

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 27 January 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.

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on 17 November 2004, (previously circulated).

#2. Matters Arising

(a) National Student Survey (Minute 26/04-05 (b) refers)

TO RECEIVE:

- (i) An oral report from the Education Officer on the Students' Union position on the NSS and feedback from students received to date.
- (ii) Information relating to the Australian experience of a national student survey, paper AQSC 31/04-05 (copy attached).

(b) WMG Exit strategy from South Africa (Minute 26/04-05 (c) refers)

TO REPORT:

That the University has now signed a formal contract with Da Vinci covering the exit strategy safeguarding student interests as previously reported to the Committee.

(c) Accreditation of Prior Learning (Minute 26/04-05 (e) refers)

TO CONSIDER:

- (a) Paper AQSC 14/04-05 (revised 2) (copy attached), the proposed APEL policy, amended in line with observations made by the Director of the Centre for Academic Practice prior to the meeting of the Committee on 17 November.

- (b) Warwick Teaching Certificate Credit Framework Re-Calibration, paper AQSC 56/04-05 (copy attached).

3. Progress of Committee Recommendations

TO REPORT:

- (a) That at its meeting held on 1 December, the Senate considered a report from the meetings of the Academic Quality & Standards Committee held on 21 October and 17 November and recorded its approval of recommendations made by the Committee under the following headings:

- (i) Terms of Reference
- (ii) HEFCE National Student Survey
- (iii) HEFCE TQEF and Professional Standard Funding
- (iv) Report from the Collaborative Policy Working Group
- (v) Collaborative Contracts
- (vi) Final Undergraduate Classification Conventions
- (vii) Pass Degree Regulations
- (viii) Student academic Complaints
- (ix) QAA Code of Practice on Postgraduate Research Degrees
- (x) QAA Code of Practice on Colaborative, Flexible and Distributed Learning
- (xi) Accreditation of Prior Learning
- (xii) New and Revised Collaborative Courses
- (xiii) Chair's Action: Amendment to Regulation 19 Governing the Postgraduate Certificate in Education

- (b) That at its meeting held on 1 December, the Senate recommended approval of the proposed collaborative policy subject to one minor change made following the meeting.

#4. Chair's Business

TO REPORT:

That the University learned shortly before the Christmas vacation that both bids to the HEFCE to establish Centres for Excellence in Teaching & Learning (CETLs) had been successful.

5. Chair's Action

TO REPORT:

That Professor Whitby has taken action, acting on behalf of the Committee, to approve:

- (a) Amendments to Regulation 19 Governing the Postgraduate Certificate in Education proposed by the Institute of Education as set out in paper AQSC 30/04-05 (copy attached), with immediate effect.
- (b) Amendments to Regulations 13 and 14 on Continuation of Registration and Governing Higher Degrees as set out in paper SC. 85/04-05 (copy attached).

- (c) A change to the title of the MSc in Molecular Organisation and Assembly in Cells to MSc in Mathematical Biology and Biophysical Chemistry, it being note that the PhD would continue would with original title, as set out in paper AQSC 32/04-05 (copy attached).

#6. Report from the Assessment Conventions Working Group

TO RECEIVE:

- (a) An oral report from the Chair on the work of the Assessment Conventions Working Group.
- (b) The Minutes of the last meeting of the Working Group held on 16 December 2004, paper AQSC 33/04-05 (copy attached).

#7. Academic Satisfaction Review 2004

TO CONSIDER:

Responses from academic departments and administrative offices to the reports on the undergraduate and postgraduate student experience 2004 as set out below:

- (a) Department of Classics & Ancient History, paper AQSC 34/04-05 (copy attached).
- (b) Department of Film & TV Studies, paper AQSC 35/04-05 (copy attached).
- (c) Department of French Studies, paper AQSC 36/04-05 (copy attached).
- (d) Department of German Studies, paper AQSC 37/04-05 (copy attached).
- (e) Department of History, paper AQSC 38/04-05 (copy attached).
- (f) Department of History of Art, paper AQSC 39/04-05 (copy attached).
- (g) Department of Italian, paper AQSC 40/04-05 (copy attached).
- (h) Department of Theatre, Performance & Cultural Policy Studies, paper AQSC 41/04-05 (copy attached).
- (i) Centre for Translation & Comparative Cultural Studies, paper AQSC 42/04-05 (copy attached).
- (j) Department of Biological Sciences, paper AQSC 43/04-05 (copy attached).
- (k) Department of Chemistry, paper AQSC 44/04-05 (copy attached).
- (l) Department of Computer Science, paper AQSC 45/04-05 (copy attached).
- (m) Mathematics Institute, paper AQSC 46/04-05 (copy attached).
- (n) Department of Physics, paper AQSC 47/04-05 (copy attached).
- (o) Department of Statistics, paper AQSC 48/04-05 (copy attached).
- (p) School of Law, paper AQSC 55/04-05 (copy attached).
- (q) Department of Philosophy, paper AQSC 49/04-05 (copy attached).
- (r) Department of Sociology, paper AQSC 50/04-05 (copy attached).
- (s) Library, paper AQSC 51/04-05 (copy attached).
- (t) ITS, paper AQSC 52/04-05 (copy attached).
- (u) Student & Ancillary Services, paper AQSC 53/04-05 (copy attached).

Note: At its meeting held on 17 November, the Committee resolved that the report from the focus group held with students from the Medical School be postponed until after consideration of the report by the Board of the Faculty of Medicine in the Spring Term.

#8. HEFCE Teaching Quality Enhancement & Professional Standards Funding
(Minute 6/04-05 refers)

TO REPORT:

- (a) That the re-framed SMART targets requested by the HEFCE as a condition of the award of an extension to existing Teaching Quality Enhancement Funding for 2005-06 and for funding for Professional Standards work for 2004-05 and 2005-06 were submitted by the deadline of 30 November;
- (b) That at its meeting held on 21 October 2004 the Group resolved that a group similar to that which had formerly administered the TDF funds be established to consider bids, with representation from academic departments, the Library, e-Lab and CAP and that a TQEF e-Project Committee has been established to evaluate bids with the following membership:

Professor M Whitby	Pro-Vice-Chancellor, Chair
Dr L Polezzi	Chair, Faculty of Arts IT Committee
Professor D Singer	Chair, Faculty of Medicine IT Committee
tbc	Chair, Faculty of Science IT Committee
Professor A Neal	Chair, Faculty of Social Studies IT Committee
tbc	Library
Mr J Dale	e-Lab
Dr J Dempster	Centre for Academic Practice
Mr K Mohaddes	Students' Union

TO RECEIVE:

- (c) Guidelines for Applicants for funding, including Selection Criteria and the Application Form, circulated to Chairs of Departments in November, paper EL 11/04-05 (copy attached).

#9. Learning and Teaching Strategy

TO REPORT:

That at its meeting held on 21 October 2005 the Quality Enhancement Working Group resolved to review the University's Learning and Teaching Strategy during the calendar year 2005 in order to analyse current progress and identify future priorities, as a guide for internal decision-making and in preparation for the potential announcement of any further tranche of TQEF funding from 2006-07.

TO CONSIDER:

The University's Learning and Teaching Strategy (available online at: www2.warwick.ac.uk/services/cap/about/ltstrategy/) with a view to identifying issues, priorities and initiatives for possible inclusion in the revised Strategy; it being noted that the targets set out in paper EL 11/04-05 above submitted for the award of the extension Teaching Quality Enhancement Funding form an extension to the Strategy document.

#10. Periodic Review

TO CONSIDER:

The summary report on the Periodic Review of postgraduate provision in the Department of Biological Sciences and the departmental response, papers BFS 4 & 5/04-05.

Note: These papers were circulated for the last meeting of the Committee held on 17 November. Members of the Committee are asked to bring their copies of papers BFS 4 and 5/04-05 from the November circulation with them to the meeting.

#11. Penalties for Late Submission

TO CONSIDER:

A memorandum from Professor K Legge, Associate Dean, Academic Policy, WBS, regarding the Business School's reaction to the University's recently-amended policy on penalties for late submission of assessed work, paper AQSC 57/04-05 (copy attached).

#12. External Examiners' Report Forms

TO REPORT:

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.

TO CONSIDER:

Amendments recommended by the Board of Graduate Studies to the following forms:

- (a) The External Examiners' report form on a thesis submitted for a Research Degree, paper AQSC 21/04-05 (revised) (copy attached).
- (b) The External Examiners' nomination form, paper BGS 12/04-05 (revised) (copy attached).

13. Collaborative Contracts

TO REPORT:

- (a) That a formal collaborative contract with the Specialist Schools Trust has been approved by the Steering Committee and signed by the CEO of the SST.
- (b) That the Steering Committee has approved the academic addendum to the MOA previously signed with GEM, Suzhou, China, and that signature of this document by GEM in order to complete the relationship with the University should follow shortly.

14. Discontinuation of Course of Study

TO CONSIDER:

Recommendations from the Board of Graduate Studies that the following courses be discontinued as set out below:

- (a) The MSc in Economic Analysis and Policy with effect from September 2005;
- (b) The MA in Gender, Literature and Modernity with effect from September 2005;
- (c) The EdD (Institute of Education) with effect from September 2005; it being noted that the EdD offered by CELTE will continue to be offered.

15. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 23 February 2005 in the Council Chamber, University House.

