

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 26 February 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 30 January 2003 (copy attached).

2. Matters Arising

(a) # Fitness to Practice (Minute 60/01-02 refers)

TO REPORT:

That at its meeting held on 12 June 2002, the Committee considered the remit of the LWMS Fitness to Practice Committee and resolved *inter alia* that clarification be sought from the Admissions Office on current procedures for assessing fitness to practice for other professional qualifications awarded by the University.

TO CONSIDER:

A report from Mr K Sloan, Director, Student Recruitment & Admissions Office, clarifying current procedures for assessing fitness to practice for professional qualifications awarded by the University, paper AQSC 21/02-03 (copy attached).

(b) External Examining (Minute 33/02-03 refers)

TO REPORT:

That at its meeting held on 30 January 2003, the Committee resolved that the completeness of the list of Warwick staff currently acting as External Examiners for other HEIs be investigated with the Academic Office.

TO RECEIVE:

A revised list of Warwick staff acting as External Examiners for other HEIs, based on academic returns to date, paper AQSC 22/02-03 (copy attached).

- (c) Annual Report from the SSLC Co-ordinators (Minute 31/02-03 refers)

TO REPORT:

(a) That at its last meeting held on 30<sup>th</sup> January the Committee considered the Annual Report for 2001-02 from the SSLC Co-ordinators and resolved, *inter alia*, that an addendum be made to the Co-ordinators' report indicating the latest position with respect to SSLC arrangements in the Faculty of Medicine.

(b) That the latest position with respect to SSLC arrangements in the Faculty of Medicine is as follows:

- (i) That the SSLC for the MBChB met on 3 February 2003
- (ii) That the SSLC Co-ordinators have received names of the Convenor, Chair and Secretary
- (iii) That the Co-ordinators have received Minutes for the first SSLC meeting
- (iv) That the operation of the SSLC for the MBChB will continue to be monitored.

- (d) Reading Weeks

TO CONSIDER:

The results of a survey of all teaching departments undertaken to establish the extent and timing of reading weeks, paper AQSC 23/02-03, (copy attached).

3.# Progress of Committee Recommendations

SSLC arrangements in partner institutions (Minute 31/02-03(b) refers)

TO REPORT:

That at its meeting on 7 February 2003 the Partnerships and Distance Learning Sub-Committee considered the desirability of occasional adaptation of standard University SSLC requirements to reflect local culture in partner institutions.

TO CONSIDER:

A set of principles recommended by the Partnerships and Distance Learning Sub-Committee to underpin SSLC arrangements in partner institutions, paper AQSC 24/02-03 (to follow).

4. Chair's Business

TO RECEIVE:

- (a) An oral report from the Chair on the first meeting of the Quality Task Group held on Monday 17 February 2003.
- (b) A copy of the finalised questionnaire compiled by the Students' Union Market Research Unit, to inform the student submission to be made to the QAA as part of the Institutional Audit process, it being noted that the document has been approved by the Steering Committee and that the necessary release of funds has been approved by the Finance & General Purposes Committee, paper AQSC 29/02-03 (copy attached).

5.# Course Specifications

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Teaching Quality) on the development of the online Course Specifications database.

TO CONSIDER:

Course Specifications for the BSc Chemistry and MChem degrees, papers AQSC 25/02-03 and AQSC 26/02-03 respectively (to follow).

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

TO REPORT:

That at its meeting held on 16 May 2002, the Committee considered a report from the Senior Tutor and the Students' Union Welfare and Equal Opportunities Officer on the demand for student support and non-completion figures provided by the Academic Office, and resolved *inter alia* that a Working Group be established to consider recommendations for improving the provision of student support and guidance, including:

- (a) greater support and training for personal tutors
- (b) inter-cultural awareness training for staff
- (c) consideration of sources of stress amongst staff and its impact on student well-being

TO CONSIDER:

The establishment Working Group, with membership as proposed below, to consider current arrangements for student support and guidance, working in conjunction with the Mr Paul Greatrix, Director of Student Services, and informed by the recent review of Student Services conducted by him, with a view to bringing forward proposals for enhancements to current provision; it being noted that liaison with the Senior Tutor's Office and the Student Recruitment & Admissions Office would also be desirable:

Professor J Jones (Chair)  
Professor M Cooper  
Professor A Reeve  
Professor R Burns  
Professor J Dale  
Student representative

7.# Academic Statistics

TO RECEIVE:

The University's Academic Statistics for 2002-03, paper AQSC 27/02-03 (copy attached for those not in receipt of a copy in Steering Committee papers).

TO CONSIDER:

An oral report from Laura Mazzoli, Academic Office concerning the University's approach to the collection of non-completion data and the categorisation used for reasons for leaving with the objective of reducing the usage of 'reasons unknown' and 'other personal reasons' categories.

8.# Skills Working Group

TO CONSIDER:

A Business Plan for the next phase of development of the Warwick Skills Programme, 2003-2005, paper AQSC 28/02-03 (to follow).

9.# Report from the Board of Graduate Studies

TO CONSIDER:

A report from the meeting of the Board of Graduate Studies held on 10<sup>th</sup> February 2003, paper AQSC 30/02-03 (copy attached).

10.# New and Revised Undergraduate Courses of Study

(a) Department of Italian

TO CONSIDER:

A proposal from the Departments of Italian and Classics to establish a BA in Italian and Classics, paper AUSC 46/02-03 (copy attached).

(b) Department of Chemistry

TO CONSIDER:

(i) A proposal from the Department of Chemistry to establish a new MChem in Chemical Biology, paper SFS 20/02-03 (copy attached).

(ii) A proposal from the Department of Chemistry to establish a new BSc in BioMedical Chemistry, paper SFS 21/02-03 (copy attached).

(c) Department of Computer Science

TO CONSIDER:

A proposal from the Department of Computer Science to establish a new MEng in Computer Science with Intercalated Year, paper SFS 52/02-03 (copy attached).

(d) Department of Philosophy

TO CONSIDER:

A proposal from the Departments of Philosophy, PAIS and Economics to establish a new BA/BSc in Philosophy, Politics and Economics, paper UFSS 34/02-03 (copy attached).

11.# Undergraduate & Postgraduate Annual Course Review Reports 2001-02

(a) Faculty of Arts

TO REPORT:

(i) That at its meetings held on 13<sup>th</sup> November 2002 and 12<sup>th</sup> January 2003, the Board of the Faculty of Arts considered undergraduate Annual Course Review Reports from the following departments and centres, paper BFA 7/02-03 (copy attached):

Classics and Ancient History  
School of Comparative American Studies  
English and Comparative Literary Studies  
Film and Television Studies  
French Studies  
German Studies  
History  
History of Art (paper BFA 20/02-03, (copy attached))  
Italian  
Theatre Studies

(ii) That at its meeting held on 12<sup>th</sup> January 2003 the Board of the Faculty of Arts considered postgraduate Annual Course Review Reports from the following departments and centres, paper BFA 22/02-03 (copy attached):

Centre for Translation and Comparative Cultural Studies  
English and Comparative Literary Studies  
Film and Television Studies  
History  
History of Art  
Italian  
Centre for the Study of the Renaissance

School of Theatre Studies

- (iii) That no substantive issues requiring referral to the Committee were raised in the above reviews.

(b) Faculty of Science

TO REPORT:

- (i) That at its meeting held on 5 February 2003 the Board of the Faculty of Science considered 2001-02 Annual Course Review Reports for **undergraduate and postgraduate** courses delivered by the following Departments and Schools within the Faculty of Science, paper BFS 7-23/02-03 (copies attached):

Biological Sciences  
Chemistry  
School of Engineering  
Mathematics  
Physics  
Psychology  
Statistics

- (ii) That no substantive issues requiring referral to the Committee were raised in the above reviews.

(c) Faculty of Social Studies

TO REPORT:

- (i) That at its meetings held on 6<sup>th</sup> November 2002 and 12<sup>th</sup> February 2003, the Board of the Faculty of Social Studies considered **undergraduate** Annual Review reports from the following departments and centres, paper UFSS 21 & 38/02-03, (copies attached):

Education  
Sociology  
Warwick Business School  
Women & Gender  
Economics  
Philosophy

- (ii) That at its meeting held on 12<sup>th</sup> February 2003 the Board of the Faculty of Social Studies considered **postgraduate** Annual Review reports from the following departments and centres, paper GFSS 59/02-03 (copy attached):

Economics  
Institute of Education  
Warwick Business School  
PAIS  
Sociology  
Women and Gender

- (iii) That the only substantive issue raised by the Board of the Faculty of Social Studies related to the high number of students resitting examinations for the MSc Management Science & Operational Research and the non-completion rates for the course in general.

TO CONSIDER:

A recommendation from the Board of the Faculty of Social Studies that the Committee consider introducing a standard pro-forma format for the production of Annual Course Review Reports.

- (d) Partnership Courses

TO REPORT:

That at its meeting held on 7<sup>th</sup> February 2003 the Partnerships and Distance Learning Sub-Committee considered Annual Course Review Reports for the following partnership courses:

- (i) The Warwick Manufacturing Group MSc in International Technology Management (ITM); Marconi Programme, paper PDLSC 24/02-03 (copy attached) and resolved that the arrangements for the course be kept under review in light of the Marconi position.
- (ii) The Diploma in Person-centred Counselling delivered at Solihull College, paper PDLSC 26/02-03 (copy attached) and resolved that the Committee expected quality assurance to form a substantive component of the report, the absence of which, given recent difficulties, was difficult to understand and that a revised section on Quality Assurance at Solihull College be provided for the next meeting of the Partnerships and Distance Learning Sub-Committee, to inform the proposed site visit (Minute 9/02-03(a)(viii), unconfirmed).
- (iii) The Diploma in Humanistic Counselling delivered at City College, paper PDLSC 27/02-03, (copy attached) and resolved that a site visit be conducted during the Summer Term 2003 at City College to address the concern noted in the External Examiner's report about the level of resources available; it being noted that the University's Counselling Co-ordinator would provide a formal report on any progress to the Committee for its next meeting, after the appointment of a successor to the College's most recent Course Co-ordinator, addressing issues of concern.

12. Disestablishment of the Centre for Research in Health, Medicine and Society

TO REPORT:

That at its meeting on 12 February 2003, the Board of the Faculty of Social Studies recommended that the Centre for Research in Health, Medicine and Society be disestablished.

TO CONSIDER:

A recommendation from the Board of the Faculty of Social Studies that the Centre for Research in Health Medicine and Society be disestablished; it being noted that the activities of the Centre would continue in the form of a non-formal Forum for Health, Medicine and Society located within the Institute of Health, paper BFSS 28/02-03 (copy attached).

13. Amendments to the schedule for Periodic Review

TO CONSIDER:

A proposal from the Warwick Business School that the Periodic Review of postgraduate provision in the School be postponed until the academic year 2003-04 in the light of the School's own internal review of postgraduate provision and the desirability of splitting the postgraduate review from the undergraduate review, scheduled to proceed in May 2003.

14. Any Other Business

15. Date of Next Meeting

TO REPORT:

That the next meeting of the Committee will be held on 15<sup>th</sup> May 2003.