UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee
held on Friday 1 February 2008

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

Apologies: Ms S Bennett, Professor A Caesar, Dr K Flint, Mr J Kirby, Mr P
                 Ptashko

In attendance: Ms J Bradfield, Dr J Moss; Ms R Wooldridge Smith, Director of the
                 Careers Centre (for item 59/07-08).

49/07-08   Minutes of the previous meeting

                 RESOLVED:

                 That the minutes of the meeting held on Wednesday 21 November
                 2007 be approved.

50/07-08   Matters arising

                 (a)   Learning, Teaching and Assessment Enhancement Strategy
                          (minute 26(c)/07-08 referred)

                          CONSIDERED:

                          A revised draft of the Learning, Teaching and Assessment
                          Enhancement Strategy, paper AQSC 6/07-08 (revised).

                          RESOLVED:

                          (i)   That members of the Committee forward further
                                   comments to the Secretary;

                          (ii)   That the draft of the Learning, Teaching and
                                   Assessment Enhancement Strategy be further revised
                                   along the lines discussed at the meeting and forwarded
                                   to Faculty Boards and then all departments for
                                   consideration;

                          (iii)   That a further draft, revised in the light of comments
                                   from Faculty Boards and departments, be prepared for
                                   the first meeting of the Committee in the summer term.

                 (b)   QAA Audit of Collaborative Provision: WMG and Hong Kong
                          Polytechnic University (minute 28/07-08 referred)

                          REPORTED:

                          (i)   That the Committee at its meeting on 21 November
                                   2007 resolved that Professor Easton, Professor

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Bridges and Dr Roberts, as members of the Committee who in 2005 served on the Committee's Working Group on Quality Assurance Issues on WMG Overseas Courses, meet with Dr A Dowd, Warwick Manufacturing Group, to review the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, paper CFDLSC 20/07-08, in order to:

(A)   review the Working Group's original recommendations and the follow-up to them;

(B)   consider recommendations of the Collaborative, Flexible and Distributed Learning Sub-Committee;

(C)   identify issues affecting the University more widely and propose mechanisms for addressing these, it being noted that the recommendation from the Collaborative, Flexible and Distributed Learning Sub-Committee concerning training and development opportunities for Teaching Fellows would be considered by the Learning and Development Centre;

and further resolved that the identified members of the Committee report on their deliberations to the next meeting of the Committee.

(ii)   That those members of the Committee identified in (i) above had met to consider the QAA report further, and that a written report on the deliberations of and recommendations proposed by Professor Easton, Professor Bridges and Dr Roberts concerning the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, would be considered at the next meeting of the Committee.

(c)   Module Approval Form (minute 32/07-08 referred)

REPORTED:

(i)   That the Committee at its meeting on 21 November 2007 considered proposed amendments to the Module Approval form to request a more detailed description of the assessment methods in question 13, to allow the Academic Office's Mark Entry Project better to serve the needs of the academic community while also ensuring the University will comply with new HESA reporting requirements with effect from the 2007-08 academic year, and proposed amendments to the Module Approval form to require more detail on the expected student effort during a module rather than only contact hours in question 12, paper AQSC 20/07-08, and resolved that the proposed amendments to the Module Approval form not be approved, and that

different mechanisms for capturing information necessary for the Mark Entry Utility be developed.

(ii) That discussions were continuing and a revised proposed draft of the Module Approval form would be brought to the next meeting of the Committee.

51/07-08   Chair's Action

REPORTED:

That subsequent to the last meeting of the Committee the Chair, acting on its behalf, took action to approve the list of courses to be included in the Strategic Departmental Review of the Centre for Lifelong Learning taking place on 29, 30 and 31 January 2008 as set out in paper AQSC 38/07-08.

52/07-08   Chair's Business

(a)   QAA Institutional Audit

REPORTED (by the Chair):

That the Chair had consulted colleagues at a number of other institutions concerning preparations for QAA Institutional Audit.

(b)   1994 Group research reports

REPORTED (by the Chair):

That the Chair had attended two events launching research reports carried out by the 1994 Group, the 'Student Experience Policy Statement' and '*New Foundations, Enduring Values* Undergraduate Education, Research-intensive Universities and the Government's Reforms of 14-19 Education in England', it being noted that each event had been attended by the Secretary of State for Children, Schools and Families.

Note
The reports are available from the 1994 Group website:
http://www.1994group.ac.uk/documents/public/SEPolicyStatement.pdf
http://www.1994group.ac.uk/documents/public/SEPolicyReport.pdf
http://www.1994group.ac.uk/documents/public/NewFoundationsEnduringValues

(c)   Strategic Department Review of the Centre for Lifelong Learning

REPORTED (by the Chair):

That the Chair had been involved in some meetings in the Strategic Departmental Review of the Centre for Lifelong Learning.

53/07-08   Progress of Committee recommendations

REPORTED:

That the Senate at its meeting on 5 December 2007 resolved that recommendations from the Committee under the following headings be approved:

(a)   Transfers of PGR students from other universities;
(b)   Amendment to Course Approval form;
(c)   New and extended collaborative courses;
(d)   Regulation Changes: Fitness to Practice;
(e)   Amendments to Regulation 6 on Admission to the University.

54/07-08   University Credit Framework

CONSIDERED:

Proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme to provide further guidance on a number of credit-related issues, paper AQSC 35/07-08.

RESOLVED:

(a)   That members of the Committee forward any further comments to the Secretary;

(b)   That the proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme be revised along the lines discussed at the meeting and forwarded to Faculty Boards for consideration;

(c)   That a further draft, revised in the light of comments from Faculty Boards, be prepared for the next meeting of the Committee.

55/07-08   Teaching and Learning Enhancement Fund (QEWG minute 3(a)/07-08 referred)

REPORTED:

That the Quality Enhancement Working Group at its meeting on 16 November 2007 considered guidelines for allocating TQEF funding in 2007-09, paper EL 2/07-08 (revised) and resolved that the Group's concerns about the current absence of a funding stream for teaching enhancement projects, other than those with an e-learning focus, be reported to the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) and to the Committee.

CONSIDERED:

A paper drafted by the Chair and the Secretary on proposals for a new teaching and learning enhancement fund, paper AQSC 36/07-08.

RESOLVED:

(a)   That the Committee supported the re-establishment of a Teaching and Learning Enhancement Fund to support projects aimed at continuing to enhance learning, teaching and assessment across the University, in line with the University's 2015 Strategy goal of sustaining an exceptional teaching and learning experience;

(b)   That the paper drafted by the Chair and the Secretary on proposals for a new teaching and learning enhancement fund, paper AQSC 36/07-08, be revised along the lines discussed at the meeting and circulated to members of the Committee for further comment prior to the Chair discussing it with the Senior Management Team and Steering Committee;

(c)   That, should the T&L Enhancement Fund be established, projects supporting the delivery of the University Strategy would be prioritised;

(d)   That, within such a Fund, the mechanism for allocating support to projects would be reconsidered, with the possibility of granting a portion of any funding to teaching enhancement groups established in each of the Faculties, to address Faculty priorities.

56/07-08   QAA Institutional Audit

REPORTED:

(a)   That the Briefing Visit for the QAA Institutional Audit would take place on 7-9 October 2008, with the main Audit Visit on 10-14 November 2008.

(b)   That the QAA Assistant Director appointed to the Institutional Audit was Dr Gillian King, Deputy Director (Audit);

(c)   That QAA had written to the Vice-Chancellor informing him that the University's collaborative courses would be included in the main Audit, with no separate Collaborative Provision Audit.

CONSIDERED:

An update from the Senior Academic Coordinator for Audit and Enhancement on preparations for the Institutional Audit, including a departmental 'healthcheck'.

57/07-08   Teaching Staff (AQSC minute 27/07-08 referred)

REPORTED:

That the Quality Enhancement Working Group at its meeting on 14 January 2008 considered a report from Ms Sue Bennett, Director of the Learning and Development Centre, on the training and

development of Teaching Fellows, part-time teachers and 'Teaching Elements' (paper QEWG 8/07-08) and recommended:

(a)   That the report from Ms Sue Bennett, Director of the Learning and Development Centre, on the training and development of Teaching Fellows, part-time teachers and 'Teaching Elements' be approved as set out in paper QEWG 8/07-08;

(b)   That the Chair [Professor K O'Brien] and the Director of the Learning and Development Centre continue to work with a range of colleagues to develop proposals, including in the areas of an audit/short questionnaire for departments to establish the roles and responsibilities of Teaching Fellows, part-time teachers and others, possible models for demonstrating and recording the competencies of such colleagues, and establishing thresholds at which particular forms of assurance activity may become relevant.

(draft unconfirmed minute)

CONSIDERED:

A report prepared by Ms Sue Bennett, Director of the Learning and Development Centre, on the training and development of Teaching Fellows, part-time teachers and 'Teaching Elements', paper QEWG 8/07-08.

RESOLVED:

That Professor L Bridges and Ms S Bennett, working with Human Resources and other colleagues as appropriate, draft proposals for policies and implementation processes relating to the induction, ongoing development and monitoring of Teaching Fellows, part-time teachers and 'Teaching Elements' and bring these proposals to the next meeting of the Committee.

58/07-08   Assessment

(a)   New marking scale (minute 33(a)/07-08 referred)

REPORTED:

That the Committee at its meeting on 21 November 2007 considered a summary of responses to the Chair's invitation to participate in the pilot of the new marking scale for undergraduate modules, paper AQSC 21/07-08, together with a report from the Education Officer & Deputy President of the Students' Union on recent student reaction to the pilot of the new marking scale and resolved that the Chair and Deputy President & Education Officer of the Students' Union report to the next meeting of the Committee on ongoing discussions of the new marking scale.

CONSIDERED:

An oral report from the Chair on the pilot of the new marking scale and a modelling exercise based on 2007 final-year results.

RESOLVED:

(i)   That no further modelling work be carried out at the current time, given that the findings of the initial modelling were largely as expected;

(ii) That the Chair write to Heads of Department with initial findings from the pilot of the new marking scale and the modelling exercise based on 2007 final-year results and, where relevant, an invitation to respond with their experience of marking work using the new marking scale and descriptors.

(b)   Peer assessment and self assessment (minute 33(c)/07-08 referred)

REPORTED:

That the Committee at its meeting on 21 November 2007 considered a letter from Dr N Stewart, Department of Psychology to the Vice-Chancellor concerning second marking, paper AQSC 26/07-08, extracts from the QAA *Code of practice* concerning assessment practices, paper AQSC 27/07-08, and a background paper prepared by the Secretary setting out some examples in the area of peer assessment and self assessment, paper AQSC 22/07-08 and resolved that papers AQSC 22, 26 & 27/07-08 be considered at the next meeting of the Committee.

CONSIDERED:

(i)   A letter from Dr N Stewart, Department of Psychology to the Vice-Chancellor concerning second marking, paper AQSC 26/07-08;

(ii) Extracts from the QAA *Code of practice* concerning assessment practices, paper AQSC 27/07-08;

(iii) A background paper prepared by the Secretary setting out some examples in the area of peer assessment and self assessment, paper AQSC 22/07-08.

RESOLVED:

That the Secretary draft a document for distribution to departments including examples of good practice in peer assessment and self assessment as practised at the University for discussion at the next meeting of the Committee.

59/07-08   Employability Strategy

REPORTED:

That the Quality Enhancement Working Group at its meeting on 14 January 2008 considered a draft Employability Strategy prepared by Ms Roberta Wooldridge Smith, Director of Careers and Employability, paper QEWG 2/07-08 (revised) and recommended that the draft Employability Strategy be approved as set out in paper QEWG 2/07-08 (revised).

(unconfirmed QEWG minute 17/07-08)

CONSIDERED:

A draft Employability Strategy prepared by Ms Roberta Wooldridge Smith, Director of Careers and Employability, paper QEWG 2/07-08 (revised).

RESOLVED:

That the Director of the Careers Centre revise the draft Employability Strategy along the lines discussed at the meeting and re-present the revised version at the next meeting of the Committee.

60/07-08   Student Surveys

REPORTED:

(a)   That the results for the Academic Satisfaction Review 2007 will be circulated to departments shortly;

(b)   That the Board of Graduate Studies at its meeting on 17 January 2008 considered participation in the Higher Education Academy's Postgraduate Research Survey Experience this academic year and recommended that the University use the Postgraduate Research Survey Experience instead of the Academic Satisfaction Review to gather feedback from postgraduate research students this academic year, noting that further thought needed to be given to mechanisms for surveying taught postgraduate students.

(unconfirmed BGS minute 45(d)/07-08)

(c)   That a proposed review of the mechanisms for collecting and evaluating feedback from undergraduate and postgraduate students is under discussion and that the Senior Assistant Registrar (Teaching Quality) will report to the next meeting of the Committee.

CONSIDERED:

A proposal to conduct the Academic Satisfaction Review later in the spring term for first and second year undergraduate students and postgraduate taught students, noting that final year undergraduate students have been encouraged to participate in the National Student Survey 2008.

RESOLVED:

That the Academic Satisfaction Review be conducted later in the spring term for first and second year undergraduate students and postgraduate taught students, noting that final year undergraduate students have been encouraged to participate in the National Student Survey 2008 and that postgraduate research students will be invited to participate in the Higher Education Academy's Postgraduate Research Experience Survey.

61/07-08   <u>Amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test</u> (minute 42/07-08 referred)

REPORTED:

(a)   That the Committee at its meeting on 21 November 2007 <u>resolved:</u>

(i)   that members of the Committee forward to the Secretary comments on proposed amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test and Associated Guidance, paper AQSC 25/07-08, drafted by the Assistant Registrar (Examinations) in consultation with the Chair of the Committee, the Chair of the Board of Graduate Studies and the Academic Registrar, with a view to the Chair considering the proposed amendments to the Regulation ahead of the next meeting of the Senate;

(ii)   that the proposed amendments to the Associated Guidance be considered at the next meeting of the Committee.

(b)   That subsequent to the meeting of the Committee on 21 November 2007 the Chair, acting on its behalf, took action to approve proposed amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in paper AQSC 25/07-08 (revised).

(c)   That the Senate at its meeting on 5 December 2007 <u>resolved</u> that a recommendation from the Committee under the following heading be approved:

Amendments to Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test, and Associated Guidance.

CONSIDERED:

Proposed amendments to the Associated Guidance in respect of Regulation 11 Governing the Procedure to be Adopted in the Event of

Suspected Cheating in a University Test, paper AQSC 37/07-08
[previously part of AQSC 25].

RESOLVED:

That the Proposed amendments to the Associated Guidance in respect of Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, paper AQSC 37/07-08, be circulated to Heads of Department for comment, their comments to inform a revised version of the Guidance to be considered at a future meeting of the Committee.

62/07-08   <u>HE Academy/JISC Pathfinder programme: Departmental Impact Analysis</u> (minute 37/07-08 referred)

REPORTED:

(a)   That at the meeting of the Committee on 21 November 2007 it was <u>reported</u>:

(i)   that the e-Learning Steering Group at its meeting on 22 October 2007 had <u>considered</u> an 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08, and <u>resolved</u> that the following recommendations set out in paper EL 4/07-08 be approved:

(A)   that the University should continue its pluralistic approach to the development and support of e-learning developments but consider ways in which these might be brought together more strategically either through committee or staffing structures;

(B)   that the University should seek to support and enhance a needs-driven and agile approach to e-learning;

(C)   that the University should develop a high-level strategic direction in relation to e-learning specifically and pedagogical development more generally to provide a sense of purpose and legitimacy for those engaging in developments, it being noted that the University was consulting on a draft Learning, Teaching and Assessment Enhancement Strategy.

(ii)   that the e-Learning Steering Group at its meeting on 22 October 2007 had further <u>resolved</u> that it be noted that the following recommendations set out in paper EL 4/07-08 raised a number of issues that required further consideration:

(A)   That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition;

(B)   That the University ensure that a basic standard of equipment of teaching and learning spaces across the institution enables e-learning developments to be implemented.

(iii)   that the e-Learning Steering Group at its meeting on 22 October 2007 recommended that the Academic Quality and Standards Committee consider the following recommendation set out on page 4 of paper EL 4/07-08:

That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.

(b)   That the Committee at its meeting on 21 November 2007 received an 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08, and resolved that paper eLSG 4/07-08 be considered at the next meeting of the Committee.

CONSIDERED:

Paper eLSG 4/07-08, in particular the best method for taking forward the recommendation of the e-Learning Steering Group that the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.

RESOLVED:

That the recommendation from the e-Learning Steering Group that the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition be addressed through a number of mechanisms, including Warwick Awards for Teaching Excellence, the new Annual Review process and the proposed T&L Enhancement Fund.

63/07-08   Students' Union Education Consultation (minute 45/07-08 referred)

REPORTED:

That the Committee at its meeting on 21 November 2007 received the Students' Union Education Strategy consultation document, paper

AQSC 31/07-08, and <u>resolved</u> that paper AQSC 31/07-08 be considered at the next meeting of the Committee.

CONSIDERED:

Students' Union Education Strategy consultation document, paper AQSC 31/07-08.

RESOLVED:

That, in the light of the absence of the Education Officer, the Students' Union Education Strategy consultation document, paper AQSC 31/07-08, be considered again at a future meeting of the Committee, it being noted that the Students' Union was currently discussing a draft of their Education Strategy.

64/07-08   <u>Split-site PhDs</u>

REPORTED:

That the Board of Graduate Studies at its meeting on 17 January 2008 <u>received</u> a paper on split-site PhDs, paper BGS 25/07-08.
(unconfirmed BGS minute 45(f)/07-08)

CONSIDERED:

A paper on split-site PhDs drafted by the Chair of the Board of Graduate Studies, paper BGS 25/07-08, noting that the paper had been considered by the Fees Working Group and the International Office, and would shortly be circulated to Heads of Department for comment.

RESOLVED:

(a)   That members of the Committee pass any comments on the paper on split-site PhDs, paper BGS 25/07-08, to the Chair of the Board of Graduate Studies;

(b)   That the paper on split-site PhDs, paper BGS 25/07-08, be considered by the Collaborative, Flexible and Distributed Learning Sub-Committee at its next meeting.

65/07-08   <u>Reports from the Chairs of the Graduate Studies Committees to the Board of Graduate Studies</u>

REPORTED:

(a)   That the Board of Graduate Studies at its meeting on 17 January 2008 <u>received</u> oral reports from the Chairs of the Graduate Studies Committees, noting that the Chairs would welcome additional guidance being issued to departments on the appropriateness of seeking approval by Chair's action for different types of course/module proposals and the setting of deadlines during the year by which such proposals should normally be received and <u>resolved</u> that the Chair and the

Graduate School Office consider this request in conjunction with the Teaching Quality Unit and the Academic Quality and Standards Committee.

(unconfirmed BGS minute 47/07-08)

(b)   That the Chair of the Board of Graduate Studies was shortly to present a paper to the Steering Committee on possible methods of securing better alignment between different academic and financial review and planning processes for departments.

CONSIDERED:

The request from Chairs of Graduate Studies Committees for additional guidance to be issued to departments on the appropriateness of seeking approval by Chair's action for different types of course/module proposals and the setting of deadlines during the year by which such proposals should normally be received.

RESOLVED:

()   That the Secretariat clarify expectations of which proposals may be approved by departments, which may be approved by Chair's Action, and which must always be subject to scrutiny by the full Committee, it being noted that the cycle of arrivals and departures of staff make it inevitable that some decisions must be taken later than might normally be considered ideal;

()   That the Committee continue to reflect on quality assurance and enhancement processes, including Annual Course Review and the course and module approval and amendment systems.

66/07-08   <u>Amendment to Regulation 15 for Higher Doctorates</u>

REPORTED:

That the Board of Graduate Studies at its meeting on 17 January 2008 <u>considered</u> a background paper and proposed amendments to Regulation 15 (papers BGS 36/07-08 and BGS 27/07-08) and <u>recommended</u> that the proposed amendments to Regulation 15 be approved.

(unconfirmed BGS minute 50/07-08)

CONSIDERED:

(a)   A background paper for proposed amendments to Regulation 15, paper BGS 36/07-08;

(b)   Proposed amendments to Regulation 15, paper BGS 27/07-08.

RECOMMENDED (to the Senate):

That proposed amendments to Regulation 15 be approved as set out in paper BGS 27/07-08.

67/07-08   PhD in Multidisciplinary Studies

REPORTED:

That the Board of Graduate Studies at its meeting on 17 January 2008
considered an in-principle proposal for the introduction of a PhD in
Multidisciplinary Studies (paper BGS 29/07-08) and resolved that the
initial proposal be welcomed and the administrative and funding
arrangements be developed further before the proposal is
reconsidered by the Board.

                                        (unconfirmed BGS minute 52/07-08)

CONSIDERED:

An in-principle proposal for the introduction of a PhD in
Multidisciplinary Studies, paper BGS 29/07-08.

RESOLVED:

That the Board of Graduate Studies be invited to reconsider the
conditions under which a PhD might be awarded in two or three
disciplines, and the possible designations for such degrees.

68/07-08   Postnominals

REPORTED:

That the Board of Graduate Studies at its meeting on 17 January 2008
considered a summary of responses that were received from
universities on their current use of postnominals for sub-degree
courses (paper BGS 30/07-08) and a proposal to amend Ordinance
13 (paper BGS 31/07-08) and recommended that the proposal to
amend Ordinance 13, as set out in paper BGS 31/07-08, be approved.

                                        (unconfirmed BGS minute 53/07-08)

CONSIDERED:

(a)   A summary of the responses received from universities on
         their current use of postnominals for sub-degree courses,
         paper BGS 30/07-08;

(b)   A proposal to amend Ordinance 13, paper BGS 31/07-08.

RECOMMENDED (to the Senate):

That the proposal to amend Ordinance 13 on Degrees and Diplomas,
to introduce postnominal abbreviations for a number of University
awards, and to add Postgraduate Award to the list of University
awards, be approved as set out in paper BGS 31/07-08.

69/07-08   <u>New and amended courses</u>

REPORTED:

That the Board of Graduate Studies at its meeting on 17 January 2008 <u>approved</u> the following change of title and new postgraduate courses:

(a)   <u>Change of title</u>

from Postgraduate Diploma in Ethics and Practice of Implant Dentistry, to Postgraduate Diploma in Implant Dentistry.

(b)   <u>New courses</u>

(i)   Postgraduate Certificate in Transferable Skills in Science;

(ii)   Postgraduate Award in Transferable Skills in Science.

70/07-08   <u>Distribution of Committee papers</u>

CONSIDERED:

An oral report from the Secretary concerning options for reducing the volume of photocopying of Committee papers.

RESOLVED:

(a)   That the Secretariat consider the creation of a secure confidential online file space to hold committee papers;

(b)   That the Secretariat consider the preparation of abbreviated agendae to be circulated in hard copy to members of the Committee, either instead of or alongside full agendae, but with full agendae continuing to be available online;

(c)   That future proposals for collaborative courses not be distributed in full to members of the Committee in hard copy, but made available electronically.

71/07-08   <u>Next meeting</u>

REPORTED:

That the next meeting of the Committee will be held at **8.30am** on Wednesday 27 February 2008 in the Council Chamber, University House.