

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Thursday 26 January 2006 at 9.30am in the Council Chamber, University House.

**Note: Questions on agendum 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](mailto:darren.wallis@warwick.ac.uk), or the Assistant Secretary of the Committee, Julian Moss, ext 74464, email [julian.moss@warwick.ac.uk](mailto:julian.moss@warwick.ac.uk)**

C E Charlton  
University Secretary

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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. Minutes of the Previous Meeting

TO CONSIDER:

Minutes of the meeting held on 16 November 2005 (previously circulated; also available on the Governance web pages at: [www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/aqsc\\_min\\_16.11.pdf](http://www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/aqsc_min_16.11.pdf))

#2. Matters Arising

(a) National Student Survey 2005 (Minute 8/05-06 refers)

TO CONSIDER:

- (i) A paper prepared by the Assistant Secretary on detailed results from the 2005 National Student Survey, paper AQSC 36/05-06 (copy attached);
- (ii) The distribution to Heads of Department/Centre of the username and password allowing access to the detailed results site.

(b) National Student Survey 2006 (Minute 22(a)/05-06 refers)

TO REPORT:

That the Steering Committee at its meeting on 16 January 2006 considered a paper prepared by the Senior Assistant Registrar (Teaching Quality) and the Administrative Officer (Teaching Quality) on the University's proposed strategy for the conduct and operation of the 2006 National Student Survey (NSS) within the University, paper SC.161/05-06, together with oral reports from the Pro-Vice-Chancellor

(Teaching and Learning) and the President of the Union of Students, reported that the University of Edinburgh had opted to participate in the 2006 NSS, and resolved:

- (i) That, in the light of the issues raised in paper SC.161/05-06 and in discussion at the meeting, the University neither publicise the 2006 NSS nor encourage participation by eligible students in the survey.
- (ii) That the draft University email communiqué to be sent to all eligible students in advance of the initial contact by Ipsos MORI be revised in line with (a) above prior to dissemination.  
(unconfirmed Steering Minute 247/05-06)

- (c) PSRB engagements: Warwick Business School, EQUIS (Minute 12(c)/05-06 refers)

TO REPORT:

That at its meeting on 13 October 2005 the Committee considered the report from EQUIS on the accreditation visit carried out in January 2005, paper AQSC 13/05-06, and resolved that Warwick Business School be asked to provide an update for the Committee on progress in addressing the areas identified in the report as being “below standard”, particularly in the area of executive education.

TO CONSIDER:

A response to the EQUIS report from Professor K Legge, Warwick Business School, paper AQSC 76/05-06 (copy attached), noting that the full EQUIS report with WBS annotations referred to in the response was circulated ahead of the Committee’s October meeting.

- (d) National Teaching Fellowship Scheme (Minute 14/05-06 refers)

TO RECEIVE:

A press release from the Higher Education Academy on the relaunch of the National Teaching Fellowship Scheme, paper AQSC 77/05-06 (copy attached).

#3. Chair’s Business

#4. Skills Working Group: Terms of Reference

TO REPORT:

That the Skills Working Group at its meeting on 22 November 2005 considered the membership and terms of reference for the Group for 2005-06, proposing that the Senior Assistant Registrar (Teaching Quality) be added to the membership of the Group, and recommended to the Committee that the revised membership be approved as set out in paper SWG 1/05-06.

TO CONSIDER:

Revised membership of the Skills Working Group, paper SWG 1/05-06 (copy attached).

- #5. Academic Satisfaction Review 2005 (Minutes 114/04-05, 9/05-06 and 28/05-06 refer)

TO REPORT:

- (a) That in addition to being available on the University Intranet ([www.warwick.ac.uk/go/quality/asr](http://www.warwick.ac.uk/go/quality/asr)) copies of the three reports arising from the Academic Satisfaction Review 2005 had previously been circulated to members of the Committee as follows:
- (i) Report on the Undergraduate and Taught Postgraduate Student Experience: paper AQSC 84/04-05, circulated with papers for the meeting of the Committee on 8 June 2005;
  - (ii) Report on the Research Postgraduate Student Experience: paper AQSC 5/05-06, circulated with papers for the meeting of the Committee on 19 October 2005;
  - (iii) Report on the Taught Postgraduate Student Experience (Supervision and Feedback): paper AQSC 6/05-06, circulated with papers for the meeting of the Committee on 19 October 2005.
- (b) That the Committee at its meeting on 16 November 2005 considered a written response from Professor E Peile outlining the Medical School's response to a number of issues raised in the Academic Satisfaction Review reports in 2004 and 2005, paper BFM 5/05-06, and resolved that it be noted that the Medical School had made very good progress across a wide range of issues raised by students and that a bespoke Academic Satisfaction Review was to be conducted with WMS students this academic year.

TO CONSIDER:

Responses to the Academic Satisfaction Review reports from the following departments/centres/units:

- (c) Classics & Ancient History, paper AQSC 37/05-06 (copy attached);
- (d) English & Comparative Literature, paper AQSC 38/05-06 (copy attached);
- (e) Film & Television Studies, paper AQSC 39/05-06 (copy attached);
- (f) French Studies, paper AQSC 40/05-06 (copy attached);
- (g) German Studies, paper AQSC 41/05-06 (to follow);
- (h) History, paper AQSC 42/05-06 (copy attached);
- (i) The History of Art, paper AQSC 43/05-06 (copy attached);
- (j) Italian, paper AQSC 44/05-06 (copy attached);
- (k) Theatre, Performance & Cultural Policy Studies, paper AQSC 45/05-06 (copy attached);
- (l) Comparative American Studies, paper AQSC 46/05-06 (to follow);
- (m) Translation & Comparative Cultural Studies, paper AQSC 47/05-06 (copy attached);

- (n) Biological Sciences, paper AQSC 48/05-06 (to follow);
- (o) Chemistry, paper AQSC 49/05-06 (copy attached);
- (p) Computer Science, paper AQSC 50/05-06 (copy attached);
- (q) Mathematics, paper AQSC 51/05-06 (copy attached);
- (r) Physics, paper AQSC 52/05-06 (copy attached);
- (s) Psychology, paper AQSC 53/05-06 (copy attached);
- (t) Statistics, paper AQSC 54/05-06 (copy attached);
- (u) Engineering, paper AQSC 55/05-06 (copy attached);
  
- (v) Health and Social Studies, paper AQSC 56/05-06 (to follow);
- (w) Economics, paper AQSC 57/05-06 (copy attached);
- (x) Philosophy, paper AQSC 58/05-06 (copy attached);
- (y) Politics and International Studies, paper AQSC 59/05-06 (copy attached);
- (z) Sociology, paper AQSC 60/05-06 (copy attached);
- (aa) Law, paper AQSC 61/05-06 (copy attached);
- (bb) Education, paper AQSC 62/05-06 (copy attached);
- (cc) Warwick Business School, paper AQSC 63/05-06 (copy attached);
  
- (dd) Library, paper AQSC 64/05-06 (copy attached);
- (ee) IT Services, paper AQSC 65/05-06 (copy attached);
- (ff) Student and Ancillary Services, paper AQSC 66/05-06 (copy attached);
- (gg) Senior Tutor, paper AQSC 67/05-06 (copy attached);
- (hh) Students' Union, paper AQSC 68/05-06 (copy attached);
- (ii) Careers Service, paper AQSC 69/05-06 (copy attached);

#6. Personal Tutor System

TO CONSIDER:

A report on the operation of the Personal Tutor system, paper AQSC 75/05-06 (copy attached).

#7. Learning & Teaching Strategy (Minute 24/05-06 refers)

TO REPORT:

That the Skills Working Group at its meeting on 22 November 2005 recommended to the Committee that the benefits of embedding the Warwick Skills Programme within the University's financial plan as a core activity should be taken into account in consultations around the Learning and Teaching Strategy.

TO CONSIDER:

Draft principles for the Learning & Teaching Strategy, paper AQSC 70/05-06 (to follow).

#8. Report from e-Learning Steering Group

(a) e-Learning Strategy

TO REPORT:

That the e-Learning Steering Group at its meeting on 18 January 2006 had reported that a Memorandum seeking views on the e-learning strategy, paper EL12/05-06, had been distributed on 20 October, 2005, but that little feedback had since been received; and resolved:

- (i) That Chairs of Faculty IT Committees collect feedback and forward it to the Secretariat;
- (ii) That the Secretariat again ask Heads of Department who have yet to express any for their views on the e-Learning Strategy;
- (iii) That, based on the views of the University community thus collected, the Chair and Secretariat draft suggested amendments to the Strategy or a new Strategy, in parallel with the ongoing development of a new University Learning and Teaching Strategy.

(b) e-Learning Benchmarking Exercise

TO REPORT:

That the University was successful in its application to participate in the pilot phase of the Higher Education Academy's e-Learning Benchmarking exercise, and that a team from the University gave a presentation at the launch event in London on 20 January 2006.

9. Bologna Process

TO RECEIVE:

An information note produced by the Europe Unit updating institutions on progress in the Bologna Process, paper SC.165/05-06 (copy attached), noting that the note was received by the Steering Committee on 16 January 2006.

#10. M-level PGCE

TO REPORT:

That the Board of Graduate Studies at its meeting on 12 January 2006 considered an outline proposal for a Postgraduate Certificate in Education (M-Level), scheduled for introduction in 2007, paper BGS 23/05-06, and resolved:

- (a) That the course be approved in outline as set out in paper BGS 23/05-06, noting that full course and module proposals would be submitted to the Graduate Studies Committee of the Board of the Faculty of Social Studies and the Board in due course;

- (b) That the title of exit route two of the proposed award of Professional Graduate Certificate in Education (with Qualified Teacher Status) be referred to the Academic Quality and Standards Committee for consideration, noting that the current proposal was to award this qualification to students who did not complete academic work successfully at M level but achieved H level and passed all school-based parts of training so were eligible for Qualified Teacher Status.

TO CONSIDER:

The principle of appropriate exit points and qualifications for students on an M-level PGCE who achieve Qualified Teacher Status but do not achieve sufficient credits at level M for the award of the PGCE, as set out in paper BGS 23/05-06 (copy attached).

#12. Integrated Masters Courses: Additional Award of a Bachelors qualification

TO REPORT:

That the Board of Graduate Studies at its meeting on 12 January 2006 considered a briefing note from the Europe Unit on the implications of the Bologna agreement for undergraduate Masters Degrees, paper BGS 20/05-06, and the principle of awarding both a Masters qualification and a Bachelors qualification for integrated programmes noting that students would be required to complete 120 credits at M level; and resolved:

- (a) That, as the proposed award of an Master's degree on the basis of completing only 120 credits at M level was not consistent with Masters Degrees presently offered by the University, the Board did not wish to endorse this proposal on the basis of the information available, noting that the Board would appreciate input from the departments concerned before considering the matter further.
- (b) That there were no objections to the award of a Postgraduate Diploma for 120 credits at M level or the award of a Masters degree if students were to complete an additional 60-credit dissertation at M level.

TO CONSIDER:

- (c) A briefing paper from the secretariat summarising issues relating to double awards on integrated Masters programmes, paper AQSC 71/05-06 (copy attached);
- (d) Europe Unit Briefing Note E/05/12: 'The Bologna Process and UK's integrated Masters programmes', paper BGS 20/05-06 (copy attached);
- (e) The desirability of allowing, where requested by Departments, the award of a Bachelors qualification in addition to a Masters qualification for students completing an integrated Masters course.
- (f) A proposal from Dr S Jacka, Department of Statistics, to award a BSc in addition to the award of an MMORSE, paper AQSC 73/05-06 (copy attached);

- #13. QAA Review of Postgraduate Research Programmes (Minute 9(a.ii)/05-06 refers)

TO CONSIDER:

A draft submission to the QAA as part of the Agency's review of PGR programmes, paper AQSC 74/05-06 (copy attached).

- #14. QAA Guidelines on preparing programme specifications

TO CONSIDER

QAA Circular Letter CL15/05, 'Guidelines on preparing programme specifications', paper AQSC 72/05-06 (copy attached).

15. QAA Institutional Audit methodology (Minute 26/05-06 refers)

TO REPORT:

That the Committee at its meeting on 16 November 2005 received an oral report from the Secretary on developments in the national Quality Assurance framework, considered a consultation document from the QAA on its proposed new methodology for Institutional Audit from 2006-07, paper AQSC 25/05-06, and resolved that the Secretary draft a response to the consultation for consideration by the Steering Committee, it being noted that the deadline for responses was 13 January 2006.

TO RECEIVE:

The response to the consultation submitted to the QAA, as amended following consideration by the Steering Committee, paper SC.143/05-06 (revised) (copy attached).

16. Any Other Business

17. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 22 February 2006 in the Council Chamber.