

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee held on  
18 September 2003

Present: Professor Susan Bassnett (in the Chair), Professor M Cooper, Dr S Hill, Mr R Jones, Dr P O'Hare, Mr R Watson

Apologies: Dr P Blackmore, Professor R Burns, Professor A Easton, Professor I Lauder, Professor G Lindsay, Professor M McCrae, Professor A Mullender, Professor M Whitby

Present: Ms K Penner, Ms R Wooldridge Smith

105/02-03 Minutes

RESOLVED:

That the Minutes of the meeting held on 7 July 2003 be approved.

106/02-03 Matters Arising

(a) Assessment Practices and Examination Load and Late Submission of Assessed Work

REPORTED:

That at its last meeting held on 7 July the Committee considered the recommendations of the Board of Undergraduate Studies concerning revisions to the 50% rule and the imposition of penalties for the late submission of work and resolved *inter alia* that the heading "Submission of Assessed Work", to section F of the Examination & Degree Conventions be amended to read 'Submission of Assessed Coursework'.

CONSIDERED:

A memorandum from the Assistant Registrar (Examinations) (paper AQSC 204/02-03);

- (i) drawing the attention of the Committee to the implications of deviating from former University terminology with regard to assessed work on the grounds of maintaining clarity between that which is credit bearing and that which is not.
- (ii) Proposing amendments to Regulation 14.1.

RESOLVED:

- (iii) That the Committee supported the practice adopted hitherto which denoted “coursework” as work which did not carry formal assessment weighting and “assessed work” to denote work which did carry a formal weighting.
- (iv) That this distinction be brought to the attention of QAA auditors in Spring 2009<sup>4</sup> insofar as it deviated from typical nomenclature adopted by other institutions.

RECOMMENDED (to the Senate):

That the proposed amendments to Regulation 14.1 be approved as set out in paper AQSC 204/02-03.

(b) Annual Course Review reports

REPORTED:

- (i) That at its meeting held on 11 June, the Committee considered the desirability of requiring departments to submit an Annual Course Review report on each course, (rather than a composite report covering all departmental provision), in line with the increasing emphasis placed by the external quality framework on the course as the unit of scrutiny, noting that members of the Committee had expressed concern about the additional burden this might place on departments, and the information common to more than one course, and resolved that Chairs of Departments be consulted on the potential change in practice.

CONSIDERED:

Responses to the consultation from Dr J Robinson, Department of Physics and Professor K Legge, Warwick Business School (paper AQSC 205/02-03).

RESOLVED:

That departments be allowed to retain flexibility in determining whether Annual Course Review reports be drafted individually or as a composite report to minimise the burden on departments and reduce duplication of information common to more than one course.

- (ii) That at its last meeting held on 7 July the Committee considered the following Annual Course Review reports from the Faculty of Medicine and recorded the following resolutions:

(A) MSc Health Information Sciences:

That a complete version of the Annual Review report for the MSc Health Information Sciences, including responses to sections 8, 9 and 10 be considered at the next meeting of the Committee.

CONSIDERED:

A revised Annual Course Review report for the academic year 2001-02 for the MSc Health Information Sciences (paper AQSC 206/02-03).

RESOLVED:

That the revised Annual Course Review report for the academic year 2001-02 for the MSc Health Information Sciences be approved as set out in paper AQSC 206/02-03; it being noted that future reports would be expected to include greater analysis of the experience of the cohort rather than an account of mechanisms in place to deal with potential situations.

(B) MSc Child Health:

- (1) That the missing Appendices A & B be submitted for the next meeting of the Committee.
- (2) That further information be provided explaining the reference to student concerns relating to the level of teaching delivered by one member of staff outside the School and the action plan implemented to address the concerns and assure delivery of this part of the curriculum at the appropriate level.
- (3) That further information be provided confirming the refurbishment of departmental facilities in June 2003.
- (4) That the Course Director of the MSc Child Health address the query included in point 2.

CONSIDERED:

A revised Annual Course Review report for the academic year 2001-02 for the MSc Child Health (paper AQSC 207/02-03).

RESOLVED:

That the revised Annual Course Review report for the academic year 2001-02 for the MSc Child Health be approved as set out in paper AQSC 207/02-03.

(C) MSc Community Gynaecology (paper GCFM 12/02-03)

- (1) That the Course Director for the MSc Community Gynaecology provide further details of measures being taken to provide enhanced support to students.
- (2) That the Course Director provide further information on the School's efforts to secure more appropriately sized teaching rooms for its classes.
- (3) That the Committee would expect to see evidence in the 2002-03 report of the electronic SSLC currently being established to provide a forum for the exchange of student views.

CONSIDERED:

A revised Annual Course Review report for the academic year 2001-02 for the MSc Community Gynaecology (paper AQSC 208/02-03).

RESOLVED:

That the revised Annual Course Review report for the academic year 2001-02 for the MSc Community Gynaecology be approved as set out in paper AQSC 208/02-03.

(D) MBChB

That the Annual Course Review report 2001-02 for the MBChB be resubmitted for consideration at the next meeting of the Committee; it being noted that the Review report should be an analytical and evaluative account of the academic year written by the academic Course Director.

CONSIDERED:

A revised Annual Course Review report for the academic year 2001-02 for the MBChB (paper AQSC 209/02-03).

RESOLVED:

That the revised Annual Course Review report for the academic year 2001-02 for the MBChB be approved as set out in paper AQSC 209/02-03; it being noted that the role of Clinical Mentors would be reviewed by the course organisers in light of the needs of students on clinical placements.

(c).....Additional Course Costs

CONSIDERED:

Responses from the Chairs of the Department of English and the School of Law to the Committee's queries concerning additional costs to students levied in their respective departments (papers AQSC 210 and 211/02-03 respectively).

RESOLVED:

- (i) That clarification be sought from the Department of English as to what information was provided to students relating to the Writers at Warwick sessions and any potential academic repercussions for students who choose not to attend the sessions, such as students being unable to contribute to related seminars.
- (ii) That clarification be sought from the School of Law as to the precise nature and level of costs incurred by students in each year of the School's courses and that the School consider including the additional course costs for compulsory elements of the course in their departmental budget.
- (iii) That clarification be sought from the Chair of the Estimates and Grants Committee as to whether the Committee could offer the School of Law some financial assistance in order to drive down the level of additional costs.

106/02-03 QAA Institutional Audit

CONSIDERED:

- (a) The second draft of the University's Self Evaluation Document for Institutional Audit, due to be submitted to the QAA on 27 October 2003, drafted by the Senior Assistant Registrar (Teaching Quality) (paper AQSC 212/02-03).
- (b) A draft of the Student Submission for Institutional Audit, due to be submitted to the same deadline, drafted by the Students' Union Education Officer (paper AQSC 213/02-03).

RESOLVED:

- (c) That any comments relating to the Self Evaluation Document and Student Submission for Institutional Audit be sent to the Senior Assistant Registrar (Teaching Quality) and Education Officer respectively.

107/02-03 Continuation Audit 1998: External input into Periodic Review and Course Approval

REPORTED:

That the University's response to the QAA written one year on from its Continuation Audit in 1998 indicated that the Committee would review the involvement of external peers in Periodic Review after a year of operation and consider how best to extend arrangements to cover course approval mechanisms.

CONSIDERED:

The impact of the participation in Periodic Review of external peers since 2000-01 and the appropriate involvement of external peers in course approval.

RESOLVED:

- (i) That the participation of external peers in Periodic Review since 2000-01 was considered a positive contribution to the Review process.
- (ii) That it be noted that course approval documentation and Annual Course Review reports were considered by the relevant Faculty sub-committee, the Faculty Board, the Boards of Graduate or Undergraduate Studies as appropriate and the Academic Quality and Standards Committee, ensuring that approval and review of all courses involved appropriate persons external to the design and delivery of the course and that the standards and quality of the courses were set at an appropriate level.

108/02-03 Review of the Foundation Degree in Community Enterprise and Development

CONSIDERED:

The final report on the QAA review of the Foundation Degree in Community Enterprise and Development, conducted in March 2003 (paper AQSC 214/02-03).

RECOMMENDED (to the Senate):

That in light of the comments made in the QAA Review Report on the Foundation Degree in Community Enterprise and Development (paper AQSC 214/02-03), a review be undertaken of the University's policy

on the Accreditation of Prior Learning; it being noted that the Committee supported the retention of its rigorous policy on accreditation of prior learning for core modules which applied to all University courses.

109/02-03 Report from the Placement Learning Working Group of the Quality Task Group

CONSIDERED:

A Good Practice Guide on Placement Learning drafted by the Administrative Officer (Teaching Quality) (paper AQSC 215/02-03).

RESOLVED:

That the Good Practice Guide on Placement Learning be approved as set out in paper AQSC 215/02-03, subject to the addition of an Executive Summary, and be disseminated widely within the University to inform departmental practice.

110/02-03 Report from the External Examining Group of the Quality Task Group

CONSIDERED:

Work carried out during the summer vacation by Piers Nicholls, Centre for Academic Practice, to develop a website for External Examiners, comprising internal and external sources of information and advice, departmental case studies and a Good Practice Guide (paper AQSC 216/02-03).

RESOLVED:

That Piers Nicholls be invited to the next meeting of the Committee to provide a demonstration of the website for External Examiners; it being noted that the site would need to be fully operational by the end of October since references would be made to it in the Self Evaluation Document.

111/02-03 Report from the CATS Working Group of the Academic Quality and Standards Committee

RECEIVED:

An oral report from Professor S Bassnett, Chair of the Group, on work conducted during the summer vacation.

CONSIDERED:

Notes of Guidance on Credit and CATS, drafted by the Senior Assistant Registrar (Teaching Quality) (paper AQSC 217/02-03).

RESOLVED:

That the Notes of Guidance on Credit and CATS be approved as set out in paper AQSC 217/02-03 and be disseminated widely within the University to ensure greater clarity on credit in departments.

112/02-03 Report from the Quality Enhancement Working Group of the Academic Quality and Standards Committee

REPORTED:

That at its meeting held on 11<sup>th</sup> September, the Quality Enhancement Working Group considered a paper from Piers Nicholls, Centre for Academic Practice, on Reviewing and Developing Approaches to Student Feedback (paper QEWG 6a/02-03) and resolved that that the Academic Quality and Standards Committee be asked to consider:

- (a) current practice at departmental and institutional levels in obtaining and using student feedback;
- (b) the articulation of current methods of obtaining feedback with the National Student Survey to be introduced in 2004;
- (c) the existing Students' Union survey conducted in 2002-03 to inform the student submission for Institutional Audit and module-level evaluation;

it being noted that the Group was of the view that it would be helpful if Research and Information Support Services, Students' Union, could undertake an analysis of the coverage of the existing SU survey vis-à-vis the proposed National Student Survey with a view to recommendations for revision of the former being brought before the AQSC in due course.

CONSIDERED:

A paper from Piers Nicholls, Centre for Academic Practice, on Reviewing and Developing Approaches to Student Feedback (paper QEWG 6a/02-03).

RESOLVED:

- (d) That the Academic Satisfaction Review continue as a joint annual survey between the Students' Union and the University to provide an institutional overview of student satisfaction with teaching and learning and support services.
- (e) That Research and Information Support Services, Students' Union, be asked to undertake an analysis of the coverage of the existing Academic Satisfaction Review vis-à-vis the proposed National Student Survey with a view to recommendations for revision of the former being brought before the AQSC in due course.

113/02-03 Course Approval Documentation

CONSIDERED:

Revised drafts of the course approval documentation as set out below; it being noted that the Committee approved a new version of the Part 1 form following the advent of Course Specifications and a variant of the Part 1 form specifically for Open Studies Certificates, at an earlier meeting.

- (a) A variant of the Part 1 form to apply for Postgraduate Awards (paper AQSC 218/02-03)
- (b) Part 2, Academic Fees and Resources (paper AQSC 219/02-03)
- (c) Part 3, Placement Learning (paper AQSC 220/02-03)
- (d) Part 4, Partnership Provision (paper AQSC 221/02-03)
- (e) Part 5, Distance Learning (paper AQSC 222/02-03)
- (f) The standard University contractual agreement for collaborative provision (paper AQSC 223/02-03).

RECOMMENDED (to the Senate):

- (g) That the revised course approval documentation Parts 1 – 5 be approved as set out in papers AQSC 218 – 222 respectively.
- (h) That the revised standard University contractual agreement for collaborative provision be approved as set out in paper AQSC 223/02-03; it being noted that the details would be considered in conjunction with the University's solicitors.

114/02-03 The Bologna Process

REPORTED:

That at its meeting held on 14 July, the CATS Working Group considered a report received from the International Office that a number of departments had independently translated their courses into the ECTS framework and resolved that the issue be referred to the Academic Quality and Standards Committee in order for the Committee to take a view on a University-wide approach to Bologna; it being noted that the ECTS tariff proposed adopted a different relationship to learning hours to the CATS system currently in use at the University.

CONSIDERED:

Briefing papers from Universities UK on the Bologna Process and the Convention on the recognition of Qualifications concerning Higher Education (Lisbon Convention) (papers AQSC 224 and 225/02-03 respectively).

RESOLVED:

That the University's ECTS Co-ordinator, in conjunction with appropriate staff in the International Office, be asked to provide the Committee with a paper on support and advice available to departments on the requirements for the translation of courses to the ECTS framework and associated European documentary requirements, with a view to recommending a University-wide position on the process.

115/02-03 Periodic Reviews of Departments 2003-04

CONSIDERED:

- (a) The schedule for Periodic Review for the period 2003-04 to 2007-08 based on a five-year cycle of review.
- (b) A request from the Academic Director of Studies for the Centre for Lifelong Learning to postpone the Periodic Review of the 2+2 and part-time degrees in Social Studies until the academic year 2004-05 (paper AQSC 227/02-03).

RESOLVED:

- (c) That the request from the Academic Director of Studies for the Centre for Lifelong Learning to postpone the Periodic Review of the 2+2 and part-time degrees in Social Studies until the academic year 2004-05 be approved.
- (d) That the schedule for review be amended in light of the imbalance in distribution of reviews; it being noted that the Chair would take action to approve the revised schedule which would be circulated to departments thereafter.

116/02-03 SSLC Report on Learning Resources

CONSIDERED:

A report from the SSLC Co-ordinators on meetings held with the University Librarian and Directors of IT Services and the Careers Service (paper AQSC 228/02-03).

RESOLVED:

- (a) That the Good Practice Guide on Departmental Handbooks be revised to advise departments that they should include a paragraph about careers and the Careers Service.
- (b) That a memo be sent to Chairs of Departments reminding staff of the absolute requirement for Subject Librarians to be consulted during the development of new courses and for the course reading lists to be submitted to the Library prior to the completion of course proposal documentation as required by the Part 1 form.

117/02-03 Centres for Excellence in Teaching & Learning

REPORTED:

- (a) That the Steering Committee, at its meeting on 18<sup>th</sup> August, resolved that the Academic Registrar be asked to co-ordinate bids for Centres.
- (b) That the members of staff listed below have been nominated to serve on the Working Group for Centres for Excellence in Teaching and Learning:

Dr P Blackmore, Centre for Academic Practice  
Mr R Burrige, School of Law  
Mr P Greatrix, Director of Student Services  
Students' Union Education Officer

CONSIDERED:

Further nominations for membership of the Working Group.

RESOLVED:

That Mr D Morley or Ms M Freely, Warwick Writing Programme, be asked to join the Working Group and that the Chair of the School of Engineering be asked to make a nomination to the Group.

118/02-03 Working Group on the Length of the Teaching Year

REPORTED:

That the following nominations for the above Working Group had been received:

Students' Union Education Officer

CONSIDERED:

Nominations for membership of the Working Group.

RESOLVED:

- (a) That the Chairs of the Boards of the Faculties and a representative from the Centre for Lifelong Learning be asked to join the Working Group.
- (b) That consideration be given by the Group to the time available for academic staff to mark examinations; it being noted that the Review of Assessment would consider this issue also.

119/02-03 Institute of Technology Management, India

REPORTED:

That the Partnerships and Distance Learning Committee, at its meeting held on 23 May 2003, considered *inter alia* a proposed amendment to the contract for collaborative provision with the Institute of Technology Management in Gurgoan, India, addressing the English language entry qualification requirement (paper PDLs 75/02-03) and recommended to the Committee that the amendment to the contract for collaborative provision with the Institute of Technology Management in Gurgoan, India be approved; it being noted that advice be sought from the Centre for English Language Teacher Education regarding the question of an acceptable English language entry qualification for ITM students.

CONSIDERED:

A proposed amendment to the contract for collaborative provision with the Institute of Technology Management in Gurgoan, India, addressing the English language entry qualification requirement (paper PDLs 75/02-03).

RESOLVED:

That clarification be sought from the Director of the Centre for English Language Teacher Education on the proposed changes to the level of English language qualification required for admission to the ITM course; it being noted that the Committee did not support reducing the standard of English language competence required for admission.

120/02-03 Course Specifications

CONSIDERED:

- (a) Course Specifications drafted for the following courses, approved by Faculty Working Groups:

Faculty of Arts

- (i) BA English Literature (AUCSWG 21/02-03 (revised)).
- (ii) BA English Literature & Creative Writing (AUCSWG 22/02-03 (revised)).
- (iii) BA English & American Literature (AUCSWG 28/02-03 (revised)).
- (iv) BA English & Theatre Studies (AUCSWG 29/02-03 (revised)).
- (v) BA English & European Literature (AUCSWG 35/02-03 (revised)).
- (vi) BA English & Spanish-American Literature (AUCSWG 36/02-03 (revised)).

RESOLVED:

That the Course Specifications be approved as set out in papers AUCSWG 21, 22, 28, 29, 35 and 35/02-03.

Faculty of Science

- (vii) G500, Computer Science (SCSG72/02-03)
- (viii) G503, Computer Science MEng (4 years) (SCSG73/02-03)
- (ix) G5N1, Computer and Management Sciences (SCSG74/02-03)
- (x) GN51, Computer and Business Studies (SCSG75/02-03)
- (xi) H610, Computer Systems Engineering BEng/ BSc (SCSG76/02-03)
- (xii) H612, Computer Systems Engineering MEng (SCSG77/02-03)
- (xiii) H105, Engineering Business Management (Post Experience) (SCSG78/02-03)
- (xiv) H1P7, WMG Engineering Business Management (MSc) (SCSG79/02-03)
- (xv) H1PE, Quality and Reliability (WMG) (SCSG80/02-03)
- (xvi) H1PU, WMG International Technology Management (MSc PGDip) (SCSG81/02-03)
- (xvii) H1Z8, Electronic Business Management (SCSG82/02-03)
- (xviii) H1ZC, Supply Engineering and Logistics (MSc) (SCSG83/02-03)
- (xix) H6P2, Information Technology for Manufacture (UK) (SCSG84/02-03)
- (xx) H7P5, Manufacturing Systems Engineering (UK) (SCSG85/02-03)
- (xxi) H7P8, Process Business Management (UK) (SCSG86/02-03)
- (xxii) H7P9, Process Business Management (SCSG87/02-03)

RESOLVED:

That the Course Specifications be approved as set out in papers SCSG 72 – 87/02-03, subject to the Department of Computer Science revising the use of the expression ‘assessed coursework’ to reflect the University’s definitions of ‘assessed work’ and ‘coursework’.

Faculty of Social Studies

- (xxiv) MA/PG Diploma Social Work (AQSC 229/02-03)
- (xxv) MBA (AQSC 230/02-03)
- (xxvi) BA Gender and Cultural Studies (AQSC 231/02-03)
- (xxvii) BA Sociology & Gender Studies (AQSC 232/02-03)
- (xxviii) MA Interdisciplinary Gender Studies (AQSC 233/02-03)

- (xxix) MA Gender and International Development (AQSC 234/02-03)
- (xxx) MA/PG Certificate English Language Studies and Methods (AQSC 235/02-03)

RESOLVED:

That the Course Specifications be approved as set out in papers AQSC 229 – 235/02-03.

Faculty of Medicine

- (xxxi) MA/MSc Applied Health Studies (Palliative Care) (GCFM 17/02-03 (revised))

RESOLVED:

That the Course Specification be approved as set out in paper GCFM 17/02-03.

- (b) A paper drafted by the Administrative Officer (Teaching Quality), setting which courses have not have course specifications formally approved (paper AQSC 236/02-03).

RESOLVED:

- (a) That the Assistant Secretaries to the Faculty Boards be thanked for their role in collecting and ensuring revisions to Course Specifications for their faculties.
- (b) That a letter be sent from the Committee to the following departments with Course Specifications outstanding, reminding them that the deadline for completion was the start of the academic year 2003-04:
  - (i) History
  - (ii) English
  - (iii) Chemistry
  - (iv) Law
  - (v) Philosophy
  - (vi) Sociology

121/02-03 Postgraduate Award in Sexual Health, School of Medicine

CONSIDERED:

A proposal from the School of Medicine to introduce a Postgraduate Award in Sexual Health in Primary Care for introduction with effect from October 2003 as set out in paper GCFM 4/02-03 (revised).

RECOMMENDED (to the Senate):

That the proposal from the School of Medicine to introduce a Postgraduate Award in Sexual Health in Primary Care for introduction

with effect from October 2003 be approved as set out in paper GCFM 4/02-03 (revised).

122/02-03 Periodic Review

CONSIDERED:

Amendments to the Information Pack on Procedures for the Review of Courses of Study (paper AQSC 238/02-03).

RESOLVED:

That the amendments to the Information Pack on Procedures for the Review of Courses of Study be approved as set out in paper AQSC 238/02-03; it being noted that the advent of a Summary Report form met the University's Teaching Quality Information obligations under HEFCE 02/15.

123/02-03 Revisions to the Committee Structure

REPORTED:

That a paper drafted by the Registrar had recently been considered by the Steering Committee which included a proposal to change the name and brief of the Academic Quality and Standards Committee.

RESOLVED:

That the Committee wished to emphasise the importance, in its view, of the continuing use of the terms 'Quality' and 'Standards' within the name of the University committee bearing primary responsibility for quality assurance matters.

124/02-03 Change of Responsibility for Teaching Quality

REPORTED:

That from 1 October 2003, Professor M Whitby would take over responsibility for teaching quality matters and would become Chair of the Academic Quality and Standards Committee.

RESOLVED:

That Professor Bassnett be thanked for her contribution to teaching quality during her time as Pro Vice-Chancellor.