

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 19 October 2005 at 9.00am in the Council Chamber, University House. **Please note the slightly earlier start time.**

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Darren Wallis, ext 22707, email darren.wallis@warwick.ac.uk, or the Assistant Secretary of the Committee, Julian Moss, ext 74464, email julian.moss@warwick.ac.uk

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.

AGENDA

1. Terms of Reference, Constitution and Membership

TO RECEIVE:

A statement of the Terms of Reference, Constitution and Membership of the Committee, paper AQSC 1/05-06 (copy attached).

2. Minutes of the Previous Meeting

TO CONSIDER:

Minutes of the meeting held on 8 June 2005 (copy attached).

#3. Matters Arising

(a) Quality Assurance in WMG (minute 105/04-05 refers)

TO REPORT

That at its meeting on 8 June 2005 the Committee considered the final report of the Working Group on Quality Assurance Issues in WMG, paper AQSC 83/04-05, and resolved:

- (i) That the final report of the Working Group on Quality Assurance Issues in Warwick Manufacturing Group be approved;
- (ii) That the members of the Group be thanked for their work;

- (iii) That the colleagues from WMG who participated in the Group's work be thanked for their positive engagement with the process;
- (iv) That the high regard in which Dr Dowd's work and contribution in managing WMG's overseas programmes is held be noted;
- (v) That WMG carry out the recommendations made to them in the report, including:
 - (A) That WMG bring to the first meeting of the Committee in the Autumn Term 2005 a progress report on implementing the report's recommendations along with the documents specified in Recommendations 1, 2 and 3;
 - (B) That WMG undertake a review of the balance of lecturing staff to teaching fellows on overseas programmes, and of the workload and teaching and marking schedules of teaching fellows, and reports to the Committee on these in due course, and no later than the end of the Autumn Term 2005, as set out in Recommendation 6;
 - (C) That WMG develop and bring to the Committee for its consideration a revised model of assessing projects in which industrial supervisors do not mark projects and in which projects completed at overseas centres are marked by two academic assessors, as are those completed in the UK; it being noted that the contribution of industrial supervisors is vital and appreciated, and that their input in identifying the strategic or other contribution made by a student's project to their company is extremely valuable, and their comments should be passed to the markers;
 - (D) That, in line with Recommendation 23, the Chair of the Committee and the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee consider whether extra meetings of the Sub-Committee could be scheduled to remove bottlenecks in the course approval process.

TO CONSIDER

- (vi) A report from Dr A Dowd outlining WMG's responses to the recommendations and requirements outlined above, paper AQSC 2/05-06 (copy attached);
- (vii) A decision of the Chair of CFDLSC that an extra meeting of the Sub-Committee be held at the beginning of the summer vacation if required to consider any proposals for collaborative courses that have arisen since the previous meeting.

- (b) Working Group on the Warwick Teaching Certificate (Minute 100(d)/04-05 refers)

TO RECEIVE:

An update from the Acting Director of the Centre for Academic Practice on developments in the Warwick Teaching Certificate and the piloting of a new Postgraduate Certificate in Academic and Professional Practice (PCAPP).

- (c) QAA China Audit (Minute 102/04-05 refers)

TO REPORT

- (i) That the QAA had requested further information only about the BA in English Language, Translation and Cultural Studies delivered by CELTE/CTCCS in collaboration with Renmin University, Beijing;
- (ii) That the Steering Committee at its meeting on 19 September 2005 received a covering letter to the QAA and a number of documents supplying further information, paper SC 427/04-05 (copy attached), and resolved that they be sent to meet the QAA's deadline of 30 September.

4. Progress of Committee Recommendations

TO REPORT:

That the Senate at its meeting held on 29 June 2005 considered a report from the meetings of the Academic Quality & Standards Committee held on 12 May and 8 June and recorded its approval of recommendations made by the Committee under the following headings:

- (a) Academic Satisfaction Review 2005
(b) Examination arrangements for Postgraduate Research Students
(c) Word Limit for PhD Theses in the Faculty of Social Studies
(d) Policy on Resubmission for Taught Postgraduate Degrees
(e) Amendments to Regulation 8.10 Governing the MBChB Degree
(f) Minimising Time Taken for Approval of New Courses
(g) Approval Processes for Small Credit Volume Certified CPD Courses
(h) New and Revised Collaborative Courses

#5. Chair's Business

TO RECEIVE:

- (a) A report from the Chair on the recent meeting of Pro-Vice-Chancellors with responsibility for Teaching and Learning at Russell Group institutions;
- (b) An update from the Chair on the progress of the Centres for Excellence in Learning and Teaching, the Reinvention Centre and the Capital Centre.

6. QAA Institutional Audit: Progress Report

TO REPORT:

That the Steering Committee at its meeting on 19 September 2005 considered a follow-up progress report to the Quality Assurance Agency one year after the Institutional Audit and approved it as set out in paper SC 425/04-05 (part) (copy attached).

7. Periodic Review and Departmental Review

TO REPORT:

- (a) That the Steering Committee at its meeting on 3 October resolved that the processes of Periodic Review and Departmental Review be merged as set out in paper SC 13/05-06 (copy attached).
- (b) That the four Departmental Reviews planned for this term (CELTE, Classics & Ancient History, Economics, Physics) will proceed as Departmental Reviews, with subsequent reviews this academic year to be run as combined Periodic and Departmental Reviews, in line with a schedule to be finalised in consultation with the University Secretary but based on that outlined in paper AQSC 3/05-06 (copy attached).
- (c) That the Teaching Quality team will work with the University Secretary's Office to draw up guidelines for combined reviews, to be considered by the Committee at its next meeting.

#8. TQI and National Student Survey

TO REPORT:

That the Steering Committee at its meeting on 19 September 2005 considered an overview paper on the TQI website including institutional commentaries on HESA data on the site and the National Student Survey, and an article written by the Students' Union Education Officer on the National Student Survey, paper SC 426/04-05 (copy attached).

TO CONSIDER:

- (a) Warwick Results of the NSS published on the TQI website, paper AQSC 4/05-06 (copy attached).
- (b) An oral report from Ms K Stark, President, Students' Union and Mr B Duggan, Education Officer and Deputy President, Students' Union, on discussions within the Aldwych Group on the 2006 National Student Survey
- (c) The University's position with regard to encouraging participation in the 2006 National Student Survey.

#9. Academic Satisfaction Review 2005

TO CONSIDER:

- (a) Academic Satisfaction Review 'The Student Experience', Postgraduate Research Students Research Report, paper AQSC 5/05-06 (copy attached).
- (b) Research report on PGT survey on supervision and feedback, paper AQSC 6/05-06 (copy attached).

#10. Report from the Assessment Conventions Working Group

TO REPORT:

That the Assessment Conventions Working Group is delaying producing detailed proposals until the outcome of the second stage of the Burgess Working Group are clear, expected to be during 2006.

TO CONSIDER:

- (a) A consultation document from the Measuring and Recording Student Achievement (the 'Burgess Group'), 'The UK Honours Degree: Provision of Information'; paper AQSC 7/05-06 (copy attached);
- (b) A consultation document from the Measuring and Recording Students Achievement (the 'Burgess Group'), 'Proposals for National Credit Arrangements for the use of Credit in Higher Education in England', paper AQSC 8/05-06 (copy attached).

#11. Review of the National Quality Assurance Framework

TO REPORT:

That the Steering Committee at its meeting on 22 August 2005 received the report on the outcomes of Phase One of the joint HEFCE/Standing Conference of Principals (SCOP)/UUK Quality Assurance Framework Review.

TO CONSIDER:

The report on the outcomes of Phase One of the joint HEFCE/Standing Conference of Principals (SCOP)/UUK Quality Assurance Framework Review, paper AQSC 9/05-06 (copy attached), it being noted that one proposal is that Discipline Audit Trails no longer be a feature of Institutional Audit.

#12. PSRB engagements

(a) PSRB register

TO RECEIVE:

A copy of the schedule for forthcoming Professional, Statutory and Regulatory Body accreditation/validation exercises, paper AQSC 10/05-06 (copy attached).

TO CONSIDER:

Methods for enhancing the oversight of PSRB engagements by the Committee, including a more proactive role in advance of visits/accreditation exercises, paper AQSC 11/05-06 (copy attached).

(b) Chemistry (Minute 103(b)/04-05 refers)

TO REPORT:

That at the meeting of the Committee on 8 June 2005 it was reported that after considering a range of documents submitted by the Department of Chemistry in January 2005 the Royal Society of Chemistry had decided to renew its accreditation of the Department of Chemistry's MChem degree courses for CChem professional status, and that as a result of the same process the Royal Society of Chemistry had recognised the Department of Chemistry's BSc degrees in Chemistry; and resolved that the Department of Chemistry be congratulated on the successful outcomes of the accreditation process by the Royal Society of Chemistry.

TO CONSIDER:

Correspondence between the Department of Chemistry and the Royal Society of Chemistry relating to the accreditation exercise, paper AQSC 12/05-06 (copy attached).

(c) Warwick Business School

TO CONSIDER

the report from EQUIS on the accreditation visit carried out in January 2005, paper AQSC 13/05-06 (copy attached).

13. Higher Education Academy: Consultation on Professional Standards

TO REPORT:

That the Steering Committee at its meeting on 10 October 2005 considered a consultation document from the Higher Education Academy, 'A Standards Framework for Teaching and Supporting Student Learning in Higher Education', paper AQSC 14/05-06 (copy attached), and approved a University response as set out in paper SC 29/05-06 (revised) (copy attached) for return to the Higher Education Academy ahead of their deadline of 20 October.

#14. National Teaching Fellowships

TO CONSIDER:

Methods of encouraging applications from the University for National Teaching Fellowships, in the light of a paper comparing criteria for National Teaching Fellowships against criteria for the Warwick Awards for Teaching Excellence and summarising past winners, paper AQSC 15/05-06 (copy attached).

#15. Plagiarism

TO REPORT:

That the e-Learning Steering Group at its meeting on 6 May 2005 recommended that an appropriate institutional location with responsibility for developing and reviewing guidance and policy on plagiarism be identified, it being noted that the primary responsibility for educating students about plagiarism, and detecting it, lies with academic departments.

(Minute 30/04-05)

TO CONSIDER:

An appropriate institutional location with responsibility for developing and reviewing guidance and policy on plagiarism.

#16. Consultation on Revisions to the Benchmarks for Engineering

TO CONSIDER:

Consultation document from the QAA, paper AQSC 16/05-06 (copy attached), and draft University response, paper AQSC 17/05-06 (copy attached), it being noted that the deadline for responses is 30 October.

17. Any Other Business

18. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 16 November 2005 in the Council Chamber.