

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee held on Thursday 17 May 2007.

Present: Professor M Whitby (Chair), Professor L Bridges, Professor J Davis, Mr B Duggan, Dr K Flint, Professor M Harrison, Ms C Longworth, Professor M Luntley, Dr P O'Hare, Professor E Peile, Dr P Roberts

Apologies: Ms S Bennett, Dr R Moseley, Dr T Price, Professor M Smith, Professor S Swain

In attendance: Miss J Bradfield, Dr J Moss

71/06-07 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on 28 February 2007 be approved.

72/06-07 Matters arising

(a) Warwick Medical School – GMC review response (minute 28/06-07 referred)

REPORTED:

That planned follow-on visits by the General Medical Council were in progress in Warwick Medical School, and that no issues had been raised beyond those discussed in the previous GMC report and this departmental response.

CONSIDERED:

The response submitted by Warwick Medical School to the General Medical Council's review report, paper AQSC 75/06-07.

RESOLVED:

That the response submitted by Warwick Medical School to the General Medical Council's review report be approved, as set out in paper AQSC 75/06-07.

(b) National Student Survey (minute 60/06-07 referred)

CONSIDERED:

A report from the Secretary summarising final response rates across departments and for the University as a whole, paper AQSC 76/06-07.

RESOLVED:

That the departmental code assigned to students in Comparative American Studies be reviewed before the 2008 National Student Survey with a view to incorporating them into the History code.

- (c) Departmental senior tutors (minute 60(g)/06-07 referred)

REPORTED:

- (i) That the acting University Senior Tutor had confirmed that all departments have appointed a departmental senior tutor or have made alternative suitable arrangements to oversee the personal tutor system;
- (ii) That the Assistant Secretary would liaise with the new Senior Tutor, once in post, to confirm the arrangements for departmental senior tutors going forward.
- (d) Academic Satisfaction Review (minute 62/06-07 and BGS minute 83/06-07 referred)

REPORTED:

- (i) That the Academic Satisfaction Review 2007 had commenced.
- (ii) That the Board of Graduate Studies at its meeting on 3 May 2007 resolved:
- (A) that the Chair, acting on behalf of the Board, raise the Board's concerns at the next meeting of the Academic Standards and Quality Committee over whether the Academic Satisfaction Review would be carried out again in the same format;
- (B) that the Board consider the Academic Satisfaction Review at its next meeting.

73/06-07

Chair's Business

- (a) HEFCE/QAA Task Group on Quality Assurance and Employer Engagement in Higher Education

REPORTED:

That the Chair had joined the HEFCE/QAA Task Group on Quality Assurance and Employer Engagement in HE Learning.

RESOLVED:

That any member of the Committee with views or experience to share contact the Chair.

(b) Distinctiveness in Teaching and Learning

REPORTED:

That the Chair had discussed the latest draft of his report on distinctiveness in teaching and learning at Warwick with the Vice-Chancellor and senior management team, and would amend the report in the light of their comments before sending it to Chairs of Faculty, Heads of Department and Students' Union officers.

74/06-07 Chair's Action

REPORTED:

That the Chair had taken action on behalf of the Committee since its last meeting to approve the following new collaborative courses, subject to minor amendments, and that applications had been submitted to the European Commission for Erasmus Mundus support and funding for each course:

- (a) MA in International Performance Research proposed by the School of Theatre, Performance and Cultural Policy, in collaboration with the Universities of Amsterdam and Tampere;
- (b) MA in Economic Development: Growth, Institutions and History proposed by the Department of Economics, in collaboration with Lund University, Universidad Carlos III, Madrid and Sciences-Po, Paris.

75/06-07 Progress of Committee Recommendations

REPORTED:

That the Senate at its meeting on 14 March 2007 resolved that recommendations from the Committee under the following headings be approved (unconfirmed minutes):

- (a) Self-Certification of Student Absence;
- (b) National Quality Assurance Framework: Consideration of External Examiners' Reports;
- (c) Collaborative Course Approval.

76/06-07 Accreditation of Prior Learning Policy

(a) Method of approving requests for blanket exemption

CONSIDERED:

A paper drafted by the Secretary proposing a process for approving requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy, paper AQSC 77/06-07.

RESOLVED:

That the draft process for considering requests by departments for blanket exemptions from the Accreditation of Prior Learning Policy be further discussed at the next meeting of the Committee, along with proposals for clarifying the University's policies and procedures for APL and the accumulation of Warwick postgraduate awards towards Masters degrees and other qualifications.

(b) Request for exemption

CONSIDERED:

Proposal from the School of Health and Social Studies to allow applicants with particular qualifications obtained elsewhere to be exempted from particular modules, paper 79/06-07.

RESOLVED:

That the proposal from the School of Health and Social Studies to allow applicants for the Postgraduate Diplomas in Specialist Social Work (Children and Young People, their Families and Carers) and in Specialist Social Work (Adults) who have already passed the existing PQ1 module to be exempted from the Consolidation Module be approved as set out in paper 79/06-07, subject to clarification of an appropriate time limit to be agreed in consultation with the School.

77/06-07 TQI/Unistats website (minute 27/06-07 referred)

RECEIVED:

Recent newsletters from HEFCE and UCAS updating HEIs on the proposed Unistats website, paper 80/06-07.

78/06-07 Degree classification conventions and marking scales (minute 54/06-07 referred)

CONSIDERED:

An oral report from the Chair on the work of the Assessment Conventions Working Group and a written summary of the Working Group's deliberations to date, paper AQSC 78/06-07 (tabled), including the following main proposals:

- (a) Introduction of a 17-point marking scale, except for assessments and examinations already assessed using the full 100-point range;
- (b) Stretching of the ranges at the top and bottom of the new marking scale, to prevent the bunching of marks around the mean;

- (c) Development of a degree classification convention based primarily on the mean of module marks weighted to reflect module credit ratings and year of study, with a Grade Point Average-type measure recorded alongside the classification;
- (d) Clearly defined borderline zones within which departmental Boards of Examiners would retain discretion to make the most academically appropriate classification decision.

RESOLVED:

- (e) That proposals to allow credit overloads should make clear that such overloads be permitted only after a student has consulted their personal tutor or equivalent, and that departments would be able to limit the amount of additional modules allowed to their students;
- (f) That further consideration be given to the use of vivas in borderline cases;
- (g) That the summary of the Working Group's deliberations be amended along the lines discussed at the meeting and then passed to all four Faculty Boards for discussion.

79/06-07

Periodic Review of Postgraduate Courses in the Institute of Education
(BGS minute 70/06-07 referred)

REPORTED:

That at its meeting on 3 May 2007 the Board of Graduate Studies considered the report on the Periodic Review of Postgraduate Courses in the Institute of Education (paper BGS 26/06-07), together with the departmental response (paper BGS 35/06-07) and resolved that the report and departmental response be approved.

CONSIDERED:

The report on the Periodic Review of Postgraduate Courses in the Institute of Education, paper BGS 26/06-07, together with the departmental response, paper BGS 35/06-07, noting that the TQI website no longer existed and a TQI summary had therefore not been produced.

RESOLVED:

That the report on the Periodic Review of Postgraduate Courses in the Institute of Education and departmental response be approved as set out in papers BGS 26/06-07 and BGS 35/06-07 respectively.

New and revised postgraduate courses(a) New courses

REPORTED:

That at its meeting on 22 February 2007 the Board of Graduate Studies approved the following new course proposals:

- (i) Postgraduate Award entitled 'Developing Young Children in an Educational Context';
- (ii) MSc in Modelling Biological Populations and Interactions;
- (iii) MSc in Statistics;
- (iv) MSc in Computer Science and Applications;
- (v) MSc/PhD in Complexity Science.

That at its meeting on 3 May 2007 the Board of Graduate Studies approved the following new course proposals:

- (vi) PhD in Systems Biology;
- (vii) MA in International Security;
- (viii) CPD course entitled Contracts and Procurement;
- (ix) PG Cert in Academic and Professional Practice, subject to minor amendments and clarification of the University's policy for the accumulation of credits towards larger qualifications.

(b) Revised courses

REPORTED:

- (i) That at its meeting on 22 February 2007 the Board of Graduate Studies approved amendments to the following existing course:

MSc Economics

- (ii) That at its meeting on 3 May 2007 the Board of Graduate Studies approved amendments to the following existing course:

MSc in Process Technology and Business Management

(c) Name changes

REPORTED:

That at its meeting on 22 February 2007 the Board of Graduate Studies approved the following name changes in respect of existing courses:

- (i) from MA/PG Dip and PG Cert in 'British and Comparative Cultural Studies' to MA/PG Dip and PG Cert in 'Comparative Cultural Studies';
- (ii) from an MA degree specialism 'Art and Its Spaces' to an MA degree specialism 'The History and Politics of Display';
- (iii) from LLM Corporate Law and Governance to LLM Corporate Governance and Financial Regulation.

81/06-07 Next meeting

REPORTED:

That the next meeting of the Committee will be held at 9.30am on **Thursday 14 June 2007** in the Council Chamber, University House, noting that this was a change from the date published in the University Committee Timetable.

JDM/JB, 24.05.07

M:\Quality\Committees\AQSC\Minutes\06-07\aqsc mins 17 may 07.doc