

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 7 December 2011

Present: Professor A Caesar (Chair) (to 10.45), Ms S Bennett, Mr L Boe, Dr C Jenainati, Professor J Labbe, Mr S Lamb, Dr D Lamburn (to 10.30), Professor R Leng (in the Chair from item 37/11-12), Dr P O'Hare, Professor A Reeve (to 10.30), Dr J Robinson, Mr S Ruston, Professor S Swain, Dr P Taylor, Professor P Thomas (from 9.25)

Apologies: Professor S Hand, Professor C Hughes, Professor N Johnson, Mr R McIntyre

In attendance: Miss K Atkins, Mrs S Goodlad (for item 34/11-12), Ms K Gray, Professor L Green (for item 33/11-12), Mr S Williams (for item 32/11-12)

27/11-12 Minutes of the last meeting

CONSIDERED:

Minutes of the meeting held on 1 November 2011 are available on the Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

28/11-12 Matters arising

(a) Key Performance Indicators (minute 17/11-12 referred)

REPORTED:

That, at its meeting on 1 November 2011, the Committee resolved that the report from the Assistant Registrar (Deputy Registrar's Office) and the Director of Management Information and Planning concerning key performance indicators for teaching and learning (paper AQSC 11/11-12) be approved for consideration by the Council.

RECEIVED:

The final version of key performance indicators for teaching and learning considered by Council at its meeting on 30 November 2011 (paper AQSC 11/11-12 (revised)).

(b) Institutional Review of Teaching, Learning and the Student Experience (minute 7(a)/11-12 referred)

REPORTED (by the Chair):

- (i) That departments were in the process of returning comments on factual inaccuracies in the reports on the departmental Reviews;
- (ii) That the Institutional Review Steering Group (IRSG) would be reviewing the individual reports together with thematic reports in January.

- (iii) That following the IRSG consideration of the reports, the Boards of Graduate and Undergraduate Studies would consider the reports with a view to reviewing matters relating to quality assurance and standards, while AQSC's consideration of the reports would focus on enhancement and policy development.
- (iv) That all Review Group members, including students, had been invited to a reception hosted by the Chancellor, held on 6 December 2011.

RESOLVED:

That a sub-group of AQSC be formed to review the outcomes of the departmental level Institutional Review from the perspective of enhancement and policy development.

29/11-12

Chair's Action

REPORTED:

- (a) That the Chair had taken action on behalf of the Committee to approve revised student monitoring points for undergraduate and postgraduate courses of study in Mathematics.
- (b) That the Chair had taken action on behalf of the Committee to approve revised examination conventions for the following courses of study:
 - Masters in Public Administration
 - Masters in Management
 - MSc in Management Science and Operational Research
 - MSc Business Analytics and Consulting
 - MSc Marketing and Strategy
 - MSc Information Systems Management

30/11-12

Chair's Business

- (a) Feedback on Assessment

REPORTED (by the Chair):

That IATL and the Students' Union would be publishing materials on feedback for staff and students respectively in January.

RESOLVED:

That copies be brought to the next meeting of the Committee.

- (b) Monash Partnership

REPORTED (by the Chair):

- (i) That the Vice-Chancellor was to sign a Heads of Agreement covering educational, research and administrative matters.
- (ii) That the educational element included agreements on the Reinvention Journal, double and joint postgraduate courses and student mobility.

(by the President of the Students' Union):

- (iii) That further consideration would need to be given to student feedback mechanisms, relating not only to specific courses of study offered with Monash, but also to the overall experience of students on joint courses and mobility programmes.

(c) Capital Projects

REPORTED (by the Chair):

- (i) That £1m CIF funding had been awarded for the refurbishment of teaching rooms in the Ramphal Building to improve facilities, including the provision of more environments suitable for open space learning.
- (ii) That funding had been approved for the refurbishment of the third and fourth floors of the Library to provide additional study space.
- (iii) That funding had been approved for the construction of an additional 500-seat lecture theatre, although the precise location of the new facility had yet to be determined.

(d) National Student Survey

REPORTED (by the Chair):

- (i) That the NSS would commence in January and the University would be working towards improving its response rate.

(by the Students' Union Education Officer):

- (ii) That consideration should be given to targeting students' IT accounts to publicise the Survey, for instance on desktops.

31/11-12 QAA Mid-Cycle Review

RESOLVED:

That the draft briefing paper and related documentation to be submitted to the QAA for the Mid-Cycle Follow-Up, as set out in Paper AQSC.22/11-12, be approved, noting that the document had also been approved by the Steering Committee at its meeting on 5 December 2011.

32/11-12 International Student Barometer Summer Wave 2011 (minute 78/10-11 referred)

REPORTED:

- (a) That, at its meeting on 19 May 2011, the Committee considered a paper from the Assistant Director (Planning & Student Experience), International Office, on the International Student Barometer (ISB) Autumn Wave 2010 results (Paper AQSC 53/10-11) and resolved (*inter alia*) that the Assistant Director (Planning & Student Experience) be asked to prepare (and keep updated with progress) an action plan in response to the ISB Autumn Wave 2010 results.

(by the Assistant Director (Planning & Student Experience):

- (b) That the Active Recommendation rate and the Overall Satisfaction rates had both increased in the ISB Summer Wave 2011 results.
- (c) That the University's performance was better than the Russell Group average for Learning but below the average for Living and Support.
- (d) That five areas of the Learning Experience had been identified as being recommended foci for improvement.
- (e) That the questions used by i-graduate were available on the International Office website.
- (f) That three representatives from each department were invited to a presentation on the outcomes of the survey and all were provided with the link to the information on the outcomes.

(by the Students' Union Education Officer):

- (g) That a key concern currently of students was the lack of sufficient study space in the Library, noting that the Library in itself was an excellent facility which thereby increased demand on its resources.

(by the Director of the Centre for Student Careers and Skills):

- (h) That HEIF funding had been allocated for the establishment of a placement learning team, which would focus initially on increasing summer vacation placement opportunities, and then subsequently on longer term placements.

RESOLVED:

That the paper from the Assistant Director (Planning & Student Experience), International Office, on the International Student Barometer (ISB) Summer Wave 2011 results and action plan, as set out in paper AQSC.23/11-12, be noted.

33/11-12

School of Health and Social Studies Future Directions Review

CONSIDERED:

A consultation paper relating to the review of the School of Health and Social Studies, presented by Professor Laura Green (AQSC.24/11-12).

RESOLVED:

That the paper and the ongoing consultation on the future of the School of Health and Social Studies be noted.

34/11-12

Report on the Survey of Personal Tutoring

REPORTED:

- (a) That, at its meeting on 2 March 2011, the Committee considered a discussion paper from the Senior Tutor on the current position of the personal tutor system and proposals to achieve enhanced consistency of guidelines'

implementation (paper AQSC 45/10-11), noting that (*inter alia*) a formal evaluation would be undertaken of the personal tutoring system next term to provide an independent view on the current system and to allow for plans to be made for any enhancement of the system (as referenced during the refreshing of the Vision 2015);

- (b) That, at its meeting on 1 November 2011, it was reported to the Committee that the report on the survey would be brought to its next meeting and the Committee resolved that an account be provided to the Committee of the methodology underpinning the survey and that Ms S Goodlad also be invited to the next meeting.

(by the Senior Tutor):

- (c) That the survey had been undertaken in weeks 0, 1 and 2 of the Autumn Term and all continuing undergraduate students and staff with teaching responsibilities had been included.
- (d) That the report would be considered at a meeting of departmental senior tutors.
- (e) That a working group would be established to take forward actions arising from the outcomes.

(by the Chair of the Board of Undergraduate Studies):

- (f) That monitoring of performance at departmental level would be important.
- (g) That departmental models for Personal Tutoring should align with teaching and learning models within the department.

(by the Students' Union Education Officer):

- (h) That the e-submission system would assist in ensuring that accurate records of student achievement were accessible to Personal Tutors.

CONSIDERED:

The report on the survey on the Personal Tutor system by the University Senior Tutor (Paper AQSC.25/11-12).

RESOLVED:

- (a) That further analysis be undertaken at departmental level for dissemination to departments, noting that this would permit inconsistencies in satisfaction to be identified between departments and would permit departments to begin to address departmental level issues.
- (b) That this data could also be aligned with the outcomes of the Institutional Review noting that there would inevitably be some inconsistency between outcomes given the differing sources of data.
- (c) That a member of the IRSG also serve as a member on the working group.

REPORTED:

- (a) That, at its meeting on 3 February 2011, the Committee received an oral report from the Chair, noting that (*inter alia*) the 'Learning Dimension' (a booklet produced by the Communications Office linked to the learning strand of the Strategy) and 'Teaching and Learning Strategy' will need to be rewritten to reflect the goals of the refreshed Strategy, and resolved (*inter alia*):
- (i) That Committee members be invited to consider where there are 'gaps' in the current Teaching and Learning Strategy and how Warwick's aims in this area can best be put forward;
 - (ii) That feedback from the current student body regarding the expectations they would have under an increased fee regime would be fed back to the Chair to inform current discussions.
- (b) That, at its meeting on 2 March 2011, the Committee considered the "Learning Dimension" (paper AQSC 42/10-11) and the current Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5)), together with a discussion paper from the Secretary (paper AQSC 43/10-11) and resolved that a draft be prepared of the Learning and Teaching Strategy for consideration at a future meeting, noting that:
- (i) The Strategy will have two separate audiences (requiring two separate presentations of the content): external – prospective students and their supporters (parents, schools, careers advisors); internal – both academic and administrative staff (which would include a timeline and set of objectives not available to the external audience);
 - (ii) Timescales for finalising and publicising (or making available in the public domain) a new strategy would be influenced by the timescale for the release of the refreshed Vision 2015, the OFFA agreement regarding widening participation and outreach work, and the government White Paper on Education.
- (c) That at its meeting on 22 June 2011 the Committee considered a paper from the secretariat mapping features of the previous strategy onto the stated objectives of the refreshed 'Vision 2015' to serve as a discussion paper towards the formulation of the refreshed Learning and Teaching Strategy (AQSC 66/10-11) and resolved that this item be considered by email circulation over the Summer vacation.
- (d) That at its meeting on 1 November 2011 the Committee resolved that consideration of Paper AQSC.7/11-12 be deferred to the next meeting of the Committee.

CONSIDERED:

A report on the outcomes of the Committee's consideration of Paper AQSC 66/10-11 and proposals for the development of the strategy (Paper AQSC.7/11-12).

RESOLVED:

That a Learning and Teaching Strategy be developed as a document separate to Vision 2015 but to align with and build on the refreshed University Strategy, with further consideration being given to additional issues to be incorporated in the document.

36/11-12 Update from the Students' Union

REPORTED:

- (a) That at a recent General Meeting of the Students' Union the following motions had been passed:
 - (i) That a Working Group be established to liaise with the Graduate School on the launch of a Postgraduate Association.
 - (ii) That the Students' Union Officers be mandated to press for enhancements to the educational quality of the student experience in a number of specific areas.
- (b) That an Education Convention would be held in the Spring Term to which all SSLC representatives would be invited, with a view to improving opportunities for SSLC representatives to feed back to Officers.
- (c) That the Warwick HE Summit, a student-led conference, would be held on 28 January, the focus of which was the value of the public university.
- (d) That the SSLC web portal was to be updated.

37/11-12 Special Examination Arrangements: Draft Policy on Examination Arrangements for Students with Disabilities

REPORTED:

That, at its meeting on 24 November 2011, the Board of Undergraduate Studies considered the draft Policy on Examination Arrangements for Students with Disabilities (Paper BUGS 11/11-12), plus the minute 91/10-11 from the Board of Graduate Studies meeting of 9 June 2011, and a covering note prepared by the Academic Office (Paper BUGS 2/11-12) and recommended (to AQSC):

- (a) That the Policy on Examination Arrangements for Students with Disabilities as set out in paper BUGS 2/11-12 be approved.
- (b) That the current model of part-centralised/part-distributed administration of special examination arrangements be continued as the most appropriate and efficient.
- (c) That the Board should keep under review the demand for special examination arrangements and the provisions of the Policy.

(Draft unconfirmed minute BUGS 4/11-12 (g) referred)

(by the Chair of the Board of Undergraduate Studies):

- (d) That the Policy would apply to short-term disabilities as well as longer-term conditions.

CONSIDERED:

The draft Policy on Examination Arrangements for Students with Disabilities (Paper BUGS 2 and 11/11-12).

RESOLVED:

- (a) That the recommendations of the Board of Undergraduate Studies that the current model of part-centralised/part-distributed administration of special examination arrangements be continued as the most appropriate and efficient but that this be kept under review be endorsed.
- (b) That special examination arrangements for PhD students with disabilities be considered further by the Board of Graduate Studies.
- (c) That departmental Senior Tutors be made aware of the Policy as well as Examination Secretaries.

RECOMMENDED (to the Senate):

That the draft Policy on Examination Arrangements for Students with Disabilities be approved as set out in Paper BUGS 2/11-12.

38/11-12

Approval Process for IATL-hosted Interdisciplinary Modules

REPORTED:

That, at its meeting on 24 November 2011, the Board of Undergraduate Studies considered a proposed approval process for interdisciplinary modules hosted by the Institute for Advanced Teaching and Learning and recommended to AQSC that the procedure outlined in the paper BUGS 4/11-12, whereby interdisciplinary module proposals would be considered by the proposed IATL module approval committee and subsequently be reported to the Faculty Undergraduate Studies Committees, be approved. (*Draft unconfirmed minute BUGS 9/11-12 refers*)

CONSIDERED:

A proposal for an approval process for IATL-hosted interdisciplinary modules (Paper BUGS.4/11-12).

RESOLVED:

That the proposal for an approval process for IATL-hosted interdisciplinary modules be approved as set out in Paper BUGS.4/11-12.

39/11-12

UK Quality Code: Chapter B7 External Examining

REPORTED:

That, at its meeting on 1 November 2011, it was reported to the Committee that the final version of Chapter B7: External Examining of the UK Quality Code, had been published on 28 October 2011 and a mapping of the University's current practice against the updated indicators would be undertaken and reported to the next meeting of the Committee (minute 4/11-12 (c) refers).

RESOLVED:

That consideration of a mapping of the University's current practices against the updated indicators (Paper AQSC.26/11-12) be deferred to the next meeting of the Committee.

40/11-12

Collaborative Course Proposals

(a) MA in Career Development and Coaching Studies

REPORTED:

- (i) That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from Centre for Lifelong Learning to introduce a new course entitled "MA in Career Development and Coaching Studies", incorporating distance learning, as set out in papers GFSS 13a/11-12, GFSS 13c/11-12 and GFSS 13d/11-12, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.
- (ii) That, at its meeting on 24 November 2011, the Board of Graduate Studies considered a proposal from Centre for Lifelong Learning to introduce a new course entitled "MA in Career Development and Coaching Studies", incorporating distance learning, as set out in papers GFSS 13a-e/11-12, and resolved that the proposal be approved.

CONSIDERED:

A proposal from Centre for Lifelong Learning to introduce a new course entitled "MA in Career Development and Coaching Studies", incorporating distance learning, as set out in the following papers:

- (iii) Part 1 course approval form, GFSS 13a/11-12
- (iv) Part 5 course approval form, GFSS 13c/11-12
- (v) External advisor's reports, GFSS 13d/11-12

RECOMMENDED: (to the Senate)

That the proposal from Centre for Lifelong Learning to introduce a new course entitled "MA in Career Development and Coaching Studies", incorporating distance learning, be approved as set out in the following papers:

- (vi) Part 1 course approval form, GFSS 13a/11-12
- (vii) Part 5 course approval form, GFSS 13c/11-12

(viii) External advisor's reports, GFSS 13d/11-12

(b) Advanced Diploma in International Clinical Obstetrics and Leadership

REPORTED:

- (i) That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to introduce a new Certificate in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi, as set out in papers GSCM 1/11-12 (revised), GSCM 6 11-12 (revised) and CFDLSC 16-19/11-12 and resolved:
- (A) That the proposal from the Warwick Medical School to introduce a new Certificate in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi, as set out in papers GSCM 1/11-12 (revised) and GSCM 6/11-12 (revised), be approved by the Chair subject to:
- (1) Alteration of the name of the course to "Advanced Diploma in International Clinical Obstetrics and Leadership" to reflect the volume and level of study;
 - (2) Receipt of all the necessary supporting information by the Chair and Secretary.
- (B) That CVs for members of non-Warwick teaching staff be approved as set out in papers CFDLSC 16-19/11-12.
- (ii) That, at its meeting on 24 November 2011, the Board of Undergraduate Studies considered a proposal from the Warwick Medical School for a new course, Advanced Diploma in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi College of Medicine (Paper BUGS 3/11-12) and resolved that the course be approved as set out in BUGS 3/11-12 subject to minor additions and corrections notified at the meeting.

CONSIDERED:

A proposal from the Warwick Medical School for a new course, Advanced Diploma in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi College of Medicine as set out in the following papers:

- (iii) BUGS.3/11-12
(iv) Part 4 course approval form (paper GSCM 6/11-12 (revised))

RECOMMENDED: (to the Senate)

That the proposal from the Warwick Medical School for a new course, Advanced Diploma in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi College of Medicine be approved as set out in the following papers:

- (i) BUGS.3/11-12
(ii) Part 4 course approval form (paper GSCM 6/11-12 (revised))

(c) PG Certificate in the Advanced Teaching of Shakespeare and PG Award

REPORTED:

- (i) That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare”, in collaboration with the Royal Shakespeare Company, and three Postgraduate Awards, (Papers GFSS 7(a-b), (d-f)/11-12, and GFSS 47-49/11-12) and resolved that the proposal be approved by the Chair, subject to confirmation that the proposed external examiner is eligible to serve in this capacity.
- (ii) That, at its meeting on 24 November 2011, the Board of Graduate Studies considered the proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare” as set out in Papers GFSS 7a-g/11-12 and resolved that the proposal be approved, subject to conditions set by the Graduate Studies Committee of the Board of the Faculty of Social Sciences and the Collaborative, Flexible and Distributed Learning Sub-Committee being approved.

CONSIDERED:

A proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare”, in collaboration with the Royal Shakespeare Company, and three Postgraduate Awards as set out in the following papers:

- (iii) Memorandum introducing the collaboration (paper GFSS 7a/11-12);
- (iv) Part 1 course approval form (paper GFSS 7b/11-12);
- (v) Part 4 (collaborative) course approval form (paper GFSS 7d/11-12);
- (vi) Part 5 (distance-learning) course approval form (paper GFSS 7e/11-12);
- (vii) External advisor’s reports (paper GFSS 7f/11-12);
- (viii) Part 1a course approval form for PG Award in Teaching Shakespeare (paper GFSS 47/11-12);
- (ix) Part 1a course approval form for PG Award Stand up for Shakespeare 1 (paper GFSS 48/11-12);
- (x) Part 1a course approval form for PG Award Stand up for Shakespeare 2 (paper GFSS 49/11-12);

RECOMMENDED: (to the Senate)

That a proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare”, in collaboration with the Royal Shakespeare Company, and three Postgraduate Awards be approved as set out in papers GFSS 7 (a), (b) and (d) to (f) and papers GFSS 47-49/10-11).

41/11-12 QAA Overseas Audit: Singapore

REPORTED:

That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered:

- (a) The final audit report from the QAA (paper CFDLSC 5/11-12), incorporating the University's institutional statement in response to the audit report, as approved by the Steering Committee at its meeting on 17 June 2011, as Appendix A;
- (b) The QAA audit of overseas provision in Singapore Overview Report (paper CFDLSC 6/11-12).

And resolved:

- (c) That overall this was a positive report, but that the WMG be asked to write to the Chair formally responding to the issues raised in the report;
- (d) That the recommendation on SSLCs be discussed at a meeting of the SSLC convenors to take place later in the term, noting that the Committee had already looked at issues around SSLCs and alternative approaches to obtaining student representation such as webinars;
- (e) That a procedure for the periodic review of partner institutions would be drafted in consultation with the Sub-Committee, noting that other institutions had also been advised to take similar action.

RECEIVED:

- (a) The final audit report from the QAA (Paper CFDLSC 5/11-12), incorporating the University's institutional statement in response to the audit report, as approved by the Steering Committee at its meeting on 17 June 2011, as Appendix A;
- (b) The QAA audit of overseas provision in Singapore Overview Report (paper CFDLSC 6/11-12).

42/11-12 New and Revised Postgraduate Courses of Study (draft unconfirmed minutes BGS 29/11-12, BGS 40/11-12 and BGS 41/11-12 refer)

- (a) New courses

REPORTED:

That the Board of Graduate Studies at its meeting on 24 November 2011 approved the following new courses:

- MSc in Polymer Chemistry
- MSc in Digital Healthcare
- MSc in Service Management and Design
- Postgraduate Certificate in Career Development and Coaching Studies
- Postgraduate Diploma in Career Development and Coaching Studies

- Master of Business Administration in Public Services

(b) Revised courses

REPORTED:

That the Board of Graduate Studies at its meeting on 24 November 2011 approved the following revised courses:

- Certificate in Diabetes Care (Blended Learning)
- MSc in Environmental Bioscience in a Changing Climate
- MSc in Sustainable crop Production: Agronomy for the 21st Century
- MSc in Food Security
- MASDOC
- MA in Social Research
- Postgraduate Certificate in Academic and Professional Practice

(c) Discontinuation of Courses

REPORTED:

That the Board of Graduate Studies at its meeting on 24 November 2011 approved the proposals that the following courses be discontinued:

- MSc in Plant Bioscience for Crop Production
- MSc in Enterprise in Horticulture

43/11-12 Next meeting

That the next meeting of the Committee will be held at 9.00am on Thursday, 2 February 2012 in the Council Chamber, University House.