

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 2 December 2015

Present: Professor C Hughes (Chair), Ms S Bennett (Director of Student Careers and Skills), Professor A Dowd (Academic Director of the Graduate School), Ms L Gramaglia (Learning Development Centre), Professor C Hughes (Chair of the Faculty of Social Science), Professor S Jacka (Representative of Senate (Science)), Professor C Jenainati (SSLC Coordinator (Arts and Social Science)), Mr S Lamb (Senior Tutor), Professor D Lamburn (Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee), Professor R Leng (Chair of the Board of Undergraduate Studies), Professor J Palmowski (Chair of the Board of Graduate Studies), Mr N Shiers (Student Representative (Postgraduate Officer)), Ms A Thomas (Service Owner (Academic Technology)), Dr N Whybrow (Representative of Senate (Arts)), Professor P Winstanley (Chair of the Faculty of Medicine)

Apologies: Professor P Corvi (SSLC Co-ordinator), Mr C Hindhaugh (Student Representative (Education Officer)), Dr N Monk (Director of IATL), Professor A Reeve (Representative of Senate (Social Sciences)), Professor L Roberts (Representative of Senate (Medicine)), Professor M Shipman (Chair of the Faculty of Science), Dr I Tuersley (SSLC Co-ordinator (Science))

In Attendance: Ms K Gray (Secretary), Dr J Lee (Chair, Arts Undergraduate Studies Committee) (for item 25/15-16), Professor P Roberts (Chair, Arts Graduate Studies Committee) (for item 25/15-16), Dr D Wood (Chair, Science Undergraduate Studies Committee) (for item 25/15-16).

25/15-16 Academic Quality and Standards Committee Away Day, Future Teaching and Learning Strategy and Teaching Excellence Framework

CONSIDERED:

- (a) A briefing paper on the BIS Consultation on the Higher Education Green Paper (SC.22/15-16).
- (b) The BIS Consultation on the Higher Education Green Paper 'Fulfilling our Potential: Teaching Excellence, Social Mobility and Student Choice' (AQSC.10/15-16)
- (c) A report on the Away Day of the Committee held on 28 October 2015 and proposed actions arising from discussion (Paper AQSC.11/15-16).
- (d) A presentation on the BIS Consultation on the Higher Education Green Paper by the Secretary (Paper AQSC.16/15-16)

REPORTED (by the Chair):

- (e) That the University needed to consider the model of education that it was offering and whether it was now able to meet the University's

strategic objectives, including enhancing interdisciplinarity and integrating employability opportunities in course structures.

(f) That individual institutions and mission groups were drafting responses.

(by the Postgraduate Officer, Students' Union):

(g) That the NUS and the Students' Union were opposed to the proposals set out in the Green Paper.

(by the Chair of the Faculty of Social Sciences):

(h) That the intention to introduce a Teaching Excellence Framework had been a manifesto commitment of the Conservative Party;

(i) That the University needed to ensure that it was prepared and appropriately resourced for the introduction of the TEF;

(by the Representative of Senate (Science)):

(j) That the principles set out in the Green Paper were acceptable but that the proposals for implementation were problematic;

(k) That the data currently available were not suitable for the purposes for which they would be used;

(by the Chair of the Board of Undergraduate Studies):

(l) That the University should protect its strengths, recognising that it offers some unique courses of study with unique teaching styles;

(m) That more functions could be undertaken at a Faculty level to support smaller departments rather than increasing burdens at a departmental level;

(by the Representative of Senate (Arts)):

(n) That consideration would need to be given to how the introduction of the TEF would impact on staff in academic departments;

(by the Chair of the Arts Undergraduate Studies Committee):

(o) That there was much good quality teaching being delivered at the University;

(p) That the response should challenge the concept underlying the Green Paper that higher education courses are solely training courses for employment;

(by the Chair of the Arts Graduate Studies Committee):

(q) That it was not clear what representation students would have in the proposed Office for Students.

(by the Chair of the Faculty of Arts):

- (r) That more nuanced data was needed on the staffing establishment at a departmental level, including administrative tasks, to assess the impact that TEF would have;
- (s) That consideration should be given to who provides data at a departmental level and whether there was a widespread understanding of the potential uses of that data;

(by the Chair of the Faculty of Social Sciences):

- (t) That the volume of resource was less an issue than the need to ensure that available resource was appropriately geared to the strategic needs of the University;
- (u) That a better understanding of what works well and where that was most suitably located was needed;

(by the Chair of the Board of Undergraduate Studies):

- (v) That the University needs to consider further what it means by research-led teaching and how the bifurcation of research and teaching can be avoided;

RECOMMENDED (to the Academic Resourcing Committee and the Academic Staff Committee):

That recognition of teaching activities in workload models and promotions be reviewed and strengthened where necessary.

RESOLVED:

- (w) That the University undertake a mock TEF once further details of the Framework were published;
- (x) That further consideration be given to defining the nature of research led teaching at the University;
- (y) That further harmonisation of provision and processes be explored;
- (z) That the strengths of the University's current taught provision be defined and articulated more clearly.

26/15-16

Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 29 October 2015 be approved.

27/15-16 Conflicts of Interest

REPORTED:

That, should any members or attendees of the 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.

28/15-16 Matters Arising

MyWarwick Student Portal (minute 1/15-16 referred)

REPORTED:

- (a) That at its meeting on 29 October 2015 the Committee received a presentation from the Director of University Marketing on the MyWarwick student portal and resolved (inter alia) that the Head of Platform Engineering and the Deputy Director of IT Services be invited to the next meeting of the Committee to outline plans for Start.Warwick.

RECEIVED:

An oral report and presentation on plans for the development of Start.Warwick from the Head of Platform Engineering and the Deputy Director of IT Services (Paper AQSC.13/14-15).

REPORTED (by the Head of Platform Engineering and the Deputy Director of IT Services):

- (b) That their research indicated that students wanted personalized information systems which were sensitive to their context;
- (c) That systems had to be suitable to be delivered via smartphones and that ITS were considering the inclusion of phone alert systems for University activities;
- (d) That Start.Warwick should contain both information that students chose to access and information that the University needed to deliver to students;
- (e) That the decision to proceed with the development had not yet been made;
- (f) That initial consultation with a number of stakeholders had been undertaken and that, if the project went ahead, there would be academic representation in the governance structures;

(by the Chair):

- (g) That strong governance of the project and editorial decisions about news for students was required to ensure that they met the strategic needs of the University.

RESOLVED:

That an update report be provided for the Committee at a future meeting, should the project be approved.

29/15-16 Membership of the Committee

REPORTED:

That the Senior Tutor would retire at the end of the calendar year.

RESOLVED:

That the Senior Tutor be thanked for his extensive support for students and for his significant contribution to the work of the Committee.

30/15-16 Chair's Business

REPORTED:

- (a) That Gwen van der Velden had been appointed Director of the WIHEA;
- (b) That the Student Engagement Working Group would merge with the Student Experience Working Group and take forward work on assessment and feedback and would also continue to oversee developments to the SSLC system.

31/15-16 Students' Union Update

REPORTED (By the Postgraduate Officer of the Students' Union):

- (a) That the Students' Union had resolved to oppose the Green Paper and to campaign against the TEF;
- (b) That the Students' Union had resolved to campaign for all lectures to be recorded.
- (c) That a number of issues had been raised at the Board of Undergraduate Studies including: feedback on examinations, penalties for late submission, classes on Wednesday afternoons, a standardised module registration date.

32/15-16 Institutional Compliance with Consumer Protection Legislation

RECEIVED:

A report on Institutional Compliance with Consumer Protection Legislation from the Deputy Academic Registrar (Paper SC.32/15-16).

REPORTED (by the Secretary):

- (a) That initial work to ensure compliance with Consumer Protection Legislation had focused on information provided during the admissions cycle.
- (b) That the next stage of work would focus on information available to current students.

33/15-16 Equality Issues

RECEIVED:

A proposal for the establishment of Equality Objectives for the University from the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.12/15-16).

RESOLVED:

That the proposal as set out in Paper AQSC.12/15-16 be approved.

34/15-16 Collaborative Courses

(a) PGA Organisational Leadership

REPORTED:

That at its meeting on 12 November 2015, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Business School for a Postgraduate Award in Organisational Leadership for the Emirates Group and recommended to the Academic Quality and Standards Committee that the proposal be approved as outlined in the papers below:

- (i) Course approval CA1 form (Paper PGC.02/15-16 revised)
- (ii) Course approval Part 4 form (Paper CFDLSC.2(a)/15-16)
- (iii) Course approval Collaborative Risk Assessment (Paper CFDLSC.2(b)/15-16)
- (iv) Course approval Part 5 form (Paper PQC.04/15-16)
- (v) External Review Report (Paper CFDLSC.2(c)/15-16)

CONSIDERED:

A proposal from the Warwick Business School for a Postgraduate Award in Organisational Leadership for the Emirates Group as outlined in the papers below:

- (vi) Course approval CA1 form (Paper PGC.02/15-16 revised)
- (vii) Course approval Part 4 form (Paper CFDLSC.2(a)/15-16)
- (viii) Course approval Collaborative Risk Assessment (Paper CFDLSC.2(b)/15-16)

- (ix) Course approval Part 5 form (Paper PQC.04/15-16 revised)
- (x) External Review Report (Paper CFDLSC.2(c)/15-16)

RECOMMENDED (to the Senate):

That a proposal from the Warwick Business School for a Postgraduate Award in Organisational Leadership for the Emirates Group be approved as outlined in the papers below:

- (xi) Course approval CA1 form (Paper PGC.02/15-16 revised)
- (xii) Course approval Part 4 form (Paper CFDLSC.2(a)/15-16)
- (xiii) Course approval Collaborative Risk Assessment (Paper CFDLSC.2(b)/15-16)
- (xiv) Course approval Part 5 form (Paper PQC.04/15-16)
- (xv) External Review Report (Paper CFDLSC.2(c)/15-16)

(b) Certificate in Diabetes Care

REPORTED:

- (i) That at its meeting on 12 November 2015, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from Warwick Medical School to deliver the existing Certificate in Diabetes Care (level 4, 30 Credits) with new partner Diabetacare India as set out in the papers below:
 - (A) CIDC Background document and flowchart for programme (CFDLSC.07(a).15-16)
 - (B) Collaborative risk assessment (CFDLSC.07(b).15-16) including due diligence documentation
 - (C) Part 4 Collaborative Form (CFDLSC.07(c)/15-16) including Curriculum Vitae for Diabetacare staff
 - (D) Draft Diabetacare Collaborative Agreement (based on Franchise template) (CFDLSC.07.d.15-16).
- (ii) That it was reported to the Sub-Committee (*inter alia*) that the appropriate due diligence evidence for high-risk collaborations had been submitted to the Chair and Secretariat but that further clarifications were being sought with regard to financial information.
- (iii) That the proposal was recommended to the Academic Quality and Standards Committee subject to the following conditions:
 - (A) Receipt, by the Chair and Secretariat, of satisfactory remaining due diligence;
 - (B) Amendment of the draft collaborative contract as discussed in the meeting.

CONSIDERED:

A proposal from Warwick Medical School to deliver the existing Certificate in Diabetes Care (level 4, 30 Credits) with new partner Diabetacare India as set out in the papers below:

- (iv) CIDC Background document and flowchart for programme (CFDLSC.07(a).15-16)
- (v) Collaborative risk assessment (CFDLSC.07(b).15-16 (revised))
Part 4 Collaborative Form (CFDLSC.07(c)/15-16 revised)

RESOLVED:

That the authority be granted to the Chair to recommend the proposal from Warwick Medical School to deliver the existing Certificate in Diabetes Care (level 4, 30 Credits) with new partner Diabetacare India, to the Senate for approval, as set out in the papers below, subject to the receipt of satisfactory remaining items of due diligence:

- (i) CIDC Background document and flowchart for programme (CFDLSC.07(a).15-16)
- (ii) Collaborative risk assessment (CFDLSC.07(b).15-16 (revised))
- (iii) Part 4 Collaborative Form (CFDLSC.07(c)/15-16 revised)

(c) Certificates in Education and Training

REPORTED:

- (i) That at its meeting on 12 November 2015, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Centre for Lifelong Learning to amend the name of the existing 36 credit Certificate in Education and training to “Certificate in Education and Training (36 Credits)” and to recognise the former non-accredited “Award in Education and Training” as a new level 4 course “Certificate in Education and Training (12 Credits)” to continue to be delivered in conjunction with existing partners approved for the original “Certificate in Education and Training” as set out in papers CFDLSC.18(a-e)/15-16).
- (ii) That the Sub-Committee recommended to the Academic Quality and Standards Committee that the proposal be approved.

CONSIDERED:

A proposal from the Centre for Lifelong Learning to amend the name of the existing 36 credit Certificate in Education and training to “Certificate in Education and Training (36 Credits)” and to recognise the former non-accredited “Award in Education and Training” as a new level 4 course “Certificate in Education and Training (12 Credits)” to continue to be delivered in conjunction with existing partners approved for the original “Certificate in Education and Training” as set out in papers CFDLSC.18(a-e)/15-16

RECOMMENDED (to the Senate):

That a proposal from the Centre for Lifelong Learning to amend the name of the existing 36 credit Certificate in Education and training to “Certificate in Education and Training (36 Credits)” and to recognise the former non-accredited “Award in Education and Training” as a new

level 4 course “Certificate in Education and Training (12 Credits)” to continue to be delivered in conjunction with existing partners approved for the original “Certificate in Education and Training” be approved as set out in papers CFDLSC.18(a-e)/15-16

36/15-16 Chair’s Action

REPORTED:

- (a) That at its meeting on 15 June 2015 it was reported to the Committee that the International Sub-Group had considered a draft paper on Criteria and Approval Process for New Exchange Programmes (paper ISG 17.2014-15) and recommended to the Committee that this be approved.
- (b) That the Committee considered a paper setting out Criteria and Approval Process for New Exchange Programmes (paper ISG 17.2014-15) and:
 - (i) That further amendments be made to the Criteria and Approval Process for New Exchange Programmes, as agreed in the meeting.
 - (ii) That guidance on student representation be included in the document.

(minute AQSC 121/14-15(b) referred)

- (c) That the Chair had taken action on behalf of the Committee to approve a revised version of the Criteria and Approval Process for New Exchange Programmes as set out in Paper ISG.17/2014-15 revised) for recommendation to the Senate.

37/15-16 HEFCE Consultation on Future Approaches to Quality Assessment (minute 23/15-16 referred)

REPORTED:

That at its meeting on 29 October 2015 the Committee received the response, on behalf of the University, to the HEFCE consultation on Future Approaches to Quality Assessment, as approved by the Steering Committee (paper SC.205/14-15).

RECEIVED:

An analysis of responses to the consultation on Future Approaches to Quality Assessment by the HEFCE (Paper AQSC.13/15-16).

38/15-16 HEFCE Consultation on a Review of Information about Learning and Teaching, and the Student Experience

RECEIVED:

The HEFCE Consultation on a Review of Information about Learning and Teaching, and the Student Experience (AQSC.14/15-16)

39/15-16 Amendment to Regulation 11 on the Procedure to be Adopted in the Event of Suspected Cheating in a University Test (BGS minute 23/15-16 referred)

REPORTED:

- (a) That at its meeting on 29 October 2015 the Committee considered a recommendation from the Board of Graduate Studies that the proposed amendment to regulation 11 on the Procedure to be adopted in the event of suspected cheating in a University Test as set out in paper BGS.11/15-16 and recommended the proposal to Senate for approval.
- (b) That at its meeting on 20 November 2015 the Board of Undergraduate Studies considered the proposed amendment to regulation 11 on the Procedure to be adopted in the event of suspected cheating in a University Test as set out in paper BGS.11/15-16 and recommended that the proposal be approved.

40/15-16 Postgraduate Courses of Study

REPORTED:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 19 November 2015 that the Chair had taken action on behalf of the Board to approve the following courses:

MA in History
MA in Theatre and Performance Research
MSc in Advanced Clinical Practice
MSc in Predictive Modelling.

- (b) That the Board of Graduate Studies at its meeting on 19 November 2015 resolved to approve the following courses:

MPhil/PhD in Intercultural Communication
MPhil/PhD in Discourse Studies
MSc (and sub-qualifications) in Cyber Security Engineering

41/15-16 Revised Postgraduate Courses of Study

REPORTED:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 8 October 2015 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

MSc in Biotechnology, Bioprocessing and Business Management
MSc in Environmental Bioscience in a Changing Climate
MSc in Medical Biotechnology and Business Management.
MSc in Food Security

MSc in Sustainable Crop Production.
PGCE (Primary) suite of courses
MA in Coaching

- (b) That the Board of Graduate Studies at its meeting on 19 November 2015 resolved to approve revisions to the following courses:

MA in English Language Teaching (with a Specialism in ICT),
MSc (and sub-qualifications) in Cybersecurity and Management
MSc (and sub-qualifications) in Healthcare Operational Management
MSc (and sub-qualifications) in Sustainable Automotive Engineering
MSc in Interdisciplinary Biomedical Research

42/15-16 Undergraduate Courses of Study

REPORTED:

- (a) That it was reported to the Board of Undergraduate Studies at its meeting on 20 November 2015 that the Chair had taken action on behalf of the Board to approve the following course:

BSc Management with Finance

- (b) That at its meeting on 20 November 2015 the Board of Undergraduate Studies resolved to approve the following new courses:

Certificate in Education and Training (12 Credits)
BA in Politics, International Studies and Quantitative Methods (with intercalated year)
BA in Modern Languages and Economics;
BA in French Studies and Economics;
BA in German Studies and Economics;
BA in Italian Studies and Economics;
BA in Hispanic Studies and Economics.
BA in Liberal Arts (pathways in Economics and Film and Television Studies)

43/15-16 Revised Undergraduate Courses of Study

REPORTED:

That at its meeting on 20 November 2015 the Board of Undergraduate Studies resolved to approve revisions to the Certificate in Education and Training (36 Credits).

44/15-16 Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on Thursday 28 January 2015 at 9.00am in room CMR 1.0, University House.