

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 30 November 2016 at **9.00am** in room CMR 1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary, Cara Pearson, ext 74464, email c.pearson@warwick.ac.uk

R Sandby-Thomas
Registrar

STRATEGIC ITEM FOR DISCUSSION

1. Students' Union Structures and Developments

TO RECEIVE:

A presentation by the Education Officer and Postgraduate Officer of the Students' Union on the Students' Union structures and developments related to education.

A G E N D A

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 27 October 2016 (to follow).

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

4. Matters Arising

(a) Terms of Reference (draft minute 1/16-17 refers)

TO REPORT:

That at its meeting on 27 October 2016, the Committee considered the terms of reference, constitution and membership of the Committee for 2016-17 (paper AQSC.01/16-17) and resolved (*inter alia*) that the terms of reference be amended to avoid duplication as agreed in the meeting and to add the HEFCE as a body to which the University is accountable on quality assurance and standards of courses.

TO CONSIDER:

Revised terms of reference and constitution for the Committee for 2016/17 (Paper AQSC.1/16-17 revised, copy attached).

(b) Source Matching (minutes 84(b), 69/15-16 and draft minute 5/16-17 refer)

TO REPORT:

- (i) That at its meeting on 27 October 2016 the Committee resolved that an academic group be established to inform the development of the testing, taking into consideration academic standards and the student experience as well as the IT perspective.
- (ii) That an academic group was in the process of being established and that Turnitin would visit the University on 29 November 2016.

5. Chair's Business

6. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

7. Draft Proof-Reading Policy

TO CONSIDER:

A report and draft Proofreading Policy by the Senior Assistant Registrar (Graduate School) (Paper BGS.5/16-17 (revised), copy attached).

8. Revisions to the Undergraduate Marking Scale

TO REPORT:

- (a) That, at its meeting on 20 October 2016, the Quality Assurance Working Group had considered a revised draft of the amended Undergraduate Marking Scale with descriptors for criteria for the various points on the scale as set out in paper QAWG.5.16-17.
- (b) That the Quality Assurance Working Group had resolved (*inter alia*) that the proposal for the revised University undergraduate marking scale be recommended to the AQSC for approval, subject to the following:
 - (i) That, when published by departments to its students, the Undergraduate Mark Scale make explicit reference to departmental or programme-specific marking criteria that provide greater detail specific to the discipline;
 - (ii) That the Faculty Undergraduate Sub-Committees receive the paper for comment in their Autumn Term meetings;
 - (iii) That the new Undergraduate Mark Scale take effect from the start of the 2017-18 academic year, to allow for appropriate development of specificity and criteria and their communication to students.

(draft minute QAWG 6/16-17 refers)

- (c) That at its meeting on 18 November 2016, the Board of Undergraduate Studies received a paper from the Chair setting out proposals from the Working Group on the 17 point marking scale (Paper QAWG.5/16-17).
- (d) That it was reported to the Board that, at its meeting on 20 October 2016, the Quality Assurance Working Group had recommended that the proposals as outlined in QAWG 5/16-17 be implemented with effect from the 2017-18 academic year.
- (e) The Board resolved (*inter alia*) that the Chair be asked to invite the Board of Graduate Studies to participate in a “Task and Finish” group to consider whether the Undergraduate Marking Scale should apply to work completed in the final year of Integrated Undergraduate Masters Degrees, and also to recommend to the Board of Graduate Studies that it should consider whether it would be appropriate to adopt the Marking Scale for other PGT courses.

TO CONSIDER:

A paper from the Chair of the Board of Undergraduate Studies setting out proposed revisions to the undergraduate marking scheme (Paper QAWG.5/16-17 (revised), copy attached).

9. Lecture Capture Policy

TO CONSIDER:

A report from the Head of Academic Technology on behalf of the Lecture Capture Working Group and draft Lecture Capture Policy (Paper AQSC.6/16-17, copy attached).

10. Review of Academic Governance: AQSC Sub-Groups

TO REPORT:

- (a) That at its meeting on 27 June 2016 the Senate considered proposals for the Review of Academic Governance and resolved that all recommendations made to the Senate in relation to the Academic Governance Review be approved as set out in paper (S.68/15-16).
- (b) That proposals for the Review of Academic Governance approved by the Senate included the recommendation for a review of working groups of AQSC, specifically the potential for subsuming some areas of responsibility into new structures, by 1 October 2016.
- (c) That at its meeting on 27 October 2016 the Committee considered proposals relating to the working groups of AQSC by the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.3/16-17) and resolved that consideration of this item be deferred and that the scope and constitution of the Student Learning Experience and Engagement Working Group in particular, be clarified (unconfirmed minute 10/16-17 refers)

TO CONSIDER:

A revised paper setting out proposals relating to the working groups of AQSC by the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.3/16-17 (revised), copy attached).

11. Terms of Reference and Constitution of the Quality Assurance Working Group

TO REPORT:

- (a) That at its meeting on 20 October 2016 the Quality Assurance Working Group considered its Terms of Reference and membership (Paper QAWG.1/16-17).
- (b) That it was reported to the Working Group:
 - (i) That, given the importance and expansion of work in the area of quality assurance, it was proposed that the working group's constitution include up to two co-opted members of academic staff currently working in related roles;
 - (ii) That it was further proposed that one of the co-opted members be the Head of Teaching for the School of Engineering;

- (c) That the Working Group recommended to the Academic Quality and Standards Committee that the Terms of Reference and Membership be approved, subject to the following:
- (i) minor amendments to formatting as discussed in the meeting;
 - (ii) the addition of “HEFCE” to the listed quality assurance bodies in point 3;
 - (iii) the amendment of the constitution to include “two co-opted members of academic staff in quality assurance roles”.

TO CONSIDER:

Amended terms of reference and constitution for the Quality Assurance Working Group (Paper QAWG.1/16-17 (revised), copy attached).

12. New Course Approval Process

(a) Course Approval Panels

TO CONSIDER:

A paper setting out proposals for the course proposal scrutiny panel by the Assistant Registrar (Learning and Teaching), (Paper QAWG.7(b)/16-17 (revised), copy attached).

(b) Course Proposal Form

TO CONSIDER:

A proposed new course proposal form for approval ‘in principle’, noting that it is intended that this will be made available as a digital form and further consultation on the detail and functionality will be ongoing (Paper AQSC.7/16-17, copy attached, appendices A and B available online).

13. Annual Report from the Compliance Working Group

TO RECEIVE:

An update report from the Compliance Working Group on Tier 4 licence matters in relation to sponsorship duties by the Assistant Director, Global Engagement and Secretary to the Compliance Working Group (Paper AQSC.8/16-17, copy attached).

14. SSLC Undergraduate Annual Report

TO REPORT:

- (a) That at its meeting on 18 November 2016, the Board of Undergraduate Studies considered a report from the Education Officer of Warwick Students’ Union, compiled from the annual reports and minutes of all University SSLCs during the academic year 2015/16 (paper BUGS 4/16-17, available online).

- (b) That the Board recommended that the University should be asked to offer additional training for academic staff on lecture capture, e.g. through visits to departments by IT Services' staff;
- (c) And resolved:
 - (i) That the Board considered "mock" exams to be inappropriate for undergraduate students, but would encourage departments to consider other ways of supporting students in their exam preparation;
 - (ii) The Board would encourage departments to consider ways of improving module selection processes;
 - (iii) That the Board noted that the role of Academic Convenor of an SSLC was not clearly defined and recommended that SSLCs might consider and specify what that role should be.
 - (iv) The Board endorsed the report's comments concerning support for joint degree students and noted its comments on feedback.

(unconfirmed minute BUGS 11/16-17 refers)

15. Undergraduate External Examiners' Report 2015/16

TO REPORT:

That at its meeting on 18 November 2016, the Board of Undergraduate Studies considered:

- (a) The report of the sub-groups of the Board, at meetings held on 4th and 8th November 2016, summarising key points and matters for further action and enquiry arising from their consideration of Undergraduate External Examiners' Reports for 2015/16 (paper BUGS 5/16-17, available online).
- (b) An interim thematic report from the Chair arising from the Undergraduate External Examiners' Reports for 2015-16 (paper BUGS 6/16-17, available online).
- (c) External Examiner's Report for IATL Interdisciplinary Modules for 2015/16 (paper BUGS 7/16-17, available online).

And resolved:

- (d) That the report of the sub-groups be approved;
- (e) That the Board establish a "Task and Finish" group, comprising the Chair of the Board and Chair and Chairs of the Undergraduate Studies Committees of the Boards of the Faculties, with a view to clarifying the operation of discretion under the current Degree Classification Conventions.
- (f) That the External Examiner's report for IATL interdisciplinary modules was very satisfactory and did not raise any issues to be followed up by IATL.

(unconfirmed minute BUGS 12/16-17 refers)

16. Collaborative Courses

(a) Warwick Business School Executive MBA Modules

TO REPORT:

That, at its meeting on 10 November 2016, it was reported to the Collaborative, Flexible and Distributed Learning Sub-Committee that the Chair had taken action on behalf of the Committee to recommend for approval Executive MBA modules to be delivered on a flying faculty basis in conjunction with the University of Rotterdam as set out in papers CFDLSC.97a-b.15-16.

TO CONSIDER:

Executive MBA modules to be delivered on a flying faculty basis in conjunction with the University of Rotterdam as set out in papers CFDLSC.97a-b.15-16 (available online).

(b) MA Professional Education in partnership with Bishop Challoner Teaching School Alliance

TO REPORT:

(i) That, at its meeting on 10 November 2016, the Committee considered a proposal from the Centre for Professional Education (CPE) to deliver the existing collaborative variant of the Programme “MA in Professional Education” in conjunction with the Bishop Challoner Teaching School Alliance (lead school, Bishop Challoner Catholic College) as outlined in the following:

- (A) OFSTED report for Bishop Challoner Catholic College (paper CFDLSC.11a.16-17);
- (B) Letters of support from the Headteacher of Bishop Challoner Catholic College and the Headteacher of Broadway Academy, member of the Bishop Challoner Teaching School Alliance (papers CFDLSC.11b-c.16-17);
- (C) Course approval Part 4 form (Paper CFDLSC.11d.16-17);

(ii) That it was reported to the Committee by Ms Outhwaite, Senior Teaching Fellow, CPE:

- (A) That the Centre for Professional Education were confident in the ability of Bishop Challoner Catholic College to act as the lead school in the Training School Alliance for this programme, noting that the Alliance had well qualified teaching staff and that the Centre for Professional Education had mechanisms for oversight to ensure that all content would be delivered to the appropriate standard and quality;
- (B) That through this arrangement, a cohort could be drawn from across several Coventry Schools and that the specialisms would build on school improvement plans unique to the schools in which students are working;

- (iii) That the Committee recommended to the Academic Quality and Standards Committee that the proposal to deliver the collaborative route of the MA in Professional Education with the Bishop Challoner Training School Alliance, as set out in papers CFDLSC 11(a-d)/16-17, be approved, subject to minor amendments to the paperwork to reflect that Ms D. Outhwaite was the current Programme Convenor.

TO CONSIDER:

A proposal from the Centre for Professional Education to deliver the collaborative route of the MA in Professional Education with the Bishop Challoner Training School Alliance, as set out in papers CFDLSC 11(a-d)/16-17 (available online).

(c) Discontinuation of Courses

TO REPORT:

That at its meeting on 10 November 2016, the Committee approved the following discontinuations of courses:

For closure following completion of continuing students:

MSc in Engineering Business Management for Defence and Security
MSc in Manufacturing Systems Engineering (Hong Kong) (and sub-qualifications)
MSc in Manufacturing Systems Engineering (HKPU) (and PGDip sub-qualification)

For immediate closure (no continuing students):

PGA in Manufacturing Systems Engineering (Hong Kong);
MSc in International Technology Management (Thailand) (and sub-qualifications)
MSc in Supply Engineering and Logistics (Malaysia) (and sub-qualifications)

For immediate closure (never started):

MSc in Engineering Business Management (Russia) (and sub-qualifications)
PGA in Engineering Business Management (Russia)
PGA in International Technology Management (Thailand)
MSc in Manufacturing Systems Engineering (China) (and sub-qualifications)
MSc in Manufacturing Systems Engineering (Yildiz Technical University) (and Sub-qualifications)
MSc in programme and Project Management (South Africa) (and sub-qualifications)

17. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online at the Committee's file space here: <https://files.warwick.ac.uk/tqcomm/browse#AQSC/2016.11.30>

18. Matters Arising

Report to the Council on the Assurance of Quality and Standards 2015/16 (minute 11/16-17 refers)

TO REPORT:

- (a) That at its meeting on 27 October 2016, the Committee received a report to the Council on the Assurance of Quality and Standards 2015/16, considered by the Senate at its meeting on 5 October 2016 (Paper S.1/16-17) and it was reported:
 - (i) That the report had been considered by the Audit and Risk Committee;
 - (ii) That the Committee had been supportive of the approach taken but had asked that amendments be made to:
 - provide a statement on underpinning principles in the University's approach to quality assurance and enhancement of teaching;
 - set out a visual representation of the different quality assurance mechanisms and their respective roles;
 - identify examples of the impact of quality assurance mechanisms.
 - (iii) That the amended report would be considered at the meeting of Council to be held on 17 November 2016.
- (b) That the amended report (Paper C30/16-17, available online) had been considered by Council at its meeting on 17 November 2016 and that the Council approved that the University submit an assurance statement of "full compliance" to the HEFCE.

19. HEFCE Annual Provider Review

TO REPORT:

That the HEFCE had published guidance on the Annual Provider Review (available at <http://www.hefce.ac.uk/pubs/year/2016/201629/>)

20. Undergraduate Courses of Study

TO REPORT:

- (a) That it was reported to the Board of Undergraduate Studies at its meeting on 18 November 2016 that the Chair had taken action on behalf of the Board to approve the following course:

BA Politics and International Studies with Chinese
BA in Classical Civilisation with Study Abroad

- (b) That it was reported to the Board of Undergraduate Studies at its meeting on 18 November 2016 that the Chair had taken action on behalf of the Board to approve the following restructured courses:

Graduate Diploma in History of Art
BEng Applied Engineering Programme
BA French and History
BA German and History
BA Italian and History
BA French Studies
BA German Studies
BA Hispanic Studies
BA Italian
BA English and French
BA English and German Literature (to become BA English and German)
BA English and Hispanic Studies
BA English and Italian Literature (to become BA English and Italian)
BA French with German
BA French Studies with Spanish (to become BA French with Spanish)
BA French Studies with Italian (to become BA French with Italian)
BA French Studies with Portuguese (to become BA French with Portuguese)
BA French Studies with Arabic (to become BA French with Arabic)
BA French Studies with Chinese (to become BA French with Chinese)
BA French Studies with Japanese (to become BA French with Japanese)
BA French Studies with Russian (to become BA French with Russian)
BA German with French
BA German with Spanish
BA German with Italian
BA German Studies with Portuguese (to become BA German with Portuguese)
BA German Studies with Arabic (to become BA German with Arabic)
BA German Studies with Chinese (to become BA German with Chinese)
BA German Studies with Japanese (to become BA German with Japanese)
BA German Studies with Russian (to become BA German with Russian)
BA Hispanic Studies with French
BA Hispanic Studies with German
BA Hispanic Studies with Italian
BA Hispanic Studies with Portuguese
BA Hispanic Studies with Arabic
BA Hispanic Studies with Chinese
BA Hispanic Studies with Japanese
BA Hispanic Studies with Russian
BA Italian with French
BA Italian with German
BA Italian with Spanish

BA Italian Studies with Portuguese (to become BA Italian with Portuguese)
BA Italian Studies with Arabic (to become BA Italian with Arabic)
BA Italian Studies with Chinese (to become BA Italian with Chinese)
BA Italian Studies with Japanese (to become BA Italian with Japanese)
BA Italian Studies with Russian (to become BA Italian with Russian)
BA Modern Languages
BA French and German Studies
BA French and Italian (to become BA French and Italian Studies)
BA German Studies and Italian (to become BA German and Italian)
BA Hispanic Studies and French
BA Hispanic Studies and German
BA Hispanic Studies and Italian.

- (c) That at its meeting on 18 November 2016 the Board of Undergraduate Studies approved the following courses:

BEng/MEng Electrical and Electronics Engineering
BA in Politics, Philosophy and Law
BA Honours degree in Hispanic Studies and History
BA Honours degree in French and Theatre Studies
BA Honours degree in German and Theatre Studies
BA Honours degree in Hispanic and Theatre Studies
BA Honours degree in Italian and Theatre Studies
BA Honours degree in Film Studies with Year Abroad

21. Postgraduate Courses of Study:

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 17 November 2016 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

PhD Creative Industries
MPhil/PhD in Hispanic Studies
PGCE (Secondary),
MBA by Executive Study
MBA (full-time variant)

- (b) That at its meeting on 17 November 2016 the Board of Graduate Studies had approved revisions to the following course:

MSc (and sub-qualifications) in Sustainable Materials and Manufacturing

22. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Monday 20 February 2017 in room CMR 1.0, University House.