

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 11 May 2017 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

New items added to this agenda are marked in **bold** typeface.
We will work from this agenda at the meeting

Note: Restricted business (denoted by an asterisk{}) is confidential to members and attendees of the Academic Quality and Standards Committee*

STRATEGIC ITEM FOR DISCUSSION

1. Education Strategy

TO CONSIDER:

A presentation on the draft Education Strategy by the Chair.

A G E N D A

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 20 February 2017 (circulated previously).

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) Feedback on Exams (minute 5/16-17 refers)

TO REPORT:

(i) That at its meeting on 27 June 2016, the Senate approved proposals that:

- (A) feedback on examinations be provided to all students to apply to examinations taken during 2016/17 and that this could take the form either of feedback to individuals or to cohorts;
- (B) That academic departments be offered the following options for implementing this requirement:
 - (1) Departments already providing feedback on examinations should continue with current practice;
 - (2) Either the pro-forma template set out in Paper AQSC.44/15-16 or an adapted version could be implemented for feedback to cohorts;
 - (3) Departments could propose alternative mechanisms for feedback on examinations, appropriate to their context and discipline;
- (C) That, where departments proposed using alternative mechanisms for providing feedback on examinations, these be approved by a working group of the Committee;
- (D) That the method of providing feedback on examinations be clearly communicated to students.

(ii) That at its meeting on 27 October 2017, it was reported to the Committee that departments had been asked to notify the Secretariat of how they were intending to offer feedback on examinations by 30 September; approximately half had done so and the majority were either providing feedback to individuals or at cohort level, using the template form or an adaptation of this.

(iii) That the Committee resolved that the purpose of the working group of the Committee be amended to focus on enhancement of approaches to providing feedback on examinations to students, through advice and sharing of good practice and that the Group should have a student member.

(iv) That the majority of Departments had now provided information on how feedback would be provided to students;

(v) That, as noted previously, the majority were either providing feedback to individuals or at cohort level, using the template form or an adaptation of this, as set out in Paper AQSC 17/16-17, copy attached;

(b) Report on Student-Related Data (minute 57/16-17 refers)

TO REPORT:

That at its meeting on 20 February 2017, the Committee considered a report on student-related data by the Senior Assistant Registrar (Teaching Quality) and

Assistant Registrar (Teaching Quality) on data related to teaching and learning (AQSC.13/16-17) and resolved that consideration of progression rates be deferred to the next meeting of the Committee.

TO CONSIDER:

Analysis of progression rates in the report on student-related data by the Senior Assistant Registrar (Teaching Quality) and Assistant Registrar (Teaching Quality) (AQSC.13/16-17 revised, circulated previously).

5. Progress of Committee Business

TO REPORT:

- (a) That at its meeting on 1 February 2017, the Senate approved recommendations from the Committee under the following headings:

Lecture Capture Policy
Degree Classification and Exam Board Operations
New Course Approval Process: Course Approval panels
Terms of Reference, Constitution and Membership
Penalties on Late Submission
Warwick Business School Executive MBA Modules
MA Professional Education in partnership with Bishop Challoner Teaching School Alliance
Revisions to the Undergraduate Marking Scale

- (b) That at its meeting on 1 February 2017, the Senate resolved that the proposed revisions to the Undergraduate Marking Scale be approved as set out in QAWG.5/16-17 (revised 2), subject to the minor amendment indicated and that matters raised by members of the Senate relating to the desirability of achieving finer granularity of First Class marks and relating to the application of the scale to level & courses and 'Integrated Undergraduate Masters Degrees' be referred back to the Academic Quality and Standards Committee for consideration.

- (c) That at its meeting on 20 February 2017 the Senate approved recommendations from the Committee under the following headings:

Revision to Regulation 8.3 (First Degrees)
Collaborative, Flexible and Distributed Learning Sub-Committee

6. Chair's Business

7. Students' Union Update

TO RECEIVE:

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

TO CONSIDER:

An oral report on teaching on Wednesday afternoons by the Education and Postgraduate Officers of the Students' Union.

8. Institutional Teaching and Learning Review

TO RECEIVE:

Departmental ITLR reports and responses, available at <http://www2.warwick.ac.uk/services/aro/dar/quality/itlr2017/report>

TO REPORT:

That, at its meeting on 12 June 2017, the Committee will consider the reports and responses for approval, together with the evaluation report from the ITLR Steering Group, and close reading of a number of reports and responses will therefore be allocated to individual members.

9. Review of Assessment

TO CONSIDER:

A paper from the Deputy Pro-Vice-Chancellor (Education) and the Senior Assistant Registrar (Teaching Quality) on the proposed Review of Assessment (AQSC.18/16-17, circulated previously).

10. Plagiarism Guidance

TO CONSIDER:

A report from the Plagiarism Working Group and Draft Guidance on Handling Plagiarism (Paper QAWG.13/16-17 revised, copy attached)

11. Course Approval Forms

TO REPORT:

- (a) That at its meeting on 30 November 2016, the Committee considered a proposed new course proposal form for approval 'in principle', noting that it was intended that this would be made available as a digital form and further consultation on the detail and functionality would be ongoing (Paper AQSC.7/16-17, appendices A and B).
- (b) It was also reported to the Committee (*inter alia*) that the form was in development and would be piloted during 2016/17 and introduced in 2017/18;
- (c) The Committee resolved that the form would need to be approved prior to being used in the pilot stage and that the workflow of the process be provided to the Committee when it considered the revised form.

TO RECEIVE:

A workflow diagram of the course approval process (Paper AQSC.19/16-17, copy attached).

TO CONSIDER:

The revised course approval form to be used in the institutional pilot of the new course approval process, noting that this will not be used as a paper form in practice but will be a digital, interactive workflow process (Paper AQSC.20/16-17, circulated previously).

12. **Academic Governance Review**

TO CONSIDER:

A report from the Academic Governance Review Working Group (Paper AQSC.21/16-17, copy attached).

13. **International Foundation Programme Approval of Student Outcomes**

TO CONSIDER:

Proposals for the approval and oversight of outcomes for students on the International Foundation Programme (AQSC.22/16-17, circulated previously).

14. **Good Practice Guide on Providing Information for Students**

TO CONSIDER:

The updated Good Practice Guide on Providing Information for Students (Paper AQSC.23/16-17, circulated previously).

15. **Good Practice Guide on Monitoring Student Attendance and Progress**

TO CONSIDER:

Proposed amendments to the Good Practice Guide on Monitoring Student Attendance and Progress (Paper AQSC.24/16-17, circulated previously).

16. **Report on Refurbishments of Teaching Spaces**

TO RECEIVE:

A report on planned refurbishments of teaching spaces (Paper AQSC.25/16-17, circulated previously).

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.

18. Chair's Action

TO REPORT:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Committee to approve the following:

- (a) Amendments to undergraduate degree classification conventions for the degrees of BEng and MEng delivered by the School of Engineering (Paper AQSC.26/16-17, [available online](#)).
- (b) A proposal by the Warwick Manufacturing Group for a collaboration with Dyson to deliver a BEng Engineering (Degree Apprenticeship), as set out in Papers SUGS.21/16-17, BUGS.10-13/16-17 and CFDLSC.67-68/16-17 ([available online](#)).

19. ITS Teaching Update

TO RECEIVE:

An update report on IT Teaching Services by the Service Owner (Academic Technology) (Paper AQSC.27/16-17, [available online](#)).

20. HEFCE Publication on Sector-Leading and Innovative Practice in Advancing Equality and Diversity

TO RECEIVE:

A publication from HEFCE on Sector-Leading and Innovative Practice in Advancing Equality and Diversity available at <http://www.hefce.ac.uk/pubs/rereports/year/2017/edpractice/>

21. Postgraduate Courses of Study:

TO REPORT:

- (a) That at its meeting on 27 April 2017, the Board of Graduate Studies approved revisions to the following courses:

MSc in Diabetes
MSc in Diabetes Paediatrics

- (b) That it was reported to the Board of Graduate Studies at its meeting on 27 April 2017 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

Change of title from MA in Pan-Romanticisms to the MA in European Gothic and Romantic Studies
Master in Public Health
PhD in Business and Management
PhD in Finance and Econometrics

- (c) That it was reported to the Board of Graduate Studies at its meeting on 27 April 2017 that the Chair had taken action on behalf of the Board to approve MSc in Behavioural and Data Science

22. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Monday 12 June 2017 at 14.00pm in room CMR 1.0, University House.

CH/CP/KG 08/05/17