

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Thursday 30 January 2003 at 2.00pm 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 20 November 2002 (copy attached).

2. Matters Arising

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

TO REPORT:

- (i) 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.
- (ii) That work to this end is currently under way in the newly-created Student Recruitment & Admissions Office and that a paper will be prepared for consideration at the next meeting of the Committee on 26 February 2003.

(b) Personal Tutors for Postgraduate Students (Minute 9/02-03 refers)

TO REPORT:

- (i) That at its meeting on 24<sup>th</sup> October 2002, the Committee considered a recommendation from the meeting of the Board of the Faculty of Social Studies held on 29<sup>th</sup> May 2002 (Minute 48/02-03) that the University introduce a requirement for departments to appoint personal tutors for students enrolled on postgraduate courses and resolved that Professor Bassnett, Professor McCrae and Mr Reiss present a report on the matter to a future meeting of the Committee.

- (ii) That a draft report would be prepared by Professors Bassnett and McCrae and Mr Reiss for the next meeting of the Committee to be held on 26 February; it being noted that the Graduate School was undertaking a survey of current practice with respect to taught postgraduate students, the results of which would be reported to the Board of Graduate Studies at its meeting on 10<sup>th</sup> February.

(c)# Law Society/Bar Council Consultation on QA arrangements for 'Qualifying Degrees' in Law (Minute 5/02-03 (a) refers)

TO REPORT:

That at the meeting of the Committee held on 24<sup>th</sup> October 2002 it was reported that a draft response had been prepared by the University to the above consultation and the Committee resolved that it would be of interest to receive information on responses from other HEIs, in particular to the proposals that the professional bodies should provide training from External Examiners which was related to current proposals from QAA and UUK to which the University had expressed its strong opposition.

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Teaching Quality) on feedback from the Chair of the Law School concerning information received from other HEIs.

3. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 4 December 2002 considered a report from the meetings of the Academic Quality & Standards Committee held on 24 October and 20 November 2002 and its resolutions recorded under the following items of business:

- (a) New National Framework for Quality
- (b) Programme Specifications
- (c) Learning & Teaching Strategy
- (d) Examination Conventions
- (e) Periodic Review of Courses of Study

And made the following resolutions with respect to the items of business listed below:

26/02-03 (a) Post-Experience Certificate in Engineering Business Management in Chinese

That the Steering Committee examine the issue of principle raised by the proposal in regard to delivery of programmes in a language other than English with a view to a clear policy being developed on this aspect of University provision.

(Note: The Steering Committee, at its meeting held on 20<sup>th</sup> January 2002 considered the issue of the delivery of qualifications in a language other than English and resolved that the Pro Vice-Chancellors bring forward proposals for a University wide policy on delivery of programmes outside the UK in a language other than English for consideration by the Committee at a future meeting.)

26/02-03 (b) Reading weeks

- (i) That academic departments be reminded that University best practice was to schedule reading weeks in week 6 of each term
- (ii) That a survey be undertaken of all University departments to establish the extent and timing of reading weeks for all University degree courses.

4. # Chair's Business

TO RECEIVE:

An oral report from the Chair on Institutional Audit training conducted at Warwick on 7-9 January 2003 by the QAA.

5. # Course Specifications

TO RECEIVE:

- (a) An oral report from the Senior Assistant Registrar (Teaching Quality) on the briefing meeting on Course Specifications held for Chairs of Departments & Directors of Undergraduate Studies on 9<sup>th</sup> January and progress made by IT Services in making available via Insite the on-line version of the Course Specifications database.
- (b) Guidelines on the completion of Course Specifications recently circulated to departments and published on Insite, paper AQSC 14/02-03 (copy attached).

6.# Revisions to Course Approval Documentation

TO CONSIDER:

Proposed revisions to the University's course approval documentation, intended to take account of the introduction of Course Specifications and to avoid unnecessary duplication of data, paper AQSC 17/02-03 (copy attached).

7. # Skills Working Group

TO CONSIDER:

Proposed revisions to the Terms of Reference and membership of the Skills Working Group to oversee the next phase of implementation of the Skills Strategy, paper AQSC 15/02-03 (copy attached).

8.# Preparation for QAA Institutional Audit

TO REPORT:

- (a) That the Chair, acting on behalf of the Committee, has taken action to establish a Quality Task Group with a proposed membership as indicated below, it being noted that the Group would consult with the Chairs of the Faculty Boards as appropriate:

Professor S Bassnett  
Professor J Jones  
Professor J Masson  
Professor T Kemp  
Professor M McCrae  
Professor Dyson  
Dr S Hill

- (b) That the first meeting of the Quality Task Group will be held on Monday 17 February 2003.

TO CONSIDER:

Proposed Terms of Reference for the Quality Task Group, viz;

“To oversee the University’s preparations for the Institutional Audit visit in March 2004.”

9.# Annual Report from the SSLC Co-ordinators

TO CONSIDER:

The Report for the academic year 2001-02 from the SSLC Co-ordinators, paper AQSC 16/02-03, (copy attached).

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

TO REPORT:

- (a) 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 on 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:

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

- (b) That a representative from the Academic Office will attend the meeting of the Committee to be held on 26 February 2002 to respond to the issues previously raised by the Committee 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.

TO CONSIDER:

The establishment of a Working Group to conduct an investigation into current arrangements for student support and guidance and bring forward proposals for enhancements to current provision.

11.# External Examining (Minute 5/02-03 (b) refers)

TO REPORT:

That at the meeting of the Committee held on 24 October 2002 the Committee resolved:

- (a) That it would be useful to discover which members of the University's academic staff currently carried out External Examining elsewhere
- (b) That the Director of the Centre for Academic Practice consult the Chairs of the Faculty Boards as to whether they considered it desirable to provide training in External Examining for members of the University's own academic staff who were undertaking External Examining duties elsewhere.

TO RECEIVE:

An oral report from the Director of the Centre for Academic Practice on discussions with the Chairs of the Faculty Boards.

TO CONSIDER:

A paper drafted by the Assistant Registrar (Examinations) listing those staff at Warwick who are currently acting as External Examiners for other HEIs, paper AQSC 18/02-03 (copy attached).

12. Higher Quality 11

TO RECEIVE:

A copy of Higher Quality, no. 11, issued by the QAA, paper AQSC19/02-03, (copy attached).

13. Any Other Business

14. Date of Next Meeting

TO REPORT:

That the next meeting of the Committee will be held on 26 February 2003.

Accounting & Finance Periodic Review documentation

Have given MCW AQSC Minute and asked him to revise PR report and let me have to give to SB for CA.

Law Society/Bar Council consultation

Lee Bridges says approx 70 e-mails sat on PC. Majority of responses negative. Impossible task to sift and analyse.

Code of Practice wrt MBChB (Minute 47/01-02 (c) refers)

Approach MAM to feed back from LWMS educational Policy Cttee.

Examination Conventions

Need to pick up issue raised by Jim Robinson, Physics and currency of conventions published on website.

Standard items:

New Undergraduate Courses of Study

Discontinued Undergraduate Courses of Study

New Postgraduate Courses of Study

Discontinued Postgraduate Courses of Study

Changes to University Regulations

Annual Review of Courses of Study

Periodic Review of Courses of Study

Reviews of Research Centres

New Research Centres