

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Thursday 15 May 2003 at 9.30am in the Council Chamber, Senate House.

Dr J W Nicholls  
Registrar

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Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on 26 February 2003 (previously circulated).

#2. Matters Arising

(a) Reading Weeks (Minute 38/02-03 (d) refers)

TO REPORT:

That at its meeting held on 26 February, the Committee considered a paper outlining the results of a survey of all teaching departments undertaken to establish the extent and timing of reading weeks and resolved *inter alia*, that a letter be sent to the Dean of the Warwick Business School requesting clarification of practice on individual courses in the School and drawing to his attention the absolute requirement to ensure harmonisation of reading weeks for students enrolled on joint degrees.

TO CONSIDER:

(a) The response from Professor H Thomas, Dean, WBS, paper AQSC 32/02-03 (copy attached).

(b) An e-mail from the Director of the Language Centre amending information previously recorded concerning the Centre's practice with respect to reading weeks, paper AQSC 33/02-03 (copy attached).

(b) Academic Statistics (Minute 43/02-03 refers)

TO REPORT:

That at its meeting held on 26 February, the Committee considered the University's Academic Statistics for 2002-03 and resolved, *inter alia*, that concern about the data utilised in the comparison of research income of UK universities (Section 5.4) be referred to Ms Kate Hughes,

Director, Research Support Services with a request for clarification of the classification of research income.

TO CONSIDER:

An e-mail received from Mr Simon Bailey, Research Support Services, sent in response to the Committee's enquiry, paper AQSC 34/02-03 (copy attached).

- (c) Working Group on Student Support and Guidance (Minute 47/01-02 refers)

TO REPORT:

That a Working Group comprising the following members has been established to consider recommendations for improving the provision of student support and guidance, including greater support and training for personal tutors; inter-cultural awareness training for staff and consideration of sources of stress amongst staff and its impact on student well-being:

Professor Susan Bassnett (Chair)  
Dr K O'Brien, English  
Dr Paul Taylor, Chemistry  
Mr R Leng, Law  
Students' Union Welfare and Equal Opportunities Officer

- (d) Working Group on Quality Enhancement (Minute 50/02-03 refers).

TO REPORT:

That a Working Group comprising the following members has been established with the following terms of reference and membership:

- (i) To take a holistic view of Quality Enhancement activities undertaken in the University
- (ii) To monitor the dissemination of information about quality enhancement activities to ensure the sharing of best practice across the institution
- (iii) To consider quality enhancement implications arising from changes to the external teaching quality framework, superseding the work of the Faculty Quality Groups
- (iv) To oversee current and proposed quality enhancement projects undertaken in the Centre for Academic Practice, in the first instance those relating to research-based learning and the development of approaches to evaluation.
- (v) Membership:  
Professor John Jones (Chair)  
Faculty Chairs or their nominee (tbc)

- (e) Annual Course Review Reports 2001-02 (Minute 47/02-03 (c) refers)

TO REPORT:

That at its meeting held on 26 February the Committee considered undergraduate and postgraduate Annual Course Review reports from all faculties and resolved, *inter alia*,

- (i) That a pro-forma for Annual Course Review reports be brought forward to the next meeting of the Committee.

TO CONSIDER:

A pro-forma form for Annual Course Review reports, prepared by the Senior Assistant Registrar, (Teaching Quality) paper AQSC 35/02-03 (copy attached), together with revised notes of guidance for departments, paper AQSC 36/02-03 (copy attached).

- (ii) That clarification be provided of the mechanism for following up with departments and reporting to the Committee areas of concern highlighted in Annual Course Review reports.

TO RECEIVE:

A copy of a memorandum from the Senior Assistant Registrar (Teaching Quality), to the Chairs and Secretariats of the Boards of Undergraduate and Graduate Studies and the Faculty Boards, setting out the requirement for Faculty Boards to take the lead in investigating in the first instance, areas of concern arising from Annual Course Review reports, paper AQSC 37/02-03 (copy attached).

- (f) Periodic Review of the School of Theatre Studies (Minute 45/02-03 refers)

TO REPORT:

That at its last meeting the Committee considered the Periodic Review Report on the Faculty of Arts' review of provision in the School of Theatre Studies together with the School's response and resolved that an updated response be provided by the School of Theatre Studies indicating how the issues arising in the Periodic Review had been addressed.

TO CONSIDER:

A response from Professor D Thomas, Professor Responsible, School of Theatre Studies, paper AQSC 38/02-03 (copy attached).

- (g) Operation of the Committee (Minute 51/02-03 refers)

TO REPORT:

That at its last meeting held on 26 February the Committee considered its role in the consideration of new course proposals, changes to courses and Annual Course Review reports and resolved, *inter alia*, that a summary of the potential means of streamlining the Committee's work be considered at its next meeting, these to include;

- (i) Publication of papers electronically via Insite
- (ii) Sub-division of the Committee along faculty lines to consider new and revised courses and Annual Review reports for the relevant faculty
- (iii) Use of an Executive Summary to draw out issues arising or examples of best practice contained within Annual Course Review reports.

TO CONSIDER:

A paper prepared by the Senior Assistant Registrar, (Teaching Quality) on means of streamlining the Committee's work and summarising the purpose of the varying levels of scrutiny afforded specific items of business, paper AQSC 39/02-03 (copy attached).

3. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 12 March 2003 considered a report from the meetings of the Academic Quality & Standards Committee held on 30<sup>th</sup> January and 26<sup>th</sup> February 2003 and its resolutions recording under the following headings:

- (a) Course Specifications
- (b) Preparation for QAA Institutional Audit
- (c) External Examining
- (d) Periodic Reviews
- (e) Reviews to Course Approval Documentation
- (f) Annual Course Review Reports
- (g) New Courses of Study
- (h) Disestablishment of the Centre for Research in Health, Medicine & Society

And made the following resolutions under Minute 50/02-03 (unconfirmed):

(a) Warwick Skills Programme: Delivery Plan 2003-05

That the Delivery Plan of the next phase of development of the Warwick Skills Programme from 2003 to 2005 be approved in principle, as proposed in paper AQSC 28/02-03 (revised) and that the Delivery Plan be referred for comment and discussion to Faculty Boards in the Summer Term 2003, together with information about the successful early implementation of the Warwick Skills Certificate; noting that an initial pilot phase of embedding of the Skills Programme within the curriculum with selected departments would commence in the academic year 2003-04.

(b) SSLC arrangements in partner institutions

That the principles proposed to underpin SSLC arrangements in partner institutions be approved as set out in paper AQSC 24/02-03.

#4. Chair's Business

#5. Consultation by Law Society and the Bar Council on QA arrangements for Qualifying Law Degrees (Minute 5/02-03 refers)

TO REPORT:

That at its meeting held on 24<sup>th</sup> October 2002, it was reported to the Committee that the Law Society and the Bar Council had issued a detailed joint consultation document on future arrangements for qualifying law degrees, and had separately issued a circular requesting that representatives of the professional bodies in Law be invited to attend "validation events" for new Law degrees, following which a draft response had been sent by the University addressing the consultation issues.

TO CONSIDER:

A report from the Law Society and the Bar Council setting out the proposed new framework for quality assurance and related matters in respect of Qualifying Law degrees, paper AQSC 44/02-03 (copy attached).

#6. Risk Analysis

TO CONSIDER:

A paper drafted by the Senior Assistant Registrar (Teaching Quality) summarising risk identification, evaluation and management in the area of Teaching Quality, paper AQSC 40/02-03 (copy attached).

#7. Initial Results of the Academic Survey 2002-03

TO CONSIDER:

A paper from the Education Officer, Students' Union, providing initial results of the academic survey of the student population conducted during the Spring Term 2003, intended to inform the Students' Union submission to be made to the QAA as part of the Institutional Audit process, paper AQSC 41/02-03 (copy attached).

#8. Additional Course Costs

TO CONSIDER:

A paper from the Education Officer, Students' Union, providing an overview of the additional costs incurred by students taking degrees at the University, by department, paper AQSC 42/02-03 (copy attached).

#9. English Language proficiency of overseas students

TO CONSIDER:

A response from the Director of the International Office to an enquiry concerning the English Language proficiency of overseas students raised at the last meeting of the Committee, paper AQSC 43/02-03 (copy attached).

#10. Course Specifications

TO CONSIDER:

Course Specifications drafted for the following courses, approved by Faculty Working Groups:

(a) Faculty of Arts

- (i) French and German, paper AQSC 46/02-03 (copy attached).
- (ii) English and German Literature, paper AQSC 47/02-03 (copy attached).
- (iii) German and Business Studies, paper AQSC 48/02-03 (copy attached).
- (iv) German Studies, paper AQSC 49/02-03 (copy attached).
- (v) German with French, paper AQSC 50/02-03 (copy attached).
- (vi) German with Italian, paper AQSC 51/02-03 (copy attached).
- (vii) German with International Studies, paper AQSC 52/02-03 (copy attached).
- (viii) History of Art, paper AQSC 53/02-03 (copy attached).
- (ix) History of Art and French, paper AQSC 54/02-03 (copy attached).
- (x) English and Italian Literature, paper AQSC 55/02-03 (copy attached).
- (xi) Italian and European Literature, paper AQSC 56/02-03 (copy attached).
- (xii) Italian with Film Studies, paper AQSC 57/02-03 (copy attached).
- (xiii) Italian with French, paper AQSC 58/02-03 (copy attached).
- (xiv) Italian with German, paper AQSC 59/02-03 (copy attached).
- (xv) Italian with International Studies, paper AQSC 60/02-03 (copy attached).
- (xvi) Italian with Theatre Studies, paper AQSC 61/02-03 (copy attached).
- (xvii) German Studies and Italian, paper AQSC 62/02-03 (copy attached).
- (xviii) French and Italian Studies, paper AQSC 63/02-03 (copy attached).

(b) Faculty of Science

- (xx) Biochemistry, paper AQSC 65/02-03 (copy attached).
- (xxi) Biochemistry with Intercalated Year, paper AQSC 66/02-03 (copy attached).
- (xxii) Biological Sciences, paper AQSC 67/02-03 (copy attached).
- (xxiii) Biological Sciences with Intercalated Year, paper AQSC 68/02-03 (copy attached).
- (xxiv) Biological Sciences with Cell Biology, paper AQSC 69/02-03 (copy attached).
- (xxv) Biological Sciences with Cell Biology with Intercalated Year, paper AQSC 70/02-03 (copy attached).
- (xxvi) Biological Sciences with Environmental Resources, paper AQSC 71/02-03 (copy attached).
- (xxvii) Biological Sciences with Environmental Resources with Intercalated Year, paper AQSC 72/02-03 (copy attached).
- (xxviii) Biological Sciences with Microbiology, paper AQSC 73/02-03 (copy attached).

- (xxix) Biological Sciences with Microbiology with Intercalated Year, paper AQSC 74/02-03 (copy attached).
- (xxx) Biological Sciences with Molecular Genetics, paper AQSC 75/02-03 (copy attached).
- (xxxii) Biological Sciences with Molecular Genetics with Intercalated Year, paper AQSC 76/02-03 (copy attached).
- (xxxiii) Biological Sciences with Virology, paper AQSC 77/02-03 (copy attached).
- (xxxiiii) Biological Sciences with Virology with Intercalated Year, paper AQSC 78/02-03 (copy attached).
- (xxxv) Computational Biology, paper AQSC 79/02-03 (copy attached).
- (xxxvi) Computational Biology with Intercalated Year, paper AQSC 80/02-03 (copy attached).
- (xxxvii) Microbiology, paper AQSC 81/02-03 (copy attached).
- (xxxviii) Microbiology with Intercalated Year, paper AQSC 82/02-03 (copy attached).
- (xxxix) Microbiology and Virology, paper AQSC 83/02-03 (copy attached).
- (xl) Microbiology and Virology with Intercalated Year, paper AQSC 84/02-03 (copy attached).
- (xli) Virology, paper AQSC 85/02-03 (copy attached).
- (xlii) Virology with Intercalated Year, paper AQSC 86/02-03 (copy attached).

11. Course Approval Form for Open Studies Certificates

TO CONSIDER:

A draft course approval form for Open Studies Certificates, derived from the revised version of the course approval form for new courses of study approved by the Committee at its last meeting, paper AQSC 45/02-03 (copy attached).

12. Any Other Business

13. Date of Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on 11 June 2003.

**Members of the Committee are reminded that an extraordinary meeting of the AQSC has also been scheduled for 2.00 – 5.00pm on 7<sup>th</sup> July 2003, to be held in the Council Chamber, to ensure the approval of all Course Specifications approved by Faculty Working Groups during the summer term.**