

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 23 February 2005 at 9.30am in the Council Chamber, University House.

C E Charlton
University Secretary

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.

SECOND CIRCULATION AGENDA

#2. Matters Arising

(d) Discontinuation of Courses

TO REPORT:

(i) Warwick Manufacturing Group: MSc Quality and Reliability

That the Board of Graduate Studies at its meeting held on 17 February 2005, reported that the MSc Quality and Reliability would be discontinued from September 2005.

TO CONSIDER:

(ii) Discontinuation of EdD (Minute 64/04-05 refers)

The rationale provided by the Institute of Education for the discontinuation of the EdD, paper AQSC 72/04-05 (previously circulated).

(iii) School of Law: European Law LLB Italian stream

The case proposed by the School of Law for the discontinuation of the Italian stream of the LLB in European Law, paper UFSS 46/04-05 (copy attached), it being noted that the Board of Undergraduate Studies at its meeting held on 16 February 2005 recommended that the proposal be approved as set out in paper UFSS 46/04-05 due to the uneconomical nature of the exchange partnership.

(iv) Consideration by Committee of Proposals for the Discontinuation of Courses

The desirability of continued consideration of proposals for the discontinuation of courses of study by the Committee, given that the Committee no longer considers proposals for new courses of study.

- (e) External Examiners' Report and Nomination forms (Minute 62/04-05 refers)

TO REPORT:

- (i) That the Committee at its meeting held on 27 January 2005:
- (A) Reported that at its meeting held on 10 January, the Board of Graduate Studies recommended revisions to the External Examiners' report form on a thesis submitted for a Research Degree and to the External Examiners' Nomination Form.
- (B) Considered amendments recommended by the Board of Graduate Studies to the following forms:
- (1) The External Examiners' report form on a thesis submitted for a Research Degree, paper AQSC 21/04-05 (revised).
- (2) The External Examiners' nomination form, paper BGS 12/04-05 (revised).
- (C) Recommended (to the Senate) that the External Examiners' report form on a thesis submitted for a Research Degree and the External Examiners' nomination form be approved as set out in papers AQSC 21/04-05 (revised) and BGS 12/04-05 (revised), subject to further minor amendments for which the approval of the Chair of the Board of Graduate Studies would be sought prior to their submission to the Senate.
- (ii) **That the Board of Graduate Studies at its meeting held on 17 February 2005 resolved to approve revised drafts of the External Examiners' Report and Nomination forms, papers AQSC 21/04-05 (revised 2) and BGS 12/04-05 (revised) (previously circulated).**

#6. Annual Review: Summary Reports

TO CONSIDER:

- (a) Undergraduate Courses

Summaries of Undergraduate Annual Course Review reports from the Faculties of Arts, Science and Social Studies, paper BUGS 24/04-05 (previously circulated), it being noted that the Board of Undergraduate Studies considered the summaries at its meeting held on 16 February 2005.

TO REPORT:

That the Board of Undergraduate Studies at its meeting held on 16 February 2005 considered Summaries of Undergraduate Annual Course Review Reports from the faculties of Arts, Science and Social Studies (paper BUGS 24/04-05), together with the resolutions of the Faculty Undergraduate Studies Committees as follows:

- (i) **Faculty of Social Studies** (meeting of 19th January 2005)
- (A) That a summary report of all Faculty Annual Course Review Reports 2003-04, paper UFSS 48/04-05, prepared following input from pairings of members of the Committee, be approved for submission to the Board of Undergraduate Studies, subject to minor amendments.
- (B) That, after discussion on how to put the Summary Report to good use in the Faculty, the Secretariat circulate the Report to all Chairs of Departments and Directors of Undergraduate Studies, for use within internal meetings and to help guide the production of 2004-05 Annual Course Review reports.
- (C) That it be recognised that there may be new information or amendments to be made following departmental readings of the Summary Report, but that, except in cases of factual error, the Committee would not ask departments to respond or to resubmit their reports but would ask departments to review issues and address them in their next Annual Course Review Report.
- (ii) **Faculty of Arts** (meeting of 19th January 2005)
- (A) That the Summary Report be considered by the Board of Undergraduate Studies, subject to the following amendments and additions:
- (1) Section 1: That the sentence 'A new scheme for assessing language performance on History modules' be amended to 'A new specific task for linking language skills to History modules'.
- (2) Section 2: That the sentence 'It is evident (...) their courses in line with students' feedback' be amended to 'It is evident (...) their courses in response to students' feedback'.
- (3) Section 3: That it be noted that applications to the Department of English and Comparative Literary Studies are exceptionally high.
- (4) Section 7: That it be noted that the Language Observation Exercise has now been discontinued.
- (5) Section 8: That it be noted that the Language Centre is currently preparing a new 15 CAT module in Spanish for the final year of the Comparative American Studies course.
- (6) Section 8: That it be noted that the Department of Theatre, Performance and Cultural Studies had won its bid to the HEFCE Centre for Education, Teaching and Learning Programme for a new facility.

- (7) Section 10: That it be noted that the University network is unreliable and that the bid by the Department of French Studies for an additional lecteur had failed.
- (8) That a note be added to the report regarding the bid by the Modern Foreign Language Departments for multimedia and data projection facilities to enhance some teaching rooms in the Faculty Building.
- (B) That it be brought to the attention of the Senior Tutor that the School of Theatre, Performance and Cultural Studies had reported that waiting lists for the Senior Tutor's Counselling Service remain excessive and had observed that a future increase in provision in the area of stress-related illness may benefit all departments.
- (C) That the Secretary of the Committee would enquire with the Examinations Office when the University Regulations on Plagiarism will be published.
- (D) That Departments would endeavour, when producing future Annual Course Review Reports, to submit comparative data under the heading 'Admissions Details'.

and **resolved** that the summaries of Undergraduate Annual Course Review Reports from the faculties of Arts, Science and Social Studies, as set out in paper BUGS 24/04-05, together with the resolutions of the Faculty Undergraduate Studies Committees be approved subject to the following minor amendments:

- (iii) In the Undergraduate Annual Course Review Report for the Faculty of Arts that references to 'CELTE', be amended to 'CELTE/CTCCS'.
 - (iv) That in the Undergraduate Annual Course Review Report for the Faculty of Arts, Section 8, the statement 'the Department of Theatre, Performance and Cultural Studies had won its bid to the HEFCE Centre for Education, Teaching and Learning Programme for a new facility' be amended to 'Departments of English and Comparative Literary Studies and Theatre, performance and Cultural Studies have won their bid to the HEFCE Centre for Education, Teaching and Learning Programme for a new facility'.
- (Minute 24/04-05)

(b) Postgraduate Courses

Summaries of Postgraduate Course Review reports from the following Faculties, **it being noted that the Board of Graduate Studies considered the summary reports at its meeting held on 17 February 2005 and resolved that they be approved:**

- (i) Faculty of Arts, paper AGSC 25/04-05 (previously circulated).

- (ii) Faculty of Medicine, paper BFM 15/04-05 (previously circulated) more more more more more.
- (iii) Faculty of Science, paper SGS 45/04-05 (previously circulated) more more more more more.
- (iv) Faculty of Social Studies, paper GFSS 127/04-05 (**copy attached**).

(c) Undergraduate and Postgraduate Collaborative Courses

A summary report of the Undergraduate and Postgraduate Annual Course Review reports for Collaborative Courses, paper AQSC 75/04-05 (copy attached**).**

#7. Academic Satisfaction Review 2004

TO CONSIDER:

- (f) Responses from other departments not forthcoming at the last meeting:
 - (i) Institute of Education, paper AQSC 61/04-05 (**copy attached**).
 - (ii) Politics & International Studies, paper AQSC 63/04-05 (previously circulated).
 - (iii) School of Engineering, paper AQSC 65/04-05 (previously circulated).
 - (iv) Psychology, paper AQSC 66/04-05 (previously circulated).
 - (v) Centre for Research in Ethnic Relations (CRER), paper AQSC 74/04-05 (**copy attached**).

#11. Amendments to Course Approval Documentation

TO CONSIDER:

Amendments to course approval documentation proposed by the Chair of the Board of Graduate Studies as set out in a revised Part 1 form, paper AQSC 70/04-05 (previously circulated), **it being noted that further amendments were proposed by the Board of Graduate Studies at its meeting held on 17 February 2005 as set out in paper AQSC 70/04-05 (revised) (**to be tabled**).**

#13. Skills Working Group: Terms of Reference

TO REPORT:

That the Skills Working Group at its meeting held on 11 January 2005 recommended to the Academic Quality and Standards Committee that the Terms and Reference and Membership of the Working Group be amended as set out in paper SWG 1/04-05 (revised).

TO CONSIDER:

Revisions to its Membership and Terms of Reference proposed by the Skills Working Group, **paper AQSC 73/04-05 (**copy attached**).**

