UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 30 October 2012 at **10.30am** in Council Chamber, 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, Rory McIntyre, ext 74464, email r.j.mcintyre@warwick.ac.uk

K Sloan
Registrar

A G E N D A

1.   Terms of Reference, Constitution and Membership

        TO CONSIDER:

        The terms of reference, constitution and membership of the Committee for 2012-13 (paper AQSC 1/12-13, circulated previously).

2.   Freedom of Information

        TO REPORT:

        (a)   That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

        (b)   That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/

        (c)   That copies of paper SC 60/07-08 are available from the Secretary on request.

3.   Minutes of the last meeting

        TO CONSIDER:

        Minutes of the meeting held on 20 June 2012, available on the Governance website at: http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/aqsc_minutes_-_20_june_2012.pdf

4. <u>Matters arising</u>

(a) <u>Warwick Community Agreement</u> (minute 122/11-12 refers)

REPORTED:

(i) That at its meeting on 20 June 2012 the Committee <u>considered</u> the draft Warwick Community Agreement (Paper AQSC.101/11-12), noting that the comments received as set out in Paper AQSC.101/11-12 had not yet been reflected in the current draft and <u>recommended</u> (to the Senate) that the Warwick Community Agreement be approved, subject to further amendments being made in light of comments received and in discussion with representatives of the Students' Union, and approved by the Chair on behalf of the Committee.

(ii) That, at its meeting on 4 July 2012 it was <u>reported</u> to the Senate:

(by the Pro-Vice-Chancellor for Education and Student Experience)

(A) That the Students' Union had been widely consulted in the creation of the Warwick Community Statement.

(by Professor R Ball)

(B) That the title of "community" encompassed more than what appeared to be included within the current remit of this statement, for example, alumni and external partnerships, and that the title should be revised to reflect the statement's current remit, or the statement widened to encompass Warwick's full community.

(C) That the reference to "normally" within the University's Learning and Teaching aims to provide timely feedback to students did not seem necessary.

(by the President of the Students' Union)

(D) That he was pleased with the content of the Warwick Community Statement, however, he also did not believe the term "normally" within the University's Learning and Teaching aims to provide timely feedback to students was necessary.

(by the Registrar)

(E) That the term normally in this context could be removed, noting that it was the University's intention to provide timely feedback to students unless there were exceptional circumstances.

And it was <u>resolved</u> (by the Senate):

That the Warwick Community Statement be approved as set out in Paper AQSC.101/11-12 (revised 2), subject to further amendments being made in light of comments received and in discussion with representatives of the Students' Union, and approved by the Chair on behalf of the Academic Quality and Standards Committee and the Vice-Chancellor on behalf of the Senate.

(iii)   That the Warwick Community Statement had been amended in light of comments and further discussions with the Students' Union, including the renaming of the document as the Warwick Student Community Statement, and approved by the Vice-Chancellor on behalf of the Senate, together with the President of the Students' Union, as set out in Paper AQSC.101/11-12 (revised 3) (circulated previously).

(b)   HEAR (minute 101/11-12 refers)

TO REPORT:

That at its meeting on 17 May 2012, the Committee received an update report from the HEAR Project Board (Paper AQSC.71/11-12) and it was reported (by the Assistant Secretary):

(a)   That full consideration had been given to safeguarding students' interests in relation to data protection and information security.

(b)   That, while GradIntel provides the opportunity for students to make information available to employers, the decision to do so remains with students.

TO RECEIVE:

An update report on the implementation of the HEAR (Paper AQSC.2/12-13, circulated previously).

(c)   HEFCE Consultation on 'Improving Quality Assurance in Higher Education' (minute AQSC. 133/11-12 refers)

TO REPORT:

(i)   That at its meeting on 20 June 2012 the Committee considered:

(A) The HEFCE consultation on the introduction of a more risk-based approach to quality assurance in higher education in England (excluding Annexes) (Paper AQSC.85/11-12).

(B) A draft University response to the consultation document by the Senior Assistant Registrar (Teaching Quality) and an oral report on issues arising from a consultation event held on 18 June 2012 (Paper AQSC.109/11-12).

And resolved:

That comments on the University response be provided to the Secretary, noting that the Steering Committee would approve a final response.

(ii) That at its meeting on 23 July 2012, the Steering Committee resolved that the draft University response to the HEFCE consultation on improving quality assurance in higher education as set out in SC.422/11-12 be revised in light of discussion at the meeting, prior to submission by the deadline of 31 July 2012 (minute SC.599/11-12 refers).

(iii) That the revised consultation response was submitted to the HEFCE as set out in Paper SC.422(revised)/11-12 (available online).

(d) QAA UK Quality Code Chapter B3: Learning and Teaching Consultation (minute 134/11-12 refers)

TO REPORT:

(i) That at its meeting on 20 June 2012, the Committee considered the UK Quality Code Chapter B3: Learning and Teaching, draft for consultation (Paper AQSC.110/11-12) and resolved that comments on the consultation document be provided to the Secretary, noting that the Steering Committee would approve a final response.

(ii) That at its meeting on 23 July 2012 the Steering Committee resolved that the draft University response to the QAA Consultation on the UK Quality Code: Section B3 – Learning and Teaching as set out in SC.423/11-12 be revised in light of discussion at the meeting, prior to being submitted by the deadline of 25 July 2012 (minute SC.600/11-12 refers).

(iii) That the University's response to the consultation was submitted to the QAA as set out in Paper SC.423(revised)/11-12 (available online).

TO CONSIDER:

The final version of the UK Quality Code Chapter B3: Learning and Teaching published in September 2012 (Paper AQSC.3/12-13, available online).

(e) Institutional Review of Teaching and Learning: Faculty Engagements (minute 123/11-12)

TO REPORT:

(i) That at its meeting on 20 June 2012 the Committee considered recommendations arising for consideration by AQSC, arising from the Faculty Engagements and amended following consideration of reports by the Boards of the Faculties (Papers TLR.96-98 and 102/11-12).

(ii) That, at its meeting on 4 July 2012, the Senate considered a report outlining the outcomes of the Faculty Engagements, following the institution-wide review of teaching, learning and the student experience, held in November 2011 (S.54/11-12) and resolved:

(A)   That the recommendations within the three Faculty Engagement reports as set out in papers TLR 96-98/11-12, be noted.

(B)   That the recommendations and points arising within the two responses prepared by the Chairs of the Faculties of Arts and Science on behalf of their Boards, as set out in papers BFA.23/11-12 and BFS.22/11-12 respectively, be noted.

(C)   That the recommendations of the Institutional Review Steering Group for onward referral of the recommendations in the Faculty Engagements to the appropriate body for further detailed consideration be approved as set out in paper TLR.101/11-12 (revised 3).

(D)   That Senate, via the Steering Committee, receive an update on the progress of action taken in response to any agreed recommendations.

(f)   Erasmus Mundus (minute 109/11-12 refers)

TO REPORT:

That the University had been notified that the following bids submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University had not been successful:

(i)   Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;
(ii)   A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;
(iii) A Joint degree in Particle Physics (PCUBE), led by Physics.
(iv)   Continuation of the MA in International Performance Research, led by the School of Theatre, Performance and Cultural Studies.

5.   Chair's Action

TO REPORT:

(a)   Course Specification Template

That the Chair has taken action on behalf of the Committee to approve a minor amendment to the Course Specification Template (Paper AQSC.4/12-13, circulated previously).

(b)   Course Approval Form

That the Chair has taken action on behalf of the Committee to approve minor amendments to the Course Approval Form, following consultation with the Chairs of the Boards of Graduate and Undergraduate Studies (Paper AQSC.5/12-13, circulated previously).

6. <u>Progress of Committee Recommendations</u>

TO REPORT:

(a) That the Senate, at its meeting on 4 July 2012, <u>resolved</u> that recommendations from the Committee under the following headings be approved (minute 110/11-12 refers):

Undergraduate Degree Classification Assessment Conventions
Risk Assessment and Collaborative Course Approval
Collaborative Course Review
Collaborative Policy and Strategy
Amendments to University Regulations
Good Practice Guide on Joint and Cross Departmental Degrees
Collaborative Course Approval and Documentation and Guidance
Information for Students
Evolution of the SSLC System
Collaborative Course Proposals

7. <u>Chair's Business</u>

8. <u>Learning and Teaching Strategy</u>

TO REPORT:

(a) That, at its meeting on 20 June 2012 the Committee <u>considered</u>:

   (i) A summary of comments on the Learning and Teaching Strategy (Paper AQSC.100/11-12).

   (ii) A revised version of the Learning and Teaching Strategy (Paper AQSC.70/11-12 (revised).

   (iii) A summary of comments from the a sub-group of the Board of the Faculty of Social Sciences (Paper AQSC.116/11-12).

   And <u>recommended</u> (to the Senate):

   (iv) That the Learning and Teaching Strategy be approved, subject to further amendments being made in light of comments received and approved by the Chair on behalf of the Committee.

   (v) That the commitment to introduce a Liberal Arts degree as set out in Vision 2015 be reviewed and developed into a broader commitment to enhancing flexibility and inter-disciplinarity in all undergraduate degrees, noting that the Centre for Lifelong Learning offered generic part-time undergraduate degrees in Humanities and Social Studies which could be adapted for full-time study.

(b) That at the meeting of the Senate, held on 4 July 2012, it was <u>reported</u> (by the Pro-Vice-Chancellor for Education and Student Experience):

(i)   That the Learning and Teaching Strategy had been updated to reflect changes to the environment, the refresh of the University Strategy, and the outcomes of the Institutional Review.

(ii)   That consultation on the changes had been undertaken with the Academic Quality and Standards Committee, the Board of Undergraduate Studies, Board of Graduate Studies, Boards of the Faculties, the Students' Union and administrative colleagues, but that further comments were invited.

And it was resolved:

(i)   That the Learning and Teaching Strategy be approved in principle, as set out in Paper AQSC.70/11-12 (revised 2), subject to amendments being made in light of comments received and approved by the Chair on behalf of the Academic Quality and Standards Committee noting that further development and refinement would be undertaken over the summer and a final version brought to the Senate for approval at its meeting in the Autumn Term 2012.

(ii)   That the commitment to introduce a Liberal Arts degree as set out in Vision 2015 be reviewed and developed into a broader commitment to enhancing flexibility and inter-disciplinarity in all undergraduate degrees, noting that the Centre for Lifelong Learning offered generic part-time undergraduate degrees in Humanities and Social Studies which could be adapted for full-time study.

(minute S.110(a)/11-12 refers)

(c)   That, at the meeting of Senate held on 3 October 2012, a follow-up report from the Academic Quality and Standards Committee was considered containing the revised Teaching and Learning Strategy 2012-2017 (S.3/12-13, circulated previously), together with a report from the Pro-Vice-Chancellor for Education and Student Experience and it was reported

(by the Pro-Vice-Chancellor for Education and Student Experience):

(i)   (That the Learning and Teaching Strategy 2012-2017, once approved, would be put onto the Teaching Quality website as an interactive document with links to completed and ongoing projects, as well as the University's Strategy.

(ii)   That the separate Action Plan would be reviewed annually by the Academic Quality and Standards Committee.

(iii)   That representatives of the Faculty Boards had been given the opportunity to comment on the Learning and Teaching Strategy 2012-2017 during the drafting process.

(by Professor S Jacka)

(iv)   That online management of project submission would have timing implications within the mathematical subjects, due to the nature of work.

And the Senate <u>resolved</u>:

That the Learning and Teaching Strategy 2012-2017 be approved as set out in Paper AQSC.70/11-12 (revised 3).

(Draft minute S.21/12-13 refers)

TO CONSIDER:

(a)   A paper on Strategic Priorities for the Academic Quality and Standards Committee for 2012/12 (Paper AQSC.6/12-13, <u>copy attached</u>).

(b)   The Learning and Teaching Strategy Action Plan 2012/13 (Paper AQSC.7/12-13, to follow).

8.   <u>University Risk Management</u>

TO REPORT:

That, at its meeting on 20 June 2012 the Committee <u>considered</u> a paper from the Senior Assistant Registrar (Governance, Risk and Continuity) on risk identification and assessment within the scope of the Committee's Terms of Reference (Paper AQSC.111/11-12) and <u>resolved</u> that the institutional risks associated with teaching and learning be reviewed on an annual basis alongside the University Teaching and Learning Strategy. (minute 126/11-12 refers)

TO CONSIDER:

A paper by the Senior Assistant Registrar (Risk Management) on the University Risk Register (Paper AQSC.8/12-13, circulated previously).

9.   <u>Student Satisfaction</u>

TO RECEIVE:

(a)   A report on the outcomes of the National Student Survey 2012 considered at the meeting of the Steering Committee held on 10 September 2012 (Paper SC.447/12-13, circulated previously).

(b)   Comparisons of results by subject with sector and Russell Group institutions (Paper AQSC.9/12-13, circulated previously).

(c)   A memo from the Pro-Vice-Chancellor, Education (Quality and Standards), to Heads of Departments regarding the National Student Survey 2012 (Paper AQSC.10/12-13, circulated previously).

TO REPORT:

That at its meeting on 3 October 2012, the Senate considered a paper reviewing the most recent results of the National Student Satisfaction (NSS) Survey and outlining proposed steps to take to improve student satisfaction rates in the future (S.6/12-13, circulated previously) and <u>resolved</u> that the strategy to enhance student satisfaction

be endorsed, as set out in paper S.6/12-13, subject to the changes discussed in the meeting.

(Draft minute S.24/12-13 refers)

10.   Assessment and Feedback

TO REPORT:

(a)   That at its meeting on 20 June 2012 the Committee <u>considered</u> guidance for departments on timing of feedback on assessment (Paper AQSC.98/11-12) and <u>resolved</u>:

(i)   That a working group be established to review the Good Practice Guide on Providing Feedback to Students on Assessment.

(ii)   That, in the context of this work, the Group would also consider guidance and policy development on feedback on examinations and maximum timescales for provision of feedback on assessed course work, taking into consideration local practice.

(iii)   That the principle that all departments be required to communicate clearly to students the timescales for provision of marks and feedback on course work in advance be approved.

(iv)   That the principle that all departments be required to take into consideration the timing of the provision of feedback when setting deadlines for submission of assignments be approved.

(b)   That a half-away day on feedback and assessment was held on 24 September 2012.

TO CONSIDER:

(a)   A report on the feedback and assessment away day setting out principles for consideration by the Committee (AQSC.11/12/13, <u>copy attached</u>).

(b)   A draft policy on timing of feedback on assessment (AQSC.12/12-13, <u>copy attached</u>).

11.   QAA Institutional Review Self-Evaluation Document

TO CONSIDER:

The draft self-evaluation document for QAA Institutional Review (Paper AQSC.13/12-13, <u>copy attached</u>).

12.   Review of Module Audit Process

TO CONSIDER:

A review of the outcomes of the module audit process (Paper AQSC.14/12-13, to follow).

13.   Students Union Update

TO RECEIVE:

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

14.   Key Performance Indicators

TO CONSIDER:

A report from the Assistant Registrar (Deputy Registrar's Office) and the Director of Management Information and Planning concerning key performance indicators for teaching and learning (paper AQSC.15/12-13, copy attached).

15.   Professional, Statutory and Regulatory Bodies

(a)   Register of courses with PSRB accreditation

TO RECEIVE:

The register of University courses with accreditation, validation or other recognition by professional, statutory and regulatory bodies (Paper AQSC.16/12-13, circulated previously).

(b)   Institute of Mechanical Engineers Accreditation of School of Engineering Courses

TO CONSIDER:

A report from the Institute of Mechanical Engineers on a review of undergraduate courses offered by the School of Engineering (Paper AQSC.17/12-13, circulated previously).

(c)   Health Professions Council Accreditation of the MA in Social Work

TO RECEIVE:

A letter from the Health Professions Council regarding accreditation of the MA in Social Work (Paper AQSC.18/12-13, circulated previously).

(d)   British Computing Society Accreditation of Courses in the Department of Computer Science

TO CONSIDER:

A letter from the British Computing Society reporting on the review of undergraduate courses offered by the Department of Computer Science (Paper SC.6/12-13, circulated previously).

(e)   General Medical Council Accreditation of the MBChB

TO CONSIDER:

(i)   The GMC report on the examination process for the MBChB (Paper
AQSC.19/12-13, circulated previously).

(ii)   The Warwick Medical School's action plan in response to the GMC
report (Paper AQSC.20/12-13, circulated previously).

16.   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 electronic filestore at
https://files.warwick.ac.uk/tqcomm/browse/AQSC/30_October_2012

17.   Course Specifications

TO RECEIVE:

A report on course specifications approved in accordance with the procedures
approved by the Committee at its meeting on 20 June 2012 (minute 117/11-12(d)
refers) (Paper AQSC.21/12-13, available online).

18.   Postgraduate Taught Experience Survey (PTES) 2012

TO REPORT:

That at its meeting held on 10 October 2012, the Board of Graduate Studies
received:

(a)   A detailed analysis of Warwick PTES 2012 results (paper BGS 12/12-13,
available online);

(b)   Detailed Warwick PTES 2012 results with the Russell Group aggregate
results benchmark (paper BGS 13/12-13, available online);

(c)   PTES 2012 Report (paper BGS 14/12-13, available online).

And resolved:

(d)   That the PTES response rate was higher than in previous years and that the
University should continue to encourage students to engage with such
surveys;

(e)   That the Graduate School clarify the inconsistencies of message with regard to feedback highlighted in the report, it being noted that data recorded for specific faculties/departments might be at odds with general trends reported;

(f)   That the Graduate Studies Committees for Arts and Science be provided with PTES data specific to their faculty, for consideration to be given to their results in the areas of assessment and feedback, to see if any reasons for lower than average scores could be identified.

(unconfirmed minute BGS 16/12-13 refers)

19.   QAA Consultations

(a)   UK Quality Code Chapter B5: Student Engagement

TO RECEIVE:

The final version of the UK Quality Code Chapter B5: Student Engagement (Paper AQSC.22/12-13, available online).

(b)   UK Quality Code Chapter B11: Research Degrees

TO RECEIVE:

The final version of the UK Quality Code Chapter B11: Research Degrees (Paper AQSC.23/12-13, available online).

(c)   UK Quality Code Chapter B10: Collaborative Provision

TO RECEIVE:

The University's response to the QAA consultation on UK Quality Code Chapter B10: Collaborative Provision (Paper SC.20/12-13 (revised) available online).

20.   New Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 10 October 2012 that the Chair had taken action on behalf of the Board to approve the following new courses considered initially at its meeting on 7 June 2012:

MSc Health Science (Plastic Surgery)
MA Advanced Teaching of Shakespeare
PhD Hispanic Studies
MA by Research Hispanic Studies
MA World Literature

21.   Revised Postgraduate Courses of Study

TO REPORT:

That it was reported to the Board of Graduate Studies at its meeting on 10 October 2012 that the Chair had taken action on behalf of the Board to approve revisions to the following courses considered initially at its meeting on 7 June 2012:

MSc Cognitive Systems
Engineering Doctorate (International)
PhD Complexity Science
MSc in Interdisciplinary Biomedical Research
MSc Research Methods in Health Sciences
MSc in Oral Surgery

22.   Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 5 December 2012 at 9.00am in the Council Chamber.