

# UNIVERSITY OF WARWICK

## BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 15<sup>th</sup> February 2006.

Present: Professor M Whitby (in the Chair), Mr B Duggan, Professor P Ferdinand, Dr D Lamburn, Professor A McFarlane, Ms S Parveen, Dr J Robinson, Professor J Treglown.

Apologies: Dr S Gardner, Dr G Martin, Professor A Phizacklea, Professor S Swain.

In Attendance: Dr T Bell, Dr J Taylor, Mrs R Wooldridge-Smith (for item under minute 17(b)/05-06)

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12-15/05-06 Reserved Items

Please see separate minutes for academic members of the Board only.

16/05-06 Minutes

RESOLVED:

That the minutes of the meeting held on 9<sup>th</sup> November 2005 be approved.

17/05-06 Matters Arising on the Minutes

(a) Academic Satisfaction Review 2004/05 (minute 10/05-06 refers)

RECEIVED:

Responses from academic departments to the Academic Satisfaction Review 2004/05 (papers AQSC 37-69 /05-06).

REPORTED:

- (i) That the Academic Quality and Standards Committee, at its meeting on 17<sup>th</sup> November 2005, had considered the proposal from the Board of Undergraduate Studies that the Committee underline to departments guidelines on feedback to students on assessed work and had resolved that the Chair would do this (AQSC minute 34/05-06);
- (ii) That the Academic Quality and Standards Committee, at its meeting on 26<sup>th</sup> January 2006, had considered the responses to the Academic Satisfaction Review 2004/05 in papers AQSC 37-69/05-06, and had resolved:

- (A) that the Departments of Comparative American Studies and Health and Social Studies be asked to submit their responses to the next meeting of the Committee;
- (B) that it be noted that the response of the Department of Mathematics was only a partial response and that the Department be asked to submit a fuller response for the next meeting of the Committee;
- (C) that a briefing paper on Feedback on Assessment be prepared by the Secretariat as a basis for further discussions facilitated by Chairs of Faculty and involving the Chair of the Committee, it being noted that student dissatisfaction with aspects of the assessment feedback process has been a recurrent theme in SSLC reports, the National Student Survey data and in the Academic Satisfaction Review findings and responses;
- (D) that a number of issues surrounding the methodology and the phrasing of particular questions be discussed with Quad research prior to this year's survey of postgraduate students being undertaken;
- (E) that steps be taken to ensure that subsequent ASR reports include an analysis of the views of the University's international student population;
- (F) that the Secretariat clarify whether part-time students in the Institute of Education were surveyed in 2005;
- (G) that further steps be taken to significantly increase the participation rate, it being noted that many departments had indicated a willingness to help promote the questionnaire;
- (H) that it be noted that responses from the Library, Careers Service, IT Services and the Senior Tutor's Office constituted appropriate responses to issues flagged in a number of departmental responses;
- (I) that the Secretary write on behalf of the Chair to follow up on department-specific issues identified in the Committee's discussion of departmental responses;
- (J) that the Chairs of Faculty should play a role in considering further the response to faculty-wide issues, including those identified in the postgraduate reports;
- (K) that, except where noted above, the departmental responses considered at the meeting be approved.

(AQSC minute 49(hh) – (rr)/05-06).

- (b) Careers Advice for First-year Undergraduates (minute 31(b)/04-05 refers)

RECEIVED:

A paper from the Director of the Careers Service entitled "Implementing the Undergraduate Curriculum Review: Update from the Careers Service" (paper BUGS 9/05-06), together with a oral report from the Director.

RESOLVED:

That the paper be forwarded to the Academic Quality and Standards Committee with the Board's commendation, it being noted that the Director of the Careers Service would pursue suggestions by the Board members regarding terminology and the possible extension of comparative data beyond the Russell Group of universities.

18/ 05-06 Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had approved proposals from the Department of History for changes to the arrangements for years abroad as part of the BA degrees in History as set out in paper AUSC 17/05-06.
- (b) That the Chair, acting on behalf of the Board, had approved a request from the Warwick Business School for unrestricted open book status for paper IB9040 Market Analysis (full-time MBA).
- (c) That the Chair, acting on behalf of the Board, had approved a proposal from the Department of Politics for a new course 'BA/BSc in Philosophy, Politics and Economics with Intercalated Year' for introduction in 2005/06 as set out in paper UFSS 79-81/05-06, it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18<sup>th</sup> January 2006, recommended that this proposal be approved subject to the Chair receiving a completed Course Specification Form.
- (d) That the Chair, acting on behalf of the Board, had approved a proposal from Warwick Business School for a new intercalated year stream on the BA in Law and Business Studies (MN31) for introduction in 2005/06 as set out in paper UFSS 71/05-06 (to follow), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18<sup>th</sup> January 2006, recommended that this proposal be approved subject to receipt of a completed Part 3 of the Course Approval Form (Placement Learning) and a completed Course Specification Form.

RESOLVED:

That approval for the new intercalated year stream on the BA in Law and Business Studies (MN31) be deferred pending submission of a completed Part 3 of the Course Approval Form (Placement Learning) and a completed Course Specification Form.

19/05-06 Chair's Business

RECEIVED:

An oral report from the Chair on the need for further harmonisation of degree classification conventions between the Faculties of Science and Arts/Social Studies, it being noted that the Academic Quality and Standards Committee would consider this matter at its next meeting with a view to requesting the Chairs of the Undergraduate Studies Committees of the Faculties to take the issue forward.

20/05-06 SSLC Coordinators' Annual Reports

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 16<sup>th</sup> November 2005, had considered the Undergraduate Annual Report from the SSLC Coordinators for 2004/05 (paper AQSC 23/05-06) and had resolved:

- (a) That it be noted that issues raised in respect of Library provision were being taken forward by the Librarian and the Education Officer of the Students' Union;
- (b) That the Chair write to departments emphasising the importance of providing detailed and constructive comments to students on their coursework, it being noted that feedback was an area where institutions had generally performed less well in the 2005 National Student Survey;
- (c) That it be noted that communication and the management of expectations were key factors in student views of the quality of feedback;
- (d) That all personal tutors should have publicised office hours during term time, regardless of where they live, and that the Chair should draw this to the attentions of Heads of Department;
- (e) That an overview report on the personal tutor system be considered by the Committee in the Spring Term;
- (f) That the recommendation in respect of the overcrowding of some lecture and seminar rooms be brought to the attention of the central timetabling team rather than departments;
- (g) That it be noted that that, contrary to the impression given in the reports, SSLC representatives are routinely invited to departmental meetings in some of the named departments and that the SSLC Annual Report form be amended to reflect this;
- (h) That the SSLC Coordinators pass on a number of recommendations to the Campus Life Committee;
- (k) That SSLC Academic Convenors be informed about student mentoring schemes being developed across the University.

RECEIVED:

The Undergraduate Annual Report from the SSLC Coordinators for 2004/05 (paper AQSC 23/05-06).

21/05-06 Annual Course Review Reports

CONSIDERED:

(a) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Arts for the academic year 2004/05 (paper AUSC18(revised2)/05-06), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 18<sup>th</sup> January 2006, had considered paper AUSC 18/05-06 and had resolved:

- (i) that the Assistant Secretary to the Committee revise the summary report according to the recommendations of the Committee prior to submission to the next meeting of the Board of the Faculty of Arts;
- (ii) that the Chair investigate whether double marking is a University requirement;

and had recommended:

- (iii) that in future years, Departments in the Faculty complete a single, composite report for all courses in their department, rather than individual reports for each course;
- (iv) that comparative figures for previous years be provided wherever statistics are quoted within these reports.

(b) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2004/05 (paper SFS 67/05-06), it being note that the Sub-Faculty of Science, at its meeting on 24<sup>th</sup> January 2006, had considered paper SFS 67/05-06 and had resolved that the report be approved subject to minor amendments;

(c) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Studies for the academic year 2004/05 (paper UFSS 39/05-06), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18<sup>th</sup> January 2006, had considered paper UFSS 39/05-06 and had recommended (to Academic Quality and Standards Committee):

- (i) that departments should, given the revised timing for the submission of Annual Course Reviews, compare the admissions data for the year being reviewed with that for the current academic year;

- (ii) that the Senior Assistant Registrar (Teaching Quality) consider pre-populating the student data from central records to ease the burden on academic departments and ensure the admissions figures are accurate.

RECOMMENDED:

- (d) That the issue of non-standardised teaching methods and assessment criteria on the joint degree in French & Film Studies, noted under French Studies in Section 7 (Student Feedback) of paper AUSC18/05-06 (revised 2) be considered further at Faculty level;
- (e) That the Board noted the concern of departments in the Faculty of Science concerning the teaching timetable under section 11 of paper SFS 67/05/06 (revised).

22/05-06 New Courses of Study

CONSIDERED:

- (a) A proposal from the Department of German Studies for a new course 'BA Honours, German with Spanish', for introduction in October 2007 as set out in paper AUSC25/05-06, it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 18<sup>th</sup> January 2006, recommended this proposal be approved subject to the addition of programme specifications;
- (b) A proposal from the Departments of Politics and Sociology for a new course 'BA Politics and Sociology with Intercalated Year' for introduction in 2006/07 as set out in paper UFSS 84/05-06, it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18<sup>th</sup> January 2006, recommended this proposal be approved subject to the addition of programme specifications;
- (c) A proposal from the Department of Statistics for a new course 'MMORSE with Intercalated Year' for introduction in October 2006 as set out in paper SFS 58-59/05-06, it being noted that the Sub-Faculty of Science, at its meeting on 24<sup>th</sup> January 2006, considered this proposal and resolved that it be approved, subject to clarification of the learning outcomes.

RESOLVED:

- (a) That the proposal from the Department of German Studies for a new course 'BA Honours, German with Spanish', be approved for introduction in October 2007 as set out in paper AUSC25/05-06, subject to the submission of Programme Specifications on the current version of the pro-forma.
- (b) That the proposal from the Departments of Politics and Sociology for a new course 'BA Politics and Sociology with Intercalated Year' for introduction in 2006/07 as set out in paper UFSS 84/05-06, be considered by Chair on

behalf of the Board once the Departments of Politics and Sociology have agreed a proposal regarding credit transfer for the intercalated year.

- (c) That the proposal from the Department of Statistics for a new course 'MMORSE with Intercalated Year' be approved for introduction in October 2006 as set out in paper SFS 58-59/05-06, with the proviso that under section 7 'Methods of Assessment', the correct years and weightings are entered.

22/05-06      Regulation 11: Cheating in University Tests

RECEIVED:

Summary data from departments regarding any cases of cheating in University tests dealt with by Heads of Departments under Regulation 11 (B) (2) (b) in the academic year 2004/05 (paper BUGS 10 /05-06).

jat/tb  
16.2.06