

UNIVERSITY OF WARWICK ACADEMIC QUALITY & STANDARDS COMMITTEE OPEN/ RESTRICTED MINUTES OF THE MEETING HELD 10:00, TUESDAY 15 OCTOBER 2019			
Present	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education) (Chair)
	Chloe Batten	CBatten	Students' Union representative
	Chris Bisping	CB	Chair of the Faculty Education Committee (Social Sciences)
	Dr Jon Burrows	JB	Representative of the Board of Faculty of Arts
	Alice Churm	AChurm	Students' Union representative
	Professor Andy Clark	AC	Academic Director (Undergraduate Studies)
	Professor Robin Clark	RC	Co-opted member of academic staff in a quality assurance role
	Professor Gill Cooke	GC	Co-opted member of academic staff in a quality assurance role
	Professor Will Curtis	WC	Academic Director (Partnerships)
	Dr David Davies	DD	Chair of the Faculty Education Committee (Science, Engineering and Medicine)
	Dr Jonathan Heron	JH	Representative of the Institute for Advanced Teaching and Learning
	Professor Jo Garde-Hansen	JGH	Representative of the Board of Faculty of Arts
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee (Arts)
	Dr Jane Sinclair	JS	Representative of the Faculty of Science, Engineering and Medicine
	Professor Pat Tissington	PT	Academic Director (Employability and Skills)
Professor Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience)	
Attending	Geraldine Connelly	GConnelly	Assistant Registrar, Education Policy and Quality (Assistant Secretary)
	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality)
Ref	Item		
001	Apologies for absence Apologies were received from Professor Chris Hughes, Professor Colin Sparrow, Dr Beccy Freeman, Dr Miriam Gifford, Dr Lucy Hammond, Professor Elizabeth Jones and Professor Jo Angouri.		
002	Terms of Reference and Membership The terms of reference and changes to the membership were received and approved.		
003	Declarations of Interest No new declarations were made.		
004	Minutes of last meeting on the 6 June 2019 The minutes of the meeting held on 6 June 2019 were received and approved.		
005	Matters arising from last meeting on 6 June 2019 The Committee received a report (006-AQSC151019) and the key points and discussions were as follows: (a) Quality Code Mapping The mapping of the QAA's Quality code will be brought forward to the next meeting of AQSC. (b) Timeliness of Feedback Review <ul style="list-style-type: none"> A meeting between AC, EPQ and the Chairs of Faculty Education Committees took place to discuss the approach currently taken towards the timeliness of feedback and agreed that it would largely be 		

continued in the same way, but that lists of current active modules should be provided and the timeliness of feedback reported against them individually.

- The Chairs of Faculty do not have authority to take action where there are cases of delayed turnaround times in feedback.

DECISION: Data for feedback turnaround times to be supplied for TEG meetings

(c) Moderation Guidance

The guidance for moderation will come forward to AQSC in due course, noting that the Marks Management Group Project could be impacted by this.

(d) Review of Assessment: Academic integrity

Proposals concerning guidance on preventing and handling cheating and plagiarism are to come to AQSC in due course.

(e) Review of Assessment: Assessment Strategies and implementation of principles arising from sub-group

- The Academic Development Centre have begun drafting guidance, some of which is now available online
- An implementation plan is currently being developed and will come forward to AQSC in due course

(f) Credit and Module Framework

- The principles to introduce a standardised credit tariff at UG level was approved by the Senate on the 3 July 2019, with the exception that 10 credit modules would be permitted for specific disciplines
- The credit and module framework for Postgraduate courses will be reviewed next.

(g) Refocus of the Graduate School

- JGH and AChmChurm are members of the PGT working group established to develop a strategy for postgraduate provision across the University with the refocus of the Graduate School to form the Doctoral College
- The Chairs of the Faculty Education Committees have not yet been contacted regarding the PGT working group and should be kept informed of the ongoing work

ACTION: The Chair of AQSC to discuss representation on PGT working group with Rhiannon Martyn and Professor Kirsty Hooper from the Doctoral College.

(h) Degree Classification – A statement of intent (UKSCQA)

- Following consultation on the implementation of a statement of intent across the UK, there is an expectation that all UK Higher Education providers will publish data concerning degree classifications with an explanatory statement. Degree outcomes statements are expected to be published by higher education institutions by the end of 2019/20 but this is not currently a mandatory requirement.
- Paper 023-AQSC15119 provides the briefing on the UKSCQA and QAA Degree Outcomes Statements and Degree Classification Descriptors.
- Consideration of the impact of the Review of Assessment on the statement should be made when preparing it.

(i) Revisions to Regulation 11

- The revisions made were approved by the Senate on the 3 July 2019
- That the Director of Education Policy and Quality will be looking to review regulations more broadly in the coming year.

Chair's Update

006

Chair's Business

The Committee received and noted an update from the Chair:

- The Education Executive has agreed the top 10 priorities for the academic year 2019/20.

Theme Heading	
007	<p>Students Union Updates</p> <p>The Committee received several verbal reports with key details and discussions, as below:</p> <ul style="list-style-type: none"> • The new Chief Executive of the Students Union, Robert Parkinson, is now in place. • The SU have agreed and published their top ten priorities for the 2019/20 academic year. The Priorities are available via the following link: https://www.warwicksu.com/news/article/warwicksu/SU-Officer-Teams-Top-10-priorities-for-2019-20/. • The autumn elections for course representatives are taking place this week through a new online system and new members will be in place by the week commencing the 21 October 2019.
008	<p>Decolonisation of the Curriculum</p> <p>The Committee received a verbal report with key points and discussions were as follows:</p> <ul style="list-style-type: none"> • An update report will come forward to the next Committee meeting once necessary clarifications of the remit and direction of travel of the project have taken place. • Recruitment of decolonisation advocates has begun, with the intention that these advocates would be working with academic departments to look at their courses. • The project could be extended to a variety of other areas of work and processes (such as HR) and fits with the pedagogical work arising from SLEEC, but the focus currently remains on curriculum as there is a limit to the resource available and therefore to the scope. There is other work taking place in this area, particularly in WIHEA Learning Circles. • This conversation should be widened to departmental Education Committees with reports being received there and reported on to Faculty Education Committees and the Directors of Student Experiences and Progression (DSEP's). • That formal consideration of the report lies with the Student Learning Experience and Engagement Committee, but AQSC are being kept up to date with the project for the purposes of curriculum review work.
009	<p>Student Surveys PTES & PRES</p> <p>The Committee received a report (010-AQSC151019) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • That it was important for the Faculty Education Committee's to have sight of the PTES and PRES survey results and analysis • That with no representation from the Doctoral College and with the Academic Director (Graduate Studies) absent, that the item should be raised for further discussion at the next committee meeting. <p>ACTION: The Committee agreed that the item would be brought forward to the next Committee meeting with representation from the Doctoral College.</p>
010	<p>Results of the National Student Survey 2019</p> <p>The Committee received a report (011-AQSC151019) and a verbal report from the Assistant Registrar (Monitoring and Review) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • 2019 is the first time in four years that all departments have responses that have reached the publication threshold. • The headlines from the results are positive and are reflective of the hard work undertaken in departments and the recognition from students that there is significant change taking place. • The University are still not firmly ahead of the sector, or in top quartile for number of sections. Assessment and Feedback has seen the best results for five years in assessment overall, but there are still issues in the individual questions concerning marking criteria and helpfulness. The Review of Assessment should address this and positively affect student satisfaction. • Teaching has improved, but the institution is still 55th in the sector. Transformational work being delivered by the Education Strategy will continue to improve satisfaction rates in this area

	<ul style="list-style-type: none"> • The Teaching Excellence Group meetings for 2019 have commenced and survey data will be reviewed in further detail as part of these meetings and looking at action plans. The outcomes of the process will be reported to AQSC in Term 2 and will feed in to the Academic Resourcing Committee's (ARC) annual planning cycle. • The NSS results show a thematic issues arising is study space and the need for particular types of space. The data also suggests that students are looking for more access to resources the University offers, but are unable to access. An SPD project is in transit to look at student access to services (Accessing Opportunities and Services Programme (AOS)). • Student feedback will be used in order to inform timeframes for module selection, as part of the SPI project coming forward. • The Student Learning Experience and Engagement Committee (SLEEC) are looking at the area of 'Learning Community' • The single question for the Students Union (SU) may not accurately reflect the work that is being undertaken by the SU. Strengthening communication channels between the University and the SU and the changes arising from the Academic Representation Project should drive improvement with this NSS question.
011	<p>Course and Module Approval Update</p> <p>The Committee received a report (012-AQSC151019) and a verbal report from the Assistant Registrar (Monitoring and Review) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • There has been significant work taking place to improve course and module approval processes, with the focus for the last 6-12 months being on systems development and improvement. • Record keeping across the University is variable and the Education Policy and Quality team with SPI are working to establish full, complete and digital records of our education offering. To date, 870 course records and 252 modules were identified as no longer in use and will be formally discontinued. The University are looking to introduce an outline approval process for all new courses going forward. This is already in place for Partnership agreements and Degree Apprenticeships. • The existing module catalogue is to be retired and a new catalogue introduced with staff and student interfaces. Tools will be created to enable data held in the catalogue to be pulled through to department webpages and other virtual learning environments. The projects aim to improve efficiency and reduce duplication. Once the project has developed further, AQSC will be asked to consider whether the new catalogues will be used as definitive sources of information across the institution. • The next steps of the project are to confirm the specification of the staff and student interfaces and publish course and module information. It is anticipated that the catalogues will be launched at Easter 2020. In the longer term, these systems and the process they enable should drive module selection, timetabling and exam timetabling amongst other processes. • Consideration of the requirements for information published on interdisciplinary modules and collaborative courses, and information that should be made available for exchange and visiting students' needs to take place.
012	<p>Collaborative Review of Degree Apprenticeships</p> <p>The Committee received a verbal report with a verbal report from WC. Key points and discussions were as follows:</p> <ul style="list-style-type: none"> • A two day collaborative review of Degree Apprenticeships had taken place in September 2019 and a report on the Review will be considered by the Degree Apprenticeships Steering Group in October, before coming to AQSC. • That the policy and procedure for discontinuing a Degree Apprenticeship course needs consideration.. <p>DECISION: That the report on the collaborative review would be considered at the next Committee meeting.</p>

013	<p>Collaborative Report – London Film School Validation Review</p> <p>The Committee received a report (014-AQSC151019) and a verbal report by WC. Key points and discussions were as follows:</p> <ul style="list-style-type: none"> • Both partners are keen to extend the agreement for a further term and an action plan and timescales have been drafted and sent to the London Film School. This will be reported to the Partnerships Committee in Spring 2020. • That the partnership brings significant benefits and is central to retaining the Department of Film and Television Studies’ recruitment position although it was noted that validations can require considerable resource to maintain. • The validation agreement with the London Film School took place as an exception for strategic reasons and is working well, with recognised benefits. However, validated provision is high risk and so requires appropriate documentation and oversight. • A formal policy on validation agreements needs to be created which includes specification of which University services and facilities the students of validated partners are able to access.. <p>DECISION: The committee approved the programmes for renewal for a further period.</p> <p>ACTION: That the agreed action plan would be reported to AQSC after it had been considered by the Partnerships Committee in the Spring Term 2020.</p>
014	<p>Degree Apprenticeships Policies</p> <p>The Committee received a verbal report by WC that the policies would be considered by the Degree Apprenticeships Steering Group in October, before coming to AQSC.</p> <p>ACTION: That the item on Degree Apprenticeships policies would be considered at the next Committee meeting.</p>
015	<p>Annual Quality Report</p> <p>The Committee received a report (016-AQSC151019) and a verbal report by KG. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The report sets out to demonstrate to Council and Audit and Risk Committee how the OfS Conditions of Registration relating to quality assurance were met in 2018/19 and includes improvement projects. • Further changes could be made in the coming days before the report was submitted and the committee were invited to share their comments on this. <p>ACTION: That Committee members submit any comments they have on the report to the Senior Assistant Registrar (Teaching Quality) by the 17 October 2019.</p>
016	<p>Transparency Data</p> <p>The Committee received a report (017-AQSC151019) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • From the 1 August 2019, transparency data has been published containing information on admissions and degree outcomes and will need to include completion rates in future years. • The Office for Students specify the data required and the information is publicly available on University’s external facing website via the following link: www.warwick.ac.uk/about/data.
017	<p>Attendance Monitoring & Compliance Working Group</p> <p>The Committee received a report (017-AQSC151019) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Compliance Working Group that reported to the AQSC has been disestablished and replaced by a UKVI Sponsor Licence Compliance Group which reports to the University Executive Board and the Audit and Risk Committee. • The requirements of the UKVI for the monitoring of Tier 4 students and engagement of all students have become more explicit and challenging in recent years. Evershed’s recent report of the University’s monitoring systems highlighted a number of issues that require change to take place.

	<ul style="list-style-type: none"> The Committee agreed that the existing monitoring system is cumbersome and not fit for purpose and that further consideration needs to be taken to find a suitable replacement. However the Committee was reluctant to advocate separating a system for monitoring welfare and engagement from a system for monitoring attendance for UKVI compliance purposes. Best practice across the sector should be looked at before arriving on a decision for a new system. A new system should be driven by pedagogic and welfare concerns, that is user-friendly for all. The development of learner analytics also needs to be considered further given the ethical issues that arise with this area. The development of an ethical framework for learner analytics is currently being considered through SLEEC. Committee members echoed concerns raised in the report regarding the operational value and effectiveness of the Continuation of Registration Committee as a process.
Items below this line were for receipt and/or approval, without discussion	
Subsidiary and Sub-Committee Reports	
018	Minutes of the Partnerships Committee: https://warwick.ac.uk/services/gov/committees/partnerships/minutes/
Approved by Chair's Action	
019	Course Discontinuation Policy The Committee received and noted the report (020-AQSC151019).
020	Alternative Assessments and Changes to Course Regulations The Committee received and noted the report (021-AQSC151019).
021	Updated OIA Guidance - The Good Practice Framework: Fitness to Practice The Committee received and noted the report (021-AQSC151019).
Next meeting: 10.00 am, Tuesday 19 November 2019, CMR 1.0, University House	

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
93 (g) - Timeliness of Feedback Review	ACTION: A meeting comprising the Deputy Pro-Vice Chancellor (Education), the Chairs of the Faculty Education Committees, the Faculty Secretaries and Teaching Quality staff to decide on the terms of reference of the review will be held on 24 July 2019.	KG September 2019	Completed
102 - Collaborative PhDs	ACTION: The Academic Directors (Partnerships and Graduate Studies) are liaising to reformat the paper, in line with a wider process review on collaborative PhDs.	WC/CS September 2019	Ongoing <i>To come forward to Nov 2019 meeting</i>
120 (a) – Matters arising	ACTION: 1) Moderation guidance; 2) Plans for induction/training for external examiners	AC/CW December 2019	Ongoing

	To be developed via the Examination Board procedures sub-group		
120 (c) – Matters arising	DECISION: Paper on Maximum period of study to be considered at AQSC meeting on 17 September 2019	CW August 2019	Ongoing <i>To come forward to Nov 2019 meeting</i>
120 (e) – Decolonisation of the curriculum – SU Matters arising	ACTION: Report on pilot project on decolonisation of the curriculum to be reported to AQSC at meeting on 17 September 2019	SU representatives Secretary/Assistant Secretary August 2019	Ongoing <i>To come forward to Nov 2019 meeting</i>
120(g) – HEAR review	ACTION: Professor Andy Clark will review any potential issues with HEAR statements arising from the digitisation and confirmation exercise carried out by Teaching Quality over the summer 2019.	DD/AC December 2019	Ongoing
120 (i) – Revisions to Course Discontinuation Policy and Procedures	ACTION: 1) Revise policy and template of course discontinuation policy (Assistant Registrar, Monitoring and Review) 2) Amend the Student Protection Plan (Interim Director of Education Policy and Quality)	GC July 2019	Completed
		KG July 2019	Ongoing <i>To come forward to January 2020 meeting</i>
120 (j) – Collaborative Management Group Terms of Reference	ACTION: Revise terms of reference of Collaborative Management Group and Boards of Examiners, revision to be approved via Chair’s action.	WC, LB, CV	Completed
123 – Review of Assessment	DECISION: That all proposals as set out in document 123-AQSC060619, main report in section 6, be approved subject to amendments as set out in 1 c (ii) and 1 d (ii) above and be recommended to the Senate for approval at its meeting on 3 July 2019. ACTIONS: 1) Revise 123-AQSC060619 in light of changed progression requirements approved via Chair’s action for Integrated Master’s students from year 2 to year 3; 2) Revise 123-AQSC060619 in light of the complexity around the terminology of core modules and imbalances of course profiles for the undergraduate borderline algorithm; 3) Academic Integrity sub-group to consider clear responsibility of ownership of	July 2019	Senate Approved 3 July 2019: <ul style="list-style-type: none"> Minor amendment: Error in wording to Integrated Masters progression requirements updated (Senate paper 113-S030719) Major amendment: The Senate amended the proposed deadline for the submission of assessed work in Regulation 36 from 9am-4pm to 12 noon (mid-day).
		CG	Completed
		CG	Completed
		RC/FG September 2019	Ongoing

	<p>guidance in relation to plagiarism and cheating and to agree final and definitive guidance for students on this matter before the start of the academic year 2019/2020;</p> <p>4) Assistant Registrar (Assessment) to finalise implementation plan of all actions arising from the proposals to be approved by the Senate on 3 July 2019</p>	CG July 2019	Completed
124 - Strategic item for discussion: Review of Assessment/ Assessment Strategies and implementation of principles arising from sub-group	<p>ACTION:</p> <p>An action plan to implement the proposals to diversify assessment strategies to be developed by the Committee using the feedback in relation to agenda item 124-AQSC060619 discussed at the meeting.</p>	All GVV/DL October 2019	Ongoing
125 – Credit and module framework	<p>DECISION:</p> <p>That the principles to introduce a standardised module tariff of 15, 30, 45, and 60 as set out in 125 – AQSC060619 be endorsed.</p>	July 2019	Completed <i>Senate Approved 3 July 2019</i>
126 – Refocus of the Graduate School	<p>DECISION:</p> <p>1) That the principles of the review of the Graduate School as set out in document 126-AQSC060619 should be endorsed;</p> <p>2) That Lucy Hammond and Jo Garde-Hansen should be part of the PGT working party representing the Academic Quality and Standards Committee when considering a PGT strategy for the University.</p>	July 2019	Completed <i>Senate Approved 3 July 2019</i>
127 – Degree Classification – A statement of intent (UKSCQA)	<p>ACTION:</p> <p>1) Members with interest to contribute to the University’s analysis of and action in response to the Statement of Intent were invited to contact the Secretariat;</p> <p>2) A full analysis of the Statement of Intent would be conducted by Teaching Quality to be considered at the next meeting of the Committee on 17 September 2019.</p>	ALL August 2019	Ongoing
		KG/DD August 2019	Ongoing <i>Initial analysis provided to October 2019 meeting. Further details to come forward to 2020 meeting</i>
128 – Good Practice Guide on Information to Students	<p>DECISION:</p> <p>1) The document was endorsed subject to minor factual changes;</p> <p>2) The document in future be considered by the Student Learning Experience and Engagement Committee (SLEEC) and not</p>		

	<p>AQSC as it naturally fitted in better with the remit of SLEEC.</p> <p>ACTION:</p> <p>Members to send any further comments on the document to the Secretariat.</p>	<p>ALL June 2019</p>	<p>Completed</p>
<p>129 - Revisions to Regulations arising from the Engineering Council accreditation for courses in Engineering and WMG</p>	<p>DECISION/ACTION:</p> <p>That the revised regulations be recommended for approval to the Senate for implementation from the cohort of students starting in 2019/2020, subject to minor modifications to Regulation 8.4 to clarify the award of a Pass degree and to the Specific Requirements for Taught Postgraduate Awards to clarify the pass mark of the dissertation in the table. Members of the Committee resolved that the Chair be able to take Chair's action on behalf of the Committee to approve the changes requested.</p>	<p>CG and DL June 2019</p>	<p>Completed <i>Senate Approved 3 July 2019</i></p>
<p>130 – Revisions to Requirements for Postgraduate Taught Awards</p>	<p>DECISION:</p> <p>That the revisions to the Requirements for Taught Postgraduate Awards as set out in 130-AQSC060619 in relation to failure of assessments due to late submission penalties be recommended to the Senate for approval from the start of the academic year 2019/2020.</p>	<p>July 2019</p>	<p>Completed <i>Senate Approved 3 July 2019</i></p>
<p>131 – Revisions to Regulation 8.10 (MBChB)</p>	<p>DECISION:</p> <p>That the revisions to Regulation 8.10 (MBChB) as set out in 131- AQSC060619 in relation to aligning the Regulation to the recently introduced engagement criteria on the MBChB be recommended to the Senate for approval from the start of the academic year 2019/2020.</p>	<p>July 2019</p>	<p>Completed <i>Senate Approved 3 July 2019</i></p>
<p>132 – Revisions to Regulation 11</p>	<p>DECISION:</p> <ol style="list-style-type: none"> 1) That the revisions as set out in document 132-AQSC060619 be recommended to the Senate for approval from the start of the academic year 2019/2020, subject to minor amendments to be approved via Chair's action. 2) That the University's assessment and award regulations were not fit for purpose and would need to be urgently reviewed, this would be one of the priorities for the Committee in the academic year 2019/2020. 3) That updates of assessment and award regulations should be carried out on an 	<p>DL/KG June 2019</p>	<p>Completed <i>Senate Approved 3 July 2019</i></p>

	<p>annual basis by a sub-group of the Committee rather than on an adhoc basis as was the currently the case.</p> <p>ACTION:</p> <p>A proposal should be developed for an initial review and the ongoing maintenance of academic regulations, including Terms of Reference for a sub group of the Committee to provide oversight and make recommendations about academic regulations.</p>	DL/KG October 2019	Ongoing
133 – Revisions to the Timeliness of Feedback Policy	<p>DECISION:</p> <p>The Committee resolved that the revisions to the Timelines of Feedback Policy as set out in document 133–AQSC060619 be recommended to the Senate for approval from the start of the academic year 2019/2020.</p>	CG July 2019	Completed <i>Senate Approved 3 July 2019</i>
2019/20			
005(a) Timeliness of Feedback Review	<p>DECISION:</p> <p>Data for feedback turnaround times to be supplied for TEG meetings.</p>	EPQ October 2019	
005(g) Refocus of the Graduate School	<p>ACTION:</p> <p>The Chair of AQSC to discuss representation on PGT working group with Rhiannon Martyn and Kirsty Hooper from the Doctoral College.</p>	DL January 2020	
009 Student Surveys PTES & PRES	<p>ACTION:</p> <p>The Committee agreed that the item would be brought forward to the next Committee Meeting with representation from the Doctoral College.</p>	CS November 2019	
012 Collaborative Review of Degree Apprenticeships	<p>DECISION:</p> <p>That the report on the collaborative review of Degree Apprenticeships would be considered at the next Committee meeting.</p>	WC November 2019	
013 Collaborative Report – London Film School Validation Review	<p>DECISION:</p> <p>The committee approved the programmes for renewal for a further period.</p> <p>ACTION:</p> <p>That the agreed action plan would be reported to AQSC after it had been considered by the Partnerships Committee in the Spring Term 2020</p>	WC/LB April 2020	
014 Degree Apprenticeships Policies	<p>ACTION:</p> <p>That the item on Degree Apprenticeships</p>	WC November 2019	

	policies would be considered at the next Committee meeting.		
015 Annual Quality Report	ACTION: That committee members submit any comments they have on the report to the Senior Assistant Registrar (Teaching Quality) by the 17 October 2019.	ALL 17 October 2019	