

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on **Wednesday 3 March** 2010 at **9am** in the Council Chamber, University House.

Note: Questions on agenda 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

The agenda is split into two sections: items for consideration by the Committee and items for report without further discussion, unless requested by a member of the Committee. A second circulation agenda with additional items/papers will follow, including items from the meetings of the Boards of Graduate and Undergraduate Studies of 23 and 24 February respectively.

All papers are available electronically from the Committee's file store:
https://files.warwick.ac.uk/tqcomm/browse/AQSC/3_March_2010

AGENDA

ITEMS FOR CONSIDERATION BY THE COMMITTEE

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 4 February 2010, previously circulated and available on the Governance website at:
www.warwick.ac.uk/services/gov/atoz/aqsc/minutes/

2. Matters arising

HEFCE consultation (unconfirmed minute 43/09-10 refers)

TO REPORT:

That at the meeting of the Committee held on 4 February 2010 the Committee considered HEFCE consultation document 2009/47, 'Future arrangements for quality assurance in England and Northern Ireland', paper AQSC 36/09-10, noting that:

- (a) Members of the Committee were invited to comment on the 10 consultation questions set out on pages 30-32;
- (b) The Committee's views on the consultation questions would inform a response to the consultation, to be drafted by the Teaching Quality section and submitted for the consideration of the Steering Committee at its meeting on 22 February 2010;

and resolved:

- (c) That the Committee was of the view that constructive responses to the consultation questions were more likely to be considered by HEFCE, but the University should be forthright in responding to very broad questions on issues of potential concern;
- (d) That the Secretary, in consultation with the Chair, compile a draft response to the consultation questions, informed by comments noted at the meeting.

TO RECEIVE:

The draft consultation response, paper SC.213/09-10 (available on the Committee's electronic file store), noting that the draft response will be further revised to incorporate comments arising from the meeting of the Steering Committee held on 22 February and that the final version of the response will be made available to members of the [Academic Quality and Standards] Committee.

- 3. Chair's business
- 4. Progress of Committee recommendations

TO REPORT:

That the Senate at its meeting on 27 January 2009 resolved that recommendations from the Committee under the following headings be approved:

- (a) Revisions to the Terms of Reference of the Board of Graduate Studies;
 - (b) Extension to existing collaboration with Loughborough College.
- 5. Assessment conventions

TO CONSIDER:

Proposals from the Assessment Conventions Working Group concerning proposed amendments to the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 44/09-10 (to follow).

- 6. Governance Issues
 - (a) Course and Module approval process (unconfirmed minute 42(b)/09-10 and unconfirmed BFSS minute 21(b)/09-10 refer)

TO REPORT:

- (i) That at the meeting of the Committee held on 4 February 2010 it was reported:
 - (A) That the Committee and other University committees and groups had considered on several occasions the desirability of reviewing the existing course and module approval process, and the annual course review process.
 - (B) That the recently published report of the Constitutional Advisory Group (the 'Harris Report', paper S.8/09-10)

included commentary and recommendations concerning the need to review existing quality assurance processes.

- (C) That the Board of the Faculty of Social Sciences, at its meeting on 10 February 2010, would be considering a proposal from Professor Norman Ireland, 'An Outline Proposal for a University and Department Module Data Interface', including proposals for a central module databank, and revised mechanisms for module approval and amendment.
- (D) That the Committee would be invited at its next meeting to prioritise quality assurance processes for review, and to consider review mechanisms.

and resolved:

- (E) That the Committee strongly endorsed a proposal to commence as soon as possible a review of the course and module approval process, noting that in light of resource requirements, it would not be possible to take forward a concurrent review of the annual course review process.
 - (F) That the Committee consider at its next meeting a paper outlining proposals for taking forward the review of the course and module approval process.
- (ii) That the Board of the Faculty of Social Sciences at its meeting held on 10 February 2010 considered an outline proposal for a Module Data Interface, as set out in paper BFSS.11/09-10, and recommended (to the Academic Quality and Standards Committee) that the proposal be considered for implementation by the academic year 2010-11 with a strong endorsement from this Board.

TO CONSIDER:

- (iii) A paper prepared by the Deputy Academic Registrar, in consultation with the Academic Registrar and the Deputy Registrar, outlining proposals for taking forward the review of the course and module approval process, paper AQSC 45/09-10 (copy attached).
 - (iv) An outline proposal for a Module Data Interface, paper BFSS.11/09-10 (copy attached).
- (b) Review of constitution, membership and terms of reference (unconfirmed minute 42(a)/09-10 refers)

TO REPORT:

- (i) That at the meeting of the Committee held on 4 February 2010 it was reported that the Chair would be establishing a working group to consider the future role, terms of reference, constitution and membership of the Committee and its sub-committees, with a view to recommendations for 2010-11 being submitted for consideration in the summer term 2009-10, noting that the review would take account of:

- (A) the emerging recommendations of the Constitutional Advisory Group (paper S.8/08-10, the 'Harris Report') and advice from the Deputy Registrar's Office;
 - (B) discussions already underway within the e-Learning Steering Group, the Quality Enhancement Working Group, and the Collaborative, Flexible and Distributed Learning Sub-Committee;
 - (C) the role and remit of other relevant University committees, including the Boards of Graduate and Undergraduate Studies, and a possible new Student Experience Committee.
- (ii) That it is proposed that a meeting of a working group with the following membership be convened:

- The Chair of the Academic Quality and Standards Committee and the e-Learning Steering Group (Chair)
- The Chair of the Board of Graduate Studies
- The Chair of the Board of Undergraduate Studies
- The Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee
- The Chair of the Quality Enhancement Working Group
- The Students' Union Education Officer
- One representative from each of the Faculties of Arts, Medicine, Science and Social Sciences
- The Deputy Registrar or nominee

Secretariat: Teaching Quality section of the Academic Office

- (iii) That the Quality Enhancement Working Group at its meeting on 9 February 2010 resolved that members of the Group were of the view that QEWG was a valuable forum for more detailed discussion of quality enhancement issues and initiatives (draft unconfirmed QEWG minute 5(b)/09-10 refers), noting that QEWG's views will be included within the issues for consideration by the working group to be established to consider the future role, terms of reference, constitution and membership of the Committee and its sub-committees.

- (iv) That the e-Learning Steering Group at its meeting on 1 February 2010 considered a report from the meeting held on 18 January 2010 of the Sub-Group established to consider the future terms of reference and membership of the e-Learning Steering Group, paper EL 4/09-10, and resolved:

- (A) That in the view of the Group, Warwick should be at the forefront of e-learning and technology enhanced learning and that this would require the Group to take on a more proactive role, which would necessitate additional administrative support that could not be provided through a traditional committee secretariat model;
- (B) That the proposals set out in paper EL 4/09-10 be approved subject to the amendments noted at the

- meeting, and that the revised version of paper EL 4/09-10 be circulated to members of the Group for comment;
- (C) That the final version of paper EL 4/09-10 be submitted for consideration by the Information Policy and Strategy Committee, and the working group to be established by the Pro Vice-Chancellor (Student Experience) to consider the future role, terms of reference, constitution and membership of the Academic Quality and Standards Committee and its sub-committees.
(Draft unconfirmed eLSG minute 12/09-10 refers)

(c) Harris report

TO CONSIDER:

The report of the Constitutional Advisory Group (the Harris Report), paper S.8/09-10 (copy attached), considered at the meeting of the Senate on 27 January 2010, noting that further consideration will be given to the Report by the Senate at the Senate 'Half Away Day' to be held on the afternoon of Wednesday, 17 March 2010.

7. Higher Education Achievement Report

TO CONSIDER:

A proposal concerning the introduction of the Higher Education Achievement Report at Warwick, paper AQSC 46/09-10 (copy attached).

8. National Student Survey

TO CONSIDER:

A summary of departmental response rates to date, together with a covering paper from the Secretariat, paper AQSC 48/09-10 (copy attached).

9. Board of Graduate Studies

- (a) Change to Regulation 37 (draft unconfirmed BGS minute 60/09-10 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 23 February 2010 recommended to the Academic Quality and Standards Committee that proposed amendments to Regulation 37.5, as set out in paper BGS 37/09-10, be approved.

TO CONSIDER:

Minor amendments to Regulation 37.5 as set out in paper BGS 37/09-10 (copy attached).

- (b) Change to Ordinance 13 (draft unconfirmed BGS minute 71/09-10 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 23 February 2010 recommended to the Academic Quality and Standards Committee that a proposal to amend University Ordinance 13, as set out in paper GFSS 182/09-10, be approved.

TO CONSIDER:

A proposal from the Institute of Education to amend University Ordinance 13 as set out in paper GFSS 182/09-10 (copy attached).

10. 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) Centre for Lifelong Learning: collaboration with AGCAS and NASES (unconfirmed CFDLSC minute 19/09-10 and BGS minute 50/09-10 refer)

TO REPORT:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 11 February 2010 recommended (to the Academic Quality and Standards Committee) that the proposal from the Centre of Lifelong Learning to introduce the MA in Career Education, Information and Guidance in Higher Education, and the MA in the Management of Student Work Experience, in collaboration with the Association of Graduate Careers Advisor Services (AGCAS) and the National Association of Student Employment Services (NASES), be approved as set out in the papers CFDLSC 24-31/09-10, subject to:
- (A) clarification of the different learning outcomes for the 60 and 100 credit dissertation for the MA in Career Education, Information and Guidance in Higher Education (paper CFDLSC 28/09-10);
 - (B) the inclusion of the dissertation in the module list on the Part 1 proposal for the MA in Management of Student Work Experience (paper CFDLSC 29/09-10);
 - (C) clarification of whether the one-to-one tutorial with the University-based module leader specified in section 16 would be face-to-face contact (paper CFDLSC 31/09-10);
 - (D) the approval by the Chair of the CVs for non-Warwick tutors who would be teaching on both courses.
- (ii) That subsequent to the meeting, the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee (Dr Amanda Dowd for this item) received satisfactory confirmation of the

issues raised, and CVs for non-Warwick tutors who would be teaching on both courses, and has approved, on behalf of the [CFDLS] Committee, the proposal to deliver the MA in Career Education, Information and Guidance in Higher Education, and the MA in the Management of Student Work Experience, in collaboration with AGCAS and NASES.

- (iii) That the Board of Graduate Studies at its meeting on 19 January 2010 resolved that the proposal, in principle, to introduce two new courses entitled “MA in Career Education, Information and Guidance in Higher Education” and “MA in the Management of Student Work Experience”, as set out in paper BGS 34/09-10, be approved.
- (iv) That full course proposal paperwork and the academic content of the MA in Career Education, Information and Guidance in Higher Education, and the MA in the Management of Student Work Experience, will be considered during the summer term by the Graduate Studies Committee of the Board of the Faculty of Social Sciences, and the Board of Graduate Studies.

TO CONSIDER:

A proposal from the Centre for Lifelong Learning to enter into a collaborative partnership with the Association of Graduate Careers Advisor Services and the National Association of Student Employment Services to deliver the MA in Career Education, Information and Guidance in Higher Education, and the MA in the Management of Student Work Experience, as set out in the following papers, noting that the Committee is asked to consider the collaborative partnership and that full course proposal documentation for the two MA courses will be considered during the summer term by the Graduate Studies Committee of the Board of the Faculty of Social Sciences, and the Board of Graduate Studies:

- (v) Covering paper from the Centre for Lifelong Learning, paper CFDLSC 24/09-10;
- (vi) A statement of intent from AGCAS and NASES, paper CFDLSC 25/09-10;
- (vii) Background information on AGCAS and NASES, paper CFDLSC 26/09-10;
- (viii) Information on the process for selecting and training AGCAS and NASES qualification trainers, paper CFDLSC 27/09-10;
- (ix) Course proposal part 1 for the MA in Career Education, Information and Guidance in Higher Education, paper CFDLSC 28/09-10;
- (x) Course proposal part 1 for the MA in the Management of Student Work Experience, paper CFDLSC 29/09-10;
- (xi) Course proposal part 4, paper CFDLSC 30/09-10;
- (xii) Course proposal part 5, paper CFDLSC 31/09-10.

- (b) Complexity Science: collaboration with the University of Gothenburg, Chalmers University and Ecole Polytechnique (unconfirmed CFDLSC minute 21/09-10 and draft unconfirmed BGS minute 69(b)(ii)/09-10 refer)

TO REPORT:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 11 February 2010 recommended (to the Academic Quality and Standards Committee) that the proposal for a new MSc in Complex Systems Science (University of Warwick) in collaboration with the University of Gothenburg, Chalmers University and Ecole Polytechnique, be approved as set out in papers SGS 46-49/09-10.
- (ii) That the Board of Graduate Studies at its meeting held on 23 February 2010 considered a proposal to introduce a new course entitled "MSc in Complex Systems Science (Warwick)" (papers SGS 46/09-10, SGS 47/09-10, SGS 48/09-10 and SGS 49/09-10) and resolved that the proposal be approved.

TO CONSIDER:

A proposal for a new MSc in Complex Systems Science (University of Warwick) in collaboration with the University of Gothenburg, Chalmers University and Ecole Polytechnique, as set out in the following papers, noting that that the collaborative partners and the MSc in Complex Systems Science (a joint degree) have previously been approved, and approval is now sought for a Warwick only version of the MSc in Complex Systems Science, to recognise that Ecole Polytechnique does not have power to award a joint degree and students attending Warwick and Ecole Polytechnique will be awarded double degrees:

- (iii) An explanatory memo from the Complexity Science Doctoral Training Centre, paper SGS 48 09-10;
- (iv) Course proposal part 1, paper SGS 46/09-10;
- (v) Course specification, paper SGS 47/09-10;
- (vi) Course proposal part 4, paper SGS 49/09-10.

- (c) Institute of Education

- (i) PGA in 'Subject Pedagogy Development (Prince's Teaching Institute)' (unconfirmed CFDLSC minute 22(c)/09-10 and draft unconfirmed BGS minute 69(c)(i)(C) refer)

TO REPORT:

- (A) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 11 February 2010 recommended (to the Academic Quality and Standards Committee) that the proposal to introduce a new PGA, 'Subject Pedagogy Development (Prince's Teaching Institute)', as set out in papers GFSS 117, 119 and 121/09-10 be approved subject to:

- (1) receiving a letter of intent from the Prince's Teaching Institute;
- (2) clarification on what percentage of the course will be delivered by the partner organisation;
- (3) a proposal from the Institute of Education outlining the mechanisms for approving non-Warwick teaching staff;
- (4) an annual report being submitted to the Committee giving details of the non-Warwick staff who have taught on the course;

noting that subsequent to the meeting, the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee received satisfactory confirmation of the issues raised, and has approved, on behalf of the [CFDLS] Committee, the proposal to introduce a new PGA, 'Subject Pedagogy Development (Prince's Teaching Institute)'.

- (B) That the Board of Graduate Studies at its meeting on 23 February 2010 considered a proposal to introduce a new PGA in Subject Pedagogy and Development (Prince's Teaching Institute) (papers GFSS 117/09-10, GFSS 118/09-10 and GFSS 119/09-10), and resolved that the proposal be approved.

TO CONSIDER:

A proposal to introduce a new PGA, 'Subject Pedagogy Development (Prince's Teaching Institute)', as set out in the following papers:

- (C) Course proposal part 1, paper GFSS 117/09-10;
 - (D) Course proposal part 4, paper GFSS 119/09-10;
 - (E) Further information on the Prince's Teaching Institute, paper GFSS 121/09-10.
- (ii) Postgraduate Certificate in Innovation in Education (Advanced Teaching through Peer Coaching): extension to existing collaboration with the Specialist Schools and Academies Trust (unconfirmed CFDLSC minute 22(d)/09-10 and draft unconfirmed BGS minute 69(c)(i)(F) refer)

TO REPORT:

- (A) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 11 February 2010 recommended (to the Academic Quality and Standards Committee) that the proposal from the Institute of Education to introduce a new Postgraduate Certificate in Innovation in Education (Advanced Teaching through Peer Coaching), as an extension to the existing collaboration with the Specialist Schools and Academies Trust, be approved as set out in papers GFSS 145/09-10 and 147-151/09-10.

- (B) That the Board of Graduate Studies at its meeting on 23 February 2010 considered a proposal to introduce a new course entitled “Postgraduate Certificate in Innovation in Education (Advanced Teaching Through Peer Coaching)” (papers GFSS 145 – 151/09-10), and resolved that the proposal be approved, subject to clarification of the rationale for the very high percentage of teaching by non-Warwick staff, and confirmation of the measures taken to ensure that delivery can be safeguarded.

TO CONSIDER:

A proposal from the Institute of Education to introduce a new Postgraduate Certificate in Innovation in Education (Advanced Teaching through Peer Coaching), as set out in the following papers, noting that this would be an extension to the existing collaboration with the Specialist Schools and Academies Trust:

- (C) Course proposal part 1, paper GFSS 145/09-10;
(D) Course specification, paper GFSS 147/09-10.
- (d) Warwick Manufacturing Group: New Post-Experience Franchise Module with Barclay's Wealth (unconfirmed CFDLSC minute 23(a)/09-10 refers)

TO REPORT:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting held on 11 February 2010 recommended (to the Academic Quality and Standards Committee) that the proposal from Warwick Manufacturing Group to introduce a new post-experience franchise module, Lean Sigma – Basics, be approved as set out in papers SGS 23/09-10 and 24/09-10, subject to the approval of Curriculum Vitae for all new non-University of Warwick staff who will teach on the module.
- (ii) That subsequent to the meeting, the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee took action, on behalf of the [CFDLS] Committee, to approve CVs for non-Warwick tutors who will teach on the module.

TO CONSIDER:

A proposal from Warwick Manufacturing Group to introduce a new post-experience franchise module, Lean Sigma – Basics, as set out in the following papers:

- (iii) A covering letter from Warwick Manufacturing Group, paper SGS 24/09-10;
(iv) Module proposal for Lean Sigma Basics, paper SGS 23/09-10.

11. 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.

12. Chair's action

13. PSRB engagements: Warwick Business School

TO CONSIDER:

A report from Warwick Business School on preparations for the forthcoming re-accreditation visit by the Association to Advance Collegiate Schools of Business, paper AQSC 49/09-10 (copy attached).

14. Accreditation of Prior Learning Policy: Warwick Business School (BGS minute 106(b)(iii)/08-09 and draft unconfirmed BGS minute 56(b)/09-10 refer)

TO REPORT:

(a) That the Board of Graduate Studies at its meeting on 4 June 2009:

- (i) resolved that a proposal to enable students who have successfully completed the Postgraduate Certificate in Strategy leadership (Fire and Rescue Service) to transfer their 60 credits at M level to the Postgraduate Diploma in Public Leadership and Management (papers GFSS 313/08-09 and GFSS 314/08-09) be approved.
- (ii) resolved that a proposal to enable students who have successfully completed the Postgraduate Award in Strategic Leadership (Network Rail) to be exempt from two modules ('Strategy in/and Practice' and 'Leadership' elective module) on the MBA programme (paper GFSS 315/08-09) be approved, subject to clarification of why the transfer of marks from the PG Award to the MBA is necessary.

(b) That at the meeting of the Board of Graduate Studies held on 23 February 2010 it was reported that clarification that transfer of marks from the PG Award to the MBA is not necessary had been received, along with a revised proposal (paper GFSS 315/08-09 (revised)), and that the Chair, acting on behalf of the Board, had taken action to approve the proposal, as set out in paper GFSS 315/08-09 (revised).

TO CONSIDER:

(c) A proposal to enable students who have successfully completed the Postgraduate Certificate in Strategy leadership (Fire and Rescue Service) to transfer their 60 credits at M level to the Postgraduate Diploma in Public Leadership and Management, as set out in papers GFSS 313 and 314/08-09 (copy attached), noting that Warwick

Business School have confirmed that marks from the Postgraduate Certificate in Strategy leadership (Fire and Rescue Service) will not be carried forward to the Postgraduate Diploma in Public Leadership and Management.

- (d) A proposal to enable students who have successfully completed the Postgraduate Award in Strategic Leadership (Network Rail) to be exempt from two modules ('Strategy in/and Practice' and 'Leadership' elective module) on the MBA programme, as set out in paper GFSS 315/08-09 (revised) (copy attached).

15. Quality Enhancement Working Group: recommendations arising from QAA Institutional Audit (draft unconfirmed QEWG minute 8/09-10 refers)

TO REPORT:

That at the meeting of the Quality Enhancement Working Group held on 9 February 2010:

- (a) It was reported that, following the Quality Assurance Agency Institutional Audit visit in November 2008, the QAA made the following recommendations to the University:

"The audit team recommends that the University consider further action in some areas.

Recommendations for action that the audit team considers advisable:

- to review its management of joint honours courses, including the application of additional credit to such courses.

Recommendations for action that the audit team considers desirable:

- to review the operation at departmental level of the new central guidelines on personal tutoring with a view to enhancing consistency of implementation."

- (b) The Quality Enhancement Working Group considered:

- (i) Extracts from the Annex to the QAA Institutional Audit Report, providing further background to the recommendations arising from the Audit visit, paper QEWG 2/09-10.
- (ii) A report from the Secretary concerning progress on implementing the recommendations, paper QEWG 3/09-10.
- (iii) Draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2), draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, and a covering paper from the Assistant Secretary concerning feedback from departments, paper QEWG 5/09-10.
- (iv) An update from the University Senior Tutor on the progress of implementing the revised Personal Tutor Guidelines, paper QEWG 6/09-10 (tabled at the meeting).

- (c) And resolved:

- (i) That the University Senior Tutor be invited to report on the implementation of the revised Personal Tutor Guidelines at the next meeting of the Group.
- (ii) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide' be approved as set out in paper QEWG 23/08-09 (revised 2), subject to the amendments noted at the meeting, noting that the Group was of the view that even where responsibility for management of joint courses is divided equally between departments, one of the departments should be designated as the 'home' department to ensure that students have a clear point of contact when queries or issues need to be resolved.
- (iii) That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses be approved as set out in paper QEWG 24/08-09.
- (iv) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2) and draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, be circulated to SSLC representatives for comment, with a view to the Group considering final versions of the Good Practice Guide and SSLC guidance at its meeting in the summer term and recommending them for approval to the Academic Quality and Standards Committee, for implementation at the beginning of the academic year 2010-11.
- (v) That in the view of the Working Group, the resolution of the Sub-Faculty of Science that each department examine student handbooks and ensure that the information on the use of the Seymour Formula is clear (SFS minute 5/09-10 refers) did not go far enough in addressing the QAA recommendation that it was advisable that the University review the application of additional credit to joint honours courses.
- (vi) That the AQSC Assessment Conventions Working Group be invited to consider consistency across the University in the ability of students to take extra credit and the rules applying to such credit.

16. Online Submission (Minute 59(f)/08-09 and draft unconfirmed eLSG minute 11(a)/09-10 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee at its meeting on 25 February 2009 resolved that Dr R Moseley, Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, convene a Working Group to share experience and develop good practice guidelines for the online submission of students' assessed work, the Group to include members of CFDLSC and others with relevant experience and expertise.
- (b) That an Online Submission Working Group had been convened by Dr Adrian Stokes, Warwick Medical School, and that the first meeting of the Group was held on 22 September 2009.
- (c) That at the meeting of the e-Learning Steering Group held on 1 February 2010:

- (i) It was reported that the Group at its meeting on 26 October 2009:
- (A) considered the minutes of the meeting of the Online Submission Working Group held on 22 September 2009, paper EL 3/09-10, noting that:
- (1) The minutes represented work in progress and further discussions would take place before the Working Group formulated recommendations for consideration by the Academic Quality and Standards Committee;
 - (2) Members were invited to contact Dr Adrian Stokes with any comments on the Working Group's initial findings.
- (B) resolved that the central issues for consideration were:
- (1) should University-wide guidelines be agreed in relation to the online submission of students' assessed work, and if so, what should the guidelines contain;
 - (2) should a University-wide system be developed to support online submission;
 - (3) if a University-wide system were to be developed, how could this best be supported, for example through development of a bespoke in house system, or through a third party system;
 - (4) if a third party system were to be used, should work first be submitted to a University-owned depository.
- (C) recommended to the Chair of the Online Submission Group that a small research group be commissioned to investigate in detail possible models for University-wide support for online submission of students' assessed work, and that the Chair of the Online Submission Working Group discuss possible membership of the research group with the Director of IT Services, noting that possible members might included relevant IT Service manager(s) and analysts and a small number of representatives of academic departments
- (ii) It was reported that the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 19 November 2009 considered the minutes of the meeting of the Online Submission Working Group held on 22 September 2009, paper EL 3/09-10, together with the resolutions and recommendations of the e-Learning Steering Group and recommended to the Academic Quality and Standards Committee and the e-Learning Steering Group:
- (A) That in future the Online Submission Working Group report to the e-Learning Steering Group, noting that online submission had implications for all courses and not just collaborative courses, and that the membership of the Online Submission Working Group would ensure

that collaborative elements continued to be taken into account as appropriate.

- (B) That in addition to the issues for consideration raised by the e-Learning Steering Group, the Online Submission Working Group focus on the pedagogic rationale for an online system.

(CFDLSC minute 11/09-10 referred)

- (iii) The e-Learning Steering Group considered the recommendations of the Collaborative, Flexible and Distributed Learning Sub-Committee, together with an oral update from the Secretary, noting that the convenor of the Online Submission Working Group, Dr Adrian Stokes, would be leaving the University during the spring term, and resolved that in future the issue of online submission be considered by the e-Learning Steering Group and that a separate Online Submission Working Group would no longer be required.

17. Next meeting

That the next meeting of the Committee will be held at 9am on Thursday 20 May 2010 in the Council Chamber.

JH, 24.02.10

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