

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on 12 June 2017

Present: Professor C Hughes (Chair), Professor A Clarke (Chair of the Faculty of Medicine), Professor A Dowd (Academic Director of the Graduate School), Professor L Gracia (Dean of Students), Dr L Gramaglia (Learning and Development Manager (Academic)), Professor S Jacka (Representative of Senate (Science)), Professor D Lamburn (Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee (and Deputy Pro-Vice-Chancellor (Education))), Professor R Leng (Chair of the Board of Undergraduate Studies), Dr N Monk (Director of IATL), Professor A Reeve (Representative of Senate (Social Sciences)), Professor L Roberts (Representative of Senate (Medicine)), Dr N Shiers (Postgraduate Officer, Students' Union), Professor M Shipman (Chair of the Faculty of Science), Ms A Thomas (Service Owner (Academic Technology)), Professor I Tuersley (SSLC Co-ordinator (Science)), Professor G Van der Velden (Academic Director, Warwick International Higher Education Academy), Ms H Worsdale (Education Officer Students' Union), Dr N Whybrow (Representative of Senate (Arts))

Apologies: Ms S Bennett (Director of Student Careers and Skills), Professor P Corvi (SSLC Co-ordinator (Social Sciences)), Professor S Gilson (Chair of the Faculty of Arts), Professor C Jenainati (SSLC Coordinator (Arts)), Professor M Nudds (Chair of the Faculty of Social Sciences)

In Attendance: Ms K Gray (Secretary), Mrs C Pearson (Assistant Secretary), Dr R Boyatt (Service Owner, Learning Systems, IT Services) (for items 100-102/16-17), Mrs H Green (Head of Client Services, Library) (for items 100-102/16-17), Mrs J Hughes (Head of Information and Operations, Student Careers and Skills) (for item 91/16-17), Dr E Melia (Senior Assistant Registrar (Strategic Programme Delivery)) (for items 100-102/16-17), Dr N de Noronha (Teaching Fellow, Sociology) (for item 106/16-17), Ms R Roke (Director of Strategic Programme Delivery) (for item 106/16-17), Ms S Waldron (Administrative Officer (Complaints Resolution) (for item 104/16-17).

91/16-17 Institutional Teaching and Learning Review (ITLR) 2017

REPORTED:

- (a) That at its meeting on the 11 May 2017, it was reported to the Committee that the Committee would 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 would be allocated to individual members;
- (b) That Committee members had been assigned papers for their close scrutiny and asked to submit comments to the Secretariat in advance of the meeting;
- (c) That departmental reports and responses and the evaluation report for the ITLR had been published for members on the ITLR website

CONSIDERED:

- (d) The departmental reports and responses for the academic and administrative departments included in the ITLR 2017;
- (e) The evaluation report for the ITLR 2017, to be considered by the Senate on 14 June 2017 (Paper S.53/16-17);
- (f) The Faculty Engagement Reports for the ITLR 2017:
 - (i) Arts Faculty Engagement Report (ITLR.105/16-17);
 - (ii) Science Faculty Engagement Report (ITLR.106/16-17);
 - (iii) Social Sciences Faculty Engagement Report (ITLR.107/16-17);
 - (iv) Medicine Faculty Engagement Report (ITLR.108/16-17);
- (g) A summary of key points raised by members on the departmental reports and responses (Paper AQSC.43/16-17);
- (h) CEDAR (Report ITLR.33/16-17 and response ITLR.104/16-17)

RESOLVED:

That the report and response be approved.

- (i) Centre for Applied Linguistics (Report ITLR.27/16-17 and response ITLR.72/16-17)

RESOLVED:

That the report and response be approved but that points relating to recommendations 11.2 and 8.3 be raised with the Centre.

- (j) Centre for Education Studies (Report ITLR.33/16-17 and response ITLR.104/16-17)

RESOLVED:

That the report and response be approved.

- (k) Centre for Interdisciplinary Methodologies (Report ITLR.36/16-17 and response ITLR.96/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the Education Officer seek clarification seek from the SSLC on the recommendation relating to more formative assessment.

- (l) Centre for Lifelong Learning (Report ITLR.55/16-17 and response ITLR.102/16-17)

REPORTED:

That space issues would be referred to the Capital Space and Amenities Group (CSAG);

RESOLVED:

That the report and response be approved.

- (m) Centre for Professional Education (Report ITLR.42/16-17 and response ITLR.76/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the Centre's response to recommendation 6.3 be clarified.

- (n) Chemistry (Report ITLR.28/16-17 and response ITLR.99/16-17)

RESOLVED:

That the report and response be approved.

- (o) Classics (Report ITLR.29/16-17 and response ITLR.69/16-17)

RESOLVED:

That the report and response not be approved, noting that points raised in the report about follow-up to the 2011 report and recommendations relating to diversification of assessment methods and differential marking criteria be followed up.

- (p) Economics (Report ITLR.32/16-17 and response ITLR.70/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the points raised about the Personal Tutoring load be referred for consideration in the Review of Personal Tutoring.

- (q) English (Report ITLR.5116-17 and response ITLR.97/16-17)

REPORTED:

That the Deputy Pro-Vice-Chancellor (Education) and the Chair of the Faculty of Arts were assisting the Department with taking the recommendations forward.

RESOLVED:

- (i) That the report and response be approved;
- (ii) That greater guidance be provided in the next ITLR on the differentiation between quality and standards;

- (r) Film and Television Studies (Report ITLR.52/16-17 and response ITLR.101/16-17)

RESOLVED:

That the report and response be approved.

- (s) History (Report ITLR.34/16-17 and response ITLR.86/16-17)

REPORTED (by the Service Owner (Academic Technology)):

That she would follow up on issues relating to access to module information referenced in the report;

RESOLVED:

That the response and report be approved.

- (t) History of Art (Report ITLR.53/16-17 and response ITLR.95/16-17)

REPORTED (by the Director of the WIHEA):

That use of the NSS for module evaluations be reconsidered as the questions were designed for course evaluation;

RESOLVED:

- (i) That the report and response be approved;
- (ii) That clarification be provided on whether postgraduate research students should be permitted to teach;
- (iii) That further consideration be given to how to address widening participation in the Department.

- (u) Law (Report ITLR.54/16-17 and response ITLR.88/16-17)

REPORTED (by the Chair of the Board of Undergraduate Studies and Head of the School of Law):

That the issues that had been unresolved since the 2011 ITLR were now being addressed;

RESOLVED:

That the report and response be approved.

- (v) Learning and Development Centre (Report ITLR.37/16-17 and response ITLR.73/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the issue of resourcing be followed up by the Chair.

- (w) Life Sciences (Report ITLR.38/16-17 and report ITLR.65/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the Deputy Pro-Vice-Chancellor (Education) follow up on points for clarification.

- (x) Mathematics (Report ITLR.39/16-17 and response ITLR.79/16-17)

RESOLVED:

That the report not be approved and that further details on actions to be taken in relation to recommendations be sought.

- (y) Philosophy (Report ITLR.41/16-17 and response ITLR.71/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That clarification of the Department's response to the recommendation on enhancement of feedback practice be sought;

- (z) Physics (Report ITLR.56/16-17 and ITLR.84/16-17)

RESOLVED:

That the report and response be approved.

- (aa) Politics and International Studies (Report ITLR.57/16-17 and response ITLR.94/16-17)

REPORTED (by the Representative of Senate (Social Sciences)):

- (i) That the issues raised in the departmental response relating to descriptors had been resolved;
- (ii) That work on assessment methods was being taken forward;

RESOLVED:

- (iii) That the report and response be approved;
- (iv) That the request raised in the response for evidence in relation to the introduction of a compulsory dissertation and appropriateness to learning outcomes be followed up.

- (bb) Psychology (Report ITLR.43/16-17 and response ITLR.74/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the recommendation in the report in relation to decolonialisation of the curriculum be clarified.

- (cc) Renaissance Studies (Report ITLR.44/16-17 and response ITLR.89/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the Chair of the Faculty of Arts follow up issues raised in relation to the small size of the student cohort.

- (dd) School of Modern Languages and Cultures (Report ITLR.40/16-17 and response ITLR.67/16-17)

RESOLVED:

That the report and response be approved.

- (ee) Sociology (Report ITLR.45/16-17 and response ITLR.66/16-17)

RESOLVED:

That the report and response be approved.

- (ff) Statistics (Report ITLR.46/16-17 and response ITLR.85/16-17)

REPORTED (by the Representative of Senate (Science):

That the undergraduate MORSE degree was taught by a number of departments but was administered solely by Statistics, so did not follow a similar model to joint degrees.

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the issues relating to the management of the MORSE degree be followed up.

- (gg) Student Support Services (Report ITLR.61/16-17 and response ITLR.91/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That Wellbeing Services be asked to respond to the recommendation on benchmarking;
- (iii) That the recommendation in relation to staff counselling be referred to Human Resources.

- (hh) Theatre Studies (Report ITLR.47/16-17 and response ITLR.64/16-17)

RESOLVED:

That the report and response be approved.

- (ii) Warwick Business School (Report ITLR.58/16-17 and response ITLR.93/16-17)

RESOLVED:

That the report and response be approved.

- (jj) Warwick Medical School (Report ITLR.59/16-17 and response ITLR.80/16-17)

RESOLVED:

That the report and response be approved.

- (kk) Resources: IT Services (Report ITLR.62/16-17 and response ITLR.90/16-17)

RESOLVED:

That the report and response be approved, noting that clarity is needed on what systems and support should be provided centrally and what should be provided by departments;

- (ll) Academic Process (Report ITLR.63/16-17 and response ITLR.92/16-17)

RESOLVED:

- (i) That the report and response be approved;
- (ii) That the issues of support for SITS development and staff morale be referred to the Registrar and APSG;
- (iii) That the disagreement over the location of the Go Global programme be noted.

- (mm) Admissions (Report ITLR.49/16-17 and response ITLR.83/16-17)

RESOLVED:

- (i) That the report and response not be approved, noting that the response raised a number of corrections and concerns with the recommendations in the report;
- (ii) That the Academic Registrar be asked to follow up the issues raised.

- (nn) Employability (Report ITLR.60/16-17 and response ITLR.100/16-17)

RESOLVED:

- (i) That the report and response from the Centre were well considered and contained a number of strategic recommendations;
- (ii) That the recommendations in the report and the response be referred for consideration through the development of the Education Strategy and in discussion with the Academic Director for Employability, once appointed.

(oo) Outstanding Reports and Responses:

REPORTED:

That no comments had yet been received for the reports and responses for Computer Science, the Warwick Manufacturing Group, IATL, the Library and Space Management and Timetabling.

RESOLVED:

That the Chair be authorized to take action on behalf of the Committee to approve the reports and responses subject to the comments provided.

(pp) Evaluation Report

REPORTED (by the Chair):

- (i) That the Evaluation Report would be considered by the Senate at its meeting on 14 June;
- (ii) That there has to be a holistic approach to improving the wellbeing of students;

(by the Chair of the Faculty of Science):

- (iii) That Reviews of Engineering and Teaching Quality were yet to be undertaken;

(by the Chair of the Board of Graduate Studies):

- (iv) That the timing of the next ITLR should take into account the committee timetable;

(by the Deputy Pro-Vice-Chancellor (Education):

- (v) That it would be necessary to collate the documentation for review on an ongoing basis rather than immediately in advance of the next ITLR;

(by the Representative of Senate (Science)):

- (vi) That the Review process was intense for departments but limited and therefore manageable;

(by the Education Officer (Students' Union)):

- (vii) That, should the recommendations of the Review of Academic Governance be approved, the reconstituted Academic Quality and Standards Committee would have oversight of follow up on ITLR;

(by the Postgraduate Officer (Students' Union)):

- (viii) That it would be preferable to undertake a Review of the student experience in disciplinary and complaints cases in advance of the next ITLR;

(by the Director of the WIHEA):

- (ix) That it may be advisable to align the next ITLR to take place immediately prior to subject level TEF being introduced;

(by the Representative of Senate (Medicine)):

- (x) That consideration could be given to the constitution of the panels, noting that no representatives of NHS Trusts had been involved in the review of the Warwick Medical School;

RESOLVED:

- (xi) That the broad areas for strategic development be supported;
- (xii) That departments be asked whether there had been any omissions from the Review which may have made it more useful for them, for example in terms of the panel constitution.

92/16-17 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 11 May 2017 be approved.

93/16-17 Conflicts of Interest

REPORTED:

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.

RESOLVED:

That no conflicts of interest were reported.

94/16-17 Matters arising

- (a) Feedback on Exams (minutes 5/16-17 and 72/16-17 referred)

REPORTED:

- (i) That at its meeting on 11 May 2017, it was reported to the Committee:

- (A) That at its meeting on 27 June 2016, the Senate approved proposals:
- (1) That 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;
 - (2) That academic departments be offered the following options for implementing this requirement:
 - (a) Departments already providing feedback on examinations should continue with current practice;
 - (b) Either the pro-forma template set out in Paper AQSC.44/15-16 or an adapted version could be implemented for feedback to cohorts;
 - (c) Departments could propose alternative mechanisms for feedback on examinations, appropriate to their context and discipline;
 - (3) That, where departments proposed using alternative mechanisms for providing feedback on examinations, these be approved by a working group of the Committee;
 - (4) That the method of providing feedback on examinations be clearly communicated to students.
- (B) 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.
- (C) 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.
- (D) That the majority of Departments had now provided information on how feedback would be provided to students;
- (E) 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;

- (ii) That at its meeting on 11 May 2017, the Committee resolved:
 - (A) That information in ITLR reports on feedback on examinations be reviewed;
 - (B) That the Department of Economics be asked to provide information on its methods of providing feedback to students on exams;
 - (C) That further information be requested from departments on how individual feedback is requested and provided and the workload involved, including numbers of students.

CONSIDERED:

- (iii) A revised summary departmental responses relating to methods of providing feedback on exams to students (AQSC.17/16-17{revised});

REPORTED (by the Secretary):

- (iv) That the responses for Economics, Theatre Studies and Philosophy had been updated;
- (v) That further actions agreed by the Committee at its previous meeting would be followed up in due course;

RESOLVED:

That it was inappropriate to charge a fee for access to scripts as was the practice in Economics and that this be followed up with the Department.

95/16-17 Progress of Committee Business

REPORTED:

- (a) That at its meeting on 15 March 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
- (b) That at its meeting on 17 May 2017, the Council approved the amendment to Regulation 8.3 (First Degrees) with immediate effect.

Chair's Business(a) Teaching Excellence Framework (TEF)

REPORTED (by the Chair):

That, given the outcome of the election, the release of TEF results had been delayed and no publication date had yet been announced;

(b) Education Strategy

REPORTED (by the Chair):

- (i) That the Education Strategy would be the main item for discussion at the Heads of Department Forum to be held on 14 June 2017;
- (ii) That it would be discussed further at the meeting of Council to be held in July and further details on implementation would be circulated following this.

(c) Academic Directors

REPORTED (by the Chair):

- (i) That Dr Will Curtis had been appointed Academic Director (Partnerships) and Professor Andrew Clark had been appointed Academic Director (Undergraduate);
- (ii) That the posts of Academic Director (Employability) and (Postgraduate) would be advertised shortly.

(d) Committee Membership

REPORTED (by the Chair):

- (i) That, should the recommendations of the Review of Academic Governance be approved, this would be the last meeting of the Committee as currently constituted;
- (ii) That all members be thanked for their contributions to the Committee;
- (iii) That the Chair of the Board of Graduate Studies would be retiring in September;
- (iv) That the SSLC Co-ordinator (Social Sciences) would be stepping down from his role;

RESOLVED:

- (v) That the Chair of the Board of Graduate Studies be thanked for her significant contribution to the work of the Committee and her work as Director of the Graduate School and that she be wished well for her retirement;

- (vi) That the Education Officer and Postgraduate Officer be thanked for their work in support of the Committee;
- (vii) That the SSLC Co-ordinator (Social Sciences) be thanked for his contribution to the work of the Committee.

97/16-17 Students' Union Update

REPORTED (by the Postgraduate Officer (Students' Union):

That a student referendum had recently been held and the Students' Union had voted to oppose proposed reforms of Statute 24.

98/16-17 Additional Course Costs

CONSIDERED:

A paper on additional course costs by the Education and Postgraduate Officers of the Students' Union as set out in paper AQSC.27/16-17.

REPORTED (by the Education Officer (Students' Union):

- (a) That the recommendations set out in the report were a culmination of research and discussions with students over the course of the year;
- (b) That there was now greater transparency with respect to course costs but that further work needed to be done to mitigate those costs;
- (c) That it was recognised that more work was required on the detail of the proposals and support was therefore sought for further work to be undertaken and for the broad objectives of the proposals;
- (d) In response to a query from the Chair of the Board of Graduate Studies, that it was recognised that it would take time for departments to move to digital submission of assignments and therefore offering free printer credits was recommended in the interim;
- (e) That it was recognised that, in some disciplines, students' learning may be better supported with hardcopy materials;
- (f) That departments could offer additional printer credits above what it was suggested be provided centrally;

(by the Chair of the Faculty of Science):

- (g) That he was supportive of the principles but that further consultation with academic departments would be required;
- (h) That the environmental and administrative costs should also be taken into consideration;
- (i) That it some flexibility in approach would be necessary;

(by the Representative of Senate (Social Science)):

- (j) That external bodies, such as accrediting bodies, may charge for materials;

(by the Director of the WIHEA):

- (k) That there were also costs to managing digital assessment submission systems and accessibility should also be taken into consideration;

RESOLVED:

- (l) That the Committee was supportive of the broad objectives set out in the paper;
- (m) That further consultation with academic departments and further work on detailed proposals including costing be undertaken.

99/16-17 Teaching on Wednesday Afternoons

REPORTED:

- (a) That at its meeting on 11 May 2017, it was *reported* to the Committee (*inter alia*):
 - (i) That currently the policy on no teaching on Wednesday afternoons only applied to undergraduate students;
 - (ii) That the Students' Union was campaigning to have the policy extended to all full-time taught students based on campus apart from those on professional courses, such as medicine, social work and education;
- (b) That at its meeting on 11 May 2017, the Committee *resolved* that a paper setting out proposals in more detail be brought to a future meeting of the Committee;

CONSIDERED:

- (c) A proposal on Teaching on Wednesday afternoons by the Education and Postgraduate Officers of the Students' Union as set out in paper AQSC.28/16-17.

REPORTED (by the Postgraduate Officer, Students' Union);

- (d) That further work was required on detailed proposals and data analysis of timetabling;

(by the Chair of the Board of Graduate Studies):

- (e) That, given current pressures on the timetable, it may be challenging to remove an hour from the weekly timetable;

RESOLVED:

That further investigation into proposals set out in Paper AQSC.28/16-17 by the Students' Union in conjunction with the University be supported.

100/16-17 SPI (Student Personalised Information)

RECEIVED:

A presentation from the Senior Assistant Registrar (Strategic Programme Delivery) on the Student Personalised Information Programme (Paper AQSC.44/16-17).

REPORTED (by the Senior Assistant Registrar (Strategic Programme Delivery)):

- (a) That the intention of the programme was to provide greater consistency and integration across student systems and improved consistency in the information available to students;
- (b) That it was essential therefore that underlying data was accurate and up to date;
- (c) That the Financial Plan Sub-Committee would be considering investment into proposals spanning a five year period;
- (d) That critical processes were often currently operated using individual spreadsheets;
- (e) That the systems with which students interacted through the whole student lifecycle had been mapped;
- (f) That discussions were being held with all departments, currently focusing on exams and assessment;
- (g) That consideration was being given not only to the resources required to implement these changes but also to the resources required to maintain the new systems.

101/16-17 Moodle Module Spaces

CONSIDERED:

A paper from the Service Owner for Academic Technology Support (ITS) on the provision of Moodle module spaces as set out in paper AQSC.29/16-17.

REPORTED (by the Service Owner, Learning Systems, IT Services):

- (a) In response to a query from the Chair of the Board of Graduate Studies, that the systems would accommodate multiple instances of modules being run throughout a single academic year;

(by the Chair of the Faculty of Science):

- (b) That it would be necessary to clarify how the hub and spoke model of support would be funded and how it would operate;
- (c) That the need for additional support for implementation of Moodle was raised through ITLR a number of times.

(by the Service Owner (Academic Technology)):

- (d) That limited support could be provided for implementation of Moodle and staff were being identified in academic departments with whom the Academic Technology team could work, but more advanced support could not be provided;

(by the (Learning and Development Manager (Academic)):

- (e) That there were also not sufficient resources available to support pedagogical skills development in the use of Moodle to ensure it was used as a VLE not as a repository;

RESOLVED:

- (f) That the Committee supported the proposals set out in Paper AQSC.29/16-17 that:
 - (i) Support staffing for the wider adoption and use of Moodle be increased;
 - (ii) Further work be undertaken to develop minimal module content standards and a module archiving policy.

102/16-17 Reading Lists

CONSIDERED:

A paper from the Head of Client Services (Library) on a proposed approach to improve the visibility of Reading Lists (paper AQSC.30/16-17);

REPORTED (by the Head of Client Services (Library)):

- (a) That it was proposed that implementation of Talis Aspire for institution-wide use for publication of reading lists be phased for launch in 2018/19;
- (b) That this would enable students to see reading lists in a consistent location and layout, that it would provide links to the University's catalogue and would ensure that the Library were aware of the publications required for modules;
- (c) That resource had been identified in the Library to support the implementation;
- (d) That there were approximately 2775 modules with reading lists, of which 1800 were in Talis Aspire and with approximately 600 having been confirmed as relevant for 2016/17;

(by the Chair of the Faculty of Science):

- (e) That academic staff would be unlikely to engage with the system if they had to move data into it themselves, given the workload pressures on staff;

REPORTED (by the Service Owner, Learning Systems, IT Services):

- (f) That a programme had been developed by IT Services to move reading lists currently held in multiple formats to Talis Aspire, which should accommodate 80% of those available.

(by the Education Officer (Students' Union):

- (g) That students often received reading lists late and books were not available in the Library and that the introduction of Talis Aspire would enable these issues to be addressed;

(by the Chair of the Board of Graduate Studies):

- (h) That, while it did take time to update a reading list, this would be the case regardless of the system used to publish the list;

RESOLVED:

- (i) That the Library be mandated to take forward the implementation of Talis Aspire for 2018/19;
- (j) That the project would need to be appropriately supported and clearly communicated to departments;
- (k) That regular reports on the take-up of Talis Aspire be provided to the Committee.

103/16-17 Review of Academic Governance

REPORTED:

- (a) That at its meeting on 11 May 2017, the Committee considered and discussed a report from the Academic Governance Review Working Group (paper AQSC.21/16-17);
- (b) That minutes from the discussion had been submitted to the Academic Governance Review Working Group;
- (c) That the last meeting of the Academic Governance Review Group is to take place on 12 June 2017, immediately prior to the meeting of the Academic Quality and Standards Committee.

(by the Chair):

- (d) That, following consultation, the Working Group had considered the issues arising;

- (e) That there was broad support for proposals and that the report to Senate would be updated to reflect the issues raised through the consultation.

104/16-17 Unified Regulation for Academic Appeals

REPORTED:

- (a) That at its meeting on 20 February 2017, the Academic Quality and Standards Committee *considered* a proposal from the Administrative Officer (Complaints Resolution) for the introduction of a review stage into the Academic Appeals Process and for the harmonisation of deadlines of all appeals to be brought in line with 10 University Working Days deadline as per Undergraduate appeals (paper AQSC.15/16-17) and *resolved (inter alia)*:
 - (i) That the Committee supported the proposals set out in paper AQSC.15/16-17, noting that amendments to Regulations 8, 36, 37 and 38 would be brought forward for consideration in due course;

CONSIDERED:

A proposal for a Harmonised Appeals Deadline and a unified regulation and procedure for Academic Appeals as set out in paper AQSC.31a/16-17, noting that the proposal included:

- (a) the introduction of an Internal Review Stage to the Academic Appeal Process;
- (b) a proposed new Regulation for Academic Appeals (Annex A);
- (c) proposed revisions to references to academic appeals in existing Regulations 8: Regulations for First Degrees, 37: Regulation Governing Taught Postgraduate Degrees and 38: Regulation Governing Research Degrees as set out in Annex B (AQSC.31b/16-17).

REPORTED (by the Administrative Officer (Complaints Resolution)):

- (b) In response to a query from the Postgraduate Officer, Students' Union, that the appeals regulation would also apply to Foundation programmes;
- (c) In response to a query from the Postgraduate Officer, Students' Union, that the draft would be amended to use gender neutral pronouns;

(by the Chair of the Board of Graduate Studies):

- (d) That she had a number of concerns relating to the number of staff from the academic department present at meetings of the Appeal Committee, the presence of a supervisor for postgraduate appeals and the decisions available to the Appeal Committee for cases from postgraduate research students.

RESOLVED:

- (e) That the proposal for a Harmonised Appeals Deadline and a unified regulation and procedure for Academic Appeals as set out in paper AQSC.31a and b/16-17 be reviewed in light of the comments made by the Chair of the Board of Graduate Studies;
- (f) That the Chair of the Committee be authorised to take action on behalf of the Committee to approve a revised version for recommendation to Senate.

105/16-17 Amendment to Senate Examination and Degree Convention J: Guidance on Scaling and Moderation

REPORTED:

- (a) That at its meeting on 20 October 2016, the Quality Assurance Working Group considered a paper on Guidance on Scaling (paper QAWG.2/16-17) and *resolved* that the proposal to introduce the Guidance on Scaling and amend Senate Examination Regulation 17 and the Guidance on Moderation (to take effect as of the 2017/18 academic year) be recommended for approval, subject to:
 - (i) Amendments to the draft Guidance on Scaling as agreed at the meeting;
 - (ii) Prior circulation and confirmation of the amended paper and guidance to all Head of Departments with undergraduate and/or postgraduate taught programmes;
- (b) That at its meeting on 18 May 2017, the Quality Assurance Working Group *considered* the draft Guidance on Scaling (QAWG.2/16-17{revised}) and *resolved* that the guidance be recommended for approval subject to minor amendments as agreed in the meeting;

CONSIDERED:

A proposal for the introduction of Guidance on Scaling to take effect as of the 2017/18 year, including amendment to the Senate Examination Regulation 17 and the Guidance on Moderation as set out in paper QAWG.2/16-17{revised2};

REPORTED:

(by the Chair of the Board of Undergraduate Studies):

- (c) That a Working Group representing all departments currently using scaling developed proposals, which had also been considered by the Quality Assurance Working Group;

(by the Representative of Senate (Medicine):

- (d) That if scaling was used routinely then this would imply that there were issues with the setting of exam questions;

(by the Postgraduate Officer (Students' Union)):

- (e) That students should be informed when scaling has been used and how this has been done;

(by the Deputy Pro-Vice-Chancellor (Education)):

- (f) That the use of scaling should be agreed with external examiners and students should receive their final mark;
- (g) That information on the approach to scaling should be shared with students in handbooks.

RESOLVED:

That the use of scaling be reviewed further as part of the Review of Assessment to ensure appropriate oversight of practices;

RECOMMENDED (to the Senate):

That a proposal for the introduction of Guidance on Scaling to take effect as of the 2017/18 year, including an amendment to the Senate Degree and Examination Convention J and the Guidance on Moderation as set out in paper QAWG.2/16-17{revised2}, be approved.

106/16-17 Race Equality Charter

CONSIDERED:

A paper from the Director of Strategic Programme Delivery and Dr de Noronha, Teaching Fellow, Department of Sociology, on the University's submission to the Race Equality Charter Mark (paper AQSC.32/16-17).

REPORTED (by the Director of Strategic Programme Delivery):

- (a) That the Race Equality Charter application would be submitted in mid-July and that work was ongoing on a more detailed action plan;

(by Dr de Noronha):

- (b) That the data was required to be presented at the Faculty level and that it was important that Faculties had ownership of actions to be taken forward;

(by the (Learning and Development Manager (Academic)):

- (c) That courses on inclusivity were already offered by the Learning and Development Centre but that the preference was to embed all aspects of inclusivity;

(by the Director of Strategic Programme Delivery):

- (d) That mature discussions had taken place on the approach to training and it was recognised that more overt training related to race equality was required at this stage;

(by the Education Officer (Students' Union)):

- (e) That a review of the effectiveness of welfare support for BME students would be welcomed;
- (f) That students who had engaged with the process had not been paid and had not received feedback on developments;

(by the Director of Strategic Programme Delivery):

- (g) In response to a query from the Education Officer (Students' Union), that the intention was to recognise students more in shaping University policy in this area and to provide recompense for this.

RESOLVED:

That the proposals set out in the report on the University's submission to the Race Equality Charter Mark, as set out in paper AQSC.32/16-17, be supported.

107/16-17 Remedying failure for incoming exchange students

CONSIDERED:

A proposal from the Senior Assistant Registrar (Teaching Quality) to introduce the opportunity to remedy failure for incoming exchange students as set out in paper AQSC.33/16-17).

RECOMMENDED (to the Senate):

That the proposal to introduce the opportunity to remedy failure for incoming exchange students be approved, as set out in paper AQSC.33/16-17, be approved for introduction in 2017/18.

108/16-17 Amendment to Regulation 38 (Research Degrees) to include "major corrections"

REPORTED:

- (a) That at its meeting on 27 April 2017, the Board of Graduate Studies *considered* a paper from the Administrative Officer (Graduate School) on Recommendations available to Examiners of Higher Degrees by Research (BGS.41/16-17) and resolved that the proposal to introduce a new category of "Major Corrections" be approved, noting:
 - (i) That minor corrections should be re-defined to refer to typographical amendments only, noting that a new category of major corrections be introduced where a candidate was required to make amendments that did not entail a significant amount of further research or analysis;

- (ii) That candidates be permitted a period of up to a maximum of six months to make major corrections, noting that there would be no changes to the period allowed for minor corrections (three months) and resubmission (12 months), and that these limits applied equally to full and part-time students;
 - (iii) That the recommendation of major corrections not be available to examiners of resubmitted theses;
 - (iv) That the satisfactory completion of major corrections be assessed by at least one examiner, usually the internal;
 - (v) That as the introduction of a major corrections category would require changes to the University Regulations, proposed amendments would be available for consideration at the next meeting of the Board;
- (b) That at its meeting on 30 May 2017, the Board of Graduate Studies *considered* a paper from the Administrative Officer (Graduate School) setting out proposed amendments to Regulation 38 Governing Research Degrees (BGS.47/16-17) and resolved that the amendments be approved;

CONSIDERED:

A paper from the Administrative Officer (Graduate School) setting out proposed amendments to Regulation 38 (Research Degrees) in relation to the recommendations available to Examiners of Higher Degrees by Research as set out in paper BGS.47/16-17{revised};

REPORTED:

(by the Representative of Senate (Science)):

- (c) That the use of the term 'minor corrections' was accepted in the sector as applying to more significant amendments to a thesis, rather than just typographical corrections;

(by the Director of the WIHEA):

- (d) That research had been undertaken which demonstrated that major and minor corrections were widely used amongst peer institutions;

(by the Chair):

- (e) That guidance would be provided to PhD examiners to ensure that they understood the options available to them.

RECOMMENDED (to the Senate):

That the proposed amendments to Regulation 38 (Research Degrees) in relation to the recommendations available to Examiners of Higher Degrees by Research be approved as set out in paper BGS.47/16-17{revised};

109/16-17 Update on Review of Personal Tutoring

RECEIVED:

An update report from the Dean of Students on the Review of Personal Tutoring as set out in paper AQSC.34/16-17.

REPORTED (by the Dean of Students):

- (a) That it was likely that there would be two layers of recommendations: strategic and operational;
- (b) That timescales for the Review had been approved by the Committee and final approval of recommendations would be considered by the Senate (if required) at its meeting in January 2018.

110/16-17 Amendment to Regulation 38: PhD by Published Work

REPORTED:

That at its meeting on 27 April 2017, the Board of Graduate Studies *considered* a paper from the Administrative Officer (Graduate School) on the recommendations of the PhD by Published Work Task and Finish Group (paper BGS 40/16-17) and *resolved* that the proposals to amend the published guidance and introduce new guidance to examiners in addition to a form for candidates to submit together with their thesis, be approved, subject to minor amendments as agreed in the meeting;

CONSIDERED:

The revised paper from the Administrative Officer (Graduate School) on proposals to amend the published guidance on the PhD by Published Work and introduce new guidance to examiners, in addition to a form for candidates to submit alongside their thesis as set out in paper BGS.40/16-17{revised}.

RECOMMENDED (to the Senate):

That proposals to amend the published guidance on the PhD by Published Work and introduce new guidance to examiners, in addition to a form for candidates to submit alongside their thesis, be approved as set out in paper BGS.40/16-17{revised}.

111/16-17 Managing Absence for Tier 4 Students

REPORTED:

That at its meeting on 27 April 2017, the Board of Graduate Studies *considered* a paper from the Head of Immigration Services, Office for Global Engagement in relation to managing absence for Tier 4 students (paper BGS

38/16-17) and resolved that the proposal be approved, subject to a minor amendment to wording;

CONSIDERED:

The revised paper from the Head of Immigration Services, Office for Global Engagement in relation to managing absence for Tier 4 students (paper BGS 38/16-17{revised});

RECOMMENDED (to the Senate):

That a paper in relation to managing absence for Tier 4 students (paper BGS 38/16-17{revised}) be approved.

114/16-17 Changes to Regulation 8.10(6)

REPORTED:

That at its meeting on 30 May 2017, the Board of Undergraduate Studies considered and *recommended* for approval a proposal from the Undergraduate Studies Committee of the Faculty of Medicine that revisions be made to Regulation 8.10(6) for implementation from the start of the academic year 2017/18;

CONSIDERED:

A proposal from the Undergraduate Studies Committee of the Faculty of Medicine, as set out in paper MUSC 52/16-17, that revisions be made to Regulation 8.10(6) for implementation from the start of the academic year 2017/18.

RECOMMENDED:

That a proposal from the Undergraduate Studies Committee of the Faculty of Medicine, that revisions be made to Regulation 8.10(6) for implementation from the start of the academic year 2017/18 be approved as set out in paper MUSC 52/16-17.

115/16-17 Amendments to Regulations for Taught Postgraduate Degrees

RECEIVED:

A revised version of the Regulations for Taught Postgraduate Degrees as set out in paper AQSC.37.16-17;

116/16-17 Annual Statement from the Office of the Independent Adjudicator

RECEIVED:

The Annual Statement for 2016 from the Office of the Independent Adjudicator as set out in paper AQSC.38.16-17;

- 117/16-17 External Examiners' Handbook (Taught Provision)
- CONSIDERED:
- The External Examiner's Handbook (Taught Provision) 2017/18 as set out in paper AQSC.39.16-17.
- RECOMMENDED (to the Senate):
- That the External Examiner's Handbook (Taught Provision) 2017/18 (paper BGS 38/16-17{revised}) be approved.
-
- 118/16-17 Timeliness of feedback
- RECEIVED:
- The Timeliness of Feedback Report for the period Summer Term 2015/16 to Spring Term 2016/17 as set out in AQSC.40/16-17.
-
- 119/16-17 Update report from QAWG
- RECEIVED:
- The Annual report from the Quality Assurance Working Group (QAWG) as set out in paper AQSC.41/16-17.
-
- 120/16-17 Update from SLEEWG
- RECEIVED:
- The Annual report from the Student Learning Experience and Engagement Working Group (SLEEWG) as set out in paper AQSC.42/16-17.
-
- 121/16-17 Revisions to the Accreditation of Prior Learning Policy
- CONSIDERED:
- (a) Proposed amendments to the Accreditation of Prior Learning Policy, including the proposal for the policy to be renamed "Recognition of Prior Learning Policy" as set out in paper QAWG.30/16-17{revised2};
 - (b) A proposal from Warwick Business School for a standing exemption for students who have taken the Postgraduate Award in Organisational Leadership for 40 credits at level 7 of the Executive or Distance Learning MBA as set out in paper PSC.89/16-17;
- RECOMMENDED (to the Senate):
- (c) That the proposed amendments to the Accreditation of Prior Learning Policy, including the proposal for the policy to be renamed "Recognition of

Prior Learning Policy” as set out in paper QAWG.30/16-17{revised2} be approved;

- (d) That the proposal from Warwick Business School for a standing exemption for students who have taken the Postgraduate Award in Organisational Leadership for 40 credits at level 7 of the Executive or Distance Learning MBA as set out in paper PSC.89/16-17 be approved.

122/16-17 Partnerships Committee

REPORTED:

- (a) That at its meeting on 19 May 2017, it was *reported* to the Partnerships Committee that the Chair had taken action on behalf of the Committee to recommend for approval:
 - (i) A proposal for a new delivery centre in Shanghai, in addition to the Beijing site currently used for three collaborative programmes approved for delivery on a “distance delivery” basis with Beijing City University (paper CFDLSC.70/16-17)
 - (ii) A proposal from Warwick Business School for a number of modules to be delivered by ESADE Business School (as part of the Partnership in International Management consortium) as set out in paper CFDLSC.71/16-17;

CONSIDERED:

- (b) A proposal for a new delivery centre in Shanghai, in addition to the Beijing site currently used for three collaborative programmes approved for delivery on a “distance delivery” basis with Beijing City University (paper CFDLSC.70/16-17,);
- (c) A proposal from Warwick Business School for a number of modules to be delivered by ESADE Business School (as part of the Partnership in International Management consortium) as set out in paper CFDLSC.71/16-17;

RECOMMENDED (to the Senate):

- (d) That the proposal from Warwick Manufacturing Group for a new delivery centre in Shanghai for three “distance delivery” programmes in conjunction with Beijing City University as set out in paper CFDLSC.70/16-17 be approved;
- (e) That the proposal from Warwick Business School for a number of modules to be delivered by ESADE Business School (as part of the Partnership in International Management consortium) as set out in paper CFDLSC.71/16-17 be approved.

123/16-17 Chair's Action

REPORTED:

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

- (a) A revision to the deadline for Feedback Timeliness Reporting from the first Friday of each term to the end of week two of each term, noting that this will not change the dates on which the report will be based and that the change has been updated in the online policy;
- (b) Revisions to the Guidance on Dealing with Cheating as agreed at the meeting of the Committee held on 11 May 2017 and set out in Paper QAWG.13/16-17 (revised2)
- (c) Revisions to the Good Practice Guide on Providing Information to Students as set out in Paper AQSC.23/16-17 (revised).

124/16-17 Postgraduate Courses of Study:

REPORTED:

- (a) That at its meeting on 30 May 2017, the Board of Graduate Studies approved the following new courses:

New MPhil/PhD pathways in Professional Development
PGCE (QTS) School Direct Salaried (Early Years)
- (b) That at its meeting on 30 May 2017, the Board of Graduate Studies granted in-principle approval for the Centre for Lifelong Learning to introduce a suite of new professional PGT courses;
- (c) That it was reported to the Board of Graduate Studies at its meeting on 30 May 2017 that the Chair had taken action on behalf of the Board to approve a new PhD in Literary Practice (Creative Writing);

125/16-17 Undergraduate Courses of Study

REPORTED:

- (a) That at its meeting on 30 May 2017, the Board of Undergraduate Studies approved the following new courses:

BASc Honours degree in Global Sustainable Development
BASc Honours degree in Global Sustainable Development with Intercalated Year
BASc Economic Studies and Global Sustainable Development with Intercalated Year;
BASc Global Sustainable Development and Business Studies with Intercalated Year;
BASc History and Global Sustainable Development with Intercalated Year;

BAsc Life Sciences and Global Sustainable Development with
 Intercalated Year;
 BAsc Politics and International Studies and Global Sustainable
 Development with Intercalated Year;
 BAsc Philosophy and Global Sustainable Development with
 Intercalated Year;
 BAsc in Psychology and Global Sustainable Development with
 Intercalated Year;
 BAsc Sociology and Global Sustainable Development with Intercalated
 Year;
 BAsc Theatre and Performance Studies and Global Sustainable
 Development with Intercalated Year
 BAsc Economic Studies and Global Sustainable Development with
 Intercalated Year;
 BAsc Global Sustainable Development and Business Studies with
 Intercalated Year;
 BAsc History and Global Sustainable Development with Intercalated
 Year;
 BAsc Life Sciences and Global Sustainable Development with
 Intercalated Year;
 BAsc Politics and International Studies and Global Sustainable
 Development with Intercalated Year;
 BAsc Philosophy and Global Sustainable Development with
 Intercalated Year;
 BAsc in Psychology and Global Sustainable Development with
 Intercalated Year;
 BAsc Sociology and Global Sustainable Development with Intercalated
 Year;
 BAsc Theatre and Performance Studies and Global Sustainable
 Development with Intercalated Year
 MEng in Biomedical Systems Engineering
 BEng in Biomedical Systems Engineering

- (b) That at its meeting on 30 May 2017, the Board of Undergraduate Studies approved a proposal for a specialist language pathway through the BA Honours degree in Liberal Arts;
- (c) That it was reported to the Board of Undergraduate Studies at its meeting on 30 May 2017 that a joint committee of the Academic Quality and Standards Committee and the Undergraduate Studies Committee of the Faculty of Science, at meetings in March 2017, approved changes to 21 Engineering undergraduate courses;
- (d) That it was reported to the Board of Undergraduate Studies at its meeting on 30 May 2017 that the Chair had taken action on behalf of the Board to approve the BSc (Degree Apprenticeship) proposed by Warwick Manufacturing Group in collaboration with Dyson;
- (e) That it was reported to the Board of Undergraduate Studies at its meeting on 30 May 2017 that the Chair had taken action on behalf of the Board to approve the following new course titles for existing courses of study:
 F106 MChem Chemistry with Professional Experience – to be renamed *MChem Chemistry with International Placement*
 F108 MChem Chemistry with Industrial Training – to be renamed *MChem Chemistry with Industrial Placement*

F126 MChem Chemistry with Medicinal Chemistry with Professional Experience – to be renamed *MChem Chemistry with Medicinal Chemistry with International Placement*

F128 MChem Chemistry with Medicinal Chemistry with Industrial Training – to be renamed *MChem Chemistry with Medicinal Chemistry with Industrial Placement*; BA in History and Literature and the BA in History and Literature with Intercalated Year to be named BA in English and History and BA in English and History with Intercalated Year.

126/16-17 Committee Meetings

REPORTED:

That, subject to the outcome of the Review of Academic Governance, the next meeting of the reconstituted Academic Quality and Standards Committee will be confirmed when the Committee Timetable for 2017/18 is published.