

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 15 May 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

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

1. Draft University Strategy Consultation

TO CONSIDER:

The consultation on the draft University Strategy (paper AQSC 40/13-14, copy attached).

Note: The Vice-Chancellor and President will be in attendance for this item.

A G E N D A

2. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting held on 27 February 2014, previously circulated and available on the governance web-site at:
<http://www2.warwick.ac.uk/services/gov/committees/aqsc/minutes>

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 Senate, at its meeting of 12 March 2014, resolved that recommendations from the Committee under the following headings be approved:

Strategic Items;
Teaching College;
E-Learning Steering Group;
Reports from the Contact Hours Working Group;
Regulation 8: 4-year IUMDs;
Change to Regulation 38: maximum time allowed for minor corrections to a DClinPsych thesis;
Regulation 8.10 Appeals: Scope of Preliminary Review Panels;
Regulation 36: Continuation of Registration Committees;
Collaborative Course Proposals;
“Part 4” Course Approval Form;
Collaborative Periodic Review Process;
New Undergraduate Courses of Study;
New Postgraduate Courses of Study;
Revised Postgraduate Courses of Study.

5. Chair's Action

(a) PhD in Synthetic Biology

TO REPORT:

- (i) That, at its meeting on 6 February 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Schools of Life Sciences and Engineering to introduce a new PhD in Synthetic Biology in collaboration with the Universities of Oxford and Bristol, as part of the EPSRC/BBSRC Centre for Doctoral Training in Synthetic Biology, and recommended (to the Academic Quality and Standards Committee) that the proposal from the Schools of Life Sciences and Engineering to introduce a new PhD in Synthetic Biology in collaboration with the Universities of Oxford and Bristol, as part of the EPSRC/BBSRC Centre for Doctoral Training in Synthetic Biology, be approved as set out in the following papers:
- (A) “Part 1” course approval form (paper SGS 11(a)/13-14);
(B) “Part 4” course approval form (paper CFDLSC 54/13-14).
- (ii) That, as discussions have been ongoing with the collaborative partners, it was not possible to submit the proposal for consideration by the Committee at its meeting in February;
- (iii) That the Chair of the Committee, acting on its behalf, had therefore taken action to recommend (to the Senate) that the proposal from the Schools of Life Sciences and Engineering to introduce a new PhD in Synthetic Biology in collaboration with the Universities of Oxford and Bristol, as part of the EPSRC/BBSRC Centre for Doctoral Training in Synthetic Biology, be approved as set out in the following papers:

- (A) “Part 1” course approval form (paper SGS 11(a)/13-14, [available online](#));
- (B) “Part 4” course approval form (paper CFDLSC 54/13-14, [available online](#)).

(b) PhD in Statistics (Oxford – Warwick)

TO REPORT:

- (i) That, at its meeting on 6 February 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Department of Statistics to introduce a new PhD in Statistics in collaboration with the University of Oxford, as part of the OxWaSp Centre for Doctoral Training, and recommended (to the Academic Quality and Standards Committee) that the proposal from the Department of Statistics to introduce a new PhD in Statistics in collaboration with the University of Oxford, as part of the OxWaSp Centre for Doctoral Training, be approved as set out in the following papers:

- (A) “Part 1” course approval form (paper SGS 15(a)/13-14);
- (B) “Part 4” course approval form (paper SGS 15(d)/13-14);

- (ii) That, as discussions have been ongoing with the collaborative partners, it was not possible to submit the proposal for consideration by the Committee at its meeting in February;

- (iii) That the Chair of the Committee, acting on its behalf, had therefore taken action to recommend (to the Senate) that the proposal from the Department of Statistics to introduce a new PhD in Statistics in collaboration with the University of Oxford, as part of the OxWaSp Centre for Doctoral Training, be approved as set out in the following papers:

- (A) “Part 1” course approval form (paper SGS 15(a)/13-14, [available online](#));
- (B) “Part 4” course approval form (paper SGS 15(d)/13-14, [available online](#)).

(c) Course Approval Form

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approve minor changes to the Course Approval form (CA1 – part 2) as set out in paper AQSC 41/13-14 ([available online](#)).

6. Chair’s Business

An oral report from the Chair on the following items:

National Student Survey;
Teaching College.

7. Students Union Update

TO RECEIVE:

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

8. Report from the Employability Strategy Steering Group

TO CONSIDER:

A report from the Employability Strategy Steering Group of the Academic Quality and Standards Committee (paper AQSC 42/13-14, copy attached).

9. Report from the Student Engagement Working Group

TO CONSIDER:

A report from the Student Engagement Working Group of the Academic Quality and Standards Committee (paper AQSC 43/13-14, 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 5.1/13-14 (copy attached) be approved;
- (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 (Paper ISG 6/13-14 (copy attached)).

11. Educational Experience Planning Group (EEPG)

TO CONSIDER:

A paper from the Senior Assistant Registrar (Teaching Quality) on the Educational Experience Planning Group meetings which took place in March – May 2014 (paper AQSC 44/13-14, copy attached).

12. Feedback Turnaround Times

TO CONSIDER:

An update on the timing of the provision of feedback to students on assessed work (paper AQSC 45/13-14, copy attached).

13. First-Year Board of Examiners (FYBOE) Conventions

TO REPORT:

That, at its meeting on 2 May 2014, the Quality Assurance Working Group considered proposed amendments to the First-Year Board of Examiners (FYBOE) conventions to provide further clarification on the requirement for resits in certain circumstances (paper QAWG 11/13-14) and recommended (to the Academic Quality and Standards Committee) that the proposed amendments to the First-Year Board of Examiners (FYBOE) conventions be approved.

TO CONSIDER:

Proposed amendments to the First-Year Board of Examiners (FYBOE) conventions to provide further clarification on the requirement for resits in certain circumstances (paper QAWG 11/13-14, copy attached).

14. 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/15_May_2014

15. Report from the Contact Hours Working Group

TO REPORT:

- (a) That, at its meeting on 20 June 2012, the Committee considered (*inter alia*) the report of the Faculty Engagement of the Faculty of Arts (paper TLR.96/11-12) and the report of the Faculty Engagement of the Faculty of Social Sciences (paper TLR.98/11-12) [arising from the Institutional Teaching and Learning Review 2011] and resolved (*inter alia*) that:

In relation to Recommendation 11.2(b)(ii) from the Faculty of Arts and Recommendation 13.3(b)(iv) from the Faculty of Social Sciences, following discussions with academic departments on contact hours, further policy and guidance be developed.

- (b) That at its meeting on 20 May 2013, the Committee considered a paper and oral report from the Assistant Registrar (Learning and Teaching) on contact hours (paper AQSC 55/12-13) and resolved:
- (i) That a Working Group be convened, as set out in the paper, with the following aims:
- (i) To develop guidance for academic departments on appropriate contact hours at University/discipline level and at different levels of study;
 - (ii) To draft a University definition of 'contact hours';
 - (iii) To propose appropriate mechanisms of dissemination information on contact hours to prospective and current students and staff.
- (ii) That the remit of the Working Group cover both undergraduate and postgraduate level study;
- (iii) That the membership of the Working Group be confirmed following the meeting, noting the view of the Committee that it would be beneficial for membership to be drawn from those members of academic departments with considerable operational experience;
- (iv) That the working group also be asked to report back to AQSC on the feasibility and desirability, or otherwise, of developing a University Policy on Contact Hours, setting minimum expectations for courses at either University or discipline level and level of study.

(minute 96/12-13 refers)

- (c) That it was reported to the Committee at its meeting on 27 February 2014 that the Working Group has met twice and produced a draft statement for the Committee's consideration, noting that comments received would inform the next meeting of the Working Group in early March.
- (d) That, at its meeting on 27 February 2014, the Committee considered a draft Statement on Contact Hours from the Contact Hours Working Group (paper AQSC 34/13-14), and resolved (*inter alia*) that comments from members of the Committee be incorporated into a revised draft Statement on Contact Hours, for further consideration at the Contact Hours Working Group and at a future meeting of the Committee;
- (e) That further revisions had now been made to the draft Statement on Contact Hours in light of further comments received from all stakeholders;

TO CONSIDER:

A paper from the Chair and Secretary to the Contact Hours Working Group, setting out the final recommendations of the Working Group and the final Statement on Contact Hours (paper AQSC 46/13-14, available online).

16. QAA Consultation: Strengthening the Quality of UK Transnational Education

TO RECEIVE:

The final University's response to the QAA consultation on "Strengthening the Quality of UK Transnational Education (paper SC 84/13-14 (revised), available online).

17. QAA Consultation: The UK Frameworks for Higher Education Qualifications

TO REPORT:

That the QAA are currently consulting on an updated and revised version of the UK frameworks for higher education qualifications, with a deadline for responses of 27 June 2014.

TO RECEIVE:

The draft revised Framework for Higher Education Qualifications (paper AQSC 47/13-14, available online).

18. Higher Education Academy: Students as Partners

TO RECEIVE:

Copies of two University bids for Higher Education Academy funding under the Students as Partners scheme, as follows:

- (a) Department of French Studies (paper AQSC 48/13-14, available online);

- (b) Institute for Advanced Teaching and Learning (paper AQSC 49/13-14, available online).

19. New Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 1 May 2014 that the Chair had taken action on behalf of the Board to approve the following new courses:

MPhil/PhD in Education and Psychology;
MPhil/Phd in Adult Education and Lifelong Learning.
MSc in Leadership for Healthcare.

20. Revised Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 1 May 2014 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

PGA in The Essentials of Teaching and Performing Shakespeare with Children and Young People [name change];
Warwick Business School Doctoral Programme;
PGCE/MA in Educational Innovation;
PGCE/MA Educational Innovation Drama [name change];
MSc in Restorative and Aesthetic Dentistry [name change].

21. Accreditation of Prior Learning (APL) Policy

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 1 May 2014 that the Chair had taken action on behalf of the Board to approve revisions to the University's APL Policy for the MSc in Health Sciences.

22. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Tuesday 10 June 2014 at 9.00am in room CMR 1.0 (formerly the Council Chamber), University House.