

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 25 November 2009 at **9am** in the Council Chamber, University House.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary to the Committee, Jenny Hughes, ext 74464, email jenny.hughes@warwick.ac.uk or the Assistant Secretary, Lucy Hayton, ext 22707, email l.hayton@warwick.ac.uk

J F Baldwin
Registrar

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

Members will also be provided with a link to electronic versions of the papers.

Note: a second circulation agenda will include a small number of additional items arising from the meetings of the Board of Graduate Studies of 17 November and the Board of Undergraduate Studies of 18 November 2009.

AGENDA

#1. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting held on 3 November 2009, previously circulated and available on the Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

#2. Matters arising

Statement on undergraduate contact hours (Steering Committee minute 656(a)/08-09 refers)

TO CONSIDER:

A report from the Deputy Academic Registrar, including a draft revised statement on undergraduate contact hours, paper AQSC 30/09-10 (copy attached).

3. Chair's action

Annual Course Review report forms

TO REPORT:

That since the last meeting of the Committee, the Chair, acting on its behalf, took action to approve amendments to the Annual Course Review report form as set out in paper AQSC 31/09-10 (electronic copy available).

4. Chair's business

#5. Learning & Teaching Strategy

TO CONSIDER:

A discussion paper drafted by the Chair concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10 (copy attached).

#6. Assessment Conventions

TO CONSIDER:

A report from the Chair and Secretary concerning proposed amendments to the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 25/09-10 (copy attached).

#7. PSRB engagements

(a) School of Engineering

TO CONSIDER:

- (i) A memo from Dr T Price, Associate Dean, School of Engineering, concerning reaccreditation of BEng, MEng and MSc courses, together with a report from the Institution of Engineering and Technology and the Institute of Measurement and Control, and a response from the School, paper AQSC 23/09-10 (copy attached).
- (ii) A proposal from the School of Engineering concerning proposed additional classification conventions to be added to the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 24/09-10 (copy attached).

(b) Institute of Education

TO CONSIDER:

- (i) A memo from Dr Jane Medwell, Director of Teacher Education, Institute of Education, concerning inspection of Primary Initial Teacher Training courses, together with the final report from Ofsted, and a letter confirming the upgrade to grade 1 for the quality of training and standards, papers AQSC 33a-c/09-10 (copy attached).
- (ii) A report on preparation for the forthcoming inspection visit by Ofsted in respect of Initial Teacher Training provision, paper AQSC 32/09-10 (copy attached).

#8. Strategic Departmental Review (minute 12/09-10 refers)

TO REPORT:

That the Committee at its meeting on 3 November 2009 considered an update from the Head of Governance Support Services on the University's Strategic Departmental Review process, paper AQSC 8/09-10, and resolved:

- (a) That the Head of Governance Support Services be invited to the next meeting of the Committee to discuss the review of the SDR process, noting that the Committee wished to raise the process of appointing Review Group members and the process for considering SDR reports and departmental responses.
- (b) That 2008-09 SDR reports and departmental responses available and not yet considered by the Committee be made available to members on the Committee's electronic file store, and that a summary report prepared by the Head of Governance Support Services be circulated in advance of the next meeting.

TO CONSIDER:

A report from the Head of Governance Support Services concerning the Strategic Departmental Reviews of the following departments, paper AQSC 27/09-10 (copy attached), noting that an electronic copy of each report and response is available on the Committee's file store:

- (a) German, papers SC 516 and 569/08-09;
- (b) History of Art, papers SC 401 and 438/08-09;
- (c) Italian, papers SC 521 and 582/08-09;
- (d) Politics and International Studies, papers SC 249 and 272/08-09;
- (e) Sociology, papers SC 409 and 462/08-09;
- (f) Warwick Business School, papers SC 2 and 42/09-10.

#9. Risk

TO CONSIDER:

A report from the Senior Assistant Registrar (Deputy Registrar's Office) concerning teaching and learning risks, paper AQSC 28/09-10 (copy attached).

#10. Student Complaints

TO CONSIDER:

A report from the Administrative Officer (Academic Registrar's Office) concerning student academic complaints and appeals 2008-09, paper AQSC 26/09-10 (copy attached).

#11. Centre for Student Careers and Skills

TO RECEIVE:

An oral report from the Director of Student Careers and Skills concerning the new Centre.

#12. Proposals from Warwick Medical School regarding the MBChB degree

TO REPORT:

- (a) That the Board of Undergraduate Studies at its meeting on 3 June 2009 considered a proposal to allow MBChB students to study for higher level qualifications (paper BUGS 21/08-09), and recommended that the proposal be approved subject to its consideration by the Board of Graduate Studies (BUGS minute 29/08-09 refers).
- (b) That the Board of Graduate Studies at its meeting on 15 October 2009 considered the proposal and recommended (to the Committee) that the proposal be approved, subject to:
 - (i) Amendments of the maximum duration for the PhD under proposal 2 to 3 years (exceptionally 4 years);
 - (ii) The “explicit criteria” used to determine entry to each route being specified;
 - (iii) An assurance from Warwick Medical School that the transfers would be carefully monitored and reviewed on an ongoing basis;
 - (iv) Consideration being given to the principle of students withdrawing from a graduate-entry undergraduate degree to pursue a PhD and then return to the undergraduate degree, with the associated issue relating to the currency of the first phase of undergraduate learning, it being noted that the University policy on the Accreditation of Prior Learning normally discounted credit accumulated more than 5 years prior to the proposed course entry point.

(BGS minute 15/09-10 refers)

TO CONSIDER:

A proposal from Warwick Medical School to allow MBChB students to study for higher level qualifications, paper BUGS 21/08-09 (revised) (copy attached).

#13. Any other business

14. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9am on Thursday 4 February 2010 in the Council Chamber.