

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee held on
Wednesday 9 June 2004

Present: Professor M Whitby (Chair); Professor A Easton, Dr E Gallafent, Professor A McFarlane, Professor M Luntley, Mr R Jones, Professor M McCrae, Professor G Lindsay, Dr P O'Hare, Professor E Peile, Mr R Watson

Apologies: Dr P Blackmore, Professor R Dyson, Dr S Hill, Professor I Lauder.

In attendance: Professor M Terry for item 101/03-04 (b); Ms K Dodd for item 106/03-04; Ms Y Salter Wright & Dr M Glover for item 111/03-04; Mr K Mohaddes; Ms K Penner, Ms R Wooldridge Smith.

100/03-04 Minutes

RESOLVED:

That the Minutes of the meeting held on 13 May be approved.

101/03-04 Matters Arising

(a) Revised Part 1 Course Approval Documentation
(Minutes 90/03-04 and 96/03-04 referred)

REPORTED:

That at its last meeting, the Committee considered the draft Institutional Audit report (paper AQSC 85/03-04) and a memorandum sent to the Chair of the Committee by Professors L Bridges and J Masson, School of Law, concerning University procedures for considering new course proposals which include teaching outside the discipline of the proposing department (paper AQSC 91/03-04) and resolved that the Part 1 course approval form be amended by the insertion of new requirements for departments:

- (i) To comment on external input into new course development
- (ii) To liaise with departments possessing subject expertise if introducing new courses intended to include teaching in areas outside their own subject expertise, which would be confirmed by the signature of the Chair of the department with relevant subject expertise.

CONSIDERED:

A revised Part 1 form amended to include requirements for departments to comment on external input into new course development and to liaise with departments possessing subject expertise if introducing courses including teaching in (an)

area(s) outside their own subject expertise, paper AQSC 101/03-04.

RECOMMENDED (to the Senate):

That the revised Part 1 form of the course approval documentation be approved as set out in paper AQSC 101/03-04, subject to the minor re-wording noted at the meeting.

(b) Harmonisation of Reading Weeks in the Warwick Business School

REPORTED:

That at its last meeting, the Committee considered an update from the Students' Union Education Officer on the issue of harmonisation of reading weeks in the Warwick Business School (paper AQSC 92/03-04) and resolved that a letter be sent by the Chair of the Committee to the Dean of the Warwick Business School inviting him or his representative to attend the week 8 meeting of the Committee to discuss the timing of reading weeks in the School.

CONSIDERED:

An oral report from Professor M Terry, Warwick Business School, on the timing of reading weeks in the School.

RESOLVED:

- (i) That it be noted that the Business School accepted in principle the desirability of harmonising reading weeks throughout the School;
- (ii) That it be noted that the School had hitherto adopted a policy of scheduling reading weeks in week 4 of first year modules in order to provide students with early formative feedback;
- (iii) That The Associate Dean (Undergraduate matters) write to module leaders in the School confirming the expectation that 'reading weeks' be re-designated 'student study weeks' and, from 2004-05, be scheduled in week 6 of the Autumn and Spring Terms unless there was a demonstrable pedagogical rationale for scheduling them at another time.

102/03-04 Chair's Action

REPORTED:

That Professor Whitby, acting on behalf of the Committee, had taken action to approve:

- (a) A proposal from the Centre for Lifelong Learning for a new Open Studies Diploma in Professional Development for Trainers of Adult ESOL Subject Specialists, paper UFSS 71/03-04
- (b) A proposal from the Centre for Lifelong Learning for a new Open Studies Certificate in Working with 14– 6/19 year olds for PCET Practitioners, paper UFSS 75/03-04
- (c) A proposal from the Centre for Lifelong Learning for a new Open Studies Certificate for Post-Compulsory Education and Training Practitioners, paper UFSS 79/03-04
- (d) A proposal from the Centre for Lifelong Learning for a new Open Studies Certificate in English Language Development and British Cultural Studies, paper UFSS 77/03-04.
- (e) Amendments to Regulation 14 Governing Higher Degrees consequent upon the Committee's decision at its meeting held on 15 May that students reading for a PhD in a Modern Language be permitted to submit their thesis in the target language, paper AQSC 111/03-04.

103/03-04 Institutional Audit

RECEIVED:

A copy of the University's final response to the QAA on the draft Institutional Audit report, paper AQSC 102/03-04.

104/03-04 National Student Survey consultation

CONSIDERED:

The consultation document from the HEFCE on the proposals for conducting the first National Student Survey in 2005, paper AQSC 103/03-04.

RESOLVED:

That a response to the Consultation be drafted by the Senior Assistant Registrar (Teaching Quality), for consideration by the Chair, Professor Cooper and the Students' Union prior to onward submission to the Steering Committee; it being noted that it was the view of the Committee that:

- (a) The National Survey was likely to clash with the use of departmental module questionnaires and the intended earlier conduct of the University's own Academic Satisfaction Review which was regrettable insofar as it could lead to survey fatigue on the part of students;
- (b) The National Survey appeared extremely laborious, placing a significant burden on institutions, which there was no apparent intention on the part of the HEFCE to underwrite;

- (c) The Committee voiced concerns about the likely response rate which the National Survey, conducted at considerable distance from student cohorts, was likely to elicit;
- (d) It be noted that the University had been complimented in the draft QAA report on its Institutional Audit for its student representation and feedback mechanisms and felt that the National Survey constituted an unnecessary additional means of obtaining student feedback on their experience.

105/03-04 Good Practice Guide on Providing Information to Students

CONSIDERED:

A Good Practice Guide on Providing Information to Students drafted by the Administrative Officer, (Teaching Quality), paper AQSC 104/03-04.

RESOLVED:

- (a) That coverage of PDP be amplified in due course once the University had useful information to communicate to departments arising from the PDP pilot in 2004-05;
- (b) That reference be made to the Academic Satisfaction Review and the responsibility of students to respond to such surveys, with an appropriate explanation of the contribution of such surveys to the standing of their department at institutional and national levels.

106/03-04 Academic Satisfaction Review 2004

CONSIDERED:

- (a) An oral report from the Acting Director of Student Services on the 2004 Academic Satisfaction Review.
- (b) A comparative report from the Education Officer, Students' Union on issues arising from the 2003 and 2004 Academic Satisfaction Reviews, paper AQSC 105/03-04.

RESOLVED:

- (c) That it be noted that concerns voiced in 2003 about methodological issues had been addressed in 2004;
- (d) That many departments were taking departmental results to their SSLCs for further discussion in order to develop a better understanding of the feedback provided;
- (e) That consideration be given by departments to engaging with students other than SSLC members since the latter were more likely to be highly motivated and responsive;

- (f) That it be noted that the intention was to schedule the Review earlier in the Spring Term in future years;
- (g) That it be noted that whilst the expectation was that the results from the Review need not be published as had originally been envisaged by HEFCE 02/15 (the 'Cooke Report'), in the event that this requirement was reinstated, data be aggregated over the two year period to guard against distortion of the data arising from a snapshot taken in a single year.

107/03-04 Pass Degrees (Minutes 21/03-04 and 53/03-04 referred)

CONSIDERED:

Oral reports from the Chairs of the Faculty Boards on progress towards harmonising approaches to the award of Pass Degrees at Faculty level.

RESOLVED:

- (a) That it be noted that the Committee expected to receive confirmation at its second meeting in the Autumn Term that progress had been made by Faculty Boards in this area;
- (b) That the Secretary to the Committee contact the Secretary to the Board of the Faculty of Social Studies to ensure progress in that Faculty could be made over the summer vacation.

108/03-04 Revisions to Periodic Review documentation

REPORTED:

- (a) That at its meeting on 29 April 2004, the e-Learning Steering Group considered a report on progress made towards meeting the University's objectives as set out in the e-Learning Strategy (paper EL 15/03-04) and resolved *inter alia* that the Information Pack on the Review of Courses of Study relating to Periodic Review be amended to include an analysis by departments of e-Learning within the curriculum in the curriculum development section.
- (b) That at its meeting on 5 May 2004, the Skills Working Group considered an oral report from Dr S Hill on work with departments to integrate the delivery and assessment of key skills within departmental curricula and resolved *inter alia* that the section of the Information Pack on the Review of Courses of Study relating to Periodic Review be amended to include an analysis by departments of skills development within the curriculum in the curriculum development section.

CONSIDERED:

The sections of the Information Pack on the Review of Courses of Study relating to Periodic Review, amended to incorporate the

resolutions by the e-Learning Steering Group and Skills Working Group, paper AQSC 106/03-04.

RECOMMENDED (to the Senate):

That the revisions to the sections of the Information Pack on the Review of Courses of Study relating to Periodic Review be approved as set out in paper AQSC 106/03-04, subject to the disaggregation of the points relating to e-Learning and Skills.

109/03-04 Working Group on Student Support & Guidance

CONSIDERED:

The final report from the Working Group on Student Support and Guidance, paper AQSC 107/03-04.

RECOMMENDED (to the Senate):

- (a) That prior to circulation of the report to Chairs of Departments, the Secretary to the Working Group be requested to draft a generic role description for the role of Departmental Senior Tutor as envisaged by the Group; it being the understanding of the Committee that the role was intended to ensure oversight of the appropriate operation of the Personal Tutor system at departmental level rather than to require a greater degree of professional counselling competence on the part of the postholder;
- (b) That it be noted that some departments already required a member of staff to perform this function but that this role might, for example, be subsumed with the role of a member of staff appointed as Director of Studies, and that this practice continue where it worked effectively.

110/03-04 Working Group on Post-experience Provision

CONSIDERED:

A report from the Working Group on the re-examination of credit levels and volumes and nomenclature used to describe post-experience provision, paper AQSC 108/03-04.

RECOMMENDED (to the Senate):

That the proposed nomenclature and credit framework for post-experience provision be adopted as set out in paper AQSC 108/03-04; it being noted that the changes would need to be reflected in Course Regulations and departmental literature for 2004-05.

CONSIDERED:

- (a) A paper drafted by the Deputy Director (Undergraduate Recruitment & Admissions) setting out proposed changes to the following Regulations, paper BGS 40/03-04.
 - (i) Regulation 6 governing admission to courses of study
 - (ii) Regulation 8.1 governing the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB, 4 year)
 - (iii) Regulation 13 governing attendance and termination of registration
 - (iv) Regulation 14 governing higher degrees
 - (v) Regulation 18 governing termination of registration of candidates for higher degrees and postgraduate diplomas, postgraduate certificates, postgraduate awards, post-experience diplomas and post-experience certificates (to be deleted and incorporated elsewhere).
 - (vi) Regulation 19 governing the Postgraduate Certificate in Education
- (b) Paper AQSC 112/03-04 (laid on the table), providing a rationale for the proposed revisions

RECOMMENDED (to the Senate):

- (c) That the proposed changes to Fitness to Practise Regulations be amended to reflect the continuing independence of scrutiny of this issue on behalf of the Medical School in conjunction with the University of Leicester in view of the precedence of the Leicester procedures stemming from that institution's GMC approval of the MBChB and, as such, that Fitness to Practise procedures at Warwick, for the immediate future, be confined to consideration of candidates for courses in Education and Social Work;
- (d) That, in the light of (a) above, Regulation 8.10 (9) be retained in its current form except for the addition of appropriate cross-referencing to the revised Regulation 6 indicating the procedure to be adopted in cases arising prior to a student's admission to the University;
- (e) That the following recommendations made by the Board of Undergraduate Studies relating to the proposed Regulations Governing Temporary Withdrawal from the University (p.20) be upheld:

- (i) That the final sentence of paragraph (3) be amended as follows:

“...he/she shall be deemed to have withdrawn permanently from the University” [amendment underlined]

- (ii) That the text of existing Senate minute 180(d)(ii)/82-83 be added to paragraph (4) so that it reads:

“Requests for more than two consecutive periods of withdrawal shall not normally be considered, and the total period of consecutive temporary withdrawal shall not normally exceed two years, after which the student’s department shall consider whether it is in the best interests of the student to continue in this way rather than to withdraw permanently.” [amendment underlined]

(Minute 36/03-04 (unconfirmed))

- (f) That it be noted that it would be appropriate for consideration to be given in the Autumn Term to making the necessary amendments to Fitness to Practice Regulations to include the Doctorate in Clinical Psychology offered in conjunction with the University of Coventry.

112/03-04 Amendment to Ordinance 7

CONSIDERED:

Revisions to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine as set out in paper BFM 39/03-04.

RECOMMENDED (to the Senate):

That the revisions to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine be approved as set out in paper BFM 39/03-04, subject to the inclusion of two student representatives on the Board; one undergraduate, one postgraduate.

113/03-04 Undergraduate Student Appeals Procedures

CONSIDERED:

Guidance for students and the pro-forma for student use when making appeals under Regulation 8.12, paper BUGS 23/03-04.

RECOMMENDED (to the Senate):

That the guidance for students and a pro-forma for student use when making appeals under Regulation 8.12 be approved as set out in paper BUGS 23/03-04.

114/03-04 Submission deadlines and teaching patterns for Master's degrees

REPORTED:

That the Working Group on the Length of the Teaching Year requested that the Board of Graduate Studies conduct a survey of submission deadlines and delivery patterns for taught postgraduate courses.

CONSIDERED:

A paper summarising departments' responses to the survey conducted by the Board of Graduate Studies, paper BGS 35/03-04.

RESOLVED:

That it be noted that the Board of Graduate Studies was liaising with departments which set an early deadline for the submission of MA theses and that whilst no change to such deadlines would be feasible in 2004, Chairs of the affected departments be asked to consider request for modest extensions; it being noted that relatively late submission deadlines also constrained decisions on students seeking registration as doctoral students in the following academic year.

115/03-04 Periodic Reviews

CONSIDERED:

(a) Warwick Business School

- (i) The report of the Periodic Review of postgraduate provision in the Warwick Business School, paper BFSS 44a/03-04.
- (ii) The HEFCE Summary Periodic Review Report Form, paper BFSS 44/03-04.
- (iii) The response to the report from the School, paper BFSS 45/03-04.

RESOLVED:

That the report of the Periodic Review of postgraduate provision in the Warwick Business School be approved, it be noted;

- (iv) That the Board of Graduate Studies had requested a follow-up report in the Spring Term 2005;
- (v) That student SSLC chairs should be expected to moderate online SSLC discussions as would be expected in traditional meetings;

- (vi) That the noted differential performance of part-time students be kept under review by the School.
- (b) Institute of Education
- (i) The report of the Periodic Review of Undergraduate and PGCE provision in the Institute of Education (paper BFSS46b /03-04.
 - (ii) The HEFCE Summary Periodic Review Report Form, paper BFSS46a/03-04 (revised).
 - (iii) The response to the report from the Institute, paper BFSS 47/03-04.
 - (iv) A request from the Institute of Education, paper BGS37/03-04, that the Periodic Review of the Institute's postgraduate provision be delayed until the 2005/06 academic year.

RESOLVED:

That the report of the Periodic Review of Undergraduate and PGCE provision in the Institute of Education be approved, it being noted;

- (v) That the Institute work with the e-Learning Advisor for the Faculty of Social Studies to implement online developments in SSLC facilitation; it being noted that the University would require only an Annual Report from each SSLC.
 - (vi) That the request from the Institute of Education that the Periodic Review of the Institute's postgraduate provision be delayed until the 2005/06 academic year be approved.
- (c) Biological Sciences
- (i) The report of the Periodic Review of postgraduate provision in the Department of Biological Sciences, paper BGS38/03-04.
 - (ii) The response to the report from the Department, paper BGS39/03-04.

RESOLVED:

That the report on the Periodic Review of postgraduate provision in the Department of Biological Sciences be approved as set out in paper BGS38/03-04; it being noted that no summary report form had been completed since the Review had taken place in the academic year 2003-04.

(d) Department of Philosophy

- (i) The report of the Periodic Review of postgraduate provision in the Department of Philosophy, paper BFSS48B/03-04.
- (ii) The HEFCE Summary Periodic Review Report Form, paper BFSS48a /03-04
- (iii) The response to the report from the Department, paper BFSS49 /03-04.

RESOLVED:

- (iv) That the report of the Periodic Review of postgraduate provision in the Department of Philosophy be approved as set out in paper BFSS48B/03-04; it being noted that the Department had retracted its acceptance of the recommendation set out in paragraph 6. (vi), regarding departmental use of FDS data following further consideration of its use of such data, which the Committee accepted was appropriate;
- (v) That it be noted that it was reported by the Chair of Department that the proposal to combine SSLCs had been put to students on previous occasions and be roundly rejected by them.

116/03-04 Annual Review Reports for Research Degrees

CONSIDERED:

Draft procedures for the Annual Review of Research Degree provision, paper BGS41/03-04 (revised).

RECOMMENDED (to the Senate):

That the draft procedures for the Annual Review of Research Degree provision be approved as set out in paper BGS41/03-04 (revised), subject to the amendment of the deadline for the submission of reports from the Autumn to the Spring Term annually.

117/03-04 Annual Course Review

CONSIDERED:

- (a) A 2002-03 Annual Course Review report for the MBChB in the Faculty of Medicine, paper BFM 6/03-04.

RESOLVED:

That it be noted that it had been ascertained that the progression statistics for the MBChB were typical for the discipline.

- (b) A composite report of 2002-03 Annual Course Review reports for postgraduate courses in the Faculty of Medicine, paper GCFM 31/03-04.

RESOLVED:

That efforts be made by the Medical School to obtain the outstanding annual Course Review report from the MA/MSc in Applied Healthcare Studies (Diabetes Care) for consideration by the Committee at its next meeting.

- (c) A request from the Warwick Business School for an amendment to be made to the Annual Course Review template to include a field seeking feedback from departments on local instances of good practice which could be collated and disseminated throughout the institution, paper AQSC 109/03-04 (copy attached) and a draft of the Annual Course Review report form amended accordingly, paper AQSC 110/03-04.

RESOLVED:

That the proposed amendment to the Annual Course Review report from be not approved; it being noted that there were already mechanisms in place for ensuring the identification and dissemination of good practice.

118/03-04 New and Revised Courses of Study

- (a) Institute of Education

CONSIDERED:

A proposal from the Institute of Education to change the name of the MA in Educational Management to MA in Educational Leadership and Innovation, paper GFSS109/03-04.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to change the name of the MA in Educational Management to MA in Educational Leadership and Innovation be approved as set out in paper GFSS109/03-04.

- (b) Faculty of Medicine

CONSIDERED:

- (i) Postgraduate Certificate in Diabetes Care for Dieticians

A proposal from the Division of Health in the Community to introduce a Postgraduate Certificate in Diabetes Care for Dieticians, with effect from October 2004, paper GCFM18/03-04, (copy attached).

RECOMMENDED (to the Senate):

That the proposal from the Division of Health in the Community to introduce a Postgraduate Certificate in Diabetes Care for Dieticians, with effect from October 2004 be approved as set out in paper GCFM18/03-04, subject to revisions noted at the meeting being made to the course specification.

(ii) Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses

A proposal from the Division of Health in the Community to introduce a Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses, with effect from October 2004, paper GCFM19/03-04.

RECOMMENDED (to the Senate):

That the proposal from the Division of Health in the Community to introduce a Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses, with effect from October 2004 be approved as set out in paper GCFM19/03-04, subject to revisions noted at the meeting being made to the course specification.

(iii) MSc Health Services Management

CONSIDERED:

A proposal from the Division of Health in the Community to introduce a MSc in Health Services Management, with effect from October 2004, paper GCFM 4/03-04 (revised).

RECOMMENDED (to the Senate):

That the proposal from the Division of Health in the Community to introduce a MSc in Health Services Management, with effect from October 2004, be approved as set out in paper GCFM 4/03-04 (revised), subject to revisions noted at the meeting being made to the course specification.

(iv) Diploma in Occupational Health

CONSIDERED:

A proposal from the Division of Health in the Community for a new level 2 Diploma entitled Diploma in Occupational Health, with effect from September 2004, paper GCFM20/03-04.

RECOMMENDED (to the Senate):

That the proposal from the Division of Health in the Community for a new level 2 Diploma entitled Diploma in Occupational Health, with effect from September 2004 be approved as set out in paper GCFM20/03-04; subject to revisions noted at the meeting being made to the course specification.

(c) School of Law

CONSIDERED:

An outline proposal for the restructuring of the LLM Law in Development, paper BGS 44/03-04, noting that full course proposals would be submitted in the Autumn Term 2004/2005; it being noted that at its meeting held on 3 June, the Board of Graduate Studies recommended that the proposal be approved and that the School be given permission to advertise the course from summer 2004.

RECOMMENDED (to the Senate):

That the outline proposal from the School of Law to restructure the LLM Law in Development be approved as set out in paper BGS 44/03-04, it being noted that;

- (i) It was the Committee's expectation that formal course approval documentation would be forthcoming in the Autumn Term;
- (ii) That the decision of the Committee to permit the School to advertise the course during the summer vacation 2004 in no way set a precedent; it being the view of the Committee that the School was proposing revisions to an existing course and it had confidence in the School's ability to provide formal documentation and ensure the necessary staffing resources were in place;
- (iii) That the change in academic direction intended for the LLB was already well embedded in other areas of the School's activities.

(d) Department of Chemistry

A proposal for a new degree course leading to the award of the degree of PhD in Chemistry with Industrial Collaboration with effect from October 2004 paper SGS 55/03-04 (revised).

RECOMMENDED (to the Senate):

That the proposal from the Department of Chemistry to introduce a new degree course leading to the award of the degree of PhD in Chemistry with Industrial Collaboration with

effect from October 2004 be approved as set out in paper SGS 55/03-04 (revised).

(e) WBS

CONSIDERED:

A proposal from WBS to redesign the MSc in Management Science and Operational Research, paper GFSS93/03-04.

RECOMMENDED (to the Senate):

That the proposal from WBS to redesign the MSc in Management Science and Operational Research be approved as set out in paper GFSS93/03-04.

119/03-04 Discontinued courses of study

CONSIDERED:

A proposal from the Division of Health in the Community to discontinue the MA/MSC in Applied Health Studies: Primary Care Practice, paper GCFM25/03-04.

RECOMMENDED: (to the Senate)

That the proposal from the Division of Health in the Community to discontinue the MA/MSC in Applied Health Studies: Primary Care Practice be approved as set out in paper GCFM25/03-04.

120/03-04 Partnership with Warwick Institute, South Africa

REPORTED:

That at its meeting held on 4 June, the Partnerships and Distance Learning Sub-Committee received an oral report from Dr A Dowd, WMG, School of Engineering on progress towards implementing the exit strategy from the partnership with Warwick Institute and resolved that it be noted that whilst WMG had made efforts to calculate the required number of modules to be delivered to allow students to complete their courses of study, feedback from Warwick Institute/Da Vinci on individual students' module choices had yet to be received and that the situation be monitored during the summer vacation.

RESOLVED:

That the position be monitored over the summer vacation and that Dr A Dowd be requested to prepare a written report for the week 4 meeting of the Committee in the Autumn Term.

121/03-04 Termination of contract with ITM, India

REPORTED:

- (a) That the University had terminated its contract with the Institute of Technology Management, India, at the request of the School of Engineering, paper PDLSC 77/03-04.
- (b) That no students had been recruited to start the collaborative BEng or MEng in Electronic Engineering or Electronic and Communication Engineering in October 2004, and that continuing students, having completed their first year at ITM, would transfer to Warwick in October 2004.

RESOLVED:

- (c) That it be noted that higher numbers of Indian students were now enrolling on the campus-based variants of the BEng and MEng in Electronic Engineering and Electronic and Communication Engineering and that the School of Engineering should keep overseas recruitment to the courses under review.
- (d) That the School of Engineering reflect on the market research which had been conducted prior to the establishment of the partnership with ITM which had not predicted the actual level of interest in the course.

122/03-04 Distance Learning MBA in Hong Kong

REPORTED:

That the Partnerships and Distance Learning Sub-Committee, at its meeting held on 4 June, considered the University's use of agents in collaborative arrangements in light of the registration documentation submitted by WBS to the Hong Kong government for the Distance Learning MBA in Hong Kong, paper PDLSC 82/03-04 (copy attached) and recommended to the Academic Quality and Standards Committee that whilst it had no desire to change the relationship between the School and its agent in Hong Kong, *Education UK*, since the relationship appeared to contravene the University's policy of not using agents, renewed consideration be given to University policy and its definition of an agent following the publication of the QAA's revised Code of Practice on Collaborative, Flexible and Distributed Learning, expected over the summer.

RESOLVED:

That due consideration be given, following the publication of the QAA's revised Code of Practice on Collaborative, Flexible and Distributed Learning which was expected over the summer, to the University's definition and use of agents.

Partnership with Global EduTech Management Ltd (GEM), Suzhou, China

CONSIDERED:

A proposal from the Warwick Manufacturing Group to establish a new collaboration with Global EduTech Management Ltd (GEM), China, comprising the documents listed below, it being noted that the Partnerships and Distance Learning Sub-Committee, at its meeting on 4 June, recommended, following the receipt of additional documentation, that the proposal be approved:

- (a) Part 4 of the course approval documentation proposing the establishment of a distance delivery variant of the MSc in Engineering Business Management, paper PDLSC 34/03-04.
- (b) A letter from Dr H Chen, CEO of GEM China, together with extracts from the Global EduTech Management (GEM) Code of Good Practice, referred to in sections (f), (g), (h) and (q) of the letter, paper PDLSC 35/03-04.
- (d) A Site Visit form for Global EduTech Management Ltd, Suzhou, China, paper PDLSC 36/03-04.
- (d) A covering note from Dr A Dowd, Warwick Manufacturing Group, and papers documenting investigations carried out by WMG into Global EduTech Management Ltd. for the establishment of a distance delivery variant of the MSc in Engineering Business Management, paper PDLSC 83/03-04 (copy attached); it being noted that the Secretary to the Committee has received a copy of Part 4 of the course approval documentation signed by Dr A Dowd, Warwick Manufacturing Group and the Director of Global EduTech Management Ltd.

RESOLVED:

- (e) That clarification be sought from the Warwick Manufacturing Group on the intended scale of the link with GEM, including initial and projected student numbers likely to be involved;
- (f) That WMG make every effort to obtain the outstanding testimonials listed at (f) (i) and (ii) of paper PDLSC 83/03-04 prior to any reconsideration by the Committee of the proposal;
- (g) That consideration be given during the summer vacation prior to a revised proposal coming forward, to the student support and other mechanisms which would be the subject of formal contractual provisions given the immaturity of the relevant arm of the GEM operation in delivering collaborative educational courses.

CONSIDERED:

A proposal from the Institute of Education to introduce a Postgraduate Certificate in Innovation in Education with effect from October 2004 comprising:

- (a) A covering memo from Dr Leoni Antoniazzi, Institute of Education, paper PDLSC 84/03-04.
- (b) Part 1 course approval form, paper PDLSC 85/03-04.
- (c) A course specification for the Postgraduate Certificate in Innovation in Education, paper PDLSC 86/03-04 (revised), laid on the table.
- (d) Part 2 course approval form, paper PDLSC 87/03-04.
- (e) Part 4 course approval form, paper PDLSC 88/03-04.
- (f) Site Visit report for Specialist Schools Trust, paper PDLSC 89/03-04.
- (g) A letter from Ms Elizabeth Reid, Chief Executive of Specialist Schools Trust, together with a briefing note on specialist schools and a draft publicity leaflet, paper PDLSC 101/03-04.
- (h) A spreadsheet outlining Specialist Schools Trust's links with other HEIs, paper PDLSC 102/03-04.
- (i) Organisational charts for the Specialist Schools Trust, paper PDLSC 103/03-04.
- (j) Curricula Vitae for the staff proposed by the Institute of Education to teach and administer the Postgraduate Certificate in Innovation in Education, as set out below:
 - (i) Mr Keith Blake, paper PDLSC 90/03-04
 - (ii) Mr Colm Doyle, paper PDLSC 91/03-04
 - (iii) Mr Paul Marsden, paper PDLSC 92/03-04
 - (iv) Ms Rosemary Lury, paper PDLSC 93/03-04
 - (v) Mr Anthony Bloxham, paper PDLSC 94/03-04
 - (vi) Professor Brian Caldwell, paper PDLSC 95/03-04
 - (vii) Mr Tom Clark, paper PDLSC 96/03-04
 - (viii) Mr Ken Walsh, paper PDLSC 97/03-04
 - (ix) Professor David Hargreaves, paper PDLSC 98/03-04
 - (x) Ms Sue Williamson, paper PDLSC 99/03-04
 - (xi) Mr David Carter, paper PDLSC 100/03-04

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to introduce a Postgraduate Certificate in Innovation in Education in partnership with the Specialist Schools Trust, with effect from October 2004, be

approved as set out above; it being noted that confirmation had been received following the meeting of the approval by the Chair of the Partnerships and Distance Learning Sub-Committee of the revised course specification.

125/03-04 Partnership with Beijing Normal University

CONSIDERED:

A proposal from the Centre for English Language Teacher Education to establish a new collaboration with the Beijing Normal University to offer the MA in English Language Teaching, comprising:

- (a) Part 1 course approval form, paper PDLSC 132/03-04.
- (b) Part 2 course approval form, paper PDLSC 133/03-04.
- (c) Part 4 course approval form, paper PDLSC 134/03-04.
- (e) A Site Visit report for Beijing Normal University, paper PDLSC 135/03-04.
- (f) Curricula Vitae for the staff proposed by the Centre for English Language Teacher Education to teach on the MA in English Language Teacher Education at Beijing Normal University, as set out below:
 - (i) Xiaotang Cheng, paper PDLSC 136/03-04
 - (ii) Liu Xiangyu, paper PDLSC 137/03-04
 - (iii) Tian Guisen, paper PDLSC 138/03-04
 - (iv) Wang Qiang, paper PDLSC 139/03-04
 - (v) Zhou Liuxi, paper PDLSC 140/03-04

RECOMMENDED (to the Senate):

That the proposal from the Centre for English Language Teacher Education to establish a new collaboration with the Beijing Normal University to offer the MA in English Language Teaching, be approved as set out above.

126/03-04 Proposed tutors for the BA English Language, Translation and Cultural Studies

REPORTED:

That, at its meeting held on 4 June, the Partnerships and Distance Learning Sub-Committee considered Curricula Vitae for staff proposed by the Centre for English Language Teacher Education to teach on the BA in English Language, Translation and Cultural Studies at Renmin University, China, as set out below and recommended that these be approved:

- (a) Zhang Yonxian, paper PDLSC 141/03-04
- (b) Long Yan, paper PDLSC 142/03-04
- (c) Ping Li, paper PDLSC 143/03-04

- (d) Wang Xiaolu, paper PDLSC 144/03-04
- (e) Yang Hua, paper PDLSC 145/03-04
- (f) Yuling Bee, paper PDLSC 146/03-04
- (g) Zeng Wei, paper PDLSC 147/03-04
- (h) Zhang Ling, paper PDLSC 148/03-04

RECOMMENDED (to the Senate):

That the Curricula Vitae for staff proposed by the Centre for English Language Teacher Education to teach on the BA in English Language, Translation and Cultural Studies at Renmin University, China be approved as set out above.

127/03-04 Discontinuation of Partnership with Heart of Birmingham Teaching Primary Care Trust

CONSIDERED:

A proposal from the Warwick Medical School to discontinue the partnership with the Heart of Birmingham Teaching Primary Care Trust for the Postgraduate Award in Sexual Health with effect from July 2004, (paper GCFM 23/03-04, copy attached), the Medical School now proposing to offer the PGA in Sexual Health as a non-collaborative University of Warwick course, taught by staff based in the Medical School; it being noted that the PDLSC, at its meeting on 4 June, recommended that the proposal be approved.

RECOMMENDED (to the Senate):

That the proposal from the Warwick Medical School to discontinue the partnership with the Heart of Birmingham Teaching Primary Care Trust for the Postgraduate Award in Sexual Health with effect from July 2004 be approved as set out in paper GCFM 23/03-04.

128/03-04 Franchise of SureStart Recognised Early Years Sector-endorsed Foundation Degree

CONSIDERED:

A proposal from the Institute of Education to franchise the existing SureStart Recognised Early Years Sector-endorsed Foundation Degree at North Warwickshire and Hinckley College with effect from October 2004, comprising:

- (a) A covering letter from Dr R Moseley, Director of the Centre for Lifelong Learning, paper PDLSC 124/03-04.
- (b) Part 4 course approval documentation, paper PDLSC 125/03-04.
- (c) A Site Visit report for North Warwickshire and Hinckley College, paper PDLSC 126/03-04.
- (d) A letter from Mr B Melling, Senior Lecturer in Child Studies at North Warwickshire and Hinckley College explaining the

college's rationale for the partnership, paper PDLSC 127/03-04.

- (e) Curricula Vitae for the staff proposed by the Institute of Education to teach on the Early Years Foundation Degree at North Warwickshire and Hinckley College, as set out below:
 - (i) Mr B Melling, paper PDLSC 128/03-04
 - (ii) Ms S Sherrington, paper PDLSC 129/03-04
 - (iii) Ms C Temple, paper PDLSC 130/03-04

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to franchise the existing SureStart Recognised Early Years Sector-endorsed Foundation Degree at North Warwickshire and Hinckley College with effect from October 2004 be approved as set out above.

129/03-04 Foundation Degree in Basic Skills Education and Training

CONSIDERED:

A proposal from the Centre for Lifelong Learning to offer a Foundation Degree in Basic Skills Education and Training at North Warwickshire and Hinckley College with effect from April 2004, comprising:

- (a) A memorandum from the Director of the Centre for Lifelong Learning identifying the Foundation Degree as an extension of the Department's Certificate in Post-Compulsory Education offered at North Warwickshire and Hinckley College, and therefore requesting an exemption from providing a Site Visit report and CVs for tutors teaching on the Foundation Degree, PDLSC 104/03-04.
- (b) Part 1 course approval documentation, paper PDLSC 105/03-04.
- (c) Part 4 course approval documentation, paper PDLSC 106/03-04.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning to offer a Foundation Degree in Basic Skills Education and Training at North Warwickshire and Hinckley College with effect from April 2004 be approved as set out above.

130/03-04 Annual Course Review Reports, Academic Year 2002-03

CONSIDERED:

A statement of expectation about the conduct and monitoring of the Annual Review process in partner institutions, drafted by the Secretary in conjunction with the Chair of the Committee, intended to be

forwarded to partner institutions to inform the conduct of Annual Review 2003-04, paper PDLSC 110/03-04; it being noted that the PDLSC, at its meeting on 4 June, recommended that the document be approved.

RESOLVED:

That the statement of expectation about the conduct and monitoring of the Annual Review process in partner institutions be approved as set out in paper PDLSC 110/03-04 and circulated to partner institutions during the summer.

131/03-04 WBS: Distance Learning MBA

REPORTED:

- (a) That the Partnerships and Distance Learning Sub-Committee, at its meeting held on 10 March, considered the Annual Course Review report for the Distance Learning MBA, paper GFSS 79/03-04, and resolved that the report identified issues which, given the absence of a member of the School on the Committee, should be pursued with an appropriate member of the School at the next meeting of the Committee.
- (b) That in spite of repeated efforts to invite academic and administrative representatives of the DLMBA no member of staff had responded to requests.
- (c) That the PDLSC, at its meeting held on 4 June, resolved that the matter be referred to the Academic Quality and Standards Committee, to be considered within the wider context of the appropriate locus for consideration of distance learning provision, which might in due course be informed by clarification of the impact of the revisions recently approved by the Senate on the Committee system.

RESOLVED:

That the issue of the appropriate locus for consideration of distance learning provision be considered once the impact of the revisions recently approved by the Senate on the Committee system had been clarified.

132/03-04 Proposed Tutors for the Diploma in Integrative Counselling, Solihull College

CONSIDERED:

Curricula Vitae for Ms Jayne Hedges and Ms Pat Ward, proposed course tutor and visiting tutor on the Diploma in Integrative Counselling at Solihull College, papers PDLSC 113 & 114/03-04.

RECOMMENDED (to the Senate):

That the Curricula Vitae for Ms Jayne Hedges and Ms Pat Ward, proposed course tutor and visiting tutor on the Diploma in Integrative Counselling at Solihull College be approved as set out in papers PDLSC 113/03-04 and 114/03-04.

133/03-04 Date of the Next Meeting

REPORTED:

That the next meeting would be held in the Autumn Term 2004.

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