UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of a meeting of the Academic Quality and Standards Committee held on
Thursday 21 February 2019

Present: Professor D Lamburn (Deputy Pro-Vice Chancellor (Education), (Chair), Professor J Angouri (Representative of the Board of Faculty of Social Sciences), Professor A Clark (Academic Director Undergraduate Studies), Professor G Cooke (co-opted member of staff in quality assurance role), Dr W Curtis (Academic Director, Partnerships), Dr R Forman (Representative of the Board of Faculty of Arts), Professor L Gracia (Dean of Students), Dr L Hammond (Representative of the Board of Faculty of Science, Engineering and Medicine), Professor E Jones (Representative of the Board of Faculty of Social Sciences), L Kennedy (Students' Union representative), Dr J Lee (co-opted member of staff in quality assurance role), Dr M Leeke (Representative of the Board of Faculty of Science, Engineering and Medicine), Professor C Sparrow (Academic Director, Postgraduate Studies), Professor G Van der Velden (Deputy Pro-Vice Chancellor (Student Learning Experience) and Chair of the Student Learning Experience and Engagement Committee) and R Wooldridge Smith (Deputy Academic Registrar).

Apologies: Dr J Garde-Hansen (Representative of the Faculty of Arts), Dr M Gifford (Representative of the Board of Faculty of Science, Engineering and Medicine), Dr J Heron (Representative of the Institute for Advanced Teaching and Learning), Professor C Hughes (Pro-Vice Chancellor (Education), E King (Students Union representative) and Professor P Tissington (Academic Director, Employability).

In attendance: K Gray (Secretary), C Gray (Assistant Secretary), D Derricott (Assistant Registrar, Monitoring and Review), K Johal (Administrative Officer, Complaints Resolutions) (for item 70-72/18/19), Dr S Hardy (Head of Degree Apprenticeships) (for item 75.18/19), R Ingram (Process Owner, SPI) (for item 80.18/19), C Pearson (Head of Operations, CTE) (for item 81.18/19), Professor J Smith (Chair of sub-group Examination Board procedures) for item 74.18/19, Neil Stockton (Head of Governance, WMS) (for item 72.18/19) and C Watters (Assistant Registrar, Teaching and Learning) (for item 79.18/19).

66.18/19 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Academic Quality and Standards 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, available online from:

http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf

No conflicts of interests were declared.

67.18/19   Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Academic Quality and Standards Committee held on 24 January 2019 be approved, subject to changing minute 50.18/19 (c) which should read "Student Transforming Education Programme" and not "Student Transforming Education Project".

68.18/19   Matters arising

(a)   Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute 134.17/18 referred)

REPORTED:

(i)   That at its meeting on 11 September 2018, the Committee agreed that further proposals on how to discharge its responsibility for CMA compliance would be presented to a future meeting and should be prioritized;

(ii)   That the report on assurances in relation to CMA compliance by Internal Audit had been received;

(iii)   That a management response had been made to the audit report which recommended that the Academic Quality and Standards Committee be responsible for academic degree courses and their delivery in relation to the University's compliance with Consumer Protection Legislation, but was not responsible for non-academic matters;

(iv)   That details of the Committee's responsibility for CMA compliance would be considered further by the Education Executive at a future meeting;

(b)   Fitness to Practise Operational Procedures (minute 48 (b) (ii) 18/19 and 55 (d) & (e) 18/19 referred)

REPORTED:

(i)   That the Fitness to Practise operational procedures for the Degree Apprenticeship in Social Work had been approved via Chair's action for the current admissions cycle only and further work would need to be undertaken to rewrite the document with

detailed links to University regulations and the revised document be considered at a future meeting of the Committee;

(ii)   That the application of fitness to practise for new degrees in the Warwick Manufacturing Group in the area of health and wellbeing were included for the Committee's approval under item 71 as set out in **AQSC 41.18/19 (Appendix 3);**

(iii)   That the Fitness to Practise operational procedures for courses offered in the Centre for Lifelong Learning as set out in **AQSC 25.18/19** had been considered at the meeting on 24 January 2019; the Committee had resolved that these be approved by subject to clarification on membership of the departmental professional group and indication of the supportive nature of the departmental professional groups considering fitness to practise issues in the first instance; revised Fitness to Practise operational procedures had been included under item 71 as set out in **AQSC 41.18/19 (Appendix 1)** for the Committee's approval;

(c)   Analysis of undergraduate external examiners' reports received for the academic year 2017/18 (minute 25 (c).18/19 referred)

REPORTED:

That follow up actions in relation to reviewing moderation guidance, induction events for external examiners and dissemination of good practice would commence shortly and progress would be reported to the Committee in due course;

(d)   Deferral of Examinations Policy (minute 51 (p)/18/19 referred)

REPORTED:

As agreed at the last meeting, the Deferral of Examinations Policy should be approved via Chair's action subject to minor amendments before recommendation for approval to Senate; an amended policy would shortly be sent to the Chair for approval;

(e)   Recognised Prior Learning (RPL) revisions for the MSc Advanced Clinical Practice (ACP) and the MSc Advanced Clinical Care Practice (ACCP) (minute 56.18/19 referred)

REPORTED:

That the proposal be rewritten using the standard RPL form with all sections being completed and that the Chair would take Chair's action to approve the proposal for existing students until August 2021; the revised proposal had not yet been received from WMS.

69.18/19   Students' Union Update

RECEIVED:

An oral update report from the SU Officers on current SU activities

REPORTED:

(a)   That the Student Transforming Education Programme Fest had taken place;

(b)   That elections for sabbatical officers would take place shortly;

(c)   That Ellie King, Postgraduate Officer, had been working with Professor Pat Tissington on the futures festival.

70.18/19   Complaints and Appeals Report

CONSIDERED:

The termly update on appeals and complaints from the Administrative Officer (Complaints Resolution) as set out in **AQSC 28.18/19**;

REPORTED:

(a)   That the highest number of complaints related to sexual misconduct under Regulation 23; there had been an overall increase in the number of Stage 2 complaints received, consistent with 2017/18, and the University had experienced resourcing issues in dealing with this increase in volume;

(b)   That the University was currently undertaking a review of disciplinary procedures which would be concluded by summer 2019;

(c)   That 11 academic appeals had been considered at the newly introduced review stage, before a student could request a completion of procedures letter;

(d)   That the University intended to conclude academic appeals within 80 university working days; during the current academic year a number of final year appeals had not been concluded during this particular timeframe due to resourcing issues, these were being monitored and the University was confident that delays of this nature would not be an issue in the future;

(e)   That the appeals process had not yet been mapped against the requirements of the new Quality Code; it is expected that this would take place in the near future.

71.18/19   <u>CLL and WMG Fitness to Practise Procedures and revisions to Regulation 34</u>

CONSIDERED:

Fitness to Practise Procedures and revisions to Regulation 34 as set out in **AQSC 41.18/19:**

(a)   Revised Local Operational Procedures for the Centre for Lifelong Learning **(Appendix 1)**;
(b)   Local Operational Procedures for the Warwick Manufacturing Group (WMG) **(Appendix 2)**;
(c)   Local Operational Procedures for Warwick Manufacturing Group's Degree Apprenticeship **(Appendix 3)**;
(d)   Revisions to Regulation 34 **(Appendix 4)**;

RESOLVED:

(e)   That the revised Local Operating Procedures for the Centre for Lifelong Learning be approved as the Committee was satisfied that issues in relation to membership of the departmental committee as well as the supportive remit of the departmental committee, had been satisfactorily addressed in the revised document **AQSC 41.18/19 (Appendix 1);**

(f)   That the WMG Fitness to Practise Group should not include external examiners as members; instead this role should be replaced by a professional registrant working in the area; that the Chair be authorised to take Chair's action to approve the final FtP WMG operating procedures on behalf of the Committee as set out in **AQSC 41.18/19 (Appendix 2);**

(g)   That the local operating procedures should be approved for the current recruitment cycle, but needed simplifying and would benefit from a review with the aim to harmonise all procedures in line with WMS procedures which were considered as a model of good practice; **(AQSC 41.18/19, Appendix 3)**

(h)   That the review of FtP procedures be chaired by the Academic Director (Partnerships) and would take place in early 2020 to allow for the various new FtP local operating procedures to be used and any issues arising to be identified; the scope and remit of the review would be defined in advance;

(i)   That new courses approved with Fitness to Practise requirements required an amendment to Regulation 34 to ensure that all of these courses were covered by the Regulation;

RECOMMENDED (to the Senate):

(j)   That revisions to Regulation 34 should be approved with immediate effect to ensure that any new courses with fitness to practise requirements were covered within the Regulation;

72. 18/19   <u>Revised Fitness to Practise operational procedures for the MBChB course and the Diploma in Orthodontic Therapy</u>

CONSIDERED:

Fitness to Practice procedures for the Warwick Medical School as set out in **AQSC 38.18/19** as follows:

(a)   Revised Fitness to Practise operational procedures for the MBChB **(AQSC 38.18/19 Appendix 1);**

(b)   New Fitness to Practise operational procedures for the Diploma in Orthodontic Therapy **(AQSC 38.18/19, Appendix 2)**

REPORTED:

(c)   That the previous WMS Fitness to Practise (FtP) operational procedures did not apply to the Diploma in Orthodontic Therapy, but only to the MBChB course; hence the need for review and introduction of two separate procedures for each course;

RESOLVED:

(d)   That the revised FtP operational procedures for the MBChB and the new FtP procedures for the Diploma of Orthodontic Therapy should be approved as set out in **AQSC 38.18/19, Appendix 1 and 2;**

(e)   That the inclusion of the Diploma in Orthodontic Therapy as a course which was subject to fitness to practise requirements required a change to membership of the Fitness to Practise Committee dealing with such cases which needed to be reflected in Regulation 34;

RECOMMENDED (to the Senate):

(f)   That revisions to Regulation 34 be approved reflecting the changes to membership of the Fitness to Practise Committee when dealing with cases relating to the Diploma in Orthodontic Therapy in addition to the changes required as set out under item 71 above.

73.18/19   <u>Review of Assessment Group</u>

CONSIDERED:

A paper setting out issues emerging from recent consultations with Faculty Education Committees and the Student Learning Engagement and Experience Committee on proposals developed by the Review of Assessment Group as set out in **AQSC 29.18/19;**

REPORTED:

(a)   That further discussions with students were needed to understand the concerns raised by the proposal to abolish the student choice of method of assessment at the level of the module;

(b)   That the proposal to introduce a January examination period and an extended reassessment period in August would affect the shape of the academic year and this proposal had not yet been discussed with students;

(c)   That a draft policy for self-certification would shortly be sent for consultation to departments;

(d)   That the proposal to administer all reasonable adjustments for examinations centrally from summer 2020 caused concern as this would have significant resource implications which may not have been appreciated in detail; this issue would be discussed by the Acting Director of Education Policy and Quality with the Director of the Academic Office;

(e)   That the paper contained a route map for consultation and approval of proposals emerging from the Review of Assessment.

74.18/19   <u>Recommendation of Initial Policy Principles for IT System (Examination Board Procedures)</u>

CONSIDERED:

The initial recommendations of policy principles to be used to underpin the development of a central IT system to support examination board processes as set out in **AQSC 30.18/19;**

REPORTED:

(a) That currently the University does not have a central IT system to store and process component and module marks and that this had led to various local bespoke developments;

(b) That the examination board procedures group under the Review of Assessment had been tasked to scope a single central IT system for recording assessment component marks, enabling the sharing of marks across the University and allowing the University to have oversight of all assessment marks;

(c) That before specification of central IT marks system was developed, a number of policy proposals needed to be agreed which would underpin the functionality of the IT system;

(d) These policy proposals were set out in AQSC 30.18/19 and centred around the entry of marks into a workflow at a single point of entry, avoiding duplication of mark entry and copying errors; the provision of standard module and course statistics and examination board grids;

(e) That the IT system needed to interface with the Mitigating Circumstances Portal which was currently being developed through SPI;

(by Professor G Van der Velden):

(f) That the University should continue to use criteria referencing rather than norm referencing when conducting assessment and allocating marks;

(g) That the University needed to use one IT system which was able to deal with end to end assessment;

RESOLVED:

(h) That the Committee approved the initial principles as set out in **AQSC 30.18/19** to underpin the development of the central IT marks system to enable systems development to continue, subject to further discussions on detail.

75.18/19   <u>Work Based Learning Framework</u>

CONSIDERED:

The draft work based learning (WBL) framework as set out in **AQSC 31.18/19;**

REPORTED:

(a) That the Committee welcomed the development of the WBL Framework to provide assurance of oversight of work based learning at the University;

(b) That the Committee welcomed the creation of course level templates as a scaffolding resource to recognise pockets of good practice;

(By Dr M Leeke);

(c) That the WBL Framework resource was helpful for other types of degrees as it was aligned to the University's employment and education strategy;

(by Dr J Lee):

(d) That the WBL Framework was welcome and could be extended to include internationalisation activities including short term placements;

RESOLVED:

(e) That the WBL framework should be developed with a link to study abroad courses;

(f)   That the next stage in the course approvals process also needed to focus on principles of good curriculum and course design which should also be incorporated into the WBL Framework;

(e)   That the WBL Framework should be considered by Education Committee as soon as possible as it linked to many other University strategies and by the Faculty Education Committees in May 2019.

76.18/19   External Examiners' Reports Postgraduate Taught Courses 2017/18

CONSIDERED:

Analysis of External Examiners' reports for Postgraduate Taught Courses in 2017/18 as set out in **AQSC 32.18/19**;

REPORTED:

(a)   That around two thirds of postgraduate taught external examiners' reports for the academic year 2017/18 had been received by the 31 January 2019 despite a number of reminders from the University;

(b)   That the general tone of the reports received was positive and contained praise for a number of areas of good practice;

(c)   That external examiners continued to experience technical problems when trying to submit their reports on a number of occasions; these should be easily solved given the significant investment in the SIS team;

(d)   That a consultation would be carried out shortly with departments to ascertain if a borderline should be introduced for the award of a Distinction or Merit as part of the Review of Assessment;

(e)   That the fifth sub-group of the Review of Assessment "Academic Integrity" was dealing with plagiarism and cheating issues.

RESOLVED:

That the report be noted.

77.18/19   Approval and Monitoring Process for Collaborative PhDs

CONSIDERED:

A proposal for the approval and monitoring process for collaborative PhDs as set out in **AQSC 33.18/19**;

REPORTED:

(a)   That the concept of the collaborative PhD had been defined in the proposal;

(b) That the proposals clarified the roles of the Board of Graduate Studies and the Partnerships Committee when dealing with collaborative PhDs; Partnerships Committee would consider the proposed partner and whether they had capacity to support and deliver the PhD;

(c) That the templates were welcome, but some further work was required to improve these;

RESOLVED:

(d) That the proposal be considered by Partnerships Committee, the Board of Graduate Studies and would be returned to the Committee in May 2019;

78.18/19   Approval Process for Horizon 2020 Funding Bids

CONSIDERED:

A proposal for the approval process for funding bids to the Horizon 2020 programme as set out in **AQSC 34.18/19;**

REPORTED:

That the approvals process reflected current practice;

RESOLVED:

That this process be approved by the Committee subject to confirmation that the Partnerships Committee was content with the proposal.

79.18/19   Maximum Period of Study

CONSIDERED:

A paper setting out initial recommendations for a maximum period of study for courses offered at the University of Warwick as set out in **AQSC 35.18/19;**

REPORTED:

(a) That the paper outlined a variety of models used to determine the maximum periods of study across courses offered at the University of Warwick; it was noted that there was no obvious consistency and the issue was open to interpretation using different University regulations;

RESOLVED:

(b) That the paper be revised setting out a minimum period of study for a qualification which may be extended by a maximum period of study in exceptional cases up to two years;

(c) That the Academic Registrar should make a final decision on extending the minimum period of study to ensure consistency of approach.

80.18/19   Module Approval

CONSIDERED:

A proposal to make changes to the module approval form as set out in **AQSC 36.18/19;**

REPORTED:

(a) That the data set for the module approval form had been updated after discussions with users as set out in **AQSC 36.18/19;**

(b) That additional changes to the module approval form needed to be made once the recommendations from the course costs working group had been approved;

RESOLVED:

(c) That the changes to the module approval form be approved;

(d) That the changes to the module approval form as recommended by the working party on course costs be approved via Chair's action;

(e) That any additional and minor future changes to the module approval form be approved via Chair's action in consultation with Academic Directors.

81.18/19   Recognised Prior Learning request for the MA Professional Education from the Centre for Teacher Education

CONSIDERED:

A request from the Centre for Teacher Education for the recognition of prior learning for the MA Professional Education as set out in **AQSC 37.18/19;**

RESOLVED:

That the request from the Centre of Teacher Education for recognition of prior learning for the MA Professional Education be approved.

82.18/19   Student Personalised Information Programme

RECEIVED:

An update report on projects carried out by the Student Personalised Information Programme (SPI) as set out in **AQSC 39.18/19.**

83.18/19   Timeliness of Feedback

CONSIDERED:

Timeliness of Feedback updates as set out in **AQSC 40.18/19**

(a)   Faculty of Arts (AEC 22.18/19);

(b)   Faculty of Social Sciences (EFFS 48.18/19);

REPORTED:

(c)   That the outstanding timeliness of feedback reports from the Faculty of Arts (term 3 2017/18) and the Faculty of Social Science (term 1, 2 and 3 for 2017/18) had been received;

(e)   That there was inconsistency in approach and format of the timeliness of feedback reports across the three Faculties;

(f)   That the Faculty Education Committees did not deal with the issues arising from the timeliness of feedback reports in the meetings to ensure issues identified were pro-actively addressed;

RESOLVED:

(g)   That a common template for timeliness of feedback reports be used in the future;

(h)   That the current process for monitoring timeliness of feedback be reviewed.

RECOMMENDED (to the Senate):

(i)   That the Policy on Feedback on Assessment be revised to remove the process for requesting an extension and instead that reasons for late return of assessment be report in the timeliness of feedback report;

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

84.18/19   Minutes of the Board of Graduate Studies

RECEIVED:

The minutes of the Board of Graduate Studies meetings are available at:

85.18/19   Minutes of the Student Learning Experience and Engagement Committee

RECEIVED:

The minutes of the Student Learning Experience and Engagement Committee are available at:

https://warwick.ac.uk/services/gov/committees/sleec/minutes

86.18/19   Minutes of the Faculty Education Committees

RECEIVED:

The minutes of the Faculty Education Committees are available on the governance pages at:

(a) Faculty of Arts:

https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes

(b) Faculty of Science, Medicine and Engineering:

https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/

(c) Faculty of Social Science:

https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/

87.18/19   Chair's action

REPORTED:

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

Alternative assessments

(i)   A request for an alternative assessment from LAW for modules LA307-30, LA310-30, LA333-15 for a student with mental health issues to be assessed via essays in lieu of examinations;

(ii)   A request from LAW for a student to vary core modules due to a course transfer from "Law with Social Science" and "Law with a year abroad";

(iii)   A request from History for a variation of assessment for a History and Politics student to be assessed via essays instead of a combination of essays and examinations.

88.18/19   <u>Next meeting</u>

REPORTED:

That the next meeting of the Committee was scheduled to be held on **Thursday 9 May 2019 at 900 hours in CMR 1.0, University House.**