

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee at 9.30am on Wednesday 9<sup>th</sup> June 2004 in the Council Chamber, University House.

C E Charlton  
University Secretary

---

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

**FIRST CIRCULATION AGENDA**

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on 13 May, (previously circulated).

#2. Matters Arising

- (a) Revised Part 1 Course Approval Documentation (Minutes 90/03-04 and 96/03-04 refer)

TO REPORT:

That at its last meeting, the Committee considered the draft Institutional Audit report (paper AQSC 85/03-04) and a memorandum sent to the Chair of the Committee by Professors L Bridges and J Masson, School of Law, concerning University procedures for considering new course proposals which include teaching outside the discipline of the proposing department (paper AQSC 91/03-04) and resolved that the Part 1 course approval form be amended by the insertion of new requirements for departments:

- (i) To comment on external input into new course development
- (ii) To liaise with departments possessing subject expertise if introducing new courses intended to include teaching in areas outside their own subject expertise, which would be confirmed by the signature of the Chair of the department with relevant subject expertise.

TO CONSIDER:

A revised Part 1 form amended to include requirements for departments to comment on external input into new course development and to liaise with departments possessing subject expertise if introducing courses including teaching in (an) area(s) outside their own subject expertise, paper AQSC 101/03-04 (copy attached).

(b) Harmonisation of Reading Weeks in the Warwick Business School

TO REPORT:

That at its last meeting, the Committee considered an update from the Students' Union Education Officer on the issue of harmonisation of reading weeks in the Warwick Business School (paper AQSC 92/03-04) and resolved that a letter be sent by the Chair of the Committee to the Dean of the Warwick Business School inviting him or his representative to attend the week 8 meeting of the Committee to discuss the timing of reading weeks in the School.

TO CONSIDER:

An oral report from Professor M Terry, Warwick Business School, on the timing of reading weeks in the School.

3. Chair's Business

4. Chair's Action

TO REPORT:

That Professor Whitby, acting on behalf of the Committee, has approved the following:

- (a) A proposal from the Centre for Lifelong Learning for a new Open Studies Diploma in Professional Development for Trainers of Adult ESOL Subject Specialists, paper UFSS 71/03-04
- (b) A proposal from the Centre for Lifelong Learning for a new Open Studies Certificate in Working with 14– 6/19 year olds for PCET Practitioners, paper UFSS 75/03-04
- (c) A proposal from the Centre for Lifelong Learning for a new Open Studies Certificate for Post-Compulsory Education and Training Practitioners, paper UFSS 79/03-04
- (d) A proposal from the Centre for Lifelong Learning for a new Open Studies Certificate in English Language Development and British Cultural Studies, paper UFSS 77/03-04.

5. Institutional Audit

TO RECEIVE:

A copy of the University's final response to the QAA on the draft Institutional Audit report, paper AQSC 102/03-04 (copy attached).

#6. National Student Survey consultation

TO CONSIDER:

The consultation document from the HEFCE on the proposals for conducting the first National Student Survey in 2005, paper AQSC 103/03-04 (copy attached).

#7. Good Practice Guide on Providing Information to Students

TO CONSIDER:

A Good Practice Guide on Providing Information to Students drafted by the Administrative Officer, (Teaching Quality), paper AQSC 104/03-04, (copy attached).

#8. Academic Satisfaction Review 2004

TO CONSIDER:

- (a) An oral report from the Acting Director of Student Services on the 2004 Academic Satisfaction Review.
- (b) A comparative report from the Education Officer, Students' Union on issues arising from the 2003 and 2004 Academic Satisfaction Reviews, paper AQSC 105/03-04 (to follow).

#9. Pass Degrees (Minutes 21/03-04 and 53/03-04 refer)

TO CONSIDER:

Oral reports from the Chairs of the Faculty Boards on progress towards harmonising approaches to the award of Pass Degrees at Faculty level.

#10. Revisions to Periodic Review documentation

TO REPORT:

- (a) That at its meeting on 29 April 2004, the e-Learning Steering Group considered a report on progress made towards meeting the University's objectives as set out in the e-Learning Strategy (paper EL 15/03-04) and resolved *inter alia* that the Information Pack on the Review of Courses of Study relating to Periodic Review be amended to include an analysis by departments of e-Learning within the curriculum in the curriculum development section.
- (b) That at its meeting on 5 May 2004, the Skills Working Group considered an oral report from Dr S Hill on work with departments to integrate the delivery and assessment of key skills within departmental curricula and resolved *inter alia* that the section of the Information Pack on the Review of Courses of Study relating to Periodic Review be amended to include an analysis by departments of skills development within the curriculum in the curriculum development section.

TO CONSIDER:

The sections of the Information Pack on the Review of Courses of Study relating to Periodic Review, amended to incorporate the resolutions by the e-Learning Steering Group and Skills Working Group, paper AQSC 106/03-04 (copy attached).

#11. Working Group on Student Support & Guidance

TO CONSIDER:

The final report from the Working Group on Student Support and Guidance, paper AQSC 107/03-04 (copy attached).

#12. Working Group on Post-experience Provision

TO CONSIDER:

A report from the Working Group on the re-examination of credit levels and volumes and nomenclature used to describe post-experience provision, paper AQSC 108/03-04 (copy attached).

#13. Amendments to University Regulations

TO CONSIDER:

- (a) A paper drafted by the Assistant Registrar (Undergraduate Admissions) on proposed changes to Regulations relating to Admissions, Fitness to Practise and Temporary Withdrawal, paper BUGS 25/03-04 (copy attached).
- (b) A paper drafted by the Assistant Registrar (Graduate School) setting out proposed changes to the following Regulations, paper BGS 40/03-04 (copy attached).
  - (i) Regulation 6 governing admission to courses of study
  - (ii) Regulation 8.1 governing the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB, 4 year)
  - (iii) Regulation 13 governing attendance and termination of registration
  - (iv) Regulation 14 governing higher degrees
  - (v) Regulation 18 governing termination of registration of candidates for higher degrees and postgraduate diplomas, postgraduate certificates, postgraduate awards, post-experience diplomas and post-experience certificates (to be deleted and incorporated elsewhere).
  - (vi) Regulation 19 governing the Postgraduate Certificate in Education

#14. Amendment to Ordinance 7

TO CONSIDER:

Revisions to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine as set out in paper BFM 39/03-04 (copy attached)

#15. Undergraduate Student Appeals Procedures

TO CONSIDER:

Guidance for students and a pro-forma for student use when making appeals under Regulation 8.12, paper BUGS 23/03-04 (copy attached).

#16. Submission deadlines and teaching patterns for Master's degrees

TO REPORT:

That the Working Group on the Length of the Teaching Year requested that the Board of Graduate Studies conduct a survey of submission deadlines and delivery patterns for taught postgraduate courses.

TO CONSIDER:

A paper summarising departments' responses to the survey conducted by the Board of Graduate Studies, paper BGS 35/03-04 (copy attached).

#17. Periodic Reviews

TO CONSIDER:

(a) Warwick Business School

- (i) The report of the Periodic Review of postgraduate provision in the Warwick Business School, paper BFSS 44a/03-04 (copy attached).
- (ii) The HEFCE Summary Periodic Review Report Form, paper BFSS 44/03-04, (copy attached)
- (iii) The response to the report from the School, paper BFSS 45/03-04 (copy attached).

(b) Institute of Education

- (i) The report of the Periodic Review of Undergraduate and PGCE provision in the Institute of Education (paper BFSS46b /03-04, copy attached).
- (ii) The HEFCE Summary Periodic Review Report Form, paper BFSS46a/03-04, (copy attached)
- (iii) The response to the report from the Institute, paper BFSS 47/03-04 (copy attached).

(iv) A request from the Institute of Education, paper BGS37/03-04, (copy attached) that the Periodic Review of the Institute's postgraduate provision be delayed until the 2005/06 academic year.

(c) Biological Sciences

(i) The report of the Periodic Review of postgraduate provision in the Department of Biological Sciences, paper BGS38/03-04 (copy attached)

(ii) The response to the report from the Department, paper BGS39/03-04, (copy attached).

(d) Department of Philosophy

(i) The report of the Periodic Review of postgraduate provision in the Department of Philosophy, paper BFSS48B/03-04 (copy attached).

(ii) The HEFCE Summary Periodic Review Report Form, paper BFSS48a /03-04, (copy attached)

(iii) together with the Department's response, paper BFSS49 /03-04, (copy attached),

#18. Annual Review Reports for Research Degrees

TO CONSIDER:

Draft procedures for the Annual Review of Research Degree provision, paper BGS41/03-04, (copy attached).

#19. Annual Course Review

TO CONSIDER:

(a) A 2002-03 Annual Course Review report for the MBChB in the Faculty of Medicine, paper BFM 6/03-04 (copy attached)

(b) A composite report of 2002-03 Annual Course Review reports for postgraduate courses in the Faculty of Medicine, paper GCFM 31/03-04 (copy attached)

(c) A request from the Warwick Business School for an amendment to be made to the Annual Course Review template to include a field seeking feedback from departments on local instances of good practice which could be collated and disseminated throughout the institution, paper AQSC 109/03-04 (copy attached) and a draft of the Annual Course Review report form amended accordingly, paper AQSC 110/03-04 (copy attached).

20. Any Other Business

21. Date of the Next Meeting

TO REPORT:

That the next meeting of the Committee will be held in the Autumn Term 2004.

HRWS/kp 02.06.04  
quality\aqsc\2003-04 meetings\09.06.04\ag 09.06.04

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee at **8.30am (please note the revised start time)** on Wednesday 9<sup>th</sup> June 2004 in the Council Chamber, University House.

C E Charlton  
University Secretary

---

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

**SECOND CIRCULATION AGENDA**

8. Academic Satisfaction Review 2004

TO CONSIDER:

- (b) A comparative report from the Education Officer, Students' Union, on issues arising from the 2003 and 2004 Academic Satisfaction Review, paper AQSC 105/03-04 (**copy attached**).

17. Periodic Reviews

TO CONSIDER:

- (b) Institute of Education
  - (ii) The HEFCE Summary Periodic Review Report form, paper BFSS 46a/03-04 (**revised**) (**copy attached**).

18. Annual Review Reports for Research Degrees

TO CONSIDER:

Draft procedures for the Annual Review of Research Degree provision, paper BGS 41/03-04 (**revised**) (**copy attached**).

#22. New and Revised Courses of Study

- (a) Institute of Education

TO CONSIDER:

A proposal from the Institute of Education to change the name of the MA in Educational Management to MA in Educational Leadership and Innovation, paper GFSS109/03-04 (**copy attached**); it being noted that at its meeting held on 3 June the Board of Graduate Studies recommended that the proposal be approved.



(b) Faculty of Medicine

(i) Postgraduate Certificate in Diabetes Care for Dieticians

TO CONSIDER:

A proposal from the Division of Health in the Community to introduce a Postgraduate Certificate in Diabetes Care for Dieticians, with effect from October 2004, paper GCFM18/03-04, (copy attached), it being noted that, at its meeting on 3 June, the Board of Graduate Studies recommended that the proposal be approved.

(ii) Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses

TO CONSIDER:

A proposal from the Division of Health in the Community to introduce a Postgraduate Certificate in Diabetes Care for Diabetes Specialist Nurses, with effect from October 2004, paper GCFM19/03-04, (copy attached), it being noted that, at its meeting on 3 June, the Board of Graduate Studies recommended that the proposal be approved.

(iii) MSc Health Services Management

TO CONSIDER:

A proposal from the Division of Health in the Community to introduce a MSc in Health Services Management, with effect from October 2004, paper GCFM 4/03-04 (revised), (copy attached); it being noted that at its meeting held on 3 June, the Board Graduate Studies recommended that the proposal be approved.

(iv) Diploma in Occupational Health

TO CONSIDER:

A proposal from the Division of Health in the Community for a new level 2 Diploma entitled Diploma in Occupational Health, with effect from September 2004, paper GCFM20/03-04, (copy attached); it being noted that at its meeting held on 3 June, the Board of Graduate Studies Committee recommended that the proposal be approved.

(c) School of Law

TO CONSIDER:

An outline proposal for the restructuring of the LLM Law in Development, paper BGS 44/03-04, (copy attached), noting that full course proposals would be submitted in the Autumn Term 2004/2005;

it being noted that at its meeting held on 3 June, the Board of Graduate Studies recommended that the proposal be approved and that the School be given permission to advertise the course from summer 2004.

(d) Department of Chemistry

A proposal for a new degree course leading to the award of the degree of PhD in Chemistry with Industrial Collaboration with effect from October 2004 paper SGS 55/03-04 (revised) (copy attached); it being noted that at its meeting held on 26 April, the Board of Graduate Studies recommended that the proposal be approved.

(e) WBS

TO CONSIDER:

A proposal from WBS to redesign the MSc in Management Science and Operational Research, paper GFSS93/03-04, (copy attached); it being noted that at its meeting held on 26 April, the Board of Graduate Studies recommended that the proposal be approved.

23. Discontinued courses of study

TO CONSIDER:

A proposal from the Division of Health in the Community to discontinue the MA/MSC in Applied Health Studies: Primary Care Practice, paper GCFM25/03-04, (copy attached); it being noted that both the Board of Graduate Studies and the Partnerships and Distance Learning Sub-Committee, at their meetings on 3 and 4 June respectively recommended that the proposal be approved.

#24. Partnership with Warwick Institute, South Africa

TO REPORT:

That at its meeting held on 4 June, the Partnerships and Distance Learning Sub-Committee received an oral report from Dr A Dowd, WMG, School of Engineering on progress towards implementing the exit strategy from the partnership with Warwick Institute and resolved that it be noted that whilst WMG had made efforts to calculate the required number of modules to be delivered to allow students to complete their courses of study, feedback from Warwick Institute/Da Vinci on individual students' module choices had yet to be received and that the situation be monitored during the summer vacation.

#25. Termination of contract with ITM, India

TO REPORT:

- (a) That the University has terminated its contract with the Institute of Technology Management, India, at the request of the School of Engineering, paper PDLSC 77/03-04 (copy attached).

- (b) That no students have been recruited to start the collaborative BEng or MEng in Electronic Engineering or Electronic and Communication Engineering in October 2004, and that continuing students, having completed their first year at ITM, will transfer to Warwick in October 2004.

#26. Distance Learning MBA in Hong Kong

TO REPORT:

That the Partnerships and Distance Learning Sub-Committee, at its meeting held on 4 June, considered the University's use of agents in collaborative arrangements in light of the registration documentation submitted by WBS to the Hong Kong government for the Distance Learning MBA in Hong Kong, paper PDLSC 82/03-04 (copy attached) and recommended to the Academic Quality and Standards Committee that whilst it had no desire to change the relationship between the School and its agent in Hong Kong, *Education UK*, since the relationship appeared to contravene the University's policy of not using agents, renewed consideration be given to University policy and its definition of an agent following the publication of the QAA's revised Code of Practice on Collaborative, Flexible and Distributed Learning, expected over the summer.

#27. Partnership with Global EduTech Management Ltd (GEM), Suzhou, China

TO CONSIDER:

A proposal from the Warwick Manufacturing Group to establish a new collaboration with Global EduTech Management Ltd (GEM), China, comprising the documents listed below, it being noted that the Partnerships and Distance Learning Sub-Committee, at its meeting on 4 June, recommended, following the receipt of additional documentation, that the proposal be approved:

- (a) Part 4 of the course approval documentation proposing the establishment of a distance delivery variant of the MSc in Engineering Business Management, paper PDLSC 34/03-04.
- (b) A letter from Dr H Chen, CEO of GEM China, together with extracts from the Global EduTech Management (GEM) Code of Good Practice, referred to in sections (f), (g), (h) and (q) of the letter, paper PDLSC 35/03-04.
- (b) A Site Visit form for Global EduTech Management Ltd, Suzhou, China, paper PDLSC 36/03-04.
- (d) A covering note from Dr A Dowd, Warwick Manufacturing Group, and papers documenting investigations carried out by WMG into Global EduTech Management Ltd. for the establishment of a distance delivery variant of the MSc in Engineering Business Management, paper PDLSC 83/03-04 (copy attached); it being noted that the Secretary to the Committee has received a copy of Part 4 of the course approval documentation signed by Dr A Dowd, Warwick Manufacturing Group and the Director of Global EduTech Management Ltd.

#28. Partnership with the Specialist Schools Trust

TO CONSIDER:

A proposal from the Institute of Education to introduce a Postgraduate Certificate in Innovation in Education with effect from October 2004 comprising:

- (a) A covering memo from Dr Leoni Antoniazzi, Institute of Education, paper PDLSC 84/03-04 (copy attached).
- (b) Part 1 course approval form, paper PDLSC 85/03-04 (copy attached).
- (c) A course specification for the Postgraduate Certificate in Innovation in Education, paper PDLSC 86/03-04 (revised) (to follow).
- (d) Part 2 course approval form, paper PDLSC 87/03-04 (copy attached).
- (e) Part 4 course approval form, paper PDLSC 88/03-04 (copy attached).
- (f) Site Visit report for Specialist Schools Trust, paper PDLSC 89/03-04 (copy attached).
- (g) A letter from Ms Elizabeth Reid, Chief Executive of Specialist Schools Trust, together with a briefing note on specialist schools and a draft publicity leaflet, paper PDLSC 101/03-04 (copy attached).
- (h) A spreadsheet outlining Specialist Schools Trust's links with other HEIs, paper PDLSC 102/03-04 (copy attached).
- (i) Organisational charts for the Specialist Schools Trust, paper PDLSC 103/03-04 (copy attached).
- (j) Curricula Vitae for the staff proposed by the Institute of Education to teach and administer the Postgraduate Certificate in Innovation in Education, as set out below:
  - (i) Mr Keith Blake, paper PDLSC 90/03-04
  - (ii) Mr Colm Doyle, paper PDLSC 91/03-04
  - (iii) Mr Paul Marsden, paper PDLSC 92/03-04
  - (iv) Ms Rosemary Lury, paper PDLSC 93/03-04
  - (v) Mr Anthony Bloxham, paper PDLSC 94/03-04
  - (vi) Professor Brian Caldwell, paper PDLSC 95/03-04
  - (vii) Mr Tom Clark, paper PDLSC 96/03-04
  - (viii) Mr Ken Walsh, paper PDLSC 97/03-04
  - (ix) Professor David Hargreaves, paper PDLSC 98/03-04
  - (x) Ms Sue Williamson, paper PDLSC 99/03-04
  - (xi) Mr David Carter, paper PDLSC 100/03-04

**NOTE:** Curricula Vitae have not been circulated to members of the Committee. These can be viewed in University House at any time on Tuesday 8<sup>th</sup> June. They were recommended for approval by the PDLSC at its meeting on 4 June.

#29. Partnership with Beijing Normal University

TO CONSIDER:

A proposal from the Centre for English Language Teacher Education to establish a new collaboration with the Beijing Normal University to offer the MA in English Language Teaching, comprising:

- (a) Part 1 course approval form, paper PDLSC 132/03-04 (copy attached)
- (b) Part 2 course approval form, paper PDLSC 133/03-04 (copy attached)
- (c) Part 4 course approval form, paper PDLSC 134/03-04 (copy attached)
- (d) A Site Visit report for Beijing Normal University, paper PDLSC 135/03-04 (copy attached)
- (e) Curricula Vitae for the staff proposed by the Centre for English Language Teacher Education to teach on the MA in English Language Teacher Education at Beijing Normal University, as set out below:
  - (i) Xiaotang Cheng, paper PDLSC 136/03-04
  - (ii) Liu Xiangyu, paper PDLSC 137/03-04
  - (iii) Tian Guisen, paper PDLSC 138/03-04
  - (iv) Wang Qiang, paper PDLSC 139/03-04
  - (v) Zhou Liuxi, paper PDLSC 140/03-04

**NOTE:** Curricula Vitae have not been circulated to members of the Committee. These can be viewed in University House at any time on Tuesday 8<sup>th</sup> June. They were recommended for approval by the PDLSC at its meeting on 4 June.

#30. Proposed tutors for the BA English Language, Translation and Cultural Studies

TO REPORT:

That, at its meeting held on 4 June, the Partnerships and Distance Learning Sub-Committee considered Curricula Vitae for staff proposed by the Centre for English Language Teacher Education to teach on the BA in English Language, Translation and Cultural Studies at Renmin University, China, as set out below and recommended that these be approved:

- (a) Zhang Yonxian, paper PDLSC 141/03-04
- (b) Long Yan, paper PDLSC 142/03-04
- (c) Ping Li, paper PDLSC 143/03-04
- (d) Wang Xiaolu, paper PDLSC 144/03-04
- (e) Yang Hua, paper PDLSC 145/03-04
- (f) Yuling Bee, paper PDLSC 146/03-04
- (g) Zeng Wei, paper PDLSC 147/03-04
- (h) Zhang Ling, paper PDLSC 148/03-04

**NOTE:** Curricula Vitae have not been circulated to members of the Committee. These can be viewed in University House at any time on Tuesday 8<sup>th</sup> June. They were recommended for approval by the PDLSC at its meeting on 4 June.

#31. Discontinuation of Partnership with Heart of Birmingham Teaching Primary Care Trust

TO CONSIDER:

A proposal from the Warwick Medical School to discontinue the partnership with the Heart of Birmingham Teaching Primary Care Trust for the Postgraduate Award in Sexual Health with effect from July 2004, (paper GCFM 23/03-04, copy attached), the Medical School now proposing to offer the PGA in Sexual Health as a non-collaborative University of Warwick course, taught by staff based in the Medical School; it being noted that the PDLSC, at its meeting on 4 June, recommended that the proposal be approved.

#32. Franchise of SureStart Recognised Early Years Sector-endorsed Foundation Degree

TO CONSIDER:

A proposal from the Institute of Education to franchise the existing SureStart Recognised Early Years Sector-endorsed Foundation Degree at North Warwickshire and Hinckley College with effect from October 2004, comprising:

- (a) A covering letter from Dr R Moseley, Director of the Centre for Lifelong Learning, paper PDLSC 124/03-04 (copy attached)
- (b) Part 4 course approval documentation, paper PDLSC 125/03-04 (copy attached).
- (c) A Site Visit report for North Warwickshire and Hinckley College, paper PDLSC 126/03-04 (copy attached)
- (d) A letter from Mr B Melling, Senior Lecturer in Child Studies at North Warwickshire and Hinckley College explaining the college's rationale for the partnership, paper PDLSC 127/03-04 (copy attached)
- (e) Curriculum Vitae for the staff proposed by the Institute of Education to teach on the Early Years Foundation Degree at North Warwickshire and Hinckley College, as set out below:
  - (i) Mr B Melling, paper PDLSC 128/03-04
  - (ii) Ms S Sherrington, paper PDLSC 129/03-04
  - (iii) Ms C Temple, paper PDLSC 130/03-04

**NOTE:** Curricula Vitae have not been circulated to members of the Committee. These can be viewed in University House at any time on Tuesday 8<sup>th</sup> June. They were recommended for approval by the PDLSC at its meeting on 4 June.

#33. Foundation Degree in Basic Skills Education and Training

TO CONSIDER:

A proposal from the Centre for Lifelong Learning to offer a Foundation Degree in Basic Skills Education and Training at North Warwickshire and Hinckley College with effect from April 2004, comprising:

- (a) A memorandum from the Director of the Centre for Lifelong Learning identifying the Foundation Degree as an extension of the Department's Certificate in Post-Compulsory Education offered at North Warwickshire and Hinckley College, and therefore requesting an exemption from providing a Site Visit report and CVs for tutors teaching on the Foundation Degree, PDLSC 104/03-04 (copy attached).
- (b) Part 1 course approval documentation, paper PDLSC 105/03-04 (copy attached).
- (c) Part 4 course approval documentation, paper PDLSC 106/03-04 (copy attached).

#34. Annual Course Review Reports, Academic Year 2002-03

TO CONSIDER:

A statement of expectation about the conduct and monitoring of the Annual Review process in partner institutions, drafted by the Secretary in conjunction with the Chair of the Committee, intended to be forwarded to partner institutions to inform the conduct of Annual Review 2003-04, paper PDLSC 110/03-04 (copy attached); it being noted that the PDLSC, at its meeting on 4 June, recommended that the document be approved.

#35. WBS: Distance Learning MBA

TO REPORT:

- (a) That the Partnerships and Distance Learning Sub-Committee, at its meeting held on 10 March, considered the Annual Course Review report for the Distance Learning MBA, paper GFSS 79/03-04, and resolved that the report identified issues which, given the absence of a member of the School on the Committee, should be pursued with an appropriate member of the School at the next meeting of the Committee.
- (b) That in spite of repeated efforts to invite academic and administrative representatives of the DL MBA no member of staff had responded to requests.
- (c) That the PDLSC, at its meeting held on 4 June, resolved that the matter be referred to the Academic Quality and Standards Committee, to be considered within the wider context of the appropriate locus for consideration of distance learning provision, which might in due course be informed by clarification of the impact of the revisions recently approved by the Senate on the Committee system.

#36. Proposed Tutors for the Diploma in Integrative Counselling, Solihull College

TO CONSIDER:

Curricula Vitae for Ms Jayne Hedges and Ms Pat Ward, proposed course tutor and visiting tutor on the Diploma in Integrative Counselling at Solihull College, papers PDLSC 113/03-04 and 114/03-04.

**NOTE:** Curricula Vitae have not been circulated to members of the Committee. These can be viewed in University House at any time on Tuesday 8<sup>th</sup> June. They were recommended for approval by the PDLSC at its meeting on 4 June.

HRWS/khp 07.06.04  
quality\aqsc\2003-04 meetings\ag 09.06.04 (2<sup>nd</sup> circ)