

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 30 October 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, Cara Smith, ext 74464, email c.l.smith@warwick.ac.uk

K Sloan
Registrar and Chief Operating Officer

STRATEGIC ITEMS FOR DISCUSSION

1. Teaching and Learning Building

TO RECEIVE:

A presentation on the development of the new Teaching and Learning Building by Mr D Gibbons, Senior Project Manager, Estates Office.

A G E N D A

2. Terms of Reference, Constitution and Membership

TO CONSIDER:

The terms of reference, constitution and membership of the Committee for 2014-15 (paper AQSC 1/14-15, copy attached).

3. Freedom of Information

TO REPORT:

- (a) 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.

- (b) 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/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4. 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.

5. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 10 June 2014, previously circulated, and available on the Governance website at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes>

6. Matters arising

- (a) Warwick Education Academy (formerly the "Teaching College") (minute 108(b)/13-14 refers)

TO REPORT:

- (i) That, at its meeting on 10 June 2014, the Committee considered a paper from the Chair and the Deputy Academic Registrar updating members of the Committee on the latest iteration of the proposal to introduce a Warwick Education Academy (formerly titled the "Teaching College") (paper AQSC 62/13-14) and resolved that members of the Committee wishing to submit comments or suggestions to further develop the proposal communicate these to the Chair as soon as possible.
- (ii) That, at its meeting on 2 July 2014, the Senate resolved that the establishment of the Warwick Education Academy be approved in principle as set out in paper S.69/13-14 (available online) (minute S.131/13-14 refers).

- (b) University Feedback and Complaints Resolution Framework (minute 110/13-14 refers)

TO REPORT:

- (i) That, at its meeting on 10 June 2014, the Committee considered 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) and resolved that the 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, be approved as set out in paper AQSC 58/13-14, to be introduced as a pilot during 2014/2015 inclusive of a review stage in the Summer term 2015, noting that:

- (A) The proposal had already been discussed at the Quality Assurance Working Group of the Academic Quality and Standards Committee, and recommended for approval;
 - (B) The Students' Union had been intimately involved in developing the proposal and were fully supportive;
 - (C) The Committee was supportive of additional resource being available to assist and advise departments in resolving concerns and complaints at the informal stage;
 - (D) The availability of Student Staff Liaison Committees as an informal mechanism for complaints resolution should be highlighted in information issued to students by departments.
- (i) That, at its meeting on 22 September 2014, the Steering Committee considered a paper that proposed the new integrated Student Complaint Resolution Procedure Pathway (SC.198/13-14) and resolved, available online.
 - (ii)
 - (A) That the Student Complaint Resolution Procedure Pathway be approved, with all uses of the term 'pilot' removed.
 - (B) That thanks be extended to all colleagues who had been involved in the development of the procedure.

(minute SC.344/14-15 refers)

7. Chair's Action

(a) Requirements for Taught Postgraduate Awards

TO REPORT:

- (ii) That the Chair of the Committee, acting on its behalf, has taken action to approve a request from the Centre for Professional Education for a variation to the Requirements for Taught Postgraduate Awards for the PGCE, as set out in Paper AQSC.2/14-15, available online.
- (iii) That the Chair of the Committee, acting on its behalf, has taken action to approve requests from the Department of Statistics and the Warwick Mathematics Institute for a variation to the Requirements for Taught Postgraduate Awards for the Masters courses, as set out in Paper AQSC.3/14-15, available online.

(b) Centre for Lifelong Learning and AoC Create

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approval a proposal from the Centre for Lifelong Learning an HE award (Level 5) in Governance for Clerks with AoC Create, as set out in the following documentation, available online:

- Course approval form, Paper UFSS.108/11-12;
- Part 4 form, Paper CFDLSC.1/14-15;
- Covering letter, Paper CFDLSC.2/14-15

8. Progress of Committee Recommendations

TO REPORT:

- (a) That the Senate, at its meeting on 2 July 2014, resolved that recommendations from the Committee under the following headings be approved (minutes S.135 and 140/13-14 refer):

Final Recommendations of the Contact Hours Working Group and the final statement on contact hours
Recommendations from the Quality Assurance Working Group
Proposed principles of module evaluation
Amendment to the Good Practice Guide on Monitoring Student Attendance and Progression
Amendments to the Good Practice Guide on Providing Information to Students
Proposed Guidance on Moderation
MSc in Sustainable Materials and Manufacturing; and EngD (International) in Sustainable Materials and Manufacturing
New part-time variant of the existing EngD (International)
Collaborative delivery of five optional modules on the MBA suite of programmes
Revision of the terms of reference of the Board of Undergraduate Studies
A proposal from the Collaborative, Flexible and Distributed-Learning Sub-Committee concerning collaborative course proposals

- (b) That the Senate, at its meeting on 2 July 2014, resolved and recommended to the Council that proposed amendments to Ordinance 13 to introduce the new degree title of Master of Languages (MLang), be approved for the first time (minute S.140/13-14 refers).
- (c) That the Senate, at its meeting on 2 July 2014, resolved that the proposed changes to the harmonised PGT conventions be approved as set out in paper AQSC 60/13-14, noting that the conventions would take effect from the academic year 2014-15, and would not be applied retrospectively (minute S.135/13-14 refers).

9. Chair's Business

TO RECEIVE:

An oral report from the Chair on:

- The Academic Quality and Standards Committee Away Day
- Autumn Review and Academic Planning

10. Students Union Update

TO RECEIVE:

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

11. University Strategy

TO RECEIVE:

The updated University Strategy (Paper AQSC.4/14-15, copy attached). TO CONSIDER:

Whether the University's Learning and Teaching Strategy (Paper AQSC 70/12-13 (rev 3), copy attached) requires updating in light of the publication of the University Strategy.

12. Monash:Warwick Alliance - Education Strategy

Proposition TO CONSIDER:

The proposed Monash:Warwick Alliance – Education Strategy Proposition (Paper AQSC.5/14-15, copy attached).

13. Technology Enhanced Learning Strategy

TO CONSIDER:

The draft Technology Enhanced Learning Strategy (Paper AQSC.6/14-15, copy attached).

14. Report from the Interdisciplinarity Sub-Group of

AQSC TO CONSIDER:

A report from the Interdisciplinarity Sub-Group of AQSC (Paper AQSC.7/14-15, copy attached).

15. National Student Survey

TO RECEIVE:

- (a) A report on the outcomes of the National Student Survey 2014 considered at the meeting of the Senate held on 1 October 2014 (Paper S.5/14-15, copy attached)
- (b) A copy of a letter from HEFCE regarding promotion of the NSS 2015 (Paper AQSC.8/14-15, copy attached).
- (c) A report from the NSS Working Group of AQSC (Paper AQSC.9/14-15, copy attached).
- (d) An oral report by the Senior Assistant Registrar (Teaching Quality) on the Warwick Student Survey undertaken in 2013/14.

16. Collaborative Course Approval Process

TO CONSIDER:

A proposal regarding the collaborative course approval process from the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.10/14-15, copy attached).

17. Report from the Student Engagement Working Group

TO RECEIVE:

An update report from the Student Engagement Working Group on the pilot of the Learning and Teaching Champions project (Paper AQSC.11/14-15, copy attached).

TO CONSIDER:

A report from the Student Engagement Working Group on proposed developments in module evaluation (Paper AQSC.12/14-15, copy attached).

18. HEFCE Audit of the Key Information Set

TO RECEIVE:

A report from the HEFCE setting out the findings and recommendations of the audit of the Key Information Set (KIS) (Paper AQSC.13/14-15, restricted).

TO CONSIDER:

The University's Action Plan in response to the HEFCE audit (Paper AQSC.14/14-15, restricted).

19. Terms of Reference of the International Sub-Group of AQSC

TO CONSIDER:

A paper from the Chair of the International Sub-Group of AQSC setting out proposals to revise the terms of reference with a view to delegating authority to the Sub-Group for approving institution-wide exchange programmes (Paper AQSC.15/14-15, copy attached).

20. Delegated Powers from the Senate

TO REPORT:

That, at its meeting on 10 June 2014, the Committee considered a proposal from the Senior Assistant Registrar (Teaching Quality) for delegated authorities to the Academic Quality and Standards Committee (Paper AQSC 56/13-14) and resolved that the proposal be given further consideration at a future meeting of the Committee.

TO CONSIDER:

A proposal from the Senior Assistant Registrar (Teaching Quality) for delegated authorities to the Academic Quality and Standards Committee (Paper AQSC 56/1314, copy attached).

21. 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 [https://files.warwick.ac.uk/tqcomm/browse/AQSC/30 October 2014](https://files.warwick.ac.uk/tqcomm/browse/AQSC/30%20October%202014)

22. Postgraduate Taught Experience Survey (PTES) 2014

TO REPORT:

- (a) That at its meeting held on 10 October 2014, the Board of Graduate Studies considered a report from the Chair and the Postgraduate Student Development Officer (Graduate School) on the results of the Postgraduate Taught Experience Survey (PTES) 2014, submitted to Senate (S.2/14-15, available online);
- (b) That it was reported to the Board:
 - (i) That the response rate for the PTES survey had been 36%, representing an increase from the previous year;

- (ii) That 84% of students had indicated an overall satisfaction with their course of study, exceeding the sector and Russell Group averages;
 - (iii) That noted areas requiring improvement were contact time, assessment and feedback, and English language support, for which all satisfaction appears to have decreased, although comparison with earlier surveys was difficult due to significant redesign of the survey in 2014;
 - (iv) That engagement with departments regarding the results of the survey and steps for improvement would be co-ordinated with those of the NSS survey due to close correlations between results in each, noting that departments had already been provided with a breakdown of their PTES results and would be providing action plans in response to this by 17 October 2014.
- (c) That the Board resolved:
- (i) That the Graduate School would circulate a more detailed breakdown of PTES results to departments;
 - (ii) That improvement in the provision of English language support would be taken forward as a priority area, due to the high numbers of international students admitted to the University;
 - (iii) That consideration would be given to the timing of the launch of the survey, noting that doing so early in the cycle may not give students sufficient time to comment meaningfully on their experience, whilst a later date could impact negatively on response rates;
 - (iv) That the Board did not support the release of details of non-respondents to departments to enable a more targeted approach, but that the current approach of contacting all students throughout the survey period be maintained.

(Unconfirmed minute BGS 11/13-14 refers)

23. New Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 10 October 2014 that the Chair had taken action on behalf of the Board to approve the following new courses:

PgA Molecular Analytical Science
 PGDip Service Management and Design
 PgA Innovation Business Leadership
 MSc International Trade: Strategy and Operations

24. Revised Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 10 October 2013 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

MSc Sustainable Materials and Manufacturing
MSc Service Management and Design

25. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 3 December 2014 at 9.00am in room CMR 1.0 (formerly the Council Chamber), University House.