

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 28 October 2008 at **9am** 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, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@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.

AGENDA

#1. Terms of Reference, Constitution and Membership

TO CONSIDER:

Terms of Reference, Constitution and Membership of the Committee for 2008-09, paper AQSC 1/08-09 (copy attached).

#2. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on Thursday 12 June 2008 (copy attached) (also available online at http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/aqsc_mins_12_june_08.pdf)

3. Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

TO REPORT:

That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

TO RECEIVE:

Paper SC 60/07-08 (copy attached), noting that all non-reserved minutes and agenda of the Committee are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

#4. Matters arising

- (a) QAA Institutional Audit (minute 119(d)/07-08 and SC minute 692/07-08 refer)

TO REPORT:

- (i) That the Steering Committee at its meeting on 26 August 2008 resolved to approve the final version of the University's Institutional Briefing Paper, to be sent to QAA by the deadline of 1 September 2008, paper SC.526/07-08 (copy attached).
- (ii) That the Institutional Briefing Paper along with the Student Written Submission and other information is available on the Teaching Quality website:
<http://www2.warwick.ac.uk/services/quality/categories/institutionalaudit/>

TO RECEIVE:

Oral reports from the Chair and the Senior Academic Coordinator for Audit and Enhancement on the Briefing Visit by the QAA audit team as part of the University's Institutional Audit, which took place on 7-9 October 2008, and preparations for the Audit visit, which is due to take place on 10-14 November 2008.

- (b) Undergraduate mark scale and Honours degree classification conventions (minute 119(a)/07-08 refers)

TO REPORT:

That at its meeting on 2 July 2008 the Senate considered:

- (i) The recommendation from the Academic Quality and Standards Committee to introduce a new marking scale, based on 17 grade points, set out in Annex A of paper AQSC 60/07-08 (revised 2) within paper S.51/07-08, on undergraduate modules from Autumn 2008 (on first-year modules from 2008-09 onwards, on second year modules from 2009-10 onwards, and so on), except on numeric-based assessments where the full range of percentage marks from 0 to 100 is used, e.g. many assessments in the Faculty of Science; some language assessments.
- (ii) The recommendation that the University introduce a unified convention for the classification of all Honours degrees, set out in Annex B of paper AQSC 60/07-08 (revised 2), with effect for students first registering in Autumn 2008.

It was reported (by the Pro-Vice-Chancellor {Teaching and Learning}):

- (iii) That the proposed new conventions would offer greater fairness to students and potential for greater flexibility of curricula in the future.
- (iv) That the mapping exercise conducted by four departments had not shown the new conventions to impact negatively on standards or cause grade inflation.
- (v) That the new mark scale would stretch out point averages at the top and bottom of the scale.
- (vi) That departments who are currently marking on a scale of 0 to 100 can, within the newly proposed conventions, continue to do so.

and resolved:

- (vii) That the points of benefit and concern raised by members of the Senate at the meeting regarding the implementation be noted and that, where possible, they be taken into account when introducing the new conventions.
- (viii) That the University adopt a unified convention for the classification of all Honours degrees with the introduction of a new marking scale based on 17 points for any assessments which are not marked on the full range of percentage points for all undergraduate modules taken by students first registering in October 2008.

Following a vote: 29 in favour and 6 against
(Senate minute 93/07-08 refers)

TO RECEIVE:

- (ix) Memo from the Chair to Heads of Department dated 23 July 2008 concerning the implementation of the new Honours degree classification convention and marking scale for undergraduate modules, paper AQSC 3/08-09 (copy attached), noting that:
 - (A) Proposals for special degree classification conventions and/or the use of vivas will be considered at a future meeting of the Committee, following consideration by the relevant Faculty Board(s);
 - (B) Information for students and staff on the new Honours degree classification convention and marking scale for undergraduate modules is available on the Teaching Quality website, together with sample texts for student handbooks (www2.warwick.ac.uk/go/quality/categories/examinations/);

- (C) A Window on Warwick session hosted by the Learning and Development Centre and led by the Teaching Quality unit is to take place on Monday 3 November.
- (x) A further memo from the Chair to Heads of Department dated 6 October 2008 concerning implementation, paper AQSC 4/08-09 (copy attached).
- (c) Learning, Teaching and Assessment Enhancement Strategy (minute 119(b)/07-08 and Senate 93/07-08 minute refer)
 - (i) That at its meeting on 2 July 2008 the Senate resolved that the Learning and Teaching Strategy as set out in S.51/07-08 {Part 1} be approved.
 - (ii) That the new Learning and Teaching Strategy along with a draft implementation plan will be considered at a future meeting of the Committee.
- (d) SSLCs on collaborative and distance learning courses (minute 126(b)/07-08 refers)

TO REPORT:

- (i) That the Committee at its meeting on 12 June 2008 resolved that the proposal from the SSLC Coordinators to develop paper CFDLSC 45/07-08 (revised) into summary guidance to be incorporated in the SSLC Handbook for 2008-09, with additional material to be made available on the SSLC web portal as appropriate, be approved.
- (ii) That the Assistant Registrar (Teaching Quality), in consultation with the SSLC Coordinators, the Chair and the Chair of the Collaborative, Flexible and Distance Learning Sub-Committee drafted a summary of key principles of the SSLC system, together with summary guidance for SSLCs covering students based off campus, which was included in the SSLC Handbook for 2008-09, published in the summer and available online at <http://www2.warwick.ac.uk/go/sslc/handbook/>
- (e) Teaching Staff (minute 75(f)/07-08 refers)

TO CONSIDER:

An oral report from Ms S Bennett, Director of the Learning and Development Centre, concerning ongoing work in respect of the proposals for the induction, ongoing development and monitoring of Teaching Fellows, Part-time Teachers and 'Teaching Elements' set out in paper AQSC 52/07-08.

- (f) Reading list project (minute 78/07-08 refers)

TO REPORT:

- (i) That the Committee at its meeting on 27 February 2008 considered the recommendation of the Quality Enhancement Working Group that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments and resolved:
- (A) That the Library invite departments to nominate one or more members of academic staff to coordinate the submission of reading lists to the Library;
- (B) That the Library develop the mechanism for actioning reading lists to incorporate feedback to academic staff on the lists they have submitted.
- (ii) That at its meeting on 15 October 2008 the Quality Enhancement Working Group considered a report from Mr Antony Brewerton, Head of Academic Support, Library, on progress on the reading list project, paper QEWG 14/08-09, and resolved that Mr Brewerton bring a further update on progress to the Group following the LibQUAL+ survey, due to take place in November 2008.
(unconfirmed QEWG minute 4(a)/08-09)

TO RECEIVE:

A report from Mr Antony Brewerton, Head of Academic Support, Library, on progress on the reading list project, paper QEWG 14/08-09 (copy attached).

- (g) Guidelines for joint and multi-disciplinary degrees (minute 132/07-08 and QEWG minute 4(d)/07-08 refer)

TO REPORT:

That at its meeting on 15 October 2008 the Quality Enhancement Working Group considered an oral report from the Chair on ongoing work to examine management arrangements on undergraduate courses delivered by more than one department, noting that a Working Group set up under the aegis of the Board of Undergraduate Studies and the Academic Quality and Standards Committee was due to meet on 17 October 2008, and recommended (to the BUGS/AQSC Working Group on Joint and Multi-disciplinary degrees):

- (i) That the term “cross-departmental degrees” be considered as a description of the courses concerned;
- (ii) That the Working Group consider what implications their recommendations may hold for other sources of guidance and advice, including Student-Staff Liaison Committee guidance, Personal Tutor guidance;

- (iii) That the Working Group consider whether further work would be necessary on cross-departmental taught postgraduate courses.

TO CONSIDER:

A report from the BUGS/AQSC Working Group on Joint and Multi-disciplinary degrees, paper AQSC 9/08-09 (to follow).

- (h) Guidelines for the consideration of special case evidence by Boards of Examiners (minute 122(d)/07-08 refers)

TO REPORT:

That at the meeting of the Committee held on 12 June 2008:

- (i) It was reported that the Board of Undergraduate Studies at its meeting on 4 June 2008 considered a composite report of the responses from departments and faculties to the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper BUGS 14/07-08, and recommended to the [Academic Quality and Standards] Committee that the revised Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be approved.

(BUGS minute 28/07-08)

- (ii) It was reported that the Board of Graduate Studies at its meeting on 5 June 2008 considered a memo dated 6 May 2008 from the Chair of the Board of Undergraduate Studies inviting Departmental Examination Secretaries to comment on draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper BGS 67/07-08, together with Faculty and Departmental Responses to the draft Guidelines, paper BUGS 14/07-08, and resolved:

- (A) That the draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances be not approved for postgraduate taught students but that the Board reconsider the Guidelines at its next meeting.

- (B) That it be noted that concern was expressed that mitigating circumstances should be disclosed to, or further discussed at, a meeting of the full Board of Examiners, as this might deter students from bringing forward their full mitigating circumstances in certain cases.

(BGS minute 103/07-08)

- (iii) The [Academic Quality and Standards] Committee considered the Proposed Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances, paper AQSC 87/07-08, together with the resolutions of the Board of

Undergraduate Studies and the Board of Graduate Studies, and resolved that the proposed Guidelines be further considered in the Autumn Term 2008 following reconsideration by the Board of Graduate Studies.

TO CONSIDER:

Proposed 'Guidelines for Consideration by Undergraduate Boards of Examiners of Examination Candidates Notifying Mitigating Circumstances', paper AQSC 87/07-08 (copy attached), together with an oral report from the Chair of the Board of Undergraduate Studies.

5. Progress of Committee Recommendations

TO REPORT:

That the Senate at its meeting on 2 July 2008 resolved that recommendations from the Committee under the following headings be approved:

- (a) Undergraduate Mark Scale and Honours Degree Classification Conventions;
- (b) Learning, Teaching and Assessment Enhancement Strategy;
- (c) Credit and Module Framework;
- (d) Widening Eligibility for PhD by Published Work;
- (e) Amendments to the following Regulations: 6.3, 8.10, 13.2 and 34;
- (f) New collaborative course between WMG and HK Vocational Training Council.

6. Chair's Action

TO REPORT:

- (a) That the Chair took action on behalf of the Committee since its last meeting to recommend to the Senate proposed changes to Regulation 14 Governing Higher Degrees Section G, PhD by Published Work, as set out in paper BGS 62/07-08 (revised) (copy attached);
- (b) That the Chair took action on behalf of the Committee since its last meeting to recommend to the Senate proposed changes University Regulation 18 Governing the Postgraduate Certificate in Education as set out in paper AQSC 10/08-09 (copy attached).
- (c) That the Chair took action on behalf of the Committee since its last meeting to recommend to the Senate proposed changes to the Personal Tutor Guidelines as set out in paper S.6/08-09, noting that the revised guidelines are now available online at <http://www2.warwick.ac.uk/services/tutors/personaltutors/>.
- (d) That the Chair took action on behalf of the Committee since its last meeting to approve a proposal from the Centre for Lifelong Learning to extend the existing collaboration with Shetland College to deliver on a validated basis the existing Advanced Diploma in Cognitive Behavioural Methods for Person-centred Counsellors;

- (e) That the Chair took action on behalf of the Committee since its last meeting to recommend for approval to the Senate a proposal from the School of Law to deliver a new LLM in Development Law and Legal Education and the existing PhD in Law in collaboration with the Ethiopian Justice & Legal Research Institute and the University of Mekelle, Ethiopia.

Note: Copies of the papers setting out proposals for new collaborative are available on request from the Secretariat.

7. Chair's Business

#8. Strategic Departmental Review reports

TO CONSIDER:

Review reports, action plans and departmental responses in respect of Strategic Departmental Reviews of the following Centres, Departments and Schools, together with relevant minutes of the Steering Committee as set out paper AQSC 2/08-09 (copy attached):

- (a) Centre for Lifelong Learning, papers SC.432/07-08 and SC.454/07-08 (copies attached);
- (b) Department of History, papers SC.505/07-08 and SC.506/07-08 (copies attached);
- (c) School of Theatre Performance and Cultural Policy Studies, papers SC.508/07-08 and SC.562/07-08 (copies attached).

9. CAPITAL Centre; Reinvention Centre

TO REPORT:

- (a) That the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) had started an evaluation of the University's two Centres for Excellence in Teaching and Learning, the CAPITAL Centre and the Reinvention Centre, paper SC 15/08-09 (copy attached).
- (b) That the Quality Enhancement Working Group at its meeting on 15 October 2008 considered:
 - (i) Interim Self-evaluation report prepared by the CAPITAL Centre in summer 2007 for HEFCE, paper QEWG 9/08-09, noting that the appendices were available at http://www2.warwick.ac.uk/fac/cross_fac/capital/about/hefce/;
 - (ii) Interim Self-evaluation report prepared by the Reinvention Centre in summer 2007 for HEFCE, paper QEWG 10/08-09 (available at <http://www2.warwick.ac.uk/fac/soc/sociology/research/cetl/about/evaluation/>) ;
 - (iii) Executive Summary of a review of the CETL initiative by the Centre for the Study of Education and Training (Lancaster University) for HEFCE, paper QEWG 11/08-09, noting that the

full report was available at
http://www.hefce.ac.uk/pubs/rdreports/2008/rd08_08/.

- (iv) Updates from the CAPITAL Centre and the Reinvention Centre on recent activities, paper QEWG 16/08-09;
- (v) An oral report from Professor Carol Rutter, Director, CAPITAL Centre and Dr Paul Taylor, Director, Reinvention Centre, on the achievements and plans of the two Centres.

and resolved that the Group consider a paper from the CETLs concerning proposals for continuing the Centres' work in the area of spaces for learning and teaching, and recommended (to the Pro-Vice-Chancellor {Teaching & Learning and International Affairs}):

That the evaluation of the CETLs consider a range of measures of impact and influence, including width and depth of impact on students and staff, national and international visibility, impact on the prosecution of pedagogical research, impact on research-teaching links, impact on staff development activities, and the level of synergy between the two Centres.

(unconfirmed QEWG minute 6/08-09)

#10. Framework for HE Qualifications and Credit Framework for England

TO CONSIDER:

- (a) Revised Framework for Higher Education Qualifications (England, Wales and Northern Ireland) (FHEQ), paper AQSC 6/08-09 (copy attached);
- (b) New Higher Education Credit Framework for England, paper AQSC 7/08-09 (copy attached);
- (c) QAA statement to outline the relationship between the credit framework and the FHEQ, paper AQSC 8/08-09 (copy attached);
- (d) along with a covering paper prepared by the secretariat, paper AQSC 5/08-09 (copy attached).

Note: the FHEQ and Credit Framework documents are also available on the QAA website:

www.qaa.ac.uk/academicinfrastructure/FHEQ/EWNI08/FHEQ08.pdf

www.qaa.ac.uk/england/credit/default.asp

www.qaa.ac.uk/academicinfrastructure/FHEQ/FHEQCreditStatement.asp

#11. Student surveys

- (a) National Student Survey

TO CONSIDER:

Summaries of the University's National Student Survey results for 2008, papers SC.565/07-08 and SC.575/07-08 (copies attached).

- (b) Postgraduate Research Experience Survey (minute 134/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 9 October 2008 considered a paper setting out a more detailed analysis of the feedback from Warwick students, benchmarked against the sector as a whole and the Russell Group, paper BGS 34/08-09, resolved that results from PRES 2008 were good on their own merit and when considered against other institutions, resolved that a survey of Postgraduate Research and Postgraduate Taught students would take place next year but that following this, the surveys would alternate biennially, and recommended [to the Academic Quality and Standards] Committee that the Board was of the view that given the value of PRES feedback, it would prefer to see PG participation in the Academic Satisfaction Review cease in order not to occasion survey fatigue in PG students.

(draft unconfirmed BGS minute 23/08-09)

TO CONSIDER:

A paper setting out a more detailed analysis of the feedback from Warwick students in PRES 2008, benchmarked against the sector as a whole and the Russell Group, paper BGS 34/08-09 (copy attached), together with the recommendation of the Board of Graduate Studies.

- (c) Academic Satisfaction Review 2008

TO CONSIDER:

Extracts from the Academic Satisfaction Review for undergraduate students, paper AQSC 15/08-09 (copy attached), the Academic Satisfaction Review for postgraduate taught students, paper AQSC 16/08-09 (copy attached).

- #12. Annual Postgraduate Course Review and Course and Module Approval
(minute 119(k)/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 9 October 2008 considered responses from academic departments to proposals made in paper BGS 54/07-08 setting out revisions to procedures for Annual Postgraduate Course Review and Course and Module Approval, paper BGS 6/08-09, together with a paper setting out proposed recommendations to [the Academic Quality and Standards Committee] based on the responses received from Departments, paper BGS 26/08-09 (tabled at the meeting), and resolved:

- (a) That the Graduate School be asked to bring forward a proposal for the revised content and form of postgraduate research annual course reviews for consideration at the next meeting of the Board, with a view to these being put into operation this year;

- (b) That, in light of discussions with the Deputy Registrar's office about interim measures that might be implemented in respect of module approval at both undergraduate and taught postgraduate level, final consideration of the revised content and form of postgraduate taught course reviews be postponed until the first meeting of the Board in the Spring term.

and recommended to the [Academic Quality and Standards] Committee that the timing of annual course reviews be re-scheduled, with the postgraduate research review being scheduled for the end of term 1 and the taught postgraduate review for the end of term 2.

(draft unconfirmed BGS minute 14/08-09)

TO CONSIDER:

Papers BGS 6/08-09 and 26/08-09 (copies attached), together with the recommendation of the Board of Graduate Studies.

13. Opening of the Wolfson Research Exchange

TO REPORT:

That at the Board of Graduate Studies meeting on 9 October 2008 it was reported that work on the Wolfson Research Exchange in the University Library had been completed and that the facility opened on Monday 29 September 2008.

(draft unconfirmed BGS minute 21/08-09)

14. Employer Engagement and Quality Assurance

TO RECEIVE:

Statement from QAA concerning quality assurance and employer engagement, paper AQSC 11/08-09 (copy attached).

15. Higher Education Achievement Report

TO RECEIVE:

Press release from Universities UK concerning the pilot of the new Higher Education Achievement Report by eighteen higher education institutions, paper AQSC 12/08-09 (copy attached).

#16. PSRB engagements

(a) Register of courses with PSRB accreditation

TO RECEIVE:

Register of University courses with accreditation, validation or other recognition by professional, statutory and regulatory bodies, paper AQSC 19/08-09.

(b) Engineering

TO CONSIDER:

Report from the Joint Board of Moderators on their recent review visit and decision to accredit Civil Engineering degrees, paper AQSC 13/07-08 (copy attached), along with a response from the School of Engineering, paper AQSC 14/07-08 (copy attached).

(c) Forthcoming PSRB engagements

TO CONSIDER:

Outline reports on preparations for the following PSRB engagements, due to take place during the 2008-09 academic year:

- (i) Engineering: Institution of Engineering & Technology; Institute of Measurement and Control, paper AQSC 17/08-09 (copy attached);
- (ii) Warwick Business School: Association of MBAs, paper AQSC 18/08-09 (copy attached).

17. New and revised courses

TO REPORT:

New courses

That the Board of Graduate Studies has previously approved the following new postgraduate courses:

- (a) MPhil/PhD Finance
- (b) MA in International Design and Communication Management
- (c) MSc Economics and International Financial Economics
- (d) PGA E-learning in Academic and Professional Practice
- (e) MA in Writing
- (f) MSc Research Methods [Warwick Medical School]
- (g) PGCert in Applied Training and Education
- (h) MA in the Teaching of Shakespeare
- (i) PGA Delivery of Sexual Healthcare
- (j) MSc Management for Business Excellence
- (k) PGA Creating Learning Communities of Practice [Institute of Education]
- (l) Diploma in Applied Management
- (m) MA in Comparative Cultural and Media Studies

That the Board of Graduate Studies at its meeting held on 9 October 2008 approved the following new and revised postgraduate courses:

- (n) Secondary PGCE – 14-19 Diploma
- (o) MSc Lingual Orthodontics
- (p) MSc in Trauma and Orthopaedic Surgery
- (q) Postgraduate Award, Principles and Delivery of Diabetes Care
- (r) Postgraduate Certificate in Learning and Teaching
- (s) MA Business and Enterprise Education

- (t) PG Certificate Multi-Agency Leadership
- (u) New Route PhD: Researching Change in Education
- (v) MA in Postcolonialism, Racism & Global Order, to replace the course
MA in Race and Ethnic Studies
- (w) Postgraduate Award in Mentoring and Coaching

New collaborative course

- (x) Postgraduate Certificate in Learning and Teaching (International)

Revised courses

- (y) MA in British Cultural Studies and English Language Teaching
- (z) Postgraduate Certificate and Postgraduate Diploma in Occupational
Health
- (aa) Certificate in Diabetes Care
- (bb) EdD
- (cc) MA in Applied Social Research with Specialism in Social Work
- (dd) MA in Applied Social Research with Specialism in Health Studies
- (ee) MA in Applied Social Research with Specialism in Islam in
Contemporary Societies
- (ff) LLM in Socio-Legal Studies

#18. Any other business

19. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.00am on Wednesday
19 November 2008 in the Council Chamber, University House.

JDM/JB, 21.10.08

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