

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 20 May 2010 at **9am** in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary of the Committee, Jenny Hughes, ext 74464, email jenny.hughes@warwick.ac.uk

J F Baldwin
Registrar

The agenda is split into two sections: items for consideration by the Committee and items for report without further discussion unless requested by a member of the Committee. A second circulation agenda with additional items/papers will follow. All papers are available electronically from the Committee's file store:

https://files.warwick.ac.uk/tqcomm/browse/AQSC/20_May_2010

SECOND CIRCULATION AGENDA

We will work from this agenda at the meeting.
New items and papers are highlighted in **bold**.

AGENDA

ITEMS FOR CONSIDERATION BY THE COMMITTEE

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 3 March 2010, previously circulated and available on the Governance website at

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

- (a) Assessment on Warwick Manufacturing Group courses (minute 69(b)/08-09 refers)

TO REPORT:

That, at its meeting on 14 May 2009, it was reported to the Committee that:

- (i) That the Chair convened a small group to work with Warwick Manufacturing Group to review mechanisms employed on WMG overseas courses for assuring that Warwick standards of academic quality and fairness are maintained in the supervision and marking of projects/dissertations;

- (ii) That at the meeting the group and colleagues from Warwick Manufacturing Group agreed the following actions:
 - (A) That Warwick Manufacturing Group write to the supervisor involved in the individual case which had given rise to a student complaint to reiterate the importance of adhering to Warwick's standards in marking and the provision of feedback to students;
 - (B) That Warwick Manufacturing Group bring forward proposals to rebalance weightings attached to different aspects of project assessment;
 - (C) That Warwick Manufacturing Group draw up a framework with clear milestones against which to assess students' progress and project management achievements, giving clarity to supervisors and students, and providing an evidence base for moderation;
 - (D) That Warwick Manufacturing Group draw up a framework for the assessment of students' oral presentations and oral exams, including guidance on expectations that the mark for the oral exam is generally unlikely to be significantly higher than the mark for the written dissertation.
- (iii) That the Academic Director of Graduate Studies, Warwick Manufacturing Group, had written to the supervisor involved along the lines agreed at the meeting.

and resolved (*inter alia*):

- (iv) That the Committee be informed of further actions taken by Warwick Manufacturing Group in due course;

TO REPORT:

- (v) That WMG has reviewed project assessment; this is now completed electronically using an excel spreadsheet. Guidance to supervisors has also been revised in line with the new spreadsheet.
- (vi) That the Department has not yet managed to identify mechanisms for tracking project progress, but the new mark sheet contains more specific criteria against which both the progress and oral can be judged.
- (vii) That these new processes were introduced as a trial in the UK last September and have been rolled out to the overseas centres this March.

- (b) Assessment Conventions (minute 56/09-10 refers)

TO REPORT:

- (i) That, at its meeting on 3 March 2010, the Committee considered proposals from the Assessment Conventions Working Group concerning proposed amendments to the Honours degree classification convention for students joining the University from autumn 2008 onwards, paper AQSC 44/09-10, together with an additional response received from the Department of Computer Science, paper AQSC 51/09-10, and a proposed revised version of the

Seymour formula, paper AQSC 54/09-10 (tabled), noting that Science departments had been consulted on the revised formula, which, pending further discussions, broadly maintained the status quo, including the application of the Seymour formula in cases where students have taken below the normal credit load. and resolved:

- (A) That the Committee was of the view that the proposals concerning the minimum number of credits to be passed for a Warwick degree (as set out in paper AQSC 44/09-10), including a staged implementation for the Science Faculty, represented the most fair and robust mechanism possible for harmonising different practices across the Faculties of Arts, Science and Social Sciences.
 - (B) That the recommendation from the Assessment Conventions Working Group that Regulation 8 be amended so that a student who fails a module but passes on resit will carry forward a pass mark of 40% (rather than the original fail mark), was the most fair option under the University's current degree Regulations and examination arrangements.
 - (C) That, whilst recognising resourcing constraints for academic and administrative departments, the Committee was strongly of the view that the University should investigate the possibility of offering resits with residence to students who fail second and other intermediate year modules, noting that any proposed changes to existing arrangements could not be implemented in the short term.
 - (D) That it be noted that, if the proposed amendments to the 2008 Classification Convention were approved by the Senate, departments would be consulted in the summer term in relation to:
 - (1) the conventions to apply to joint degrees, noting that different conventions on the number of credits to be passed for a degree would apply in the Faculty of Science in respect of students joining the University in autumn 2008, 2009 and 2010;
 - (2) a number of issues connected to additional credit and the application of the Seymour formula, including: whether the Seymour formula should apply in all cases where students are permitted to take additional credit; whether the formula should be applied where students take below the normal credit load; and the ability of joint degree students to take additional credit and the application of the Seymour formula;
 - (3) proposals for University-wide progression requirements to be included within conventions for intermediate Boards of Examiners (ie Boards other than first and final year Boards), to apply to students who joined Warwick in autumn 2009 or later.
- (ii) That, at its meeting of 17 March 2010, the Senate considered proposed amendments to the 2008 honours degree classification

convention (S.25/09-10) together with an oral report from the Pro-Vice-Chancellor (Academic Resourcing), and resolved:

(A) That the proposed amendments to the 2008 Honours Degree Classification Convention and University Regulation 8 Governing First Degrees as set out in S.25/09-10 and below be approved:

(1) Additional classification conventions for the following degrees:

- (a) BA History, Literature and Cultures of the Americas;
- (b) LLB European Law;
- (c) First Degrees in the School of Engineering.

(2) Revisions to the Convention relating to the Seymour Formula;

(3) Amendments to Regulation 8 to permit students to carry forward the 40 percent pass mark achieved via a resit examination.

(B) That proposals concerning the classification conventions applicable to joint degrees, issues relating to additional credit and the Seymour formula and proposals for University-wide progression requirements to apply to students who joined Warwick in autumn 2009 or later be submitted for the consideration of the Senate in the summer term.

(unconfirmed Senate minute 65/09-10)

(ii) That the Chair wrote to Heads of Departments on 19 April 2010 asking for responses on the following issues:

- (A) classification conventions applicable to joint degrees;
- (B) issues relating to additional credit and the Seymour formula;
- (C) proposals for University-wide progression requirements to apply to students who joined Warwick in autumn 2009 or later.

(iii) That responses would be considered at a meeting of the Assessment Conventions Working Group to be held on 7 June 2010, with a view to proposals being put forward for consideration by the Committee at its meeting to be held on 23 June 2010.

(iv) That responses had not yet been received from all departments, noting that to ensure that the classification conventions are clear for students on joint degrees involving departments in the Science Faculty and one or both of the Faculties of Arts and Social Sciences, departments should be strongly encouraged to submit proposals in time for the meeting of the Working Group to enable classification conventions to be approved by the end of the summer term.

(c) Monitoring Student Progress and Attendance (minute 11/09-10 refers)

TO REPORT:

(i) That, its meeting on 3 November 2009, the Committee considered a report on proposed departmental monitoring structures submitted in

accordance with the new Good Practice Guide on Monitoring Student Attendance and Progress, paper AQSC 20/09-10 and resolved (*inter alia*):

- (A) That the Chair continue to liaise with individual departments to approve proposed monitoring structures, and that any amendments to departmental monitoring structures proposed during the course of the year be referred to the Chair for consideration.
- (B) That departments be asked during the summer term to reflect on the first year of operation of the new monitoring system.
- (ii) That the Pro-Vice-Chancellor (Academic Resourcing) had taken action on behalf of the Committee to approve the monitoring points for courses of study proposed by departments.
- (iii) That a review of the implementation of the scheme would be undertaken this term, with a view to reporting the outcomes to the Committee at its next meeting. Student Records were also seeking feedback from support staff in departments on the electronic system for reporting absences.

3. Chair's business

4. Progress of Committee Business

REPORTED:

That, at its meeting of 17 March 2010 the Senate resolved:

- (a) That recommendations under the following headings be approved:
 - (i) Change to Regulation 37, it being noted that the Council would consider the recommendation for approval at its meeting on 19 May 2010.
 - (ii) Change to Ordinance 13, it being noted that the Council would consider the recommendation for approval at its meetings on 19 May and 14 July 2010.
 - (iii) Collaborative Course Proposals.
- (b) That proposals concerning the classification conventions applicable to joint degrees, issues relating to additional credit and the Seymour formula and proposals for University-wide progression requirements to apply to students who joined Warwick in autumn 2009 or later be submitted for the consideration of the Senate in the summer term.

(unconfirmed minute)

5. Review of Constitution and Terms of Reference

TO CONSIDER:

A report on the meeting of the Working Group to consider the role, terms of reference and constitution of the Academic Quality and Standards Committee and its sub-committees held on 10 May 2010 (Paper AQSC.58/09-10, copy attached).

6. Course and Module Approval Process

TO CONSIDER:

A report on departmental responses to the consultation and course and module approval processes (Paper AQSC.59/09-10, copy attached).

7. Higher Education Achievement Report

TO CONSIDER:

A report on the meeting of the Higher Education Achievement Report Project Board held on 10 May 2010 (Paper AQSC.60/09-10, copy attached).

8. National Student Survey

TO RECEIVE:

A report on response rates to the 2010 NSS survey (Paper AQSC.61/09-10, copy attached)

9. Institute for Advanced Teaching and Learning

TO REPORT:

That, at its meeting on 8 March 2010, the Steering Committee considered proposals from the Pro-Vice-Chancellor (Student Experience), the Deputy Registrar and the Academic Registrar to establish an Institute for Advanced Teaching and Learning (SC.244/09-10, copy attached) and resolved that the Committee endorse the broad rationale and principles for the creation of an Institute for Advanced Teaching and Learning at Warwick, it being noted that financial case had been submitted to the Financial Plan Sub-Committee for its consideration.

10. Academic Statistics

TO CONSIDER:

A report on the teaching and learning related data in Academic Statistics 2009 (Paper AQSC.62/09-10, copy attached)

11. PSRB Engagements

School of Health and Social Studies

TO CONSIDER:

- (a) The report by the General Social Care Council on the reaccreditation of the MA in Social Work, undertaken in May 2009 (Paper AQSC.63/09-10, copy attached).
- (b) The Department's Action Plan in response to the report (Paper AQSC.64/09-10, copy attached).

12. Amendment to Regulation 12

TO CONSIDER:

A proposal to amend Regulation 12, as set out in Paper AQSC.65/09-10, copy attached.

13. Quality Enhancement Working Group: Joint Degrees

TO REPORT:

- (a) That it was reported to the Quality Enhancement Working Group at its meeting on 6 May 2010 that, at its previous meeting on 9 February 2010, the Group considered draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2), draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, and a covering paper from the Assistant Secretary concerning feedback from departments, paper QEWG 5/09-10, and resolved:
 - (i) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide' be approved as set out in paper QEWG 23/08-09 (revised 2), subject to the amendments noted at the meeting, noting that the Group was of the view that even where responsibility for management of joint courses is divided equally between departments, one of the departments should be designated as the 'home' department to ensure that students have a clear point of contact when queries or issues need to be resolved.
 - (ii) That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses be approved as set out in paper QEWG 24/08-09.
 - (iii) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised 2) and draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, be circulated to SSLC representatives for comment, with a view to the Group considering final versions of the Good Practice Guide and SSLC guidance at its meeting in the summer term and recommending them for approval to the Academic Quality and Standards Committee, for implementation at the beginning of the academic year 2010-11.

- (b) That the Quality and Enhancement Working Group considered a report from the Assistant Registrar (Teaching Quality) on responses received from the SSLCs as set out in paper QEWG.9/09-10
- (c) That the Quality and Enhancement Working Group recommended to the AQSC:
 - (i) That the 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', as set out in QEWG 9/09-10 Appendix 2, be approved for implementation in 2010-11, subject to the amendment proposed in the paper being made.
 - (ii) That the 'Student-Staff Liaison Committee Arrangements for Students on Joint or Cross-Departmental Courses', as set out in QEWG 9/10-11, Appendix 3, be approved for implementation and inclusion in the SSLC Handbook for 2010-11.
 - (iii) That the Students' Union be invited to consult with students at the end of the spring term 2010-11 with a view to assessing the early impacts of the Good Practice Guide/SSLC Guidance, it being noted:
 - (A) That the results of this consultation could be considered by AQSC in the summer term 2010-11 and any recommendations discussed with Course Directors at the annual meeting anticipated in the Good Practice Guide.
 - (B) That proportionality would need to be applied in the application of the Good Practice Guide, given that the numbers of students on joint and cross-departmental courses would be low in some departments.

(Draft unconfirmed minute)

TO CONSIDER:

- (d) The 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', as set out in QEWG 9/09-10 Appendix 2, for implementation in 2010-11, copy attached.
- (e) The 'Student-Staff Liaison Committee Arrangements for Students on Joint or Cross-Departmental Courses', as set out in QEWG 9/10-11, Appendix 3, for implementation and inclusion in the SSLC Handbook for 2010-11, copy attached.

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.

14. **Matters Arising**

HEFCE Consultation (minute 53/09-10 refers)

TO REPORT:

That, at its meeting on 3 March 2010, the Committee received the draft consultation response, paper SC.213/09-10, it being noted that the draft response would be further revised to incorporate comments arising from the meeting of the Steering Committee held on 22 February and that the final version of the response would be made available to members of the [Academic Quality and Standards] Committee.

TO RECEIVE:

The final version of the consultation response submitted to the HEFCE (Paper SC.213/09-10 (revised)), noting that a copy of the document was available at <http://www2.warwick.ac.uk/services/gov/externalconsultation/>)

15. **Chair's action**

TO REPORT:

That the Chair has taken action on behalf of the Committee to approve a response to the QAA consultation paper on the Evaluation of the Academic Infrastructure, the deadline for which was 7 May 2010 (Paper AQSC.69/09-10(revised), copy attached).

16. **Accreditation of Prior Learning Policy**

TO CONSIDER:

A proposal to permit all students transferring to the University of Warwick from the University of Reading with effect from 1 August 2010 on the Postgraduate Certificate, Diploma and MA in Career Education, Information and Guidance in Higher Education and the Postgraduate Certificate, Diploma and MA in Management of Student Work Experience, to receive a Warwick award (Paper.70/09-10, copy attached).

17. **New and Revised Courses**

TO REPORT:

(a) That the Board of Graduate Studies at its meeting on 29 April 2010 resolved that the following new courses be approved:

- (i) MSc in Analytical Science: Methods and Instrumental Techniques
 - (ii) MSc in Mathematics and Statistics
- (b) That the Board of Graduate Studies at its meeting on 29 April 2010 resolved that the following revised courses be approved:
- (i) Masters in Medical Education
 - (ii) Diploma in Applied Management, incorporating a change in name to the Graduate Diploma in Applied Management

(Draft unconfirmed minute)

18. Erasmus Mundus

TO REPORT:

That, at an ad hoc meeting on 15 March 2010, the Chairs of those committees normally involved in considering proposals for new collaborative courses, convened to collectively consider under Chair's action the proposals which were to be submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses. The "Erasmus Mundus Grand Committee" made recommendations as set out in the minutes of that Committee, copy attached (Paper AQSC.66/09-10).

19. CETL final evaluation reports

TO RECEIVE:

- (a) The final self-evaluation report from the CAPITAL Centre (Paper AQSC.67/09-10, copy attached)
- (b) The final self-evaluation report from the Reinvention Centre (Paper AQSC.68/09-10, copy attached)

20. Any Other Business

21. Next meeting

That the next meeting of the Committee will be held at 9am on Wednesday 23 June 2010 in the Council Chamber.