

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 24 October 2007 at 9.30am in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@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, Membership

TO RECEIVE:

Terms of Reference, Constitution and Membership of the Committee for 2007-08, paper AQSC 1/07-08 (copy attached).

#2. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on 14 June 2007 (previously circulated and available online at http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/aqsc_min_17_may_07.pdf)

#3. Matters arising

- (a) Award of Merit and Starred Distinction on taught Masters courses
(minute 38/06-07 refers)

TO REPORT:

- (i) That at the meeting of the Board of Graduate Studies on 11 October 2007 it was reported:
- (A) That the Secretary [of the Board] had conducted a survey of departmental practices in relation to informal merit awards, including information on the criteria currently used by departments, and had learned the following:

- (1) That of the seven departments which responded to the survey, none currently awarded Merit;
 - (2) That only one of these seven departments expressed an interest in being able to award Merit.
- (B) That the Secretary had been informed that an informal merit does not appear on a student's transcript.
- (ii) That the Board of Graduate Studies at its meeting on 11 October 2007 considered current departmental practice in relation to informal merit awards, as outlined above, and resolved that the Board had no objection to the use of informal merit or starred distinctions as a means of recognising student performance within departments or for use in reference letters, noting that there was no support for award of merit and starred distinction at University level.
- (BGS minute 20/07-08, unconfirmed)

- (b) Summer examination timetable (minute 90(b)/06-07 refers)

TO REPORT:

That the Assistant Registrar (Examinations) had confirmed that examinations on taught postgraduate courses contribute to congestion in the summer examination timetable to a negligible extent.

4. Chair's Action

History of Art: Part-time degree

TO REPORT:

That the Chair took action since the last meeting of the Committee to approve a proposal from the Department of the History of Art to introduce a part-time variant of the BA in History of Art, paper AUSC 16/06-07 (copy attached), it being noted that the Chair was acting in place of the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee.

#5. Chair's Business

6. Progress of Committee recommendations

TO REPORT:

That the Senate at its meeting on 4 July 2007 resolved that recommendations from the Committee under the following headings be approved:

- (a) Accreditation of Prior Learning Policy;
- (b) Professional, Statutory and Regulatory body (PSRB) engagements;
- (c) Mark release policy;
- (d) Cheating in University tests;
- (e) New and extended collaborative courses;

- (f) Amendments to University Regulations;
- (g) HEFCE/QAA Task Group on Quality Assurance and Employer Engagement in Higher Education
- (h) Report on Periodic Review
- (i) External Examiners: Report Forms and Guidance
- (j) Warwick Medical School: MBChB Entry Requirements
- (k) Annual Course Review Report Summaries
- (l) Guidelines on the Use of Postgraduate Students for Teaching

#7. Assessment Conventions and Degree Classification (minute 88(a)/06-07 refers)

TO RECEIVE:

Memo from the Chair to Heads of Department regarding the pilot phase for the new marking scale, paper AQSC 2/07-08 (copy attached), including a report on the Senate's consideration of and resolutions on assessment issues at its meeting on 4 July 2007.

#8. Burgess Group Report on Degree Classification

TO CONSIDER:

UUK Information note, covering letter from Professor Bob Burgess and Executive Summary of the final report from the UUK/GuildHE Measuring and Recording Student Achievement Steering Group (the 'Burgess Group'), *Beyond the honours degree classification*, paper AQSC 3/07-08 (copy attached), noting that the full report is available electronically from the UUK website: http://bookshop.universitiesuk.ac.uk/downloads/Burgess_final.pdf

#9. National Student Survey 2007 results

TO CONSIDER:

- (a) Briefing paper prepared by the Secretary summarising the University's results in the National Student Survey 2007, paper AQSC 4/06-07-08 (copy attached);
- (b) Memo from the Chair and the Students' Union Deputy President & Education Officer to Heads of Department regarding the University's results in the National Student Survey 2007, paper AQSC 5/07-08 (copy attached).

#10. University Strategy; Learning, Teaching and Assessment Enhancement Strategy

Members of the Committee are asked to bring with them a copy of the new University Strategy, and to contact the Communications Office if they have not received a copy.

TO CONSIDER:

- (a) The University Strategy;

- (b) An oral report from the Chair on the implementation of those sections of the University Strategy concerned with Learning, Teaching and Assessment;
- (c) A draft of the University's new Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (to follow), noting that this draft has also been sent to Heads of Department and Faculty Boards for consultation.

#11. QAA Institutional Audit

TO REPORT:

That the University's next QAA Institutional Audit is to take place during the Autumn Term 2008.

TO CONSIDER:

- (a) A report from the Secretary outlining the timescale of and preparations for Institutional Audit, paper AQSC 7/07-08 (copy attached);
- (b) An oral report from the Chair on academic leadership arrangements ahead of Institutional Audit.

#12. Regulation Changes: Fitness to Practice

TO CONSIDER:

Proposed changes to Regulations 34 (for the Determination of Fitness to Practise), 6.3 (Governing Admission to Courses of Study), 13.2 (Governing the Continuation of Registration) and 33 (Governing Temporary Withdrawal from the University) to include new Postgraduate Diplomas in Social Work within Fitness to Practice provisions, paper AQSC 8/07-08 (copy attached).

#13. Learning and Development Centre

TO CONSIDER:

A report from Ms Sue Bennett, Director of the Learning and Development Centre (LDC), on the remit and activities of the Learning and Development Centre (formerly the Centre for Academic and Professional Development).

#14. Transfers of PGR students from other universities

TO REPORT:

That the Board of Graduate Studies at its meeting on 11 October 2007 considered proposed amendments to procedures relating to the transfer of students to the University of Warwick from other universities, paper BGS 10/06-07, and resolved that the proposed amendments be approved subject to the inclusion of the stipulation that students should normally secure the agreement of their original university before their transfer to Warwick.

(BGS minute 21/07-08, unconfirmed)

TO CONSIDER:

Proposed amendments to procedures relating to the transfer of students to the University of Warwick from other universities, paper BGS 10/07-08 (revised) (copy attached)

#15. Amendments to Regulation 6 on Admission to the University

TO REPORT:

That the Board of Graduate Studies at its meeting on 11 October 2007 considered a proposal to amend Regulation 6 Governing Admission to the University, paper BGS 12/07-08, and recommended that the proposal be approved.

(BGS minute 24/07-08, unconfirmed)

TO CONSIDER:

Proposal to amend Regulation 6 Governing Admission to the University, paper BGS 12/07-08 (copy attached)

16. PhD qualification rates

TO REPORT:

That the Board of Graduate Studies at its meeting on 11 October 2007 considered a table using data from HEFCE Publication 2007/29 showing Research Degree Qualification Rates for UK universities, paper BGS 16/07-08 (copy attached), noting that the HEFCE "Qualification Rate" is derived from the number of qualifiers divided by the total population, calculated over a seven year period, with more information is available in HEFCE publication 2007/29 at http://www.hefce.ac.uk/pubs/hefce/2007/07_29/, and resolved that the Graduate School carry out some analysis of withdrawals from research degrees to ascertain whether this was also a contributing factor to the qualification rate.

(BGS minute 10(f)/07-08, unconfirmed)

#17. Centre for Lifelong Learning: Ofsted

TO CONSIDER:

- (a) Report from Ofsted on their inspection of teacher training for further education provided by the Centre for Lifelong Learning including in collaboration with City College Coventry, Evesham and Malvern Hills College, Henley College Coventry, North East Worcestershire College, North Warwickshire and Hinckley College, and Stratford-upon-Avon College, paper AQSC 9/07-08 (copy attached), along with a response from the Centre for Lifelong Learning, paper AQSC 10/07-08 (copy attached);
- (b) Any good practice identified in the Ofsted report which could be more widely shared across the University to enhance the student learning experience.

#18. Department of English and Comparative Literary Studies: Strategic Departmental Review

TO REPORT:

That the Steering Committee at its meetings on 1 and 8 October 2007 considered the report of the Strategic Departmental Review of the Department of English and Comparative Literary Studies, and a response from the department.

TO CONSIDER:

A paper prepared by the Secretary of the Steering Committee including those recommendations which relate to learning and teaching issues in the report of the Strategic Departmental Review of the Department of English and Comparative Literary Studies, along with resolutions of the Steering Committee referring these issues to the Academic Quality and Standards Committee to follow up, paper AQSC 11/07-08 (to follow).

19. Teaching Quality website

TO REPORT:

That the Teaching Quality website (www.warwick.ac.uk/go/quality) has been reorganised and now includes over seventy frequently asked questions.

20. New and amended courses

TO REPORT:

That at its meeting on 11 October 2007 the Board of Graduate Studies approved the following new and restructured postgraduate courses:

- (a) Diploma in English Language and Engineering Management;
- (b) Postgraduate Award in Developing Leaders in Healthcare Education;
- (c) Postgraduate Award in Palliative Care in Long-Term Conditions (renamed; previously Postgraduate Award in Palliative Care in Non-Cancer Patients);
- (d) MSc in Systems Biology;
- (e) MPhil/PhD in Health Care;
- (f) MPhil/PhD in Nursing;
- (g) PhD in Economics (restructured).

#21. Any other business

22. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.45am on Wednesday 21 November 2007 in the Council Chamber, University House.