretariat.</li> </ul> <p><b>DECISION:</b> The Committee approved the following recommendations (059- AQSC241120):</p> <ol style="list-style-type: none"> <li>1. Recommend to Senate amendments to the Monitoring Feedback Turnaround Times section of the Policy on Timeliness of Feedback, attached at Annex A, setting out a revised process for monitoring implementation of the Policy.</li> <li>2. Recommend to Senate a draft template for reports to TEG, attached at Annex B. Note and approve revisions to Guidance, attached at Annex C.</li> </ol>   |
| 060   | <p><b>Update on Student Personalised Information Programme</b></p> <p>The Committee received a report (060- AQSC241120) and a verbal update from the SPI Programme Lead. The key points and discussions regarding specific work streams identified in the report were as follows:</p> <ul style="list-style-type: none"> <li>• Since the last update report from the SPI Programme received in February 2020, the SPI programme had moved into the Digital Strategy and Transformation group and there had been some changes made to the way in which the group is now working, with a move to a service/client relationship.</li> <li>• The Programme Lead provided clarification of the six work streams under assessment, which were all pre-existing projects, but had been paused due to the impact of Covid-19: <ul style="list-style-type: none"> <li>○ Mitigating Circumstances Phase 2 is expected to be continued next term to enact policies within the systems (including self-certification).</li> <li>○ A significant amount of work had been undertaken over the summer on component marks and exam board processes. SPI were now looking to stabilise these processes and then wrap them together into end to end assessment system.</li> <li>○ Academic Integrity Policy is looking to standardise the handling of cases across departments, which in turn had highlighted issues of academic integrity cases.</li> <li>○ Reasonable Adjustments links with Wellbeing Services to provide academic staff with more information and will flow into the mitigating circumstances and self-certification portal.</li> </ul> </li> <li>• The Module Selection project had lost its project manager over the summer to assist with SuccessFactors roll out. It was confirmed that the full original scope of project would not be achievable within this academic year having lost 7-8 months' work. The team will be looking at what can be achieved tactically this year, and then what can be delivered in the long term.</li> <li>• Confirmation of Term 2 deliverables could not yet be provided due to the fluidity being experienced, but it was hoped that this information could be provided by the end of the year and communications would be worked on to ensure colleagues are provided with an update.</li> </ul> |
| 061   | <p><b>Report on Curriculum Changes Process and Tier 3 Agreements</b></p> <p>The Committee received and noted the report (061- AQSC241120).</p>  |
| <b>Items below this line were for receipt and/or approval, without discussion</b> |   |
| <b>Approved by Chair's Action</b>   |   |
| 062   | <p><b>Assessment Submission Deadline Exemption for the Academic Year 2020/21</b></p> <p>The Committee received and noted the report (062- AQSC241120).</p>  |
| <b>For Information</b>  |   |
| 063   | <p><b>Report on Compliance with OfS Conditions of Registration: Quality, reliable standards and positive outcomes for all students</b></p>  |

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|     | The Committee received and noted the report (063- AQSC241120).   |
| 064 | <b>Degree Outcomes Statement</b><br>The Committee received and noted the report (064- AQSC241120).                         |
| 065 | <b>Minutes of the Partnerships Committee</b><br>The Committee received and noted the report.                               |
| 066 | <b>Minutes of the Board of Graduate Studies</b><br>The Committee received and noted the report.                            |
| 067 | <b>Minutes of the Student Learning Experience and Engagement Committee</b><br>The Committee received and noted the report. |
| 068 | <b>Minutes of the Faculty Education Committees</b><br>The Committee received and noted the report.                         |