

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 10 June 2014 at **9.00am** in room CMR 1.0 (formerly 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 and Chief Operating Officer

STRATEGIC ITEMS FOR DISCUSSION - 2nd Circulation

New items added to this agenda are marked in **bold** typeface.
We will work from this agenda at the meeting.

The following agenda item constitutes the main strategic item for discussion at the meeting. Up to half the scheduled meeting time will be allocated to discussion of this topic.

1. Monash-Warwick Alliance

TO CONSIDER:

A paper from the Monash-Warwick Alliance project team updating on the direction of the Alliance education strategy developments (paper AQSC 50/13-14, previously circulated).

A G E N D A - 2nd Circulation

2. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting held on 15 May 2014 (previously circulated).

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

4. Progress of Committee Recommendations

TO REPORT:

That the Vice-Chancellor and President, acting on behalf of the Senate, has taken action to approve a recommendation from the Committee under the following heading:

Approval of Change of First Year Board of Examiners Conventions.

5. Chair's Business

An oral report from the Chair on the following items:

AQSC Away Day;
Teaching College.

6. Students Union Update

TO RECEIVE:

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

7. University Feedback and Complaints Resolution Framework

TO CONSIDER:

A proposal from the Director of Delivery Assurance to develop a new integrated student complaints pathway within the context of a revised University Feedback and Complaints Resolution Framework (paper AQSC 58/13-14, copy attached).

8. Report from the Quality Assurance Working Group

TO CONSIDER:

A report from the Quality Assurance Working Group of the Academic Quality and Standards Committee (paper AQSC 51/13-14, previously circulated).

9. Report from the Student Experience Working Group

TO CONSIDER:

A report from the Student Experience Working Group of the Academic Quality and Standards Committee (**paper AQSC 52/13-14, copy attached**).

10. International Sub-Group (minutes ISG 9/13-14 and ISG 10/13-14 refer)

TO CONSIDER:

- (a) The recommendation from the International Sub-Group of the Academic Quality and Standards Committee that the proposed solutions to mitigate the risks set out in paper ISG 5.2/13-14 (previously circulated) be approved in principle, subject to further discussion with the Academic Office and departments about a realistic timescale for implementation;
- (b) The recommendation from the International Sub-Group of the Academic Quality and Standards Committee that there should be an expectation that departments with a significant intake of international students work towards offering an international students' experience programme of cultural and linguistic induction to international students, whether through the Centre for Applied Linguistics (CAL), or independently.

11. National Student Survey (NSS) Working Group

TO RECEIVE:

An oral update from the Chair on the proposed membership and terms of reference of the NSS Working Group of the Academic Quality and Standards Committee.

12. Module Evaluation (minute 49/13-14 refers)

TO REPORT:

That, at its meeting on 30 January 2014, the Committee considered a paper from the Assistant Registrar (Learning and Teaching), setting out options for the introduction of a University-wide programme of module evaluation (paper AQSC 21/13-14), and resolved that the further development of a University-wide programme of module evaluation be referred to the Student Engagement Sub-Group of AQSC to discuss and refine further, to be considered at a future meeting of the AQSC, noting the views of the Committee that:

- (a) The Sub-Group should carefully consider the potential to develop distinct, but complementary, aims of the module evaluation process; not only as a pure evaluation tool, but also as a mechanism through which students might be encouraged to reflect on their own engagement with the learning and teaching process;
- (b) A set of principles underpinning the module evaluation process should be developed to ensure that the purpose and aims are very clearly articulated.

TO CONSIDER:

A report from the Student Engagement Sub-Group of the Academic Quality and Standards Committee setting out proposed principles of module evaluation (paper AQSC 53/13-14, previously circulated).

13. Good Practice Guide on Monitoring Student Attendance and Progression (minute 70/13-14 refers)

TO REPORT:

That, at its meeting on 27 February 2014, the Committee considered a proposal from the Compliance Officer (Student Immigration), International Office, to amend the Good Practice Guide on Monitoring Student Attendance and Progression (paper AQSC 39/13-14), and resolved that the proposal be revised by the International Office in line with the discussions at the meeting, and reconsidered at a future meeting of the Committee.

TO CONSIDER:

An updated proposal to amend the Good Practice Guide on Monitoring Student Attendance and Progression (paper AQSC 54/13-14, previously circulated).

14. Information for Students (minute 31/13-14 refers)

TO CONSIDER:

A draft of the Good Practice Guide on Providing Information to Students, revised to reflect amendments suggested by members of the Committee following its meeting on 4 December 2014 (paper AQSC 55/13-14, previously circulated).

15. Moderation Guidance

TO REPORT:

A paper from the Chair of the Board of Undergraduate Studies and the Assistant Registrar (Learning and Teaching) setting out a final version, following extensive consultation, of proposed guidance on moderation (paper AQSC 59/13-14, copy attached).

16. Amendments to the Requirements for Taught Postgraduate Awards

TO REPORT:

That the Board of Graduate Studies, at its meeting on 5 June 2014, considered a paper from the Assistant Registrar (Learning and Teaching) outlining proposed changes to the “Requirements for Taught Postgraduate Awards” (paper BGS 59/13-14), and recommended (to the Academic Quality and Standards Committee) that the proposed changes be approved.

TO CONSIDER:

A paper from the Assistant Registrar (Learning and Teaching) setting out proposed changes to the harmonised PGT conventions to reflect the amendments recommended by the Board of Graduate Studies as described in the paper (paper AQSC 60/13-14, copy attached).

17. Collaborative Course Proposals

- (a) MSc in Sustainable Materials and Manufacturing, and variation of existing EngD (International) (minute CFDLSC 42(a)/13-14 refers)

TO REPORT:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to introduce new courses:

- MSc in Sustainable Materials and Manufacturing
- EngD (International) in Sustainable Materials and Manufacturing;

as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University, as set out in the following papers:

- (i) “Part 1” Course approval form for MSc in Sustainable Materials in Manufacturing (paper SGS 37(a)/13-14 (revised));
- (ii) “Part 1” Course approval form EngD (International) in Sustainable Materials and Manufacturing (paper SGS 37(b)/13-14 (revised));
- (ii) “Part 4” Course approval form (paper SGS 37(d)/13-14 (revised));
- (iv) Course specification for the MSc in Sustainable Materials in Manufacturing (paper SGS 37(e)/13-14 (revised)).

And recommended (to the Academic Quality and Standards Committee) that [the proposal] be approved as set out in the following papers:

- (i) “Part 1” Course approval form for MSc in Sustainable Materials in Manufacturing (paper SGS 37(a)/13-14 (revised 2));
- (ii) “Part 1” Course approval form EngD (International) in Sustainable Materials and Manufacturing (paper SGS 37(b)/13-14 (revised 2));
- (ii) “Part 4” Course approval form (paper SGS 37(d)/13-14 (revised 2));
- (iv) Course specification for the MSc in Sustainable Materials in Manufacturing (paper SGS 37(e)/13-14 (revised 2)).

TO CONSIDER:

A proposal from the Warwick Manufacturing Group to introduce new courses:

- MSc in Sustainable Materials and Manufacturing
- EngD (International) in Sustainable Materials and Manufacturing;

as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University, as set out in the following papers:

- (i) “Part 1” Course approval form for MSc in Sustainable Materials in Manufacturing (paper SGS 37(a)/13-14 (revised 2), available online);
 - (ii) “Part 1” Course approval form EngD (International) in Sustainable Materials and Manufacturing (paper SGS 37(b)/13-14 (revised 2), available online);
 - (ii) “Part 4” Course approval form (paper SGS 37(d)/13-14 (revised 2), available online);
 - (iv) Course specification for the MSc in Sustainable Materials in Manufacturing (paper SGS 37(e)/13-14 (revised 2), available online).
- (b) EngD (International) – Part-time variant (minute CFDLSC 42(b)/13-14 refers)

TO REPORT:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International) (paper SGS 42/13-14), and recommended (to the Academic Quality and Standards Committee) that [the proposal], as set out in paper SGS 42/13-14, be approved.

TO CONSIDER:

A proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International) (paper SGS 42/13-14, available online)

- (c) Kansai Junior Youth Abroad, CAL (minute CFDLSC 42(e)/13-14 refers)

TO REPORT:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Centre for Applied Linguistics to introduce a new Undergraduate option stream for Kansai Junior Youth students (paper CFDLSC 118/13-14), and recommended (to the Academic Quality and Standards Committee) that [the proposal] be approved as set out in paper CFDLSC 118/13-14.

TO CONSIDER:

A proposal from the Centre for Applied Linguistics to introduce a new Undergraduate option stream for Kansai Junior Youth students (paper CFDLSC 118/13-14, available online)

- (d) University of St. Gallen, Switzerland (minute CFDLSC 42(f)/13-14 refers)

TO REPORT:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee **considered** a proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland (paper CFDLSC 121/13-14), and **recommended** (to the Academic Quality and Standards Committee) that [the proposal] be approved as set out in paper CFDLSC 121/13-14.

TO CONSIDER:

A proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland (paper CFDLSC 121/13-14, available online).

18. Delegated powers from the Senate

TO CONSIDER:

A proposal from the Senior Assistant Registrar (Teaching Quality) for Delegated Authorities to the Academic Quality and Standards Committee (paper AQSC 56/13-14, previously circulated).

19. Committee Effectiveness

TO CONSIDER:

A mapping of the Sub-Committee's terms of reference against agenda items (**paper AQSC 57/13-14, copy attached**).

20. 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 file-store at: https://files.warwick.ac.uk/tqcomm/browse/AQSC/10_June_2014

21. **Board of Undergraduate Studies' Terms of Reference (minutes BUGS XX/13-14 and BUGS 29/13-14 refer)**

TO REPORT:

At its meeting on 4 June 2014, the Board of Undergraduate Studies considered proposed revised Terms of Reference for the Board of Undergraduate Studies (paper BUGS 22/13-14) and recommended (to the Academic Quality and Standards Committee) that the proposed revised Terms of Reference for the Board of Undergraduate Studies as set out in paper BUGS 22/13-14, be approved.

TO CONSIDER:

A proposal from the Board of Undergraduate Studies to revise its own terms of reference (paper BUGS 22/13-14, available online).

22. **Exemption for UK based HEIs from Providing CVs for Staff.**

TO REPORT:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process, and recommended (to the Academic Quality and Standards Committee) that [the proposal] be approved.

TO CONSIDER:

The proposal from the Collaborative, Flexible and Distributed-Learning Sub-Committee that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process.

23. New Undergraduate Courses of Study

TO REPORT:

That the Board of Undergraduate Studies, at its meeting on 4 June 2014, approved the following new courses:

- **BSc (with foundation year) in Accounting and Finance**
- **BSc (with foundation year) in Management**
- **BA Education Studies**
- **MLang in German Cultural Studies**

24. Discontinued Undergraduate Courses of Study

TO REPORT:

That the Board of Undergraduate Studies, at its meeting on 4 June 2014, approved proposals to discontinue the following courses:

- **BSc Chemistry**
- **BSc Computer Science**
- **MEng Computer Systems**
- **Certificate for Children's Workforce Practitioners**
- **Counselling Studies (North Warwickshire College)**
- **Humanistic Counselling (Tile Hill College)**
- **Humanistic Counselling (North Warwickshire College)**
- **Integrative Counselling (Solihull College)**

25. Proposed Amendment to Ordinance 13

TO CONSIDER:

Proposed amendments to Ordinance 13 to introduce the new degree title of Master of Languages (MLang) (paper AQSC 61/13-14, available online).

26. New Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies, at its meeting on 5 June 2014, the Chair had taken action to approve the following new course:

- **MPhil/PhD in Urban Science**

27. Revised Postgraduate Courses of Study

TO REPORT:

(a) That it was reported to the Board of Graduate Studies, at its meeting on 5 June 2014, the Chair had taken action to approve revisions to the following course:

- PhD in Hispanic Studies

(b) That the Board of Graduate Studies, at its meeting on 5 June 2014, approved the following revisions to courses:

- MPhil/PhD in Statistics
- MSc in Health Research

28. Next meeting

TO REPORT:

That the next meeting of the Committee would be held in the Autumn Term on a date to be confirmed.

M:\DR\Quality\Committees\AQSC\2013-14\Summer 2\AQSC Agenda-10-June-2014-Summer-2 - 2nd circulation.docx