

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 29 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

K Sloan
Registrar

SECOND CIRCULATION AGENDA

We will work from this agenda at the meeting.
New items and papers are highlighted in **bold**.

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 2 February 2012, circulated previously and available on the Governance website at:

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

2. Matters arising

Feedback on Assessment (minute 45/11-12 (c) refers)

TO REPORT:

- (a) 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.
- (b) That, at its meeting of 2 February 2012 it was reported to the Committee:
 - (i) That the materials had been circulated for comment at the Students' Union Education Convention held on 25 January 2012.
 - (ii) That, while this had led to a slight delay in publication, the feedback received had been valuable and the text had now been finalised.

TO RECEIVE:

An oral update from the Director of IATL and the Education Officer of the Students' Union.

3. Chair's Action

TO REPORT:

That the Chair has taken action on behalf of the Committee to approve a request from the Warwick Business School to extend the collaboration between the Business School and Tongji University in the delivery of the module, IB817G Strategic Advantage, to students on the Global Energy MBA to June 2014 (paper CFDLSC 28/11-12, available online).

4. Progress of Committee Recommendations

TO REPORT:

- (a) That, the Senate, at its meeting on 25 January 2012, resolved that recommendations from the Committee under the following headings be approved (minute 30/11-12 referred):

Special Examination Arrangements: Draft Policy on Examination Arrangements for Students with Disabilities
Collaborative Course Proposals

- (b) That the Steering Committee, at its meeting on 20 February 2012, resolved that the draft response on behalf of the University to the QAA Consultation on the UK Quality Code Part C: Information about Higher Education Provision, be approved for submission to the QAA (Paper SC.236/11-12, revised, available online).

5. Chair's Business

6. Student Academic Complaints and Appeals 2010/11

TO CONSIDER:

A report from the Administrative Officer (Academic Registrar's Office) concerning student complaints and appeals 2010/11 (Paper AQSC 48/11-12, copy attached).

7. Academic Complaints: Lessons Learned

TO CONSIDER:

A report from the Deputy Academic Registrar on lessons learned from student complaints (Paper AQSC.49/11-12, copy attached).

8. 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, copy attached).

9. External Examiners Guidance and Forms

TO REPORT:

That at its meeting on 2 February 2012, the Committee considered a mapping of the University's current practices against the updated indicators (Paper AQSC.26/11-12) and resolved (*inter alia*) that the External Examiners' form and the Guidance Notes for External Examiners be updated in line with discussions in the meeting to ensure that procedures and guidance are aligned to the UK Quality Code.

TO CONSIDER:

Proposed revisions to the Guidance Notes for External Examiners, Report Forms and Nomination Forms, noting that these documents will also be considered at the meetings of the Boards of Undergraduate and Graduate Studies to be held on 22 and 24 February respectively (Paper AQSC.50/11-12, circulated previously).

10. Good Practice Guide on Monitoring Attendance

TO CONSIDER:

Proposed revisions to the Good Practice Guide on Monitoring Attendance (Paper AQSC.51/11-12, copy attached).

11. Course Specifications

TO CONSIDER:

Proposed revisions to the Course Specification template (Paper AQSC.60/11-12, copy attached)

12. Review of Sustainability Activities

TO REPORT:

That a review of sustainability activities at the University was held in March 2011.

TO CONSIDER:

The recommendation for consideration of the Committee set out in the report of the review of sustainability activities (Paper AQSC.52/11-12, circulated previously)

13. QAA Consultation on the UK Quality Code Part B11: Research Degrees

TO CONSIDER:

The QAA UK Quality Code Part B11: Research Degrees, draft for consultation, noting that this document will also be considered by the Board of Graduate Studies at its meeting on 24 February (Paper AQSC.53/11-12, circulated previously).

14. Update from the Students' Union

TO CONSIDER:

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

15. Collaborative Course Proposals

Note: Copies of the papers setting out proposals for new collaborative courses will be laid on the table at the meeting. They are not circulated to members of the Committee in advance, but are available on request from the Secretariat.

(a) MSc in Oral Surgery/MSc in Oral Surgery with Supervised Clinical Training

TO REPORT:

That, at its meeting on 15 February 2012, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to introduce new courses entitled MSc in Oral Surgery (p/t) and MSc in Oral Surgery with Supervised Clinical Training (f/t), in collaboration with the Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.66-79/11-12 and resolved:

- (i) That the proposal be recommended for approval to the Academic Quality and Standards Committee as set out in papers CFDLSC.66 and 67, subject to supporting documentation being provided setting out GIFT's rationale for wishing to extend the agreement.
- (ii) That the CVs of staff as set out in CFDLSC.68-79/11-12 be approved subject to cover sheets being provided to clarify their respective roles.

TO CONSIDER:

A proposal from the Warwick Medical School to introduce new courses entitled MSc in Oral Surgery (p/t) and MSc in Oral Surgery with Supervised Clinical Training (f/t), in collaboration with the Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.66-67/11-12

(b) Extension to Warwick Dentistry Collaboration with GIFT

TO REPORT:

That, at its meeting on 15 February 2012, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to extend an existing partnership with Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.80-86/11-12 and resolved:

- (i) That the proposal be recommended for approval to the Academic Quality and Standards Committee as set out in papers CFDLSC.80-84, subject to supporting documentation being provided setting out GIFT's rationale for wishing to extend the agreement and the Warwick Medical School's internal processes for assuring the quality of the provision.
- (ii) That the CVs of staff as set out in CFDLSC.85-86/11-12 be approved subject to cover sheets being provided to clarify their respective roles.

(c) WMG Collaborative Module

TO REPORT:

That, at its meeting on 15 February 2012, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to offer the 10 CATS module 'Organisation People and Performance on a franchised basis through Eastern Mediterranean University together with a CV for Dr D Baha (Paper CFDLSC.87/11-12) and resolved that the proposal be recommended for approval, noting:

- (i) That WMG will wish to ensure that they have the correct module approval forms on record.
- (ii) That WMG may also wish to consider whether they need to have alternative arrangements in place for tutoring given that only one tutor has been identified as responsible for delivering this module.

TO CONSIDER:

A proposal from the Warwick Manufacturing Group to offer the 10 CATS module 'Organisation People and Performance on a franchised basis through Eastern Mediterranean University (Paper CFDLSC.87/11-12).

16. PSRB Reports

TO CONSIDER:

The Monitoring Declaration and Audit Form submitted to the General Social Care Council for the MA in Social Work (Paper AQSC.54/11-12, copy attached).

17. Report on the E-Learning Steering Group

TO CONSIDER:

A report of the meeting of the E-Learning Steering Group held on 20 February 2012 (Paper AQSC.55/11-12, copy attached)

18. 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/29_February_2012

19. Outcomes from Institutional Audit:

TO RECEIVE:

- (a) The QAA publication Outcomes from Institutional Audit 2007-09: External Involvement in Quality Management (Paper AQSC.56/11-12, available online).
- (b) The QAA publication Outcomes from Institutional Audit 2007-09: Assessment and Feedback (Paper AQSC.57/11-12, available online).
- (c) The QAA publication Outcomes from Institutional Audit 2007-09: Published Information (Paper AQSC.58/11-12, available online).

20. New and Revised Undergraduate Courses of Study

(a) New courses

TO REPORT:

- (i) That the Board of Undergraduate Studies at its meeting on 22 February 2012 approved the following new courses:
 - BA English and Theatre Studies with Intercalated Year;
 - BA English Literature and Creative Writing with Intercalated Year;
 - BSc Discrete Mathematics with Intercalated Year;
 - BSc Management (Undergraduate Partnership Programme);
 - BA Law with Humanities;
 - BA Law with Social Sciences;
 - BA Philosophy and Literature with Intercalated Year
- (ii) That the Board of Undergraduate Studies at its meeting on 22 February 2012 also considered the Centre for Lifelong Learning's proposal for an Open Studies Certificate in the Lifelong Learning Sector and resolved that the proposal be approved as an exception noting that the credit weighting of 36 CATS fell outside of the University's module weight structure.

21. New and Revised Postgraduate Courses of Study

(a) New Courses

TO REPORT:

That, at its meeting on 24 February 2012, the Board of Graduate Studies approved the following new courses:

- **MSc in Finance and Information Technology**
- **MSc in Oral Surgery**
- **MSc in Oral Surgery with Supervised Clinical Training**
- **MA (by Research) in Counselling and Psychotherapy**

(b) Change in Course Title

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 24 February that the Chair had taken action on behalf of the Board to change the title of had taken action to approved the proposal from Warwick Institute of Education to revise the title of the 'Master of Arts/Postgraduate Diploma/Postgraduate Certificate in Religious Education' course to the 'Master of Arts/Postgraduate Diploma/'Postgraduate Certificate in Religions and Education'.

(c) Revisions to Courses

TO REPORT:

That, at its meeting on 24 February 2012, the Board of Graduate Studies approved revisions to the following courses:

- MSc in Automotive Technology
- MSc in Cyber Security and Management
- Postgraduate Certificate in Strategic Leadership
- MBA (Distance Learning)
- All Postgraduate Diploma/Certificate/Award courses in the Warwick Institute of Education

(d) Discontinuation of Courses

TO REPORT:

That, at its meeting on 24 February 2012, the Board of Graduate Studies approved the discontinuation of the following course:

- MSc in Enterprise Integration Management

22. Next meeting

That the next meeting of the Committee will be held at 9.00am on Thursday, 17 May 2012 in the Council Chamber, University House.