

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 17 May 2012 at **9.00am** in CMR 0.2, 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 29 February 2012, available on the Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

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

TO REPORT:

(i) 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.

(ii) That the Students' Union materials had been published (Paper AQSC.64/11-12, circulated previously).

(b) Student Academic Complaints and Appeals (minutes 75 and 76/11-12 refers)

TO REPORT:

That, at its meeting on 29 February 2012 the Academic Quality and Standards Committee considered a report from the Administrative Officer (Academic Registrar's Office) concerning student complaints and appeals 2010/11 (Paper AQSC 48/11-12) and a report from the Deputy Academic Registrar on lessons learned from complaints submitted to the Office of the Independent Adjudicator (OIA) (Paper AQSC.49/11-12), and resolved (*inter alia*):

- (i) That an action plan with timescales be produced in response to the issues set out in papers AQSC.48 and 49/11-12.
- (ii) That consideration be given to setting out expected timescales for consideration of appeals.
- (iii) That a paper be brought to a future meeting of the Committee by the Senior Assistant Registrar (Teaching Quality) and the Director of IATL on peer assessment, setting out current and good practice and the issues involved.
- (iv) That further consideration be given to the definition and practice of moderation, noting that the Committee supported the principle that moderation practices should be transparent to students.

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Teaching Quality).

TO CONSIDER:

An action plan by the Deputy Academic Registrar in response to the issues set out in papers AQSC.48 and 49/11-12 (Paper AQSC.92/11-12, copy attached).

- (c) National Student Survey (minute 72/11-12 refers)

TO RECEIVE:

A report from the Assistant Secretary on the National Student Survey final response rates for 2012 (paper AQSC.65/11-12, circulated previously).

- (d) Personal Tutoring (minute 34/11-12 refers)

TO REPORT:

- (i) That at its meeting on 7 December 2011, the Academic Quality and Standards Committee considered the report on the survey on the Personal Tutor system by the University Senior Tutor (Paper AQSC.25/11-12) and it was reported to the Committee (*inter alia*) that a working group would be established to take forward actions arising from the outcomes.
- (ii) The Committee resolved (*inter alia*):
 - (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.

TO CONSIDER:

A report on the outcomes of the discussions on the Working Group on Personal Tutoring (AQSC.84/11-12, circulated previously).

3. Progress of Committee Recommendations

TO REPORT:

That, the Senate, at its meeting on 14 March 2012, resolved that recommendations from the Committee under the following headings be approved (draft unconfirmed minute 67/11-12 refers):

External Examiners' Guidance and Forms
Good Practice Guide on Monitoring Attendance
Course Specifications
Draft Policy on Recording of Lectures
Master of Advanced Study
Collaborative Course Proposals

4. Chair's Business

TO RECEIVE:

An oral update from the Chair on current issues.

5. Learning and Development Centre Update

TO CONSIDER:

A paper by the Learning and Development Manager (Academic) to update the Committee on developments in support of teaching and learning being progressed by the Learning and Development Centre. (Paper AQSC.66/11-12, circulated previously).

6. International Student Barometer Autumn Wave 2011 Outcomes

TO CONSIDER:

Outcomes of the International Student Barometer Autumn Wave Survey (Paper AQSC.67/11-12, circulated previously).

7. Institutional Review of Teaching and Learning

(a) Departmental Reviews

TO CONSIDER:

A report from the AQSC Sub-Group established to consider the outcomes of the Institutional Review of Teaching and Learning departmental meetings (Paper AQSC.68/11-12, circulated previously), noting that all departmental review reports and thematic reports are available at <http://www2.warwick.ac.uk/services/gov/sdr/tandreview/reviews/> .

(b) Faculty Engagements

TO CONSIDER:

- (i) A report on the outcomes of the Faculty Engagements, including recommendations for consideration by AQSC (Paper AQSC.69/11-12, copy attached)**
- (ii) The report of the Faculty Engagement of the Faculty of Arts (Paper TLR.96/11-12, copy attached).**
- (iii) The report of the Faculty Engagement of the Faculty of Social Sciences (Paper TLR.98/11-12, copy attached).**
- (iv) The report of the Faculty Engagement of the Faculty of Science with the Faculty of Medicine (Paper TLR.97/11-12, copy attached).**

8. Strategic Departmental Review and Periodic Review Processes

TO REPORT:

- (a) That, at its meeting on 12 March 2012, it was reported to the Institutional Review Steering Group that Review Group members and secretaries were surveyed on their experience of participation in the departmental reviews and that the outcomes of this survey were presented in the attached report (minute IRSG.65/11-12 refers).**
- (b) That the IRSG considered the feedback report, as set out in paper TLR 93/11-12 and resolved that the feedback report, as set out in paper TLR 93/11-12, be approved, noting that it might usefully inform consideration of the format of future reviews by the Steering and Academic Quality and Standards Committees.**
- (c) That at its meeting on 14 May 2012 the Steering Committee considered proposals for future Strategic Departmental and Periodic Reviews (Paper SC.340/11-12). The Committee endorsed the proposals in relation to teaching and learning reviews but was of the view that further consideration needed to be given to mechanisms for strategic review of all aspects of a department's activities.**

TO CONSIDER:

- (c) The departmental feedback report on the Institutional Review of Teaching and Learning (TLR.93/11-12, circulated previously)**
- (d) Proposals relating to future processes for Periodic Review as set out in Paper SC.340/11-12, copy attached.**

9. Learning and Teaching Strategy

TO CONSIDER:

The draft Learning and Teaching Strategy 2012-2016 (Paper AQSC.70/11-12, copy attached).

10. Report from the HEAR Project Board

TO RECEIVE:

An update report from the HEAR Project Board (Paper AQSC.71/11-12, circulated previously).

11. QAA Institutional Review

(a) QAA Institutional Review Team Members

TO RECEIVE:

A letter from the QAA notifying the University of the proposed QAA review team members (Paper AQSC.72/11-12, circulated previously)

(b) Thematic Elements 2012/13

TO CONSIDER:

A report on the thematic elements to be considered through QAA Institutional Reviews in 2012/13 (Paper AQSC.73/11-12, circulated previously)

(c) QAA Mid-Cycle Follow Up Draft Report

TO CONSIDER:

The draft report of the QAA Mid-Cycle Follow Up on Institutional Audit 2008 and the University's response (Paper AQSC.74/11-12, circulated previously).

(d) Preparations for QAA Institutional Review

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Teaching Quality) on preparations for QAA Institutional Review.

12. DLMBA Examinations

TO CONSIDER:

A report from the Warwick Business School on an issue relating to DLMBA examinations (Paper AQSC.75/11-12, copy attached).

13. Update from the Students' Union

TO CONSIDER:

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

14. HEFCE Consultation on 'Improving Quality Assurance in Higher Education

TO CONSIDER:

The HEFCE consultation on the introduction of a more risk-based approach to quality assurance in higher education in England (excluding Annexes) (Paper AQSC.85/11-12, circulated previously).

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.

Joint Warwick/NTU PhD in Neuroscience (minute CFDLSC 32(d)/11-12 refers)

TO REPORT:

(a) That, at its meeting on 15 February 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, as set out in the following papers:

- (i) Part 1 of the Course Approval Form for the PhD in Neuroscience (SGS.31/11-12);
- (ii) Part 4 of the Course Approval Form for the PhD in Neuroscience (CFDLSC.88/11-12).

And resolved that the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, as set out in papers SGS 31/11-12 and CFDLSC 88/11-12 be approved.

(b) That, at its meeting on 3 May 2012, the Board of Graduate Studies considered the proposal from the School of Life Sciences to introduce a Joint Warwick/NTU PhD in Neuroscience as set out in papers SGS 31-32/11-12, BGS 73-74/11-12, BGS 104-105/11-12 and CFDLSC 88/11-12.

TO CONSIDER:

The recommendation from the CFDLSC that the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, be approved as set out in papers:

- (c) Part 1 of the Course Approval Form for the PhD in Neuroscience (SGS.31/11-12);
- (d) External views on the course proposal BGS.73-74/11-12
- (c) Part 4 of the Course Approval Form for the PhD in Neuroscience (CFDLSC.88/11-12).

16. PSRB Reviews

(a) General Medical Council Accreditation Visit

TO CONSIDER:

- (i) The report of the GMC accreditation visit held in November 2011 (Paper AQSC.76/11-12, circulated previously).
- (ii) The departmental response and action plan, approved by the GMC Quality Scrutiny Group in March 2012 (Paper AQSC.77/11-12, circulated previously).

(b) British Computing Society

TO REPORT:

That a visit of the British Computing Society to review courses in the Department of Computer Science took place on 3 May 2012.

(c) Ofsted

TO REPORT:

That the Institute of Education and the Centre for Lifelong Learning had volunteered to pilot the new 'no-notice' inspection arrangements this term, noting that this pilot process would not result in any formal judgements and was intended to allow Ofsted to test the practical arrangements for the review process.

(d) Institute of Mechanical Engineers

TO REPORT:

That the accreditation visit of the Institute of Mechanical Engineers had taken place on 8 and 9 May 2012.

(e) Warwick Business School

TO CONSIDER:

- (i) The Chartered Institute of Personnel and Development (CIPD) review report of the Warwick Business School's Masters in Industrial Relations and Managing Human Resources (Paper AQSC.86/11-12, circulated previously).
- (ii) A report from WBS on action taken in response to the recommendations, noting that the CIPD subsequently provided confirmation to WBS that all essential actions had been met and that the course had been approved for delivery (Paper AQSC.87/11-12, circulated previously).
- (iii) **The report of the Association to Advance Collegiate Schools of Business (AACSB) accreditation review of WBS' bachelors, masters and doctoral degree courses (Paper AQSC.88/11-12, copy attached).**

- (iv) **A report from WBS on its response to the AACSB report and action taken in response to recommendations (Paper AQSC.89/11-12, copy attached)**
- (v) **The report of the Association of MBAs (AMBA) report accreditation review of the MBA portfolio of courses, the MPA and the MSc in Management (Paper AQSC.90/11-12, copy attached).**
- (vi) **A report from WBS on actions taken in response to the recommendations (Paper AQSC.91/11-12, copy attached).**

17. Amendments to University Regulations

TO REPORT:

That at its meeting on 3 May 2012, the Board of Graduate Studies recommended to AQSC that the amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees, as set out in paper BGS 85/11-12, be approved (draft unconfirmed minute BGS/79/11-12 refers).

TO CONSIDER:

Amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees, as set out in paper BGS 85/11-12 (circulated previously).

18. Erasmus Mundus

TO REPORT:

That four bids have been submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University:

- (a) Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;
- (b) A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;
- (c) A Joint degree in Particle Physics (PCUBE), led by Physics.
- (d) Continuation of the MA in International Performance Research, led by the School of Theatre, Performance and Cultural Studies.

19. 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/17_May_2012

20. NUS Student Experience Research Reports:

TO RECEIVE:

- (a) NUS Student Experience Research 2012 Part 1: Teaching and Learning (Paper AQSC.78/11-12, [available online](#)).
- (b) NUS Student Experience Research 2012 Part 2: Independent Learning and Contact Hours (Paper AQSC.79/11-12, [available online](#)).
- (c) NUS Student Experience Research 2012 Part 3: Subject Differences (Paper AQSC.80/11-12, [available online](#)).
- (d) NUS Student Experience Research 2012 Part 4: First Year Student Experience (Paper AQSC.81/11-12, [available online](#)).

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

TO REPORT:

That the Committee considered the QAA UK Quality Code Part B11: Research Degrees, draft for consultation (Paper AQSC.53/11-12) at its meeting on 29 February 2012 and resolved that any comments be provided to the Secretary of the Committee.

TO RECEIVE:

The University's final response to the QAA consultation, approved by the Vice-Chancellor on behalf of the Steering Committee (SC.287/11-12, [available online](#)).

22. QAA Consultation on the UK Quality Code Part B5: Student Engagement

TO REPORT:

- (a) That the QAA issued a consultation on the UK Quality Code Part B5: Student Engagement in March 2012.
- (b) That, at its meeting on 16 April 2012, the Steering Committee considered the University's draft response to the QAA Consultation on the UK Quality Code: Section B5 – Student Engagement (SC.312/11-12) and resolved that the University's response to the QAA Consultation on the UK Quality Code: Section B5 – Student Engagement be approved as set out in SC.312/11-12, subject to the amendments discussed in the meeting, and be submitted to the QAA by the deadline of 18 April 2012 (minute SC.449/11-12 refers).

TO RECEIVE:

- (c) The QAA consultation document on the UK Quality Code Part B5: Student Engagement (Paper AQSC.82/11-12, [available online](#)).
- (d) The University's response to the consultation document (Paper SC.312(revised)/11-12, [available online](#)).

23. QAA Consultation on Enterprise and Entrepreneurship Education

TO REPORT:

- (a) That the QAA issued draft Guidance on Enterprise and Entrepreneurship Education for consultation in March 2012.
- (b) That, at its meeting on 23 April 2012, the Steering Committee considered the University's draft response to the consultation and resolved that the University's response to the QAA Consultation on Enterprise and Entrepreneurship Education be approved as set out in SC.317/11-12, subject to the amendments discussed in the meeting, and be submitted to the QAA by the deadline of 24 April 2012 (minute SC.462/11-12 refers).

TO RECEIVE:

- (c) The QAA draft Guidance on Enterprise and Entrepreneurship Education (Paper AQSC.83/11-12, [available online](#)).
- (d) The University's response to the consultation document (Paper SC.317(revised)/11-12, [available online](#)).

24. New Postgraduate Courses of Study (minutes BGS.78(a) and 89(b)/11-12 refer)

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 3 May 2012 that the Chair had taken action to approve the following new course, considered initially at its meeting on 24 February 2012:

MSc in Business

- (b) That the Board of Graduate Studies at its meeting on 3 May 2012 approved the following new course:

Joint Warwick/NTU PhD in Neuroscience

25. Next meeting

That the next meeting of the Committee will be held at 9.00am on Wednesday, 20 June 2012 in the Council Chamber, University House.