

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 15th November 2006.

Present: Professor M Whitby (in the Chair), Dr J Arroyo, Dr S Gilson, Dr E John Dr J Kidd, Dr D Lamburn, Dr G Martin, Dr J Robinson, Dr M Skinner, Mr G Watt.

Apologies: Dr N Johnson, Mr G Siles-Brügge, Professor S Swain, Professor M Terry.

In Attendance: Dr T Bell, Miss Ailsa Chambers (for item under minute 12/06-07), Mrs Anna Preston (for item under minute 9/06-07 (a)), Mr Sean Russell (for item under minute 9/06-07 (a)), Dr J Taylor.

1/06-07 Terms of reference

REPORTED:

That Senate, at its meeting on 4th October 2006, had approved Terms of Reference of the Board as follows:

- (i) To consider and make recommendations to the Academic and Quality Standards Committee on issues relating to the assurance and enhancement of the quality of learning and teaching across all undergraduate provision.
- (ii) To make recommendations to the Senate, after consultation with academic departments and the Faculty Boards, on all matters affecting undergraduate study in the University including strategic considerations.
- (iii) To scrutinise all new undergraduate course proposals and report to the Academic and Quality Standards Committee on consideration of such proposals.
- (iv) To consider reports from the Faculty Boards on the periodic reviews of undergraduate courses.
- (v) To advise the Academic Quality and Standards Committee on matters relating to examinations in undergraduate courses.
- (vi) To advise the Academic Quality and Standards Committee on the role of internal and external examiners for undergraduate degrees.
- (vii) To report to the Academic Quality and Standards Committee annually on the issues raised in reports by external examiners.

- (viii) To consider submissions from the Faculty Boards for non-standard examination methods, including seen papers, open-book examinations and reading times, and to make recommendations to the Academic Quality and Standards Committee.
- (ix) To exercise delegated powers on behalf of the Academic Quality and Standards Committee in approving, on personal grounds, minor variations in the arrangements for the sitting of undergraduate examinations by individual students.
- (x) To consider all matters affecting admissions practices and policy and make recommendations to the Academic Quality and Standards Committee where appropriate.

2/06-07 Membership 2006/07

REPORTED:

That Senate, at its meeting on 4th October 2006, had resolved that the membership of the Board of Undergraduate Studies for the academic year 2006/07 be as follows:

	First Appointed	
Chair (a Pro-Vice-Chancellor)	2003	Professor M Whitby
Two full-time members of the academic staff from each of the Faculties or Arts, Medicine, Science and Social Studies appointed by the Senate:		
Arts	2006	Professor S Gilson
	2006	Dr J Arroyo
Medicine	2006	Dr N Johnson
	2006	Dr J Kidd
Science	2003	Dr J Robinson
	2002	Dr G Martin
Social Studies	2002	Dr E John
	2006	Professor M Terry
One member of the Board of Graduate Studies appointed by the Senate	2003	Professor A Phizacklea
The Chairs of the Undergraduate Studies Committees of the Boards of the Faculties of Arts and Social Studies and the Chair of the Sub-Faculty of Science		
Arts	2003	Professor S Swain
Science	2006	Dr M Skinner
Social Studies	2006	Mr G Watt
One member of staff appointed by and from the Centre for Lifelong Learning	2005	Dr D Lamburn
Two members nominated by the Union of Students	2006	Ms C Longworth
	2006	Mr G Siles-Brügge

3-4/06-07 Reserved Items

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

5/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 31st May 2006 be approved.

6/06-07 Matters Arising on the Minutes

New Courses of Study (minute 22/05-06, resolution (b) refers)

REPORTED:

That the Chair, acting on behalf of the Board, had approved the proposal from the Departments of PAIS and Sociology for the new course 'BA in Politics and Sociology with Intercalated Year' as set out in paper UFSS 84/05-06..

7/06-07 Chair's Action

REPORTED:

(a) That the Chair, acting on behalf of the Board, had approved the new course of study BSc/BA in Mathematics and Philosophy with Intercalated Year (GV18), as set out in paper SFS 1/06-07;

(b) That the Chair, acting on behalf of the Board, had approved a request from the Department of English and Comparative Literary Studies that the provision in respect of the 50% Rule, which had been approved in 2003/04 for the BA degrees within the Department, be also approved for the part-time BA in English and Cultural Studies (paper BUGS 6/06-07).

8/06-07 Chair's Business

RECEIVED:

An oral report from the Chair regarding the Quality Assurance Agency audit in 2008.

9/06-07 New and Restructured Courses of Study

CONSIDERED:

- (a) A proposal from the Centre for Lifelong Learning for a new course, "Career Management Certificate (HE Level 1)" for introduction in January 2007 as set out in paper BUGS 7/06-07;
- (b) A proposal from the Department of Biological Sciences for a new course, "BSc in Biomedical Science" for introduction in September 2007 as set out in paper SFS 24/06-07;
- (c) A proposal from the School of Law for a new course, "Certificate of Higher Education in Licensing Law" for introduction in September 2007 as set out in paper UFSS 10/06-07;
- (d) A proposal from the Warwick Institute of Education for a restructured BA degree course in Early Childhood Studies to replace the current full-time, part-time and 2+2 variants of this degree with effect from October 2007, as set out in papers UFSS 29 – 32/06-07.

RECOMMENDED:

- (e) That the proposal from the Centre for Lifelong Learning for a new course, "Career Management Certificate (HE Level 1)" as set out in paper BUGS 7/06-07 be approved for introduction in January 2007;
- (f) That the proposal from the Warwick Institute of Education for a restructured BA degree course in Early Childhood Studies as set out in papers UFSS 29 – 32/06-07 to replace the current full-time, part-time and 2+2 variants of this degree, be approved with effect from October 2007

RESOLVED:

- (g) That the Chair be asked to take action on behalf of the Board to approve the proposal from the Department of Biological Sciences for a new course, "BSc in Biomedical Science" as set out in paper SFS 24/06-07, when Part 2 of the course specification form has been provided by the Department;
- (h) That the Chair be asked to take action on behalf of the Board to approve the proposal from the School of Law for a new course, "Certificate of Higher Education in Licensing Law" as set out in paper UFSS 10/06-07, when complete course proposal documentation has been provided by the School as requested by the Faculty of Social Studies Undergraduate Studies Committee at its meeting on 18th October 2006;
- (i) That the Secretary be asked to raise the matter of the submission of incomplete course proposal documentation to the Board of Undergraduate Studies at the next TQI update meeting on 30 November 2006.

10/06-07 Re-designation of existing Integrated Undergraduate Masters' Degrees

CONSIDERED:

Proposals from the Departments of Physics and Statistics to re-designate the MPhys, MMathPhys, MMORSE and MMathStat degrees as BSc.MPhys, BSc.MMathPhys, BSc.MMORSE and BSc.MMathStat, as set out in papers SFS 19/06-07 and SFS 20/06-07.

RECOMMENDED:

That the proposal as set out in papers SFS 19/06-07 and SFS 20/06-07 from the Departments of Physics and Statistics to re-designate the MPhys, MMathPhys, MMORSE and MMathStat degrees as BSc.MPhys, BSc.MMathPhys, BSc.MMORSE and BSc.MMathStat, be approved.

11/06-07 Proposed Amendments to University Regulations

CONSIDERED:

Proposals to amend University Regulations as set out in paper BUGS 8/06-07.

RECOMMENDED:

That the proposals to amend University Regulations as set out in paper BUGS 8/06-07, be approved, subject to minor amendments as notified at the meeting.

12/06-07 Employment Equality (Age) Regulations 2006 and Undergraduate Admissions

CONSIDERED:

A paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions (paper BUGS 9/06-07).

RECOMMENDED:

That the paper from the Assistant Registrar (Undergraduate Admissions) concerning the implications of the Employment Equality (Age) Regulations 2006 for Undergraduate Admissions as set out in paper BUGS 9/06-07, be approved subject to minor amendment as notified at the meeting.