

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the Academic Quality and Standards Committee  
held on Thursday 30 January 2014

Present: Professor C Hughes (Chair), Ms S Bennett (Director of Student Careers and Skills), Mr M Conaghan (Learning and Development Manager (Academic)), Professor C Constable (Representative of Senate (Arts)), Ms E Davies (Student Representative (Education Officer)), Ms L Gill (Student Representative (Postgraduate Officer)), Professor S Jacka (Representative of Senate (Science)), Dr C Jenainati (SSLC Coordinator (Arts and Social Science)), Professor N Johnson (Representative of Senate (Medicine)), Dr J Kidd (Representative of the Chair of the Faculty of Medicine), Professor D Lamburn (Chair of the Collaborative, Flexible and Distributed-Learning Sub-Committee), Professor R Leng (Chair of the Board of Undergraduate Studies), Professor A Reeve (Representative of Senate (Social Sciences)), Dr J Robinson (SSLC Coordinator (Science and Medicine)), Dr P Taylor (Director of IATL), Ms A Thomas (Service Owner (Academic Technology)), Professor P Thomas (Chair of the Faculty of Science).

Apologies: Professor C Hughes (Chair of the Faculty of Social Science), Mr S Lamb (Senior Tutor), Professor J Palmowski (Chair of the Board of Graduate Studies), Professor S Swain (Chair of the Faculty of Arts).

In attendance: Ms K Gray (Secretary), Mr R McIntyre (Assistant Secretary), Dr L Meadows (Assistant Registrar (Learning and Teaching) - for item 49/13-14)

49/13-14 Module Evaluation

CONSIDERED:

A paper from the Assistant Registrar (Learning and Teaching), setting out options for the introduction of a University-wide programme of module evaluation (paper AQSC 21/13-14), noting that consideration of this paper was deferred from the last meeting of the Committee.

RESOLVED:

That the further development of a University-wide programme of module evaluation be referred to the Student Engagement Sub-Group of AQSC to discuss and refine further, to be considered at a future meeting of the AQSC, noting the views of the Committee that:

- (a) The Sub-Group should carefully consider the potential to develop distinct, but complementary, aims of the module evaluation process; not only as a pure evaluation tool, but also as a mechanism through which students might be encouraged to reflect on their own engagement with the learning and teaching process;
- (b) A set of principles underpinning the module evaluation process should be developed to ensure that the purpose and aims are very clearly articulated.

REPORTED:

- (a) That, at its meeting on 6 November 2013, the Committee considered a paper from the Secretary setting out the proposed operation of AQSC, including Sub-Groups to extend the Committee's remit to cover the totality of the student experience (paper AQSC 6/13-14), and resolved (*inter alia*):
  - (i) That the structure of the proposed Sub-Groups of the Committee be approved, with the exception of the Student Recruitment and Marketing Group which would be discussed further outside of the meeting;
  - (ii) That the Chair of each Sub-Group consider, for their own Groups, terms of reference, membership and key objectives for the forthcoming academic year, and that this detail be collated and compiled for consideration at a future meeting of the Committee;
- (b) That, at its meeting on 4 December 2013, the Committee considered a paper setting out the proposed Sub-Groups of AQSC, including terms of reference, membership and key objectives for the forthcoming academic year (paper AQSC 20/13-14), and resolved that members of the Committee be asked to review the proposed key objectives of the Sub-Groups, in particular to ascertain the extent to which they collectively align with institutional strategic priorities, and to submit any comments to the Secretariat.

CONSIDERED:

- (c) A paper setting out the proposed Sub-Groups of AQSC, including terms of reference, membership and key objectives for the forthcoming academic year (paper AQSC 20/13-14);
- (d) An update on progress toward establishing the Sub-Groups, together with an oral report from each of the Sub-Group Chairs;
- (e) A paper from the Senior Assistant Registrar (Teaching Quality), setting out a proposed schedule of reporting from the Sub-Groups to the Committee (paper AQSC 33/13-14).

RESOLVED:

- (f) That the Student Recruitment and Marketing Group formally report to the Academic Resourcing Committee, but that regular reports be provided to the AQSC to ensure that members are aware of current developments and priorities;
- (g) That the Students' Union Societies Officer be included on the membership of the Employability Sub-Group;
- (h) That the National Student Survey 2014 briefing for departments be circulated to members of the Committee for information;

- (i) That the QAA publication 'Exploring themes to enhance quality for students', a report on the thematic element of institutional review in 2011-13 covering the First Year Student Experience and Student Involvement in Quality Assurance and Enhancement, be circulated to members.
- (j) That the proposed schedule of reports from the Sub-Groups to the Committee be approved, as set out in paper AQSC 33/13-14, but that the precise timeline remain flexible in case of any issues identified.

51/13-14 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 4 December 2013, previously circulated to members and available on the Governance website, be approved.

52/13-14 Matters arising

Feedback on Exams and Dissertations (minutes 5(c)/13-14 and 25(d)/12-13 referred)

REPORTED:

- (a) That, at its meeting on 6 November 2013, the Committee considered a proposal from the Assistant Registrars (Learning and Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work (paper AQSC 4/13-14), and resolved:
  - (i) That the proposed revisions to the University Policy on the Timing of the Provision of Feedback to Students on Assessed work not be approved, but be redrafted and recirculated to take account of the views of the Committee that:
    - (A) Generic or group feedback on examinations should be required by all departments, although not within the 20 University working day period;
    - (B) Feedback on dissertations and/or extended projects should be required by all departments, but not prior to the meeting of the Board of Examiners nor within the 20 University working day period.
  - (ii) That, as students are entitled under data protection legislation to have sight of their own exam scripts after the examination, departments must ensure that any student who makes a request for access is entitled to do so free of charge.
- (b) That, at its meeting on 4 December 2013, the Committee considered a revised proposal from the Assistant Registrars (Learning and

Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work (paper AQSC 4/13-14 (revised)), together with a proposal from the Representative of Senate (Social Sciences) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, with the following addition to the guidance:

“Formative essays submitted late for which no extension has been granted nor explanation offered are not governed by the 20 day rule and there is no obligation to provide feedback.”

And resolved:

- (i) That the proposal from the Assistant Registrars (Learning and Teaching) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, as set out in paper AQSC 4/13-14 (revised), not be approved, and that a revised proposal, amended in line with revised minute 5(c)/13-14 (see 25/13-14 above), be brought forward for consideration at a future meeting of the Committee;
  - (ii) That the proposal from the Representative of Senate (Social Sciences) to amend the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, as set out above, not be approved, but that the Teaching Quality section of the Academic Office conduct further research into this area to determine:
    - (A) Existing departmental practice in relation to the provision of feedback on formative assessment;
    - (B) Whether departments have in place any existing local guidance that might usefully inform policy in this area;
  - (iii) That a review of the implementation of the University Policy on the Timing of the Provision of Feedback to Students on Assessed work be conducted in the Spring term 2014.
- (c) That a consultation on the implementation of the University Policy on the Timing of the Provision of Feedback to Students on Assessed work, and on the specific proposal outlined under (ii) above, was being undertaken via the Faculty Sub-Committees during the Spring term, the outcomes of which will be available for a future meeting of the Committee.

RESOLVED:

That the currently published guidance for departments on the release of examination scripts to students be checked for accuracy with the Deputy Registrar's Office.

53/13-14 Chair's Action

International PGCE (iPGCE)

REPORTED:

That the Chair of the Committee, acting on its behalf, had taken action to recommend (to the Senate) that a variation to an existing collaboration between the Centre for Professional Education and the Specialist Schools and Academies Trust (SSAT) (Middle East), as set out in paper CFDLSC 11/13-14, be approved.

54/13-14 Chair's Business

RECEIVED:

An oral report from the Chair on the following items:

- (a) HEA Reward and Recognition: Promotion, Process and Policy programme;
- (b) National Student Survey 2014.

RESOLVED:

That the briefing for Heads of Departments on the launch of the NSS be circulated to members.

55/13-14 Students Union Update

RECEIVED:

An oral report from the Education Officer and the Postgraduate Officer of the Students' Union, noting that:

- (a) The "Hungry for Feedback" campaign, focussing on the quality of feedback, was running throughout the Spring term, and that departments should encourage their students to complete the feedback survey online;
- (b) That the term of office for the Postgraduate Officer had been adjusted to run from 1 September in each year, in order to better align with the PG student cycle.

56/13-14 Education Report to Steering

REPORTED:

That, at its meeting on 20 January 2014, the Steering Committee received a paper updating the Committee on matters relating to Education (paper SC 66/13-14).

RESOLVED:

That it be noted that the Department of Film and Television Studies were not the sole department failing to endorse the proposal to bring forward the start of the examination period to week 4.

57/13-14 Contact Hours

REPORTED:

That a draft statement on contact hours from the Contact Hours Working Group would be circulated to the Committee for discussion at its next meeting.

58/13-14 Regulation 8: 4-year IUMDs (minutes BUGS 35(g)/12-13 and 15/12-13 refer)

REPORTED:

- (a) That, at its meeting on 5 June 2013, it was reported to the Board of Undergraduate Studies that it had been reported to the Sub-Faculty of Science, at its meeting on 8 May 2013, that a number of departments were experiencing this issue again as exam boards were happening in June and students were asking about transfers to try to get the best possible result, and that the Sub-Faculty recommended (to the Deputy Academic Registrar) that departments be given guidance before the June 2013 Boards of Examiners about this issue, in particular clarification about the latest point at which students can request a transfer from a 4-year integrated Masters degree to a 3 year degree course, and from a 3-year course to a 4-year integrated Masters degree programme;  
(SFS minute 25 (f) /12-13).
- (b) That, at its meeting on 5 June 2013, the Board of Undergraduate Studies received an oral report from the Chair, and recommended (to the Academic Quality and Standards Committee) that a convenient final date for students in the fourth and final year of an Integrated Undergraduate Master's degree to opt to graduate with a Bachelor degree should be set during the early Spring Term, later transfers only to be permitted if there were acceptable extenuating circumstances in the individual case;
- (c) That, following discussion with the Student Records section of the Academic Office, it was proposed that the final date for transfers, as set out above, be 31 January in each cycle, commencing from the 2014/15 year.

CONSIDERED:

The recommendation from the Board of Undergraduate Studies that the final date for students in the fourth and final year of an Integrated Undergraduate Master's degree to opt to graduate with a Bachelor degree should be set at 31 January, commencing from the 2014/15 academic year, later transfers only to be permitted if there were acceptable extenuating circumstances in the individual case.

RECOMMENDED (to the Senate):

That the final date for students in the fourth and final year of an Integrated Undergraduate Master's degree to opt to graduate with a Bachelor degree should be set at 31 January, commencing from the 2014/15 academic year, later transfers only to be permitted if there were acceptable extenuating circumstances in the individual case.

59/13-14 Change to Regulation 38: maximum time allowed for minor corrections to a DClInPsych thesis (minute BGS 39/13-14 refers)

REPORTED:

That, at its meeting on 14 January 2014, it was reported to the Board of Graduate Studies that the Chair of the Board, acting on its behalf, had taken action to recommend (to the Academic Quality and Standards Committee) that Regulation 38.12, governing the Degree of Doctor of Clinical Psychology (DClInPsych), be amended to specify that the period during which minor corrections may be made be extended to a maximum duration of three months, rather than one month, in order to harmonise the DClInPsych with other research degrees awarded by the University of Warwick (paper BGS 38/13-14).

RECOMMENDED (to the Senate):

That Regulation 38.12, governing the Degree of Doctor of Clinical Psychology (DClInPsych), be amended to specify that the period during which minor corrections may be made be extended to a maximum duration of three months, rather than one month, in order to harmonise the DClInPsych with other research degrees awarded by the University of Warwick, as set out in paper BGS 38/13-14.

60/13-14 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on Thursday 27 February 2014 at 9.00am in room CMR 1.0 (formerly the Council Chamber), University House.