

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

A G E N D A

There will be a meeting of the Board of Undergraduate Studies at 2.00pm on Wednesday 15th February 2006 in the Council Chamber, University House.

C E Charlton
University Secretary

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary to the Board, Dr J A Taylor, email J.A.Taylor@warwick.ac.uk or telephone extension 22633.

1. Reserved Items

Please see separate agenda (attached) for academic members of the Board only.

2. Minutes

TO CONSIDER:

The minutes of the meeting held on 9th November 2005 (copy attached).

3. Matters Arising on the Minutes

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

TO RECEIVE:

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

TO REPORT:

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

TO RECEIVE:

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, attached).

4. Chair's Action

TO REPORT:

- (a) That the Chair, acting on behalf of the Board, has 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 (attached).
- (b) That the Chair, acting on behalf of the Board, has 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, has 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 (attached), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18th 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, has 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 18th 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.

5. Chair's Business

6. SSLC Coordinators' Annual Reports

TO REPORT:

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

(AQSC minute 25/05-06)

TO CONSIDER:

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

7. Annual Course Review Reports

TO CONSIDER:

- (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, attached), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 18th January 2006, considered paper AUSC 18/05-06 and 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 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, attached), it being note that the Sub-Faculty of Science, at its meeting on 24th January 2006, considered paper SFS 67/05-06 and 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, attached), it being note that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18th January 2006, considered paper UFSS 39/05-06 and 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.

8. New Courses of Study

TO CONSIDER:

- (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 (attached), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Arts, at its meeting on 18th 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 (attached), it being noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 18th 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 (attached), it being noted that the Sub-Faculty of Science, at its meeting on 24th January 2006, considered this proposal and resolved that it be approved, subject to clarification of the learning outcomes.

9. Regulation 11: Cheating in University Tests

TO CONSIDER:

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, attached).

10. Any Other Business