UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 22 June 2011

Present: Professor A Caesar (Chair), Ms S Bennett, Professor S Bruzzi, Professor S
                Hand, Professor C Hughes, Professor C Hughes, Dr C Jenainati, Professor J
                Labbe, Mr S Lamb, Dr D Lamburn, Dr J Robinson, Mr S Ruston

Apologies: Dr P O'Hare, Professor N Johnson, Professor T Jones, Professor R Leng, Mr
                D Stevens

In attendance: Miss K Atkins, Dr C Edgar, Mr R McIntyre, Ms T Gibbs (for item 94/10-11)

92/10-11   Minutes of the last meeting

                RESOLVED:

                That the minutes of the meeting held on 19 May 2011, available on the
                Governance website, be approved, subject to a minor typographical
                amendment noted at the meeting.

93/10-11   Matters Arising

        (a)   International Student Barometer (ISB) (minute 78/10-11 referred)

                REPORTED:

                (i)   That, at its meeting on 19 May 2011, the Committee received a
                        paper from the Assistant Director (Planning & Student
                        Experience), International Office, on the International Student
                        Barometer (ISB) Autumn Wave 2010 results (Paper AQSC
                        53/10-11) and resolved (*inter alia)*:

                        (A)   That the potential to summarise (on a single webpage)
                                all upcoming events on teaching and learning, such as
                                those focussed on sharing of best practice, be
                                investigated;

                        (B)   That colleagues be reminded of the upcoming
                                Teaching and Learning Showcase on Wednesday 29
                                June 2011;

                        (C)   That the Board of Undergraduate Studies be invited to
                                consider ways to encourage sharing of information
                                between departments and across faculties, such as
                                through informal lunch meetings between groups of
                                three Directors of Undergraduate Studies from a range
                                of disciplines (to allow for easy arrangement of suitable
                                dates and for a collegial atmosphere to discuss best

practice) for which a topic could be suggested, such as feedback' or 'marking criteria'.

(ii) That a calendar to hold details of events on teaching and learning is in development (available currently at www.warwick.ac.uk/go/quality/whatson) for which additional items are welcome and can be forwarded to the Secretary for inclusion.

(iii) That the Board of Undergraduate Studies, at its meeting on 8 June 2011, <u>considered</u> the resolution in part (C) above and <u>resolved</u> that:

(A) The Board would have a proper role in recognising and disseminating good practice in areas such as feedback and marking etc. and to this end would invite practitioners to future meetings of the Board with a view to identifying, endorsing and disseminating good practice to academic departments and reducing undesirable variance in practice.

(B) To initiate this process, the Mathematic Institute be invited to talk to the Board in the coming Autumn Term concerning its commended personal tutoring arrangements.

(draft unconfirmed minute BUGS 23/10-11 referred)

(b) UUK-GuildHE Review of External Examining Arrangements (minute 82/10-11 referred)

REPORTED:

(i) That the Committee, at its meeting on 19 May 2011, <u>considered:</u>

(A) The final report and recommendations from the UUK review of external examining arrangements in universities and colleges in the UK (Paper SC.419/10-11);

(B) A paper from the Secretary on potential changes in response to the recommendations (Paper AQSC 57/10-11)

and <u>resolved</u> (*inter alia*):

That the recommendation to make external examiners reports available to students be further considered at the Boards of Undergraduate and Graduate Studies, noting that the report on changes to the Academic Infrastructure (following the recent consultation considered by the Committee) was expected to be published shortly.

(ii)   That the Board of Undergraduate Studies, at its meeting on 8 June 2011, considered the resolution above and resolved that:

(A)   The view of the Board was that External Examiners' reports are not freestanding documents intended as summative judgements but constitute part of a process and dialogue with departments and that to publish them to students out of this context is unlikely to be beneficial and could be misleading;

(B)   The Board would therefore not recommend that External Examiners' reports be published to students, but that the current system of including student representatives on the University Committees that formally consider the reports and the ensuing dialogues with departments arising from them, was the most appropriate way of sharing their content with the student body.

(draft unconfirmed minute BUGS 24/10-11 referred)

(iii)   That the Board of Graduate Studies would consider the resolution at its first meeting of the 2011/12 academic year;

(iv)   That the section of the Academic Infrastructure (expected to be renamed and restructured into the UK Quality Code for HE, following consultation with the sector earlier this year) regarding external examining is expected to be redrafted (incorporating the outcomes of the UUK review) and opened for consultation between July and August 2011 (though it is hoped that this timescale will be extended) to be published in October 2011.

(c)   Degree Classification Conventions (minute 81/10-11 referred)

REPORTED:

That the Committee, at its meeting on 19 May 2011, reported (*inter alia*) that the Chair of the Board of Undergraduate Studies wrote to exam correspondents, exam secretaries and departmental secretaries on 14 March 2011 regarding implementation of the new degree classification conventions in 2011 (Paper AQSC 56/10-11) and resolved (*inter alia*) that examinations secretaries and undergraduate studies secretaries be contacted and invited to raise any concerns they have to the Teaching Quality Team prior to the meetings of examination boards.

RECEIVED:

Answers to frequently asked questions on the new degree classification conventions (paper AQSC 61/10-11), noting that these are available online at www.warwick.ac.uk/go/quality/categories/examinations/markscalesconventions/forstudents/ug08/honoursconvention/stafffaqs and have been circulated to departments.

RESOLVED:

That the FAQs be welcomed, and that they had captured the areas likely to be of prime concern to departments clearly and succinctly.

94/10-11   Graduate Employability Market Statistics (GEMS)

RECEIVED:

(a)   A paper from the Head of Operations, Student Careers and Skills, on the new web-based analysis tool for staff and public use to analyse information about the destinations of Warwick graduates at a census point 6 months after graduation (paper AQSC 62/10-11);

(b)   A brief demonstration of the online tool by the Head of Operations, Student Careers and Skills, noting that:

    (i)   There is an increasing need for all staff to be in a position to talk professionally about the destinations of Warwick graduates and that the tool is intended to help with this;

    (ii)   All data presented in the tool relates only to Warwick graduates;

    (iii)   It is possible to drill down to job title or employer level as well as seeing the destination countries of Warwick graduates (down to regions on a map for the UK);

    (iv)   Two measurables often utilised in league tables are included (and explained) – 'positive outcomes' and 'graduate prospects';

    (v)   Following a software update due in July, the tool will expand to include data from the last three years of the DLHE survey;

    (vi)   The team (at the University of Huddersfield) who created the software were honoured with an award at the Times Higher Education Leadership and Management Awards 2011 for this development;

    (vii)   Discussions are ongoing with the Student Admissions and Recruitment Office as to how best to publicise the tool for use by prospective students;

    (viii)   Departments wishing to see a demonstration of the tool or to receive assistance in interpreting the results displayed should contact their link contact within Student Careers and Skills.

95/10-11   Feedback

REPORTED:

That the Committee, at its meeting on 19 May 2011, <u>considered</u> the outcomes from the "What is Feedback?" event held on 27 January 2011 in the Teaching Grid, organised jointly by the Institute for Advanced Teaching and Learning, the Students' Union and the Teaching Quality section of the Academic Office and <u>resolved</u> that the Institute for Advanced Teaching and Learning be asked to identify ten key features of good feedback (and a contact point for further more detailed information) that would then be circulated to departments to inform local practices, noting that the list would need to encompass all types of assignment (not only essays).

(minute 59/10-11 referred)

CONSIDERED:

(a)   <u>Features of good feedback</u>

A paper from Dr S Richardson, National Teaching Fellow, on ongoing work to promote positive feedback dialogues (paper AQSC 63/10-11).

(b)   <u>'Feed forward'</u>

A discussion paper from the Institute for Advanced Teaching and Learning in consultation with the Students' Union on a proposal to introduce detailed early-degree feedback (paper AQSC 64/10-11).

RESOLVED:

(a)   That the importance of this issue was acknowledged;

(b)   That the proposal from IATL not be taken forward at this stage due to insufficient information being available around current local practice;

(c)   That further discussions be held between the Students' Union Education Officer and the Senior Tutor around the potential role of personal tutors in providing feedback;

(d)   That in order to address the concern raised around a dissonance between expectations of staff and students, information from the work of IATL in consultation with the Students' Union and the work of Dr S Richardson be used to create an update to be circulated widely to departments ahead of the next academic year, to include:

(i)   A booklet or card giving tips for both students and lecturers on feedback dialogues;

(ii)   Emphasis on the importance of developing positive dialogues early in the first term of a student's experience at Warwick, and viewing this understanding as part of the induction process;

(iii)   Examples of good practice in the area of feedback;

(iv)   The different forms in which feedback may be given, including in seminars or by email.

96/10-11   Chair's business

REPORTED:

(a)   Online submission of assessed work

That the bid to the Strategic Investment Fund for financial support to resource development work on an online system to include features for the provision of online submission and feedback had been successful and that an update on progress would be presented to the Committee at the first meeting of the 2011/12 year.

(b)   QAA Institutional Review

That the University will undergo an institutional review (under the new methodology adopted from 2011/12 by the QAA) during the 2012/13 academic year.

(c)   Review of teaching

That the Steering Committee had approved a proposal to hold an institution-wide review of teaching (to include both undergraduate and postgraduate taught levels) early in the 2011/12 academic year, noting that:
(i)   This proposal was to be the subject of discussion at a Heads of Department Forum on 24 June 2011;
(ii)   The administrative burden of producing evidence for the review (such as locating annual course review paperwork and admissions statistics) is to be minimised through the creation of a central team to support the review process;
(iii)   The review is intended to provide an opportunity for reflection by departments on issues arising out of the increased student expectations under the new fees and funding regime in 2012 and to capture ideas and best practice in this area.

(d)   Classification systems

That, further to the work of Sir Bob Burgess in reviewing the degree classification system in use in the UK, a number of universities are in the early stages of discussions about the possibility of adopting a grade point average (GPA) system, most commonly used in North America, that could initially be adopted alongside the current classification system.

97/10-11   Scrutiny of external examiners' reports (minute 88(a)/09-10 referred)

REPORTED:

That, at its meeting on 23 June 2010:

(a)   The Committee received updates on discussions at the Board of Undergraduate Studies, the Board of Graduate Studies and the Collaborative, Flexible and Distributed Learning Sub-Committee on the

subject of the Review of the Terms of Reference and Constitution of Academic Quality and Standards Committee and its Sub-Committees;

(b) It was reported (*inter alia*) to the Committee that, at its meeting on 10 June 2010, the Board of Graduate Studies considered a paper from the Pro Vice-Chancellor (Student Experience) and the Senior Assistant Registrar (Teaching Quality) on the emerging recommendations from the review of the terms of reference and the constitution of the Academic Quality and Standards Committee and its Sub-Committees (paper BGS 66/09-10) and recommended (to the Academic Quality and Standards Committee) (*inter alia)* that it was noted that the primary recommendations being made with respect to the Board of Graduate Studies involved a greater delegation of authority from the Academic Quality & Standards Committee and it was noted in this respect that the Board was in favour of giving consideration to External Examiners' reports alongside responses from academic departments, and further consideration being given institutionally to the relative remits and responsibilities of the Academic Quality & Standards Committee and the Institute for Advanced Learning.

(minute BGS 102/09-10 referred)

(c) [In light of (a) and (b) above] The Committee resolved that the following proposal by the Chair be approved:

(i) That the current practice of scrutinising external examiners reports at a senior level prior to them being received by the Department be continued for a further year;

(ii) That the current practice be reviewed for next year.

CONSIDERED:

Current practice for reviewing reports from external examiners, with scrutiny at a senior level prior to them being received by the Department.

RESOLVED:

(a) That current practice for reviewing reports from external examiners be continued;

(b) That improvements to the timeliness of the consideration of reports from external examiners and the departmental responses be investigated through the introduction of enforced timescales for submission of reports by external examiners and through a system for logging both the receipt of the report at the University and the completion of the departmental response.

98/10-11 Course and module approval process

RECEIVED:

An oral update from the secretariat on the 'mini business process review (BPR)' undertaken on 15 June 2011 focussing on the course approval process, noting that the module approval process was considered in a previous BPR, and that:

(a) The process review had been attended by a wide range of both administrative and academic colleagues with an interest in the course approval process, and had been widely accepted as a very useful exercise by all attending;

(b) That the action plan from the review was still being written, and that it was the intention to circulate this to members of the Committee and other stakeholders in the process throughout the Summer vacation for consultation;

(c) That the review was necessary to ensure that the course approval process could be made as efficient as possible in advance of progress towards the implementation of a simple IT workflow solution, upon which it was hoped development could now rapidly commence.

99/10-11   Higher Education Achievement Report (HEAR)

RECEIVED:

The minutes of the HEAR Project Board meeting (paper AQSC 77/10-11, noting that this was tabled at the meeting) which took place on 17 June 2011, and an oral report from the Assistant Registrar (Teaching Quality) on work towards implementation of this development, noting that:

(a) The Project Board has now approved a project and communication plan which it is felt will deliver the project in the timescale previously approved by the Committee, and that further details will therefore be circulated to relevant stakeholders in due course;

(b) A small scale trial of the HEAR will take place during Summer 2011 with the purpose of testing processes and eliciting feedback from graduating students;

(c) A communication was expected from Universities UK in the next few days about the next stage of sector-wide HEAR trials, of which Warwick hoped to be a part.

100/10-11   Update from the Students' Union

RECEIVED:

An oral report from the Students' Union Education Officer on current issue, noting that:

(a) Discussions have begun with Students' Union Societies about the data gathering that will be required for the members' contributions to be included in the HEAR;

(b) Discussions were underway with the University Librarian regarding access to second-hand books for students to help reduce course costs.

101/10-11   SSLC Reforms

CONSIDERED:

A paper from the Students' Union on proposals to reform the staff-student liaison committee system (paper AQSC 65/10-11).

RECOMMENDED (to the Senate):

That the proposal from the Students' Union to reform the staff-student liaison committee system be approved as set out in paper AQSC 65/10-11.

102/10-11   Learning and Teaching Strategy (minute 55/10-11 referred)

REPORTED:

(a)   That, at its meeting on 3 February 2011, the Committee <u>received</u> an oral report from the Chair, noting that (*inter alia*) the 'Learning Dimension' (a booklet produced by the Communications Office linked to the learning strand of the Strategy) and 'Teaching and Learning Strategy' will need to be rewritten to reflect the goals of the refreshed Strategy, and <u>resolved</u> (*inter alia*):

(i)   That Committee members be invited to consider where there are 'gaps' in the current Teaching and Learning Strategy and how Warwick's aims in this area can best be put forward;

(ii)   That feedback from the current student body regarding the expectations they would have under an increased fee regime would be fed back to the Chair to inform current discussions.

(b)   That, at its meeting on 2 March 2011, the Committee <u>considered</u> the "Learning Dimension" (paper AQSC 42/10-11) and the current Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5)), together with a discussion paper from the Secretary (paper AQSC 43/10-11) and <u>resolved</u> that a draft be prepared of the Learning and Teaching Strategy for consideration at a future meeting, noting that:

(i)   The Strategy will have two separate audiences (requiring two separate presentations of the content): external – prospective students and their supporters (parents, schools, careers advisors); internal – both academic and administrative staff (which would include a timeline and set of objectives not available to the external audience);

(ii)   Timescales for finalising and publicising (or making available in the public domain) a new strategy would be influenced by the timescale for the release of the refreshed Vision 2015, the OFFA agreement regarding widening participation and outreach work, and the government White Paper on Education.

CONSIDERED:

A paper from the secretariat mapping features of the previous strategy onto the stated objectives of the refreshed 'Vision 2015' to serve as a discussion paper towards the formulation of the refreshed Learning and Teaching Strategy (AQSC 66/10-11).

RESOLVED:

That this item be considered by email circulation over the Summer vacation.

103/10-11   PGT Grade Descriptors and Award of Merits (minute 102(c)/09-10 and draft unconfirmed minute BGS 87(f)/10-11 refer)

REPORTED:

That, at its meeting on 9 June 2011, the Board of Graduate Studies reported:

That the requirement for an award of Merit at Warwick Medical School was to reach a mean mark of at least 65% across all taught modules as well as a mark of at least 65% for the dissertation.

and considered:

(a)   A paper from the Secretary [of the Board of Graduate Studies] summarising the recommendations of Faculty Graduate Studies Committees with respect to the proposed introduction of an award of Merit at PGT level with effect from 2011-12 and issues arising (paper BGS 72/10-11);

(b)   A paper from the Secretary [of the Board of Graduate Studies] on the Award of Distinction at PGT Level: Departmental Examination Conventions to be considered in connection with the Award of Merit (paper BGS 86/10-11).

and resolved that the recommendation to postpone the implementation of the award of Merit, pending the resolution of some issues of principle, be not approved.

and recommended (to the Committee):

That faculties and departments be permitted to make the award of Merit at individual [course] level as set out in paper BGS 72/10-11 with effect from 2011/12; it being noted that the Board had discussed the variations in proposed level as set out in paper BGS 72/10-11 alongside existing practice captured in paper BGS 86/10-11.

CONSIDERED:

(a)   The two papers from the Secretary of the Board of Graduate Studies (noted above);

(b)   The recommendation from the Board of Graduate Studies that faculties and departments be permitted to make the award of Merit at

individual [course] level as set out in paper BGS 72/10-11 with effect from 2011/12.

RESOLVED:

(a)   That the recommendation from the Board of Graduate Studies to permit faculties and departments to make the award of Merit at individual course level not be approved;

(b)   That the level at which an award of Merit is to be made be further discussed by the Board of Graduate Studies, noting:

(A)   The concerns of the Committee around equity of treatment for students on different courses;

(B)   The Committee's view that it would be preferable (in light of concern over equity for students) to also reconsider the award of Distinction, which has customarily been decided at course level through examination conventions;

(C)   The Committee's view that adopting a single overall mark for the award of Merit at the University would be desirable (allowing nuances, such as additional requirements on specific attainment in a dissertation or project, for example, to be captured on a department or course level in examination conventions).

(c)   That the Committee was still supportive of pursuing a satisfactory solution (following a revised recommendation from the Board of Graduate Studies) to allow students entering the University in the 2011/12 academic year to be awarded Merit.

104/10-11   Internal Audit follow-up: Student Academic Complaints (minute 83/10-11 referred)

REPORTED:

That, at its meeting on 19 May 2011, the Committee received an extract from the internal audit of 'Student Complaints – Academic Matters' (Paper AQSC 58/10-11) and considered the desirability of imposing time limits for acknowledgement of complaints, escalation of complaints and completion of procedures for both students and the University within the formal part of the Academic Complaints Process and resolved:

(a)   That the principle of introducing reasonable time limits for handling academic complaints be supported, noting the importance placed on maintaining a good relationship with the student body through clear communication and the management of expectations;

(b)   That the issue be investigated further by the Chair of the Board of Graduate Studies and the Secretary (in consultation with colleagues in the Graduate School) to establish what is reasonable and achievable;

(c)   That a proposal for specific time limits be brought forward for consideration at the next meeting of the Committee.

RECEIVED:

The guidelines for departments on handling student academic complaints, prepared by the Graduate School (paper AQSC 67/10-11), noting that these will shortly be made available on the website for the Academic Registrar's Office.

CONSIDERED:

A proposal from the Chair of the Board of Graduate Studies and the Secretary for time limits to be applied to the consideration of student academic complaints (paper AQSC 68/10-11).

RESOLVED:

(a)   That the proposals to introduce timescales for handling student academic complaints and to change the way meetings are scheduled for hearing complaints be approved as set out in paper AQSC 68/10-11;

(b)   That the guidelines in paper AQSC 67/10-11 be welcomed , subject to amendment to the 'time limits for students and departments' section to bring it in line with resolution (a) above;

(c)   That the guidelines, once amended, be circulated to departments for their reference.

105/10-11   <u>Policy on the recording of lectures</u>

CONSIDERED:

A draft policy statement on the recording of lectures by students (paper AQSC 69/10-11).

REPORTED:

(a)   That the policy had been created in response to queries brought to the Teaching Quality team by departments;

(b)   That there was support from the Students' Union for a clear policy in this area.

RESOLVED:

That (subject to approval of the policy by the Senate) the policy be circulated to departments for inclusion in student handbooks.

RECOMMENDED (to the Senate):

That the policy statement on the recording of lectures by students (as outlined in paper AQSC 69/10-11) be adopted by the University, noting that it was

suggested that the policy be subject to agreement by the University's Legal Advisor and Disability Services Team.

106/10-11   Master of Fine Arts (minute BGS 88(a)/10-11 referred)

REPORTED:

That, at its meeting on 9 June 2011, the Board of Graduate Studies reported:

(a)   That, at its meeting on 24 February 2011, the Board considered a proposal to approve an introduction of a cross-faculty course entitled 'Master of Fine Arts (MFA)' (papers AGSC 4a-e/10-11 and GFSS 74a-e/10-11) and resolved that the proposal be approved, subject to conditions set by the Graduate Studies Committee of the Faculty of Social Sciences and satisfactory external adviser's report;

(b)   That a satisfactory external adviser's report had been received and that the Graduate Studies Committee had confirmed the duration of 24 months, receipt of examinations conventions for the course and receipt of signed copy, and that Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to introduce the cross-faculty course entitled 'Master of Fine Arts (MFA)'.

and recommended (to the Committee):

That a new degree title of Master of Fine Arts (MFA) be introduced into Ordinance 13 (Degrees and Diplomas).

CONSIDERED:

The proposal to introduce a new degree title of Master of Fine Arts (MFA) into Ordinance 13 (Degrees and Diplomas).

RECOMMENDED (to the Senate):

That the proposal to introduce a new degree title of Master of Fine Arts (MFA) into Ordinance 13 (Degrees and Diplomas) be approved.

107/10-11   Amendment to Regulation 38 Governing Research Degrees and to the Guidance on the Requirements for the Award of Research Degrees (minute BGS 93/10-11 referred)

REPORTED:

That, at its meeting on 9 June 2011, the Board of Graduate Studies considered:

A paper from the Assistant Registrar (Graduate School) concerning recommendations for changes to Regulation 38 Governing Research Degrees and to the Guidance on the Requirements for the Award of Research Degrees (paper BGS 80/10-11).

and resolved:

That the amendments to Guidance on the Requirements for the Award of Research Degrees and the *Guide to Examinations for Higher Degrees*, as set out in paper BGS 80/10-11, be approved with effect from 1 August 2011.

and <u>recommended</u> (to the Committee):

That the amendments to Regulation 38 Governing Research Degrees, set out in paper BGS 80/10-11, be approved with effect from 1 August 2011.

CONSIDERED:

The recommendation from the Board of Graduate Studies that Regulation 38 Governing Research Degrees be amended as set out in paper BGS 80/10-11.

RESOLVED:

That the Assistant Registrar (Graduate School) be asked to amend Appendix 2 (guidance to read in conjunction with Regulation 38) in sections 2.1 and 2.2 to make clear the difference in process and policy (for example, the minimum registration period) for staff and non-staff candidates.

RECOMMENDED (to the Senate):

That the recommendation from the Board of Graduate Studies that Regulation 38 Governing Research Degrees be amended as set out in paper BGS 80/10-11 be approved.

108/10-11   <u>Membership, Constitution and Secretariat of the Committee</u>

REPORTED:

(a)   That the Secretary to the Committee would be leaving the University before the next meeting of the Committee and that Ms K Gray would be returning from secondment in Governance Support Services to resume the role;

(b)   That the term of office of the current Students' Union President would expire before the next meeting;

(c)   That Professor Christopher Hughes has been nominated by the Board of the Faculty of Social Sciences to represent the faculty on the Committee (as a member of Senate) for the academic year 2010/11;

(d)   That members are invited to notify the secretariat at the earliest opportunity if they are aware they will be unable to continue to serve on the Committee for the 2011/12 academic year.

CONSIDERED:

A proposal from the Chair to augment the constitution of the Committee to include the Director of the Institute for Advanced Teaching and Learning as an additional *ex officio* member.

RESOLVED:

(a)   That the Secretary be thanked for her contribution to the work of the
        Committee and that she be wished well for her future career;

(b)   That the Students' Union President be thanked for his contribution as
        a member of the Committee;

(c)   That Professor C Hughes be welcomed to the Committee.

RECOMMENDED (to the Senate):

That the proposal from the Chair to augment the constitution of the
Committee to include the Director of the Institute for Advanced Teaching and
Learning as an additional *ex officio* member be approved.

109/10-11   Constitution and Membership of the E-Learning Steering Group

REPORTED:

(a)   That the e-Learning Steering Group, at its meeting on 5 May 2011,
        resolved that Mr J Dale be thanked for his contributions as a member
        of the Group, and that Ms M Stott would be welcomed in his place
        following a rearrangement of responsibilities within IT Services;

(b)   That the Information Policy and Strategy Committee, at its meeting on
        2 June 2011, considered:

        (i)   The amendment of the constitution of the e-Learning Steering
                Group as follows (deletions struck through, additions
                underlined);

                (…)
                        ~~Head of Service Delivery (Academic and Enterprise
                        Services), IT Services~~
                        A representative of IT Services
                (…)

        (ii)   The appointment of Ms Mary Stott as a representative of IT
                Services on the e-Learning Steering Group.

        and resolved that the two items be approved (subject to approval by
        the AQSC).

CONSIDERED:

The amendment to the constitution of the eLearning Steering Group and
change in membership as noted in item (b) above, noting that Mr J Dale
attended the e-Learning Steering Group in the capacity of Head of Service
Delivery (Academic and Enterprise Services), IT Services, but the
rearrangement of responsibilities within IT Services has removed this role in
its existing format.

RESOLVED:

That the amendment to the constitution of the eLearning Steering Group and the change in membership as noted in item (b) above be approved.

110/10-11   QAA: New Subject Benchmark Statement for Masters degrees in Computing

RECEIVED:

A communication from the QAA detailing a new subject benchmark statement for Masters Degrees in Computer Science (paper AQSC 70/10-11), noting that this has also been forwarded to the Head of the Department of Computer Science.

111/10-11   Placement Learning - Good Practice Guide

REPORTED:

That the good practice guide on placement learning has been updated and the revised version is available online at www.warwick.ac.uk/go/quality/categories/placementlearning/

112/10-11   New and Revised Courses

REPORTED:

(a)   That the Board of Graduate Studies at its meeting on 9 June 2011 resolved that the following new courses be approved (subject to minor amendments or clarifications as noted by the Board):

(i)   MA in Comparative American Studies;
(ii)   MA in the History and Business of Art and Collecting;
(iii)   MSc in Engineering Business Management for Defence and Security;
(iv)   EngD (Doctor of Engineering);
(v)   International Postgraduate Certificate in Education (Early Years) (3-7 Age Range)/MA in Educational Innovation;
(vi)   International Postgraduate Certificate in Education (Primary) (7-11 Age Range)/MA in Educational Innovation;
(vii)   PGCE Secondary (GTP)/MA in Educational Innovation;
(viii) Double MA with Warwick PAIS the University of Konstanz.

(b)   That the Board of Graduate Studies at its meeting on 9 June 2011 resolved that the following revised courses be approved (subject to minor amendments or clarifications as noted by the Board):

(i)   MSc in Economic and Psychological Science;
(ii)   MA in Translation, Writing and Cultural Differences;
(iii)   MA/MSc in Philosophy & Ethics of Mental Health;
(iv)   MSc in Cognitive Systems;
(v)   H1P5 Post-Experience Certificate in Engineering Business Management;
(vi)   WMG PhD;
(vii)   PGCE (Early Years)/MA in Educational Innovation;

      (viii)   PGCE (Primary (5-11) 1-year, 2-year and MFL variants)/MA in Educational Innovation;

      (ix)   PGCE (Secondary);

      (x)   Learning and Teaching (International);

      (xi)   MA in Gender and International Development;

      (xii)   MSc in Information Systems Management;

      (xiii)   MA in International and European Employment Relations;

      (xiv)   Postgraduate Diploma in Public Leadership and Management (where the revision is an amendment to an existing APL agreement).

(c)   That the Board of Graduate Studies at its meeting on 9 June 2011 <u>resolved</u> that the following course be discontinued:

PhD in Biological Sciences (HRI).

113/10-11   <u>New and Revised Collaborative Courses</u>

REPORTED:

(a)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 27 May 2011 <u>resolved</u> that the following new collaborative courses be approved (subject to minor amendments or clarifications as noted by CFDLSC):

      (i)   Postgraduate Award in Leading Operations and Process Management in the Service Sector;

      (ii)   Postgraduate Certificate in Innovation in Education (Emerging Leaders in Special Education);

      (iii)   Postgraduate Award in Teacher Effectiveness Enhancement;

      (iv)   MSc in Engineering Business Management for Defence and Security;

      (v)   Double MA with Warwick PAIS and University of Konstanz, Germany.

(b)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 27 May 2011 <u>resolved</u> that the following revised collaborative course be approved:

PGDiploma / MA in the History and Business of Art and Collecting.

114/10-11   <u>Next meeting</u>

REPORTED:

That the next meeting of the Committee would be held in the Autumn Term at a time and date to be confirmed.