

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee  
held on 27 February 2008

Present: Professor M Whitby (Chair), Ms S Bennett, Professor L Bridges, Professor J Davis, Professor A Easton, Dr K Flint, Professor M Harrison, Professor K Lamberts, Professor R Lindley, Dr R Moseley, Professor K O'Brien, Dr P O'Hare, Professor E Peile, Mr P Ptashko, Dr P Roberts

Apologies: Professor A Caesar, Mr J Kirby

In attendance: Ms J Bradfield, Dr J Moss; Ms G Frigerio, Deputy Director of the Careers Centre (for item 75(g)/07-08).

74/07-08 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on Friday 1 February 2008 be approved.

75/07-08 Matters arising

(a) Learning, Teaching and Assessment Enhancement Strategy  
(minute 50(a)/07-08 referred)

RECEIVED:

Oral reports from Chairs of Faculty Boards on key issues arising from discussion of the draft Learning, Teaching and Assessment Enhancement Strategy at Faculty Board meetings.

(b) QAA audit of Warwick Manufacturing Group collaborative courses with Hong Kong Polytechnic University (minute 50(b)/07-08 referred)

CONSIDERED:

A report from the sub-group of the Committee established to review the QAA report on their audit of Warwick Manufacturing Group courses delivered in collaboration with Hong Kong Polytechnic University, paper AQSC 38/07-08.

RESOLVED:

That the report from the sub-group of the Committee established to review the QAA report on their audit of Warwick Manufacturing Group courses delivered in collaboration with Hong Kong Polytechnic University be approved as set out in paper AQSC 38/07-08, noting that the Committee consider the follow-up work to the AQSC Working Group on QA Issues on

WMG Overseas Courses (2005) and to the recent QAA report to have been thorough.

- (c) Module approval form (minute 50(c)/07-08 referred)

REPORTED:

- (i) That the Graduate Studies Committee of the Board of the Faculty of Science at its meeting on 29 January 2008:

(A) considered minute 32/07-08 of the Academic Quality and Standards Committee meeting held on 21 November 2007 relating to proposed revisions to the module proposal form;

(B) resolved that the Committee [SGS] would like to receive guidance on the issues on which external advisers should be consulted;

(C) resolved that the Committee [SGS] was disappointed that the proposed amendment to the Module Approval form to require more detail on the expected student effort during a module rather than only contact hours in question 12 had not been approved;

(D) resolved that the Committee [SGS] would continue to expect total hours, and not just contact hours, to be specified in section 12 of module approval forms; and

(E) recommended to the Academic Quality and Standards Committee that an amendment to the Module Approval form to require more detail on the expected student effort during a module, rather than only contact hours, in question 12 be reconsidered.

SGS minute /07-08

- (ii) That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 8 February 2008 considered proposed revisions to the Module proposal form previous rejected AQSC and recommended to the Academic Quality and Standards Committee that the Committee [AQSC] consider alternative methods of capturing information on the expected student effort during a module, it being noted that the Sub-Committee [CFDLSC] consider this to be an important characteristic of the student learning experience of a module not currently scrutinised consistently during the module approval process.

CFDLSC minute 23(b)/07-08

- (iii) That the Student Record section of the Academic Office have confirmed that there is currently no alternative mechanism for collecting approved changes to module assessment regimes other than the module approval form.

CONSIDERED:

Proposed revisions to the module proposal form, paper AQSC 39/07-08.

RECOMMENDED (to the Senate):

- (iv) That those proposed amendments to the module approval form designed to capture more detail of the expected student effort, in addition to contact hours, be approved as set out in paper AQSC 39/07-08, subject to the inclusion of a question regarding any work-based learning;
  - (v) That those proposed amendments relating to the collection of more detailed information concerning assessment methods be not approved, and that the Academic Office devise an alternative method for collecting and updating this information.
- (d) Credit and module framework (minute 54/07-08 refers)

RECEIVED:

Oral reports from Chairs of Faculty Boards on key issues arising from discussion of proposed amendments to the University's Credit and module framework at Faculty Board meetings.

- (e) QAA Institutional Audit (minute 56/07-08 referred)

REPORTED:

That the Quality Enhancement Working Group at its meeting on 21 February 2008 considered a summary of the ongoing preparations for the QAA Institutional Audit taking place in the Autumn Term 2008-09, paper QEWG 11/07-08.

CONSIDERED:

A summary of the ongoing preparations for the QAA Institutional Audit taking place in the Autumn Term 2008-09, paper QEWG 11/07-08.

RESOLVED:

That the ongoing preparations for the QAA Institutional Audit taking place in the Autumn Term 2008-09 be approved as set out in paper QEWG 11/07-08

(f) Teaching Staff (minute 57/07-08 referred)

CONSIDERED:

Proposals relating to the induction, ongoing development and monitoring of Teaching Fellows, Part-time Teachers and 'Teaching Elements' prepared by Ms S Bennett, Director, Learning and Development Centre, and Professor L Bridges, Chair, Board of Graduate Studies, paper AQSC 52/07-08, accompanied for information by the current Guidelines on the Use of Postgraduates for Teaching, previously approved by the Committee, paper BGS 6/06-07 (revised 2).

RESOLVED:

- (i) That the proposals for the induction, ongoing development and monitoring of Teaching Fellows, Part-time Teachers and 'Teaching Elements' set out in paper AQSC 52/07-08 be welcomed, it being noted that:
  - (A) they would lead to a proportionate approach to the issue and lead to consistency between arrangements for these teachers and research postgraduate students who teach;
  - (B) there is no intention of making either the Postgraduate Certificate in Academic and Professional Practice (PCAPP) or the Postgraduate Award: Introduction to Academic and Professional Practice (PGA:IAPP) a contractual requirement for existing staff, but only for new appointees;
  - (C) the majority of teachers in these categories had sufficient experience and expertise to establish a clear case for exemption from PCAPP or PGA:IAPP through the Accreditation of Prior Learning;
- (ii) That the Director of the Learning and Development Centre continue discussions with Human Resources concerning the implementation of the proposals, should they be approved by the Senate;
- (iii) That the Director of the Learning and Development Centre continue to consider the resourcing implications of the proposals for the Centre;
- (IV) That further consideration be given to any training and support needed for teachers in these categories to mark work.

RECOMMENDED (to the Senate):

That the proposals for the induction, ongoing development and monitoring of Teaching Fellows, Part-time Teachers and 'Teaching Elements' set out in paper AQSC 52/07-08 be approved.

- (g) Employability Strategy (minute 59/07-08 referred)

CONSIDERED:

A revised version of the proposed Employability Strategy, paper QEWG 2/07-08 (revised 2).

RECOMMENDED (to the Senate);

That the proposed Employability Strategy for the University be approved as set out in paper QEWG 2/07-08 (revised 2).

- (h) National Student Survey 2008 (minute 60/07-08 referred)

CONSIDERED:

An update on response rates to the NSS to date, correct to 20 February, paper AQSC 40/07-08, noting that the two right-hand columns headed "2007 RR:" indicate the final response rate (%) in last year's survey, and the response rate (%) at the same time in last year's survey (i.e. four weeks after the first email from Ipsos MORI to eligible students).

RESOLVED:

- (i) That efforts continue to secure a high response rate in the National Student Survey;
  - (ii) That a revised version of paper AQSC 40/07-08 be included in the Committee's report to the Senate to reflect the most up-to-date response rate data available.
- (i) Collaborative PhDs (minute 64/07-08 referred)

REPORTED:

That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 8 February 2008 received a paper considered by the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 31 January 2008, prepared by its Chair, Professor S Breslin, concerning the possibility of offering joint PhD courses with Hong Kong University, paper GFSS.199/07-08, considered a paper on split-site PhDs drafted by the Chair of the Board of Graduate Studies, Professor L Bridges, paper BGS 25/07-08, and recommended to the Academic Quality and Standards Committee that proposals for split-site PhDs be subject to the

normal approval processes for new collaborative courses, including scrutiny by the Collaborative, Flexible and Distributed Learning Sub-Committee.

CFDLSC minute 33/07-08

CONSIDERED:

The recommendation from CFDLSC that proposals for split-site PhDs be subject to the normal approval processes for new collaborative courses, including scrutiny by the Collaborative, Flexible and Distributed Learning Sub-Committee.

RESOLVED:

That current arrangements for the approval of collaborative courses continue to be used for scrutinising proposals for collaborative or split-site PhDs intended to cover more than one student or cohort and subject to an institution-to-institution agreement, it being noted that this does not include the approval of ad hoc arrangements for individual students.

- (j) Assessment (minute 58(a)/07-08 refers)

CONSIDERED:

- (i) Oral reports from the Chair and members of the Committee on the pilot phase of the proposed new marking scale for undergraduate modules, noting that early experiences in the pilot were broadly positive across a range of departments;
- (ii) Oral report from the Chair on a modelling exercise carried out on the results of final-year undergraduate students who were considered at Boards of Examiners in summer 2007, noting that the findings were largely as expected.

RESOLVED:

- (iii) That further consideration be given to the number of points on the proposed new marking scale for undergraduate modules, in particular the number of points in the fail range, with a view to bringing proposals, to be accompanied by a graph to illustrate the equivalences, to the Committee in the summer term;
- (iv) That further consideration be given to the descriptors attached to grades and points on the proposed new scale, with a view to bringing proposals forward to the Committee in the summer term;
- (v) That, should the proposed new module scale be adopted, communication with students and training for staff will be of vital importance.

- (k) SSLC Annual Reports: Postgraduate (minute 30/07-08 referred)

REPORTED:

That the Board of Graduate Studies at its meeting on 21 February 2008 considered the Annual Report from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for postgraduate courses, papers BGS 41/07-08 and AQSC 29/07-08, and resolved:

- (i) That the Chair and Secretary meet with the Students' Union to discuss Personal Tutor and supervisory support for postgraduate taught and research students;
- (ii) That the Academic Quality and Standards Committee be asked for clarification of the role of student SSLC representatives in departmental meetings and their right to attend the full meeting rather than for SSLC items on the agenda only.
- (iii) That the Student-Staff Liaison Committee be commended for its helpful report.

BGS minute 65/07-08

CONSIDERED:

The current position regarding SSLC representative attendance at departmental meetings:

*Departmental Meetings*

Departments must invite and encourage an SSLC representative to attend departmental/centre staff meetings to discuss SSLC matters. SSLC representatives should take the opportunity to do this and should report back to the SSLC on the decisions taken at departmental staff meetings relating to SSLC concerns. This is *KEY* to ensuring that departments and students make in partnership the crucial decisions that affect students.

*SSLC Handbook 2007-08, p. 15*

RESOLVED:

That the SSLC Coordinators redraft the section of the SSLC Handbook to clarify the role of student representatives in departmental meetings for consideration at a future meeting of the Committee.

76/07-08

Chair's Business

- (a) Teaching and Learning Enhancement Fund (minute /07-08 referred)

REPORTED (by the Chair):

That the Chair had been involved in positive discussions concerning the establishment of a teaching and learning enhancement fund along the lines set out in paper AQSC 36/07-08 (revised), noting that it was currently planned to issue a call for bids during the summer term.

- (b) Module questionnaires

REPORTED (by the Chair):

That at a recent meeting of the Heads of Department forum the confidentiality or otherwise of data derived from module questionnaires and other student feedback had been discussed.

RESOLVED:

That draft guidance on the confidentiality or otherwise of data derived from module questionnaires and other student feedback be prepared for discussion at a future meeting of the Committee.

- (c) Contact hours

REPORTED (by the Chair):

That the Chair was intending to initiate a review of contact hours across the University.

- (d) Flexibility within curricula

REPORTED (by the Chair):

That the possibility of introducing more flexibility into course structures and curricula had recently been raised by students in a meeting with the Vice-Chancellor, and that this would be the subject of work undertaken in implementing the University Strategy and the new Learning, Teaching and Assessment Enhancement Strategy.

77/07-08

Institution of Mechanical Engineers accreditation

REPORTED:

That the Institution of Mechanical Engineers has reaccredited a range of Engineering degree courses, as set out in paper AQSC 41/07-08.



RESOLVED:

That all those involved in the School of Engineering be congratulated on the successful reaccreditation of a range of Engineering degree courses.

78/07-08 Reading List project (minute 51(e)/06-07 referred)

REPORTED:

That the Quality Enhancement Working Group at its meeting on 16 November 2007 considered a report from Mr Antony Brewerton, Head of Academic Support, Library, on the evaluation of the reading list pilot project, paper QEWG 3/07-08, resolved that the proposals for a further pilot outlined in paper QEWG 3/07-08 be approved, and recommended to the Academic Quality and Standards Committee that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments.

QEWG minute 5/07-08

CONSIDERED:

The recommendation of the Quality Enhancement Working Group that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments.

RESOLVED:

- (a) That the Library invite departments to nominate one or more members of academic staff to coordinate the submission of reading lists to the Library;
- (b) That the Library develop the mechanism for actioning reading lists to incorporate feedback to academic staff on the lists they have submitted.

79/07-08 New collaborative courses

- (a) Warwick Manufacturing Group: Proposed collaboration with the European University of Lefke, Northern Cyprus

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered a proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus, comprising the following papers:

- (i) Part 4 course proposal form, paper CFDLSC 32/07-08;

- (ii) Comments on the proposed collaboration from Professor M Sarwar, School of Computing, Engineering and Information Sciences, Northumbria University, paper CFDLSC 33/07-08;
- (iii) Comments on the proposed collaboration from Professor M North, Faculty of Engineering, University of Bristol, paper CFDLSC 34/07-08;

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus be approved as set out in papers CFDLSC 32-34/07-08, it being noted that although the proposed partner may not be a top-ranked institution, the proposed partnership fits with the overseas strategy of Warwick Manufacturing Group.

CFDLSC minute 24/07-08

CONSIDERED:

A proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus as set out in papers CFDLSC 32-34/07-08.

RECOMMENDED (to the Senate):

That a proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus be approved as set out in papers CFDLSC 32-34/07-08.

- (b) Warwick Medical School: New collaborative course with existing partner. MSc in Lingual Orthodontics with Leamington Spa Orthodontics

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered a proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, as set out in the following papers:

- (i) Part 1 Course approval form, paper DMAP 7/07-08 (revised 2);
- (ii) Part 4 Course approval form, paper DMAP 104/07-08;

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, be approved as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08.

CFDLSC minute 25/07-08

CONSIDERED:

A proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08.

RECOMMENDED (to the Senate):

That a proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics be approved as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08

80/07-08 QAA Audit of Collaborative Courses in India

REPORTED:

- (a) That QAA is carrying out an audit of UK HEIs' links with institutions in India during 2008;
- (b) That Warwick Manufacturing Group's link with the Confederation of Indian Industry (CII) is not being audited separately, but that to inform QAA's overview report the University has been asked to prepare a Briefing Paper setting out details of the collaboration.
- (c) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered a draft of the briefing paper and recommended to the Academic Quality and Standards Committee that the draft of the briefing paper concerning Warwick Manufacturing Group's collaborative link with the Confederation of Indian Industry (CII) be approved for submission to QAA by 20 March 2008 as set out in paper CFDLSC 35/07-08, subject to amendments discussed at the meeting.

RECEIVED:

- (d) QAA letter inviting a briefing paper and other information, paper CFDLSC 30/07-08;
- (e) QAA guidance on preparing the briefing paper, paper CFDLSC 31/07-08;

CONSIDERED:

A draft of the briefing paper to be submitted to QAA by 20 March 2008, paper CFDLSC 35/07-08 (revised), prepared by Dr A Dowd and the Secretary and revised in the light of discussion at CFDLSC, noting that the briefing paper would require approval by the Steering Committee on the recommendation of the Academic Quality and Standards Committee.

RECOMMENDED (to the Steering Committee):

That the briefing paper requested by QAA to inform the Agency's overseas audit of UK HEIs' collaborative links with institutions in India be approved for submission to QAA by 20 March 2008 with accompanying evidence as set out in paper CFDLSC 35/07-08 (revised), subject to a number of amendments agreed at the meeting.

81/07-08

Course approval documentation for collaborative courses: Format of CVs of teaching staff based at partner institutions

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered proposed amendments to the Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner), paper CFDLSC 41/07-08 and the Collaborative Course Proposal form Part 4, Appendix 2 (Application for Approval of Staff not based in a Higher Education), paper CFDLSC 42/07-08, and recommended that amended versions of Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner) and Appendix 2 (Application for Approval of Staff not based in a Higher Education), be approved as set out in papers CFDLSC 41 & 42/07-08 respectively, subject to minor amendments discussed at the meeting.

CFDLSC minute 22(f)/07-08

CONSIDERED:

Amended versions of Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner) and Appendix 2 (Application for Approval of Staff not based in a Higher Education), papers CFDLSC 41/07-08 and CFDLSC 42/07-08 (revised).

RECOMMENDED (to the Senate):

That amended versions of Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner) and Appendix 2 (Application for Approval of Staff not based in a Higher Education) be approved as set out in papers CFDLSC 41/07-08 and

CFDLSC 42/07-08 (revised) respectively, subject to minor amendments agreed at the meeting.

82/07-08 Guide to Examinations for Higher Degrees

REPORTED:

That the Board of Graduate Studies considered a revised version of the Guide to Examinations for Higher Degrees at its meeting on 21 February 2008, and recommended that it be approved subject to minor amendments.

CONSIDERED:

A revised version of the Guide to Examinations for Higher Degrees, paper BGS 32/07-08 (revised 2).

RESOLVED:

That ahead of any future updating of the Guide consideration be given in consultation with appropriate colleagues to the current rules requiring theses to be printed double spaced and on one side of the paper only, and, in the light of the current pilot in the Library for the collection and archiving of electronic versions of theses, to guidance on the electronic submission of theses.

RECOMMENDED (to the Senate):

That the revised version of the Guide to Examinations for Higher Degrees be approved as set out in paper BGS 32/07-08 (revised 2).

83/07-08 Teaching Grid

REPORTED:

That the Teaching Grid, located on the second floor of the Library, would be launched on 3 March 2008.

84/07-08 e-Learning Showcase Day

REPORTED:

That the next e-Learning Showcase Day would be held on Monday 10 March in the Teaching Grid and associated areas on the second floor of the Library, and that more information will be published on insite in due course.

85/07-08 Annual Course Review reports

CONSIDERED:

Summaries of Annual Course Review reports:

- (a) Undergraduate courses in the Faculty of Arts, paper AUSC 35/07-08 (revised);

- (b) Undergraduate courses in the Faculty of Medicine, paper BFM 13/07-08 (revised);
- (c) Undergraduate courses in the Faculty of Science, paper SFS 38/07-08;
- (d) Executive Summary for undergraduate courses in the Faculty of Social Studies, paper AQSC 46/07-08;
- (e) Undergraduate courses in the Faculty of Social Studies, paper UFSS 72/07-08;
  
- (f) Taught postgraduate courses in the Faculty of Arts, paper AGSC 16/07-08 (revised);
- (g) Research postgraduate courses in the Faculty of Arts, paper AGSC 17/07-08;
- (h) Taught postgraduate courses in the Faculty of Medicine, paper /07-08 (to be considered at the next meeting of the Committee);
- (i) Research postgraduate courses in the Faculty of Medicine, paper /07-08 (to be considered at the next meeting of the Committee);
- (j) Postgraduate courses in the Faculty of Science, paper SGS 49/07-08 (revised);
- (k) Executive Summary for postgraduate courses in the Faculty of Social Studies, paper AQSC 47/07-08;
- (l) Taught postgraduate courses in the Faculty of Social Studies, paper GFSS 200(a)/07-08;
- (m) Research postgraduate courses in the Faculty of Social Studies, paper GFSS 200(b)/07-08;
  
- (n) Collaborative, flexible and distributed learning courses in all Faculties, paper AQSC 48/07-08.
  
- (o) A paper with the relevant minute of the Boards of Graduate Studies concerning the annual course review report summaries, paper AQSC 57/07-08.

RESOLVED:

- (p) That the summaries of Annual Course Review reports for undergraduate courses in the Faculties of Arts, Medicine, Science and Social Studies for 2006-07 be approved;
- (q) That the summaries of Annual Course Review reports for postgraduate courses in the Faculties of Arts, Science and Social Studies for 2006-07 be approved;
- (r) That the summaries of Annual Course Review reports for postgraduate courses in the Faculty of Medicine be considered by the Committee once they had been revised to the satisfaction of the Graduate Studies Committee of the Board of the Faculty of Medicine, which had considered them at its meeting on 29 January 2008;
- (s) That the Committee review the current mechanisms for compiling and considering Annual Course Review reports, and the Faculty-level composite and summary reports, noting the

importance of the process in assuring the quality and standards of the University's courses, and the role consideration of the reports plays in disseminating good practice and innovation in teaching and learning across departments;

- (t) That to this end the Committee consider a discussion paper concerning possible revisions to the Annual Course Review process at its next meeting.

86/07-08 Annual Course Review report form

REPORTED:

That work is continuing on the potential use of the Cognos data warehouse system to pre-populate Annual Course Review forms.

RESOLVED:

- (a) That proposed amendments to the existing Annual Course Review forms set out in paper AQSC 42/07-08 be considered at a future meeting of the Committee alongside any proposals to enhance the Annual Course Review process as a whole;
- (b) That in any future revision of the Annual Course Review forms, the following areas might usefully be introduced:
  - (i) (for taught and research courses) a question about departments' responses to external and University-wide surveys;
  - (ii) (for research courses) clarification of current expectations around submission deadlines;
- (c) That in any future revision of the form "if applicable" be deleted from the question concerning engagement with employers;
- (d) That the potential for developing a web-based form be explored, noting that this may assist in the production of summary reports.

87/07-08 Risk

RECEIVED:

- (a) An updated Risk Register for Teaching Quality issues, paper AQSC 45/07-08.
- (b) The current University Risk Register, paper AQSC 54/07-08, noting that the Risk Holders for risks T5 and T6 have been asked to complete the register, along with the University Risk Management Policy, paper AQSC 55/07-08 and the University Risk Management Procedure 2007/08, paper AQSC 56/07-08.

88/07-08 Feedback from Students (minute AQSC 60/07-08 referred)

CONSIDERED:

Outline of a proposed review of surveys directed at students across the University, including internal and external institution-wide surveys, and course and module questionnaires, paper AQSC 49/07-08.

RESOLVED:

That the Teaching Quality section of the Academic Office take forward a review of surveys directed at students across the University, including internal and external institution-wide surveys, and course and module questionnaires, as set out in paper AQSC 49/07-08.

89/07-08 Centre for Lifelong Learning: External Examiners

CONSIDERED:

A proposal from the Centre for Lifelong Learning to change external examining arrangements on a number of courses and make consequential amendments to Regulation 19, paper AQSC 50/07-08.

RECOMMENDED (to the Senate):

That a proposal from the Centre for Lifelong Learning to change external examining arrangements on a number of courses and make consequential amendments to Regulation 19 be approved as set out in paper AQSC 50/07-08.

90/07-08 New and amended courses

(a) Approved new and amended courses

RECEIVED:

A list of new and amended courses approved by the Board of Undergraduate Studies at its meeting on 20 February 2008 and by the Board of Graduate Studies at its meetings on 17 January 2008 and 21 February 2008:

(i) New undergraduate courses

- (A) Open Studies Diploma for Adult Literacy Specialists
- (B) Open Studies Diploma for Adult Numeracy Specialists
- (C) Open Studies Diploma for ESOL Specialists
- (D) Diploma in Teaching in the Lifelong Learning Sector

(ii) New postgraduate courses

- (A) MA Global History



- (B) Postgraduate Award Techniques and Applications of Molecular Biology
- (C) Postgraduate Award The Kidney as an Endocrine Organ
- (D) Postgraduate Award Renal Transplantation
- (E) MSc Business Analytics and Consulting

(b) BA French Studies: Restructure and degree classification convention

REPORTED:

That the Board of Undergraduate Studies at its meeting on 20 February 2008 considered a proposal from the Department of French Studies to move to an 8-unit classification of degree, paper AUSC 36/07-08, and recommended to the Academic Quality and Standards Committee that the proposal from the Department of French Studies to move to an 8-unit classification of degree as set out in paper AUSC 36/07-08, be approved.

CONSIDERED:

A proposal from the Department of French Studies to restructure the final year of the BA French Studies course, with consequential effects on the degree classification convention, paper AUSC 36/07-08.

RESOLVED:

That the proposal from the Department of French Studies to restructure the final year of the BA French Studies course, with consequential effects on the degree classification convention be approved as set out in paper AUSC 36/07-08, it being noted that the change would not affect students already enrolled on the Honours portion of the course.

(c) BSc Discrete Mathematics and Timetable Issues

REPORTED:

- (i) That the Sub-Faculty of Science at its meeting on 29 January 2008 considered a proposal from the Department of Computer Science for a new degree course BSc in Discrete Mathematics to be taught jointly with the Department of Mathematics and associated module proposals, papers SFS 28-31/07-08 and recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee that, in approving the new degree course BSc in Discrete Mathematics, the strong concerns of the Sub-Faculty over the pressure this is likely to cause for timetabling be noted.

SFS minute 21/07-08

- (ii) That the Board of the Faculty of Science at its meeting on 13 February 2008 received the minutes of the meeting of the Sub-Faculty of Science, resolved that the concerns of the Sub-Faculty over the pressure on timetabling be endorsed, and recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee:
- (A) That the major obstacle to creating a workable timetable was the availability of lecture rooms, and the University should ensure that the recent award of funds for teaching infrastructure be used towards developing an appropriate lecture room stock;
- (B) That the University should work towards a solution to the timetable for 2009-10 and, in doing this, should consider what is the maximum appropriate lecture size for a given subject.

BFS minute 26/07-08

- (iii) That the Board of Undergraduate Studies was due to consider the proposal for a new degree course BSc in Discrete Mathematics at its meeting on 20 February 2008, and that the Board of Undergraduate Studies resolved that the proposal from the Department of Computer Science for a course BSc in Discrete Mathematics for introduction in September 2008, which will be taught jointly with the Department of Mathematics, as set out in papers SFS 28/07-08, SFS 29(a)-(b)/07-08 and SFS 30/07-08, be approved,
- (A) it being noted that, whilst the Sub-Faculty of Science had expressed strong concerns over the pressure on timetabling (SFS minute 21(i)07-08 refers) it was the view of the Department of Computer Science that this new course would not significantly exacerbate this issue.
- (B) subject to the Department of Computer Science adding a list of those Computer Science Industrial Advisory Board members consulted to the proposal.

unconfirmed BUGS minute 20(g)/07-08

#### CONSIDERED:

Proposal for a new degree course BSc in Discrete Mathematics, papers SFS 28 & 29(a)/07-08, along with Recommendations from the Sub-Faculty of Science and the Board of the Faculty of Science as set out above, noting that the Board of Undergraduate Studies did not identify issues of principle requiring consideration by the Committee [AQSC], and noting also that the Capital Planning and Accommodation Review Group (CPARG) is reviewing issues around space utilisation and timetabling.

RESOLVED:

That the proposal for a new degree course BSc in Discrete Mathematics be approved as set out in papers SFS 28 & 29(a)/07-08.

91/07-08 Warwick Medical School: GMC QABME report

CONSIDERED:

A report from GMC Education Committee on the University's MBChB course undertaken as part of the Quality Assurance of Basic Medical Education (QABME) process, including a response from Warwick Medical School, paper AQSC 58/07-08.

RESOLVED:

- (a) That the report from GMC Education Committee on the University's MBChB course undertaken as part of the Quality Assurance of Basic Medical Education (QABME) process, including a response from Warwick Medical School, be approved as set out in paper AQSC 58/07-08;
- (b) That all those involved in the MBChB course be congratulated on achieving a very positive report from the GMC.

92/07-08 Proposed amendment to Regulations governing the MBChB and BMedSci

CONSIDERED:

Proposed amendments to Regulation 8.10 for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci) affecting assessment arrangements for students resitting the second year of the MBChB course, paper BFM 16/07-08.

RECOMMENDED (to the Senate):

That proposed amendments to Regulation 8.10 for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci) affecting assessment arrangements for students resitting the second year of the MBChB course be approved as set out in paper BFM 16/07-08.

93/07-08 Warwick Manufacturing Group: Blanket APL exemption

CONSIDERED:

A proposal from Warwick Manufacturing Group for completion of a course, Green Belt, taught by Process Management International (PMI) UK to be included in the list of "blanket" APL exemptions approved by the Committee, paper AQSC 51/07-08.

RESOLVED:

That the proposal from Warwick Manufacturing Group for completion of a course, Green Belt, taught by Process Management International (PMI) UK to be included in the list of “blanket” APL exemptions approved by the Committee, be approved as set out in paper AQSC 51/07-08.

94/07-08

QAA consultation on student involvement

CONSIDERED:

Letter from QAA inviting responses to a consultation on future methods of student involvement in assurance and enhancement activities along with the document ‘QAA approaches to student engagement’ and a copy of the consultation questions, paper AQSC 53/07-08.

RESOLVED:

- (a) That the University support QAA’s approaches to student engagement;
- (b) That the Chair, the Students’ Union Deputy President & Education Officer and the Secretariat draft a response to the QAA consultation on future methods of student involvement in assurance and enhancement activities, noting that the University includes students in many key processes in this area.

95/07-08

Application of Regulation 10.2 General Examination Regulations

REPORTED:

That the Board of Undergraduate Studies at its meeting on 20 February 2008 considered the enforcement of Regulation 10.2, it being noted that the current Regulation states that:

*Candidates are forbidden to take into the examination room any books, papers, calculators, or any information storage and retrieval device, or any attaché case or bag in which such items can be carried, unless there is an express provision otherwise in the case of a particular paper. (Regulation 10.2 (4)).*

and resolved:

- (i) That, in the light of problems relating to the safe and efficient entry and exit of students from exam rooms and the taking into exam rooms of mobile phones and other prohibited materials by students, the terms of Regulation 10.2 in respect of bags and cases be strictly enforced with effect from the May/June examinations 2008;
- (ii) That consequently the Academic Office will take appropriate measures to inform students that no bags or cases may be taken into exam rooms with the following exceptions:

- (A) small pencil cases may be used for pens, pencils, rulers etc.
  - (B) if necessary plastic carrier bags may be used to carry permitted texts or other material into open-book examinations;
- (iii) That the Students' Union Education Officer Elect be asked to inquire into the possibility of the Students' Union providing storage space for students' bags during examination sessions, (it being noted that neither the Students' Union nor the University would be liable for any property left);
  - (iv) That the Examinations Office be asked to include reference in invigilators' instructions to dealing with mobile phones that may be illegitimately brought into exam rooms by candidates.
- unconfirmed BUGS minute 17/07-08

96/07-08

Review of procedures for dealing with postgraduate matters

TO REPORT:

- (i) That the Board of Graduate Studies at its meeting on 21 February 2008 received a paper noting the concerns raised by the Graduate Studies Committees of the Faculties, paper BGS 37/07-08, and considered a paper from the Chair proposing a Review of the Terms of Reference of the Board of Graduate Studies/Faculty Graduate Studies Committees and the Course Approval and Review Processes, paper BGS 46/07-08, noting that this item would be brought back to the Board at its next meeting.
- (ii) That the Board of Graduate Studies at its meeting on 21 February 2008 resolved that the Board ask the Chair and the Deputy Registrar to initiate an urgent review of the Terms of Reference of the Board and of Faculty Graduate Studies Committees, and of postgraduate course approval and review processes, including collaborative course provision and the timing annual course review reports, with a view to bringing forward proposals to take effect from the start of the 2008-9 academic year, noting that the review should, in particular, seek to:
  - (A) Lessen the administrative burden of course/module approval and review on the Board and Faculty Graduate Studies Committees (and their respective Chairs and Secretaries), as well as on departments;
  - (B) Give greater priority to the strategic academic, marketing and financial aspects of proposed new postgraduate courses;
  - (C) Ensure that new postgraduate course/module proposals are brought forward in a timely fashion and in a manner to avoid repetitive consideration of similar issues at different levels of the relevant Committee structure.

BGS minute 60(d)/07-08

97/07-08      Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Thursday 15 May 2008 in the Council Chamber, University House.

JDM/JB, 27.02.08  
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