

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 8 December 2010 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

J F Baldwin
Registrar

We will work from this agenda at the meeting. New items, information and papers are included in bold.

SECOND CIRCULATION AGENDA

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 2 November 2010, previously circulated and available on the Governance website at:

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

2. Matters arising

(a) QAA Consultation on the Operational Description for Institutional Review (minutes 11(b)/10-11 and SC 129/10-11 refer)

TO REPORT:

(i) That, at its meeting on 2 November 2010, the Committee considered:

(A) A draft operational description from the QAA on the new Institutional Review process for Higher Education in England and Northern Ireland (paper AQSC 3/10-11);

(B) A copy of the University's draft response to the consultation (paper AQSC 22/10-11)

and recommended (to the Steering Committee) that the University's draft response be approved subject to the following amendments:

(C) That any interim review of the outcome of an institutional review be undertaken by peers, not QAA officers;

(D) That Institutional Facilitators not be required to attend review preparation meetings at the QAA.

- (ii) That, at its meeting on 15 November 2010, Steering Committee considered the draft University response to the QAA consultation on the proposed successor to Institutional Audit, from the Senior Assistant Registrar (Teaching Quality) (SC.95/10-11) and resolved that the Senior Assistant Registrar (Teaching Quality) liaise with the Pro-Vice-Chancellor (Education and the Student Experience) in drafting a covering letter to the University's response to the consultation, to clarify the University's concerns regarding the proposed changes and submit the University's response prior to the deadline of 26 November 2010;
- (iii) That the Senior Assistant Registrar (Teaching Quality) had subsequently worked with the Pro-Vice-Chancellor (Education and Student Experience) to draft a covering letter to the University's response to the consultation, and also to make small amendments in light of the University having received a copy of the draft response from the Russell Group.

TO RECEIVE:

- (iv) The final version of the University's response to the consultation, with covering letter (paper AQSC 22/10-11 (revised), previously circulated);
 - (v) The final version of the Russell Group response to the consultation (**paper AQSC 29/10-11, copy attached**).
- (b) Key Performance Indicators (minute 16/10-11 refers)

TO REPORT:

That, at its meeting on 2 November 2010, 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 17/10-11) be noted.

TO RECEIVE:

The final version of key performance indicators for teaching and learning considered by Council at its meeting on 26 November 2010 (paper AQSC 17/10-11 (revised), previously circulated).

3. Progress of Committee Recommendations (minute 23/10-11 refers)

TO REPORT:

That, at its meeting on 14 October 2010 it was reported to the Council that the Pro-Chancellor had taken Chair's action on behalf of the Council to approve amendments to University Regulation 8 to reflect changes in the University's assessment conventions.

4. Chair's business

- (a) Higher Education Academy: Future Work and Structure (minutes 8/10-11, SC.133/10-11, SC.790/09-10 and SC.729/09-10 refer)

TO REPORT:

That, at its meeting on 2 November 2010, the Committee received the University's response to the Higher Education Academy Consultation: Future Work and Structure (paper SC.523/09-10 (revised), noting that the response was composed in consultation with members of the Committee, previous National Teaching Fellowship award winners based at Warwick and the Directors of the History and Law HEA subject-centres, and that the response had been approved by the Steering Committee at its meeting on 6 September 2010 prior to submission to the HEA.

TO RECEIVE:

A letter to the Vice-Chancellor from the Director of the Higher Education Academy, setting out the revised structure and priorities for the HEA from 2011 onwards (**paper AQSC 30/10-11, copy attached**), along with an oral report from the Chair, noting that the letter was considered by the Steering Committee at its meeting on 15 November 2010, where it was reported (*inter alia*) that the University would review the implications of not continuing with subscription to the HEA.

5. Vision 2015 - 2010 Update

TO CONSIDER:

Those aspects of the 2010 update of the Vision 2015 Strategy relating to teaching and learning activities (**paper AQSC 31/10-11, copy attached**), noting that the paper also includes a table showing progress against objectives from the original strategy document.

6. Course and Module Approval Process

- (a) Operational Processes for Course and Module Approval

TO CONSIDER:

Proposals on the operational detail of course and module approval processes (**paper AQSC 32/10-11, copy attached**)

- (b) Faculty Audit Process

TO CONSIDER:

Proposals for the operation of the Faculty Audit process (**paper AQSC 33/10-11, copy attached**).

7. Monash – Warwick Alliance – 12 month review report 10.00am

TO CONSIDER:

A report from the joint review of the Monash-Warwick partnership, noting those aspects in particular relating to teaching and learning (Paper IC 16/10-11, previously circulated), and an oral report from the Assistant Director (Institutional Relations), International Office, noting that the report was presented to the International Committee at its meeting on 24 November 2010.

8. HEFCE Consultation on Public Information about Higher Education

TO CONSIDER:

A consultation document by the HEFCE on changes to information published by institutions on courses of study (AQSC 34/10-11, previously circulated).

9. Postgraduate Taught Experience Survey (PTES) 2010 Results (minute BGS 26/10-11 refers)

TO REPORT:

That, at its meeting on 18 November 2010, the Board of Graduate Studies considered papers setting out the results of the PTES survey at Warwick in 2010 and a detailed breakdown of the survey at Warwick by department, and resolved:

- (a) **That PTES 2010 results indicated several areas of concern (noting that these were based on a 24% response rate);**
- (b) **That departments analyse their results in conjunction with departmental feedback they might already have received independently;**
- (c) **That given the low participation rate of Warwick students in PTES 2010 and the high percentage of DL MBA students within that population, rather than a cross section of the wider University, ways to encourage the participation of a broader cross-section of PGT students be considered.**

TO CONSIDER:

- (d) The PTES 2010 overall results (papers BGS 19/10-11, previously circulated), and an overview departmental breakdown (paper BGS 20/10-11, previously circulated).
- (e) A report from the Higher Education Academy summarising the development, operation and findings of the second national survey in the UK of taught postgraduate students, PTES 2010 (paper BGS 21/10-11, previously circulated).

10. Terms of Reference of AQSC's Sub-Committees

(a) Board of Undergraduate Studies

TO REPORT:

That at its meeting on 17 November 2010, the Board of Undergraduate Studies recommended that the terms of reference of the Board be amended as set out below.

TO CONSIDER:

The following amendments to the terms of reference for the Board of Undergraduate Studies (insertions underlined, deletions ~~struck-through~~):

- (a) To consider and make recommendations to the Academic Quality Standards Committee on issues relating to the assurance and enhancement of the quality of learning and teaching across all undergraduate provision;
- (b) To make recommendations to the Senate, after consultation with academic departments and the Faculty Boards, on all matters affecting undergraduate study in the University including strategic considerations;
- (c) To scrutinise all new undergraduate course proposals and report to the Academic Quality and Standards Committee on consideration of such proposals;
- (d) To consider the Faculty Summary Reports of the Annual Course Review reports, teaching and learning-related sections of Strategic Departmental Reviews (together with relevant departmental responses) and the Undergraduate Student-Staff Liaison Committee Annual Report and liaise with departments regarding any issues of concern;
- (e) To advise the Academic Quality and Standards Committee on matters relating to examinations in undergraduate courses;
- (f) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for undergraduate degrees;
- (g) To report to the Academic Quality and Standards Committee annually on the issues raised in reports by External Examiners;
- (h) To consider submissions from the Faculty Boards for non-standard examination methods, including seen papers, open-book examinations and reading times, and to make recommendations to the Academic Quality and Standards Committee;
- (i) To exercise delegated powers on behalf of the Academic Quality and Standards Committee in approving, on personal grounds, minor variations in the arrangements for the sitting of undergraduate examinations by individual students;

- (j) To consider all matters affecting admissions practices and policy and make recommendations to the Academic Quality and Standards Committee where appropriate;
 - (k) To consider requests for variations to the University's Accreditation of Prior Learning (APL) policy for individual students.
- (b) Collaborative, Flexible and Distributed Learning Sub-Committee

TO REPORT:

That, at its meeting on 11 November 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered revised terms of reference, constitution and membership of the Committee for 2010-11, paper CFDLSC 1/10-11, and resolved that that the revised terms of reference be approved, noting:

- (i) That the QAA is understood to be publishing amplifications to part B of section 2 of the code of practice [relating to courses incorporating elements of flexible and distributed-learning] in the forthcoming academic year and that it may therefore be necessary to further review the terms of reference, in particular in relation to the approval of distance-learning provision, in light of these in Autumn 2011;
- (ii) The view of the Sub-Committee that the approval of courses involving distance-learning elements should ideally remain with CFDLSC in order to ensure uniformity of provision across the institution

TO CONSIDER:

The following amendments to the terms of reference for the Collaborative, Flexible and Distribute Learning Sub-Committee (insertions underlined, deletions ~~struck through~~):

- (a) To advise the Academic Quality and Standards Committee on University policy on validated and franchised provision, joint awards in partnership with other Higher Education institutions, provision involving a consortium of providers, or any other collaborative arrangement leading to the award of a University qualification;
- ~~(b) To advise on the management of part-time Undergraduate Degree and 2+2 Degree courses;~~
- ~~(c) To consider from a lifelong learning perspective proposals for new Foundation Degree, Part-time Undergraduate Degree and 2+2 Degree courses, it being noted that academic approval for new courses is the responsibility of the Undergraduate Studies Committee/Sub-Faculty of the appropriate Faculty Board(s);~~
- ~~(d)~~(b) To advise the Academic Quality and Standards Committee on University policy on provision involving distance learning, distance delivery or delivery falling within its remit;
- ~~(e)~~(c) Following scrutiny of their academic content by the relevant Faculty committees, to scrutinise the rationale for and strength of the

partnership or distance learning arrangements for new or restructured courses or modules involving collaborative provision, distance learning or distance delivery and to make recommendations to one or more of the following bodies as appropriate:

- (i) The Board of Graduate Studies for provision leading to a postgraduate award;
 - (ii) The Board of Undergraduate Studies for provision leading to an undergraduate award.
- ~~(f)~~(d) To establish and monitor appropriate mechanisms for the continued quality assurance of awards involving collaborative provision, distance learning or distance delivery falling within its remit;
- ~~(g)~~(e) To promote best practice in the operation and quality management of collaborative, distance learning or distance delivered provision across University departments and schools;
- ~~(h)~~(f) To consider the reports of External Examiners for validated and franchised awards and to follow through any issues of concern raised by the Boards of Undergraduate or Graduate Studies in connection with these or the other courses within its remit.

(c) Quality Enhancement Working Group

TO REPORT:

- (a) That, at its meeting on 2 November 2010, the Committee considered proposals for governance arrangements for quality enhancement activities (paper AQSC 15/10-11) and resolved:**
- (i) That the principle of the disestablishment of the Quality Enhancement Working Group be approved, with those areas of its responsibilities relating to that of IATL being transferred to the IATL Steering Group, noting that this proposal would need to be subject to consultation with members of QEWG.**
 - (ii) That those aspects of the QEWG's responsibilities which do not lie within the scope of activity of IATL be overseen by AQSC.**
- (b) That the members of QEWG in 2009/10 had been consulted on the future of the Group and had agreed with the proposal that the Group be disestablished provided that appropriate alternative fora be identified for discussions on quality enhancement issues.**

11. Higher Education Achievement Report

TO CONSIDER:

A report on the meeting of the Higher Education Achievement Report Project Board held on 23 November 2010 (paper AQSC 35/10-11, copy attached).

12. Collaborative Course Proposals

Hong Kong VTC and Interact Learning

TO REPORT:

That, at its meeting on 11 November 2010, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from Warwick Manufacturing Group for a variation for the collaboration with Hong Kong VTC as set out in paper CFDLSC 5/10-11, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.

TO CONSIDER:

A proposal from Warwick Manufacturing Group for a variation for the collaboration with Hong Kong VTC (paper CFDLSC 5/10-11, previously circulated).

13. 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.

14. New and Revised Undergraduate Courses of Study (draft unconfirmed minute BUGS 6/10-11 and 9/10-11 refers)

(a) New courses

TO REPORT:

That the Board of Undergraduate Studies, at its meeting on 17 November 2010, approved the following new courses:

- BA History of Art (with Intercolated Year);
- BA German and History;
- BA English Literature (with Intercolated Year).

15. New and Revised Postgraduate Courses of Study (draft unconfirmed minutes BGS 22/10-11, BGS 29/10-11 and BGS 30/10-11 refer)

(a) New courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 18 November 2010 approved the following new courses:

- MSc in Innovation and Entrepreneurship;
- MSc in Intercultural Communication for Business and Professions;
- Certificate in Management (Sports Management);
- MSc in Accounting and Finance.

(b) Revised courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 18 November 2010 approved the following revised courses:

- **Postgraduate Diploma in Public Finance and Leadership;**
- Master of Business Administration (by Distance Learning);
- **LLM in Development Law and Legal Education.**

(c) Change of Title

TO REPORT:

That the Board of Graduate Studies at its meeting on 18 November 2010 approved the following changes of title:

- MA in International Cultural Policy and Management [from MA in European Cultural Policy and Management]

16. QAA: Consultation on a New Subject Benchmark Statement for Masters Degrees In Computing; And Revised Subject Benchmark Statement for Engineering

TO RECEIVE:

A communication from the QAA (paper AQSC 36/10-11, previously circulated) outlining:

- The draft subject benchmark statement for Masters Degrees in Computing, noting that input to the University's response had been requested from the Department of Computer Science and the Centre for Scientific Computing;
- Revisions to the subject benchmark statement for Engineering.

17. Next meeting

That the next meeting of the Committee will be held at 9.00am on Thursday, 3 February 2011 in the Council Chamber, University House.