

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 2 February 2012 at **9.00am** in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary, Rory McIntyre, ext 74464, email r.j.mcintyre@warwick.ac.uk

N Owen
Acting Registrar

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 7 December 2011, (copy attached) and available on the Governance website at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

(a) Institutional Review of Teaching, Learning and the Student Experience
(minute 28(b)/11-12 refers)

TO REPORT:

(i) That, at its meeting of 7 December 2011, the Committee 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.

(ii) That the membership of the Review Group would consist of:
Professor A Caesar (Chair)
Mr M Conaghan
Professor J Labbe
Mr S Lamb
Dr D Lamburn
Professor R Leng
Professor A Reeve
Dr P Taylor

(b) Postgraduate Examination Conventions for the Award of Merit (minute 29/11-12 refers)

TO REPORT:

That, at the meeting of 7 December 2011, it was reported 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

TO RECEIVE:

The approved conventions as set out in Paper AQSC.27/11-12, available online at [https://files.warwick.ac.uk/tqcomm/browse#AQSC/2 February 2012](https://files.warwick.ac.uk/tqcomm/browse#AQSC/2_February_2012)

- (c) Feedback on Assessment (minute 30(a)/11-12 refers)

TO REPORT:

That, at its meeting of 7 December 2011, it was reported to the Committee that IATL and the Students' Union would be publishing materials on feedback for staff and students respectively in January and the Committee resolved that copies be brought to the next meeting of the Committee.

TO RECEIVE:

An oral report from the Director of IATL.

3. Chair's Action

- (a) Guidance Notes for External Examiners

TO REPORT:

That the Chair had taken action on behalf of the Committee to approve minor amendments to the Guidance Notes for External Examiners' (Paper AQSC.28/11-12, copy attached), noting that these amendments were intended to reflect approved changes in practice or course offering and did not constitute proposed policy changes.

- (b) Advanced Diploma in International Clinical Obstetrics and Leadership (minute 40(b)/11-12 refers)

TO REPORT:

- (i) That, at the meeting of the Committee held on 7 December 2011, it was reported 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.

(ii) That the Committee had 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))

(iii) That, following the submission of the supporting documentation, the Chair of AQSC and the Chair of CFDLSC had taken action on behalf of the Committees to approve formally the proposal, prior to the meeting of the Senate held on 25 January 2012.

4. Chair's Business

5. Update from the Library

TO RECEIVE:

An update report and presentation from the Head of Academic Services of the Library (Paper AQSC.29/11-12, copy attached)

6. Review of Course Approval Processes

TO CONSIDER:

A paper setting out in principle proposals relating to changes in course approval process (Paper AQSC.30/11-12, to follow)

7. QAA Consultation on the UK Quality Code Part C: Information about Higher Education

TO CONSIDER:

- (a) The QAA UK Quality Code Part C: Information about Higher Education, draft for consultation (Paper AQSC.31/11-12, copy attached).
- (b) A draft response to the consultation (Paper AQSC.32/11-12, to follow).

8. Draft Policy on Recording of Lectures

TO REPORT:

- (a) That, at its meeting of 6 July 2011, the Senate had resolved that the policy statement on the recording of lectures by students (as outlined in paper AQSC 69/10-11) be adopted by the University, noting that it was suggested that the policy be subject to agreement by the University's Legal Advisor and Disability Services Team.
- (b) That consultation had taken place with the University's Legal Advisor, the Disability Services Team and the Head of Student Support, who had recommended that revisions be made to the policy.

TO CONSIDER:

An amended version of the policy statement on the recording of lectures by students (Paper AQSC.69/10-11(revised), copy attached), incorporating a proposed amendment to Regulation 23: Disciplinary Regulations.

9. Academic Statistics Yearbook

TO CONSIDER:

A report on data relating to teaching and learning published in the Academic Statistics Yearbook 2011 and Academic Statistics 2011 (Paper AQSC.33/11-12, copy attached), noting that the full Yearbook is available at <http://www2.warwick.ac.uk/services/mip/businessinformation/yearbook/>

10. Procedure for the Consideration of External Examiners' Reports for PGT Courses

TO REPORT:

- (a) That, at its meeting of 12 January 2012, the Board of Graduate Studies considered the procedure for the consideration of External Examiners' reports for postgraduate taught courses at the University (paper BGS 41/11-12) and resolved that the Board supported maintaining the status quo in relation to the compilation of the composite report.
- (b) The Board also recommended to the Academic Quality and Standards Committee that the scrutiny of External Examiners' reports for postgraduate taught courses by the Board be deferred to the Summer Term annually; it being noted that although the composite reports for undergraduate and postgraduate taught courses would not therefore be forthcoming simultaneously, it would reflect the timing of the postgraduate taught Boards of Examiners. (minute BGS.51/11-12 refers)

TO CONSIDER:

The recommendation from the Board of Graduate Studies that the scrutiny of External Examiners' reports for postgraduate taught courses by the Board be deferred to the Summer Term annually; it being noted that although the composite reports for undergraduate and postgraduate taught courses would not therefore be forthcoming simultaneously, it would reflect the timing of the postgraduate taught Boards of Examiners (Paper BGS.41/11-12, copy attached).

11. Master of Advanced Study

TO REPORT:

That, at its meeting on 12 January 2012, the Board of Graduate Studies resolved that the proposal to establish the Master of Advanced Study in Mathematics with effect from 2013-14 be approved, as set out in Paper BGS.57/11-12 and recommended to the Academic Quality and Standards Committee that a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas). (unconfirmed minute BGS.54/11-12 refers)

TO CONSIDER:

A proposal from the Board of Graduate Studies that a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas) (Paper BGS. 57/11-12, copy attached).

12. Update from the Students' Union

TO CONSIDER:

An oral report from the President and Education Officer of the Students' Union.

13. UK Quality Code: Chapter B7 External Examining

TO REPORT:

- (a) 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).
- (b) That, at its meeting on 7 December 2011, it was 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.

TO CONSIDER:

A mapping of the University's current practices against the updated indicators (Paper AQSC.26/11-12, circulated previously and available online).

14. PSRB Reports

- (a) Warwick Medical School: General Medical Council Accreditation Visit

TO CONSIDER:

A paper by the Pro-Dean Education of the Warwick Medical School setting out the key findings of the GMC Visit (Paper AQSC.34/11-12, copy attached)

(b) School of Engineering

TO REPORT:

- (i) That, at its meeting on 1 November 2011, the Committee considered a report from the Joint Board of Moderators regarding the review of the School of Engineering's undergraduate and integrated Masters courses and the MSc Tunnelling and Underground Space, together with a covering note by the Deputy Head (Teaching) (Paper AQSC.15/11-12) and resolved that the reports and the outcomes contained therein be noted as satisfactory and that no further action on the part of the Committee was considered necessary.
- (ii) That, following the accreditation visit in January 2011, the Joint Board of Moderators have approved the School of Engineering's action plan and extended the accreditation of the undergraduate courses in Civil Engineering.

15. QAA Publications on Contact Hours

TO RECEIVE:

- (a) The QAA Publication *Contact Hours: A Guide for Students* (AQSC.35/11-12, copy attached)
- (b) The QAA Publication *Explaining Contact Hours: Guidance for Institutions Providing Public Information about Higher Education in the UK* (AQSC.36/11-12, copy attached)

16. Report on the E-Learning Steering Group

TO REPORT:

That, at its meeting on 22 June 2011 it was reported to the Committee that the bid to the Strategic Investment Fund for financial support to resource development work on an online system to include features for the provision of online submission and feedback had been successful and that an update on progress would be presented to the Committee at the first meeting of the 2011/12 year.

TO RECEIVE:

A report from the meeting of the E-Learning Steering Group held on 28 November 2011, incorporating an update report on the Assignment Management and Feedback Project (Paper AQSC.37/11-12, copy attached).

17. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online at the Committee's electronic filestore at https://files.warwick.ac.uk/tqcomm/browse#AQSC/2_February_2012

18. **Postgraduate Research Experience Survey**

TO RECEIVE:

- (a) A detailed analysis of the Warwick PRES 2011 results (Paper BGS.6/11-12, [available online](#)).
- (b) An executive summary of the Higher Education Academy's *PRES 2011 Results* report (Paper BGS.9/11-12, [available online](#)).

19. **Postgraduate Taught Experience Survey**

TO RECEIVE:

- (a) A detailed analysis of the Warwick PTES 2011 results (Paper BGS.11/11-12, [available online](#)).
- (b) An executive summary of the Higher Education Academy's *PTES 2011 Results* report (Paper BGS.14/11-12, [available online](#)).

20. **OFSTED Consultation**

TO REPORT:

- (a) That, at the meeting of the Steering Committee held on 23 January 2012, the Committee considered the University's draft response to the Ofsted Consultation on proposed revisions to the framework for the inspection of initial teacher training (SC.194/11-12).
- (b) That at the meeting it was reported by the Academic Registrar:
 - (i) That Ofsted proposed to change the inspection regime to a more risk based approach in light of the changes to the provision of initial teacher training;
 - (ii) That the University had noted within the draft response that a proposed reduction in the notice period prior to inspections would create difficulties in ensuring the availability of staff required for the inspection.

and the Committee resolved:

That the University's response to the Ofsted Consultation on proposed revisions to the framework for the inspection of initial teacher training be approved as set out in paper SC.194/11-12 ([available online](#)), subject to the

revisions discussed in the meeting, and submitted to Ofsted prior to the deadline of 31 January 2012.

21. Outcomes from Institutional Audit: Managing Learning Opportunities

TO RECEIVE:

The QAA publication Outcomes from Institutional Audit 2007-09: Managing Learning Opportunities (Paper AQSC.38/11-12, [available online](#))

22. Guidance for UK Higher Education Providers on the International Student Experience

TO REPORT:

That, at its meeting on 7 December 2011, the Committee received the QAA consultation on the draft 'International Student Studying in the UK: Guidance for UK Higher Education Institutions' and the University's response, considered by the Steering Committee at its meeting on 10 October 2011 and submitted to the QAA by the deadline of 14 October 2011 (Paper SC.13/11-12 (revised)).

TO RECEIVE:

The final version of the QAA publication 'International Student Studying in the UK: Guidance for UK Higher Education Institutions' (Paper AQSC.39/11-12, [available online](#))

23. New and Revised Postgraduate Courses of Study (unconfirmed minutes BGS 47, 54 and 55/11-12 refer)

(a) New courses

TO REPORT:

(i) That it was reported to the Board of Graduate Studies at its meeting on 16 January 2012 that the Chair had taken action to approve the following new courses, considered initially at its meeting on 24 November 2011:

- Postgraduate Certificate in Advanced Clinical Practice for Healthcare Professionals
- MSc in Digital Healthcare

(ii) That the Board of Graduate Studies at its meeting on 16 January 2012 approved the following new course:

- Master of Advanced Study in Mathematics

(b) Revised courses

TO REPORT:

(i) That it was reported to the Board of Graduate Studies at its meeting on 16 January 2012 that the Chair had taken action to approve revisions to the following courses:

- MSc in Research Methods in Health Sciences
- (ii) That the Board of Graduate Studies at its meeting on 16 January 2012 approved the following revised courses:
- MA and PGCE Primary and Early Years
 - MA and PGCE Maths with Physics
 - Secondary Modern Foreign Language Initial Teacher Training MA and PGCE

24. Next meeting

That the next meeting of the Committee will be held at 9.00am on Wednesday, 29 February 2012 in the Council Chamber, University House.

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