

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 9th November 2005.

Present: Professor M Whitby (in the Chair), Mr B Duggan, Dr P Ferdinand, Dr S Gardner, Dr D Lamburn, Dr G Martin, Dr M Neary, Dr J Robinson.

Apologies: Dr S Gilson, Professor A McFarlane, Ms S Parveen, Professor A Phizacklea, Professor J Treglown.

In Attendance: Dr J Taylor.

1/05-06 Terms of Reference

REPORTED:

That Senate, at its meeting on 28th September 2005, 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 recommend approval to the Senate except in those instances when an issue of principle is raised.
- (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 Standards Committee on the role of internal and external examiners for undergraduate degrees.
- (vii) To consider on behalf of the Senate and the Academic Quality Standards Committee 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 Standards Committee where appropriate.

2/05-06 Membership 2005/06

REPORTED:

That the Senate, at its meeting of 28th September 2005, had resolved that the membership of the Board of Undergraduate Studies for the academic year 2005/06 be as follows:

	<u>First Appointed</u>	
Chair (a Pro-Vice-Chancellor)	2003	Professor M Whitby
Two full-time members of the academic staff from each of the Faculties of Arts, Science and Social Studies appointed by the Senate:		
Arts	2003 2003	Professor A McFarlane Professor J Treglown
Science	2003 2002	Dr T Drewello Dr G Martin
Social Studies	2002 2002	Dr M Neary Dr S Gardner
One full-time member of academic staff from the Faculty of Medicine appointed by the Senate	2001	Professor S Petersen
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 Faculty of Arts and Social Studies and the Chair of the Sub-Faculty of Science		
Arts	2003	Dr S Gilson (Autumn Term) Professor S Swain (Spring and Summer Terms)
Science	2003	Dr J Robinson
Social Studies	2004	Dr P Ferdinand
One member of staff appointed by and from the Centre for Lifelong Learning	2005	Dr D Lamburn

Two members nominated by the Union 2005
of Students 2005

Mr B Duggan
Ms S Parveen

3 – 4/05-06 Reserved Items

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

5/05-06 Minutes

RESOLVED:

That the minutes of the meeting held on 1st June 2005 be approved.

6/05-06 Matters Arising on the Minutes

(a) Progress of Board Recommendations

REPORTED:

- (i) that the Senate, at its meeting(s) on 29th June 2005 had approved the recommendation(s) of the Board under the following minute(s):

34 (e) /04-05 New Courses of Study (Open Studies
Certificate/Advanced Diploma in Person-centred
Supervision of Counsellors and Psychotherapists

38/04-05 Amendments to Regulation 8.10 Governing the
MBChB degree.

- (ii) that the Academic Quality and Standards Committee, at its meeting(s) on 8th June 2005 had approved the recommendation(s) of the Board under the following minute(s):

35/04-05 Method of Assessment for Module
PO206 Politics in the United Kingdom

37/04-05 Periodic Reviews of Degrees

(b) New Courses of Study

- (i) Part-time BA in Enterprise and the Business Environment
(minute 34 (a) and (c) – (d)/04-05 refer)

REPORTED:

That the Chair, acting on behalf of the Board, had consulted the Director of the Mercia Institute of Enterprise and the Administrative Director of the Centre for Lifelong Learning regarding the matters noted by the Board under minute 34(c)/04-05, and had approved the revised proposal for the

Part-time BA in Enterprise and the Business Environment as set out in paper BUGS5/05-06.

RECOMMENDED:

That the revised proposal for the Part-time BA in Enterprise and the Business Environment as set out in paper BUGS5/05-06, be approved.

- (ii) Proposed Restructured Bachelor's Degree Course in Philosophy and Psychology (minute 39/04-05 refers).

REPORTED:

- (A) That the Chair, acting on behalf of the Board, had approved the proposals from the Departments of Philosophy and Psychology to restructure the BA/BSc degrees in Philosophy and Psychology and Psychology and Philosophy to be effective from the academic year 2005/05, following the receipt of comments from members of the Board on the proposals.
- (B) That the Senate, at its meeting on 29th June 2005, had approved the proposed restructuring of the BA in Philosophy and Psychology and BSc in Psychology and Philosophy to create a new degree BA Philosophy with Psychology as set out in paper S.68/04-05.
- (b) Timetabled Careers Advice for First-year Undergraduates (minute 31(b)/04-05 refers).

RECEIVED:

An oral report from the Chair on further developments relating to this item.

7/05-06 Approval Process for Small Credit Volume Certified CPD Courses

REPORTED:

That the Senate, at its meeting on 29th June 2005, had resolved :

That proposals for small credit volume CPD courses leading to a University certificate be scrutinised by the Undergraduate Studies Committee/Sub-Faculty or Graduate Studies Committee of the appropriate Faculty and referred to the Chair of the Board of Undergraduate Studies or Board of Graduate Studies as appropriate for final approval (Senate minute 103(g)/04-05).

8/05-06 Chair's Business

RECEIVED:

Oral reports from the Chair on the following matters:

- (a) the review of the University's Teaching and Learning Strategy;
- (b) the Education Innovation Fund;
- (c) the National Student Survey.

9/05-06 New Courses of Study

CONSIDERED:

- (a) A proposal from the Centre for Lifelong Learning for a new course "Advanced Diploma in Developing Management and Leadership in Post-compulsory Education and Training" as set out in papers UFSS 85/04-05, UFSS 3/05-06 and UFSS 4/05-06, it being noted that the Chair of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, acting on behalf of the Committee, had taken action over the Summer Vacation to approve Part 2 of the proposal form and the Course Specification for the Advanced Diploma, as reported to the meeting of the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 12th October 2005.
- (b) A recommendation from the Sub-faculty of Science at its meeting on 19th October 2005 that a proposal from the Department of Statistics for restructuring the existing degree course Master of Mathematics and Statistics as set out in papers SFS.11-12/05-06 be approved, noting that current first-year students would follow the new degree programme but also have the option of a similar syllabus to the outgoing degree programme, and further noting that a module proposal form would be brought before the next meeting of the Sub-faculty.

RECOMMENDED:

- (b) That the proposal for the new course "Advanced Diploma in Developing Management and Leadership in Post-compulsory Education and Training" as set out in papers UFSS 85/04-05, UFSS 3/05-06 and UFSS 4/05-06, be approved.
- (c) That the proposed restructuring the existing degree course Master of Mathematics and Statistics as set out in papers SFS.11-12/05-06, be approved.

10/04-05 Academic Satisfaction Review 2004/05

CONSIDERED:

- (a) The report *Academic Satisfaction Review – “The student experience”* for 2004/05 (paper AQSC.84/04-05).
- (b) A report entitled “The Academic Satisfaction Review 2004/05: comparison with previous year’s *Academic Satisfaction Review* (paper AQSC.85/04-05).

RESOLVED:

- (c) that the Academic Quality and Standards Committee be asked to consider underlining to departments the University guidelines on feedback to students on assessed work;
- (d) that the Board should receive copies of departmental responses to the Academic Satisfaction Review at its next meeting.
- (e) that it be noted that the Chair would ask the AQSC secretariat to contact Dr Neary concerning current research being undertaken in investigating students’ experience.

11/05-06 Periodic Reviews of Courses

RECOMMENDED:

That the report on the periodic review of courses in the Department of Classics (paper BFA2.05-06), be approved.

jat/10.11.05