

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Thursday 2 February 2012

Present: Professor A Caesar (Chair), Ms S Bennett, Mr L Boe, Professor S Hand, Dr C Jenainati, Professor N Johnson, Professor J Labbe, Dr D Lamburn, Professor R Leng, Dr J Robinson, Mr S Ruston, Dr P Taylor, Professor P Thomas

Apologies: Dr P O'Hare, Professor C Hughes, Mr S Lamb, Professor A Reeve, Professor S Swain

In attendance: Mr A Brewerton (for item 50/11-12), Ms K Gray, Mr R McIntyre

44/11-12 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 7 December 2011 be approved.

45/11-12 Matters arising

(a) Institutional Review of Teaching, Learning and the Student Experience
(minute 28(b)/11-12 referred)

REPORTED:

- (i) That, at its meeting of 7 December 2011, the Committee resolved that a sub-group of AQSC be formed to review the outcomes of the departmental level Institutional Review from the perspective of enhancement and policy development.
- (ii) That the membership of the Review Group would consist of:
Professor A Caesar (Chair)
Mr M Conaghan
Professor J Labbe
Mr S Lamb
Dr D Lamburn
Professor R Leng
Professor A Reeve
Dr P Taylor
- (iii) That the first meeting of the Group would be held on 21 February 2012.

RESOLVED:

That the SSLC Co-ordinators and the Education Officer of the Students' Union be invited to join the Group.

- (b) Postgraduate Examination Conventions for the Award of Merit (minute 29/11-12 referred)

REPORTED:

That, at the meeting of 7 December 2011, it was reported that the Chair had taken action on behalf of the Committee to approve revised examination conventions for the following courses of study:

- Masters in Public Administration
- Masters in Management
- MSc in Management Science and Operational Research
- MSc Business Analytics and Consulting
- MSc Marketing and Strategy
- MSc Information Systems Management

RECEIVED:

The approved conventions as set out in Paper AQSC.27/11-12

- (c) Feedback on Assessment (minute 30(a)/11-12 referred)

REPORTED:

- (i) That, at its meeting of 7 December 2011, it was reported to the Committee that IATL and the Students' Union would be publishing materials on feedback for staff and students respectively in January and the Committee resolved that copies be brought to the next meeting of the Committee.

(by the Director of IATL):

- (ii) That the materials had been circulated for comment at the Students' Union Education Convention held on 25 January 2012.
- (iii) That, while this had led to a slight delay in publication, the feedback received had been valuable and the text had now been finalised.

46/11-12 Chair's Action

- (a) Guidance Notes for External Examiners

REPORTED:

That the Chair had taken action on behalf of the Committee to approve minor amendments to the Guidance Notes for External Examiners', as set out in Paper AQSC.28/11-12, noting that these amendments were intended to reflect approved changes in practice or course offering and did not constitute proposed policy changes.

- (b) Advanced Diploma in International Clinical Obstetrics and Leadership
(minute 40(b)/11-12 referred)

REPORTED:

- (i) That, at the meeting of the Committee held on 7 December 2011, it was reported that, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to introduce a new Certificate in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi, as set out in papers GSCM 1/11-12 (revised), GSCM 6 11-12 (revised) and CFDLSC 16-19/11-12 and resolved:
- (A) That the proposal from the Warwick Medical School to introduce a new Certificate in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi, as set out in papers GSCM 1/11-12 (revised) and GSCM 6/11-12 (revised), be approved by the Chair subject to:
- (1) Alteration of the name of the course to “Advanced Diploma in International Clinical Obstetrics and Leadership” to reflect the volume and level of study;
 - (2) Receipt of all the necessary supporting information by the Chair and Secretary.
- (ii) That the Committee had recommended to the Senate that the proposal from the Warwick Medical School for a new course, Advanced Diploma in International Clinical Obstetrics and Leadership in collaboration with the University of Malawi College of Medicine be approved as set out in the following papers:
- (i) BUGS.3/11-12
 - (ii) Part 4 course approval form (paper GSCM 6/11-12 (revised))
- (iii) That, following the submission of the supporting documentation, the Chair of AQSC and the Chair of CFDLSC had taken action on behalf of the Committees to approve formally the proposal, prior to the meeting of the Senate held on 25 January 2012.

47/11-12 Warwick Award for Teaching Excellence

REPORTED (by the Chair):

That the deadline for nominations for WATE Awards had now passed and the panel had until 20 February to identify successful finalists.

48/11-12 National Student Survey

REPORTED: (by the Chair):

- (a) That the National Student Survey had now opened and the University was aiming to increase significantly its response rate compared with previous years.
- (b) That academic departments were being encouraged to promote completion of the Survey to students with advice and support being provided as appropriate.

(by the Assistant Registrar (Teaching Quality)):

- (c) That the response rate was currently just below 25%, which was 4% more than that achieved at the same point last year.
- (d) That it would be important to maintain momentum to improve overall response rates on last year.

49/11-12 QAA Institutional Review

REPORTED (by the Senior Assistant Registrar (Teaching Quality)):

- (a) That the group advising on preparations for QAA Review had met twice.
- (b) That the University had not yet been informed by the QAA of the arrangements for the review of its collaborative provision.
- (c) That the announcement on the topic for thematic review was expected to be announced in March.

50/11-12 Update from the Library

RECEIVED:

An update report and presentation from the Head of Academic Services of the Library (Paper AQSC.29/11-12).

REPORTED:

- (a) That, following the redevelopment of the 1st, 2nd and 5th floors of the Library, footfall had increased by 60% and consideration was therefore being given as to whether the entrance area as well as the 3rd and 4th floors should be included in the next stage of the redevelopment works to address capacity issues.
- (b) That a project to develop mobile applications to support access to core reading was in its initial stages.
- (c) That the 'Student as Researcher' project was intended to develop models for providing a continuum of support for the enhancement of students' information skills beyond induction and to allow for greater

student engagement in skills development, rather than face-to-face delivery.

- (d) That the 'Research Match' initiative facilitated exchange about research interests and had been particularly useful for early career researchers and those researchers moving into new areas.

(by the Director of the Centre for Student Careers and Skills):

- (e) That there were opportunities for collaboration with the Centre through the Student Development Team on the 'Student as Researcher' project and through Induction with respect to the applications for core reading.

(by Professor Hand):

- (f) That consideration also needed to be given to how to roll out innovations across the wider academic community.
- (g) That consideration could be given to opening up 'Research Match' to Monash staff.

(by the Director of IATL):

- (h) That further awareness raising of the 'Student as Researcher' project would be valuable.

51/11-12

QAA Consultation on the UK Quality Code Part C: Information about Higher Education

CONSIDERED:

- (a) The QAA UK Quality Code Part C: Information about Higher Education, draft for consultation (Paper AQSC.31/11-12).
- (b) A draft response to the consultation (Paper AQSC.32/11-12, to follow).

RESOLVED:

- (a) That the draft response be approved, noting that further consultation within the University would be undertaken and the response would be considered by the Steering Committee at its meeting of 20 February 2012.
- (b) That the Committee endorsed the concern expressed in the draft response that the QAA appeared to be extending the scope of institutional review beyond teaching and learning activities.
- (c) That a small Group be formed to develop a statement setting out the mutual roles and responsibilities of students and the University but that this not be called a 'Student Charter'.
- (d) That the University's Good Practice Guide on Information for Students would need to be updated in time to allow academic departments to implement changes for 2012/13.

52/11-12 Draft Policy on Recording of Lectures

REPORTED:

- (a) That, at its meeting of 6 July 2011, the Senate had resolved that the policy statement on the recording of lectures by students (as outlined in paper AQSC 69/10-11) be adopted by the University, noting that it was suggested that the policy be subject to agreement by the University's Legal Advisor and Disability Services Team.
- (b) That consultation had taken place with the University's Legal Advisor, the Disability Services Team and the Head of Student Support, who had recommended that revisions be made to the policy.

CONSIDERED:

An amended version of the policy statement on the recording of lectures by students (Paper AQSC.69/10-11(revised), incorporating a proposed amendment to Regulation 23: Disciplinary Regulations.

RECOMMENDED: (to the Senate)

- (a) That the amended version of the policy statement on the recording of lectures by students be approved, as set out in Paper AQSC.69/10-11(revised)
- (b) That the amendment to Regulation 23: Disciplinary Regulations be considered for recommendation to the Council, as set out in Paper AQSC.69/10-11(revised).

53/11-12 Academic Statistics Yearbook

CONSIDERED:

A report on data relating to teaching and learning published in the Academic Statistics Yearbook 2011 and Academic Statistics 2011 (Paper AQSC.33/11-12, noting that the full Yearbook was available at <http://www2.warwick.ac.uk/services/mip/businessinformation/yearbook/>

RESOLVED:

That further consideration be given to the movement in the University's non-completion rates for first year young undergraduate students in comparison with '94 and Russell Group institutions, and how this compares to the University's internally calculated non-completion rates.

54/11-12 Procedure for the Consideration of External Examiners' Reports for PGT Courses

REPORTED:

- (a) That, at its meeting of 12 January 2012, the Board of Graduate Studies considered the procedure for the consideration of External Examiners' reports for postgraduate taught courses at the University (paper BGS 41/11-12) and resolved that the Board supported

maintaining the status quo in relation to the compilation of the composite report.

- (b) The Board also recommended to the Academic Quality and Standards Committee that the scrutiny of External Examiners' reports for postgraduate taught courses by the Board be deferred to the Summer Term annually; it being noted that although the composite reports for undergraduate and postgraduate taught courses would not therefore be forthcoming simultaneously, it would reflect the timing of the postgraduate taught Boards of Examiners. (minute BGS.51/11-12 referred)

CONSIDERED:

The recommendation from the Board of Graduate Studies that the scrutiny of External Examiners' reports for postgraduate taught courses by the Board be deferred to the Summer Term annually; it being noted that although the composite reports for undergraduate and postgraduate taught courses would not therefore be forthcoming simultaneously, it would reflect the timing of the postgraduate taught Boards of Examiners (Paper BGS.41/11-12).

RESOLVED:

That the scrutiny of External Examiners' reports for postgraduate taught courses by the Board be deferred to the Summer Term annually, as set out in Paper BGS.41/11-12).

55/11-12

Master of Advanced Study

REPORTED:

That, at its meeting on 12 January 2012, the Board of Graduate Studies resolved that the proposal to establish the Master of Advanced Study in Mathematical Sciences with effect from 2013-14 be approved, as set out in Paper BGS.57/11-12 and recommended to the Academic Quality and Standards Committee that a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas). (unconfirmed minute BGS.54/11-12 referred)

CONSIDERED:

A proposal from the Board of Graduate Studies that a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas) (Paper BGS. 57/11-12).

RESOLVED:

- (a) That, given that the award of the Master of Advanced Study was associated in particular with the mathematical disciplines, any proposal that the award be applied to non-mathematical disciplines would need to be given careful scrutiny and would need to set out a case that distinguished the award both from a Masters level qualification and a Postgraduate Diploma.

- (b) That consideration would need to be given to the post-nominal letters for the award, given the potential for confusion with Masters awards.

RECOMMENDED (to the Senate):

That the proposal from the Board of Graduate Studies that a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas), as set out in Paper BGS. 57/11-12, be considered for recommendation to the Council.

56/11-12

Update from the Students' Union

REPORTED: (by the Students' Union Education Officer)

- (a) That the Students' Union Education Convention had been held on 25 January 2012 and had been well attended.
- (b) That the Convention appeared to effectively enhance communications within the SSLC system and that good feedback had been received on the event.
- (c) That the Chairs of the Boards of Undergraduate and Graduate Studies had participated and a report would be provided to the Academic Registrar.
- (d) That the nominations had been invited for the student led teaching awards, that over 200 nominations had been received and awards would be announced on 8 March 2012.
- (e) That formal approval had been given to the establishment of a Postgraduate Association and that from 2012/13 there would be an additional sabbatical officer with specific responsibility for postgraduate affairs.
- (f) That the student-led Warwick HE Summit had been held on 28 January 2012 at which the Chief Executives of the QAA and the HEFCE had been present.
- (g) That the Students' Union were working with the Teaching Quality team in actively encouraging students to complete the NSS.
- (h) That One World Week had been held the preceding week and had been attended by students from Monash.
- (i) That the Students' Union had received a significant number of reports from students of unexplained cancellations of classes in week 1 of term and that, following analysis of the results of a survey, a report would be brought to the Steering Committee.
- (j) That the Students' Union would be launching a campaign on hidden course costs for undergraduate and postgraduate students, exploring the full costs of studying at Warwick.

REPORTED:

- (a) That, at its meeting on 1 November 2011, it was reported to the Committee that the final version of Chapter B7: External Examining of the UK Quality Code, had been published on 28 October 2011 and a mapping of the University's current practice against the updated indicators would be undertaken and reported to the next meeting of the Committee (minute 4/11-12 (c) referred).
- (b) That, at its meeting on 7 December 2011, it was resolved that consideration of a mapping of the University's current practices against the updated indicators (Paper AQSC.26/11-12) be deferred to the next meeting of the Committee.

CONSIDERED:

A mapping of the University's current practices against the updated indicators (Paper AQSC.26/11-12).

RESOLVED:

- (a) That the names, positions and institutions of external examiners be published by the University, noting that it would be preferable to publish the information centrally to ensure that it was kept up to date, with links provided from course information.
- (b) That the External Examiners' form and the Guidance Notes for External Examiners be updated in line with discussions in the meeting to ensure that procedures and guidance are aligned to the UK Quality Code.
- (c) That further consideration be given to the publication of External Examiners' reports, noting the Committee's concerns that the need for transparency be balanced with recognition of the impact that such a move may have on the openness of external examiners' comments and the administrative implications.
- (d) That the University recognised the value of external examining both in terms of the input of external staff and the contribution made by its own staff to other institutions and recognised that external examining was an element of the professional responsibilities of academic staff.
- (e) That any agreement on the part of Warwick staff to undertake external examining duties was between the staff and the external institution but staff should ensure that, in taking on such responsibilities, they had the capacity and expertise to do so.

58/11-12

PSRB Reports

(a) Warwick Medical School: General Medical Council Accreditation Visit

CONSIDERED:

A paper by the Pro-Dean Education of the Warwick Medical School setting out the key findings of the GMC Visit (Paper AQSC.34/11-12).

REPORTED: (by the Pro-Dean Education)

- (i) That the full report was expected from the GMC in early February and the Medical School's response was to be submitted in March.
- (ii) That the key findings indicated that the GMC had identified no significant concerns in the Medical School's provision nor did any of the points raised require action at an institutional level.

RESOLVED:

That the report be noted and that the full report and response be considered at a meeting of the Committee to be held in the Summer Term.

(b) School of Engineering

REPORTED:

- (i) That, at its meeting on 1 November 2011, the Committee considered a report from the Joint Board of Moderators regarding the review of the School of Engineering's undergraduate and integrated Masters courses and the MSc Tunnelling and Underground Space, together with a covering note by the Deputy Head (Teaching) (Paper AQSC.15/11-12) and resolved that the reports and the outcomes contained therein be noted as satisfactory and that no further action on the part of the Committee was considered necessary.
- (ii) That, following the accreditation visit in January 2011, the Joint Board of Moderators had approved the School of Engineering's action plan and extended the accreditation of the undergraduate courses in Civil Engineering.
- (iii) That the School of Engineering's courses would be subject to review by the Institute of Mechanical Engineers in May 2012.

59/11-12

QAA Publications on Contact Hours

RECEIVED:

- (a) The QAA Publication *Contact Hours: A Guide for Students* (AQSC.35/11-12)

- (b) The QAA Publication *Explaining Contact Hours: Guidance for Institutions Providing Public Information about Higher Education in the UK* (AQSC.36/11-12)

60/11-12 Report on the E-Learning Steering Group

REPORTED:

That, at its meeting on 22 June 2011 it was reported to the Committee that the bid to the Strategic Investment Fund for financial support to resource development work on an online system to include features for the provision of online submission and feedback had been successful and that an update on progress would be presented to the Committee at the first meeting of the 2011/12 year.

RECEIVED:

A report from the meeting of the E-Learning Steering Group held on 28 November 2011, incorporating an update report on the Assignment Management and Feedback Project (Paper AQSC.37/11-12).

61/11-12 Postgraduate Research Experience Survey

RECEIVED:

- (a) A detailed analysis of the Warwick PRES 2011 results (Paper BGS.6/11-12).
- (b) An executive summary of the Higher Education Academy's *PRES 2011 Results* report (Paper BGS.9/11-12).

62/11-12 Postgraduate Taught Experience Survey

RECEIVED:

- (a) A detailed analysis of the Warwick PTES 2011 results (Paper BGS.11/11-12).
- (b) An executive summary of the Higher Education Academy's *PTES 2011 Results* report (Paper BGS.14/11-12).

63/11-12 OFSTED Consultation

REPORTED:

- (a) That, at the meeting of the Steering Committee held on 23 January 2012, the Committee considered the University's draft response to the Ofsted Consultation on proposed revisions to the framework for the inspection of initial teacher training (SC.194/11-12).
- (b) That at the meeting it was reported by the Academic Registrar:

- (i) That Ofsted proposed to change the inspection regime to a more risk based approach in light of the changes to the provision of initial teacher training;
- (ii) That the University had noted within the draft response that a proposed reduction in the notice period prior to inspections would create difficulties in ensuring the availability of staff required for the inspection.

and the Committee resolved:

That the University's response to the Ofsted Consultation on proposed revisions to the framework for the inspection of initial teacher training be approved as set out in paper SC.194/11-12, subject to the revisions discussed in the meeting, and submitted to Ofsted prior to the deadline of 31 January 2012.

64/11-12 Outcomes from Institutional Audit: Managing Learning Opportunities

RECEIVED:

The QAA publication Outcomes from Institutional Audit 2007-09: Managing Learning Opportunities (Paper AQSC.38/11-12)

65/11-12 Guidance for UK Higher Education Providers on the International Student Experience

REPORTED:

That, at its meeting on 7 December 2011, the Committee received the QAA consultation on the draft 'International Student Studying in the UK: Guidance for UK Higher Education Institutions' and the University's response, considered by the Steering Committee at its meeting on 10 October 2011 and submitted to the QAA by the deadline of 14 October 2011 (Paper SC.13/11-12 (revised)).

RECEIVED:

The final version of the QAA publication 'International Student Studying in the UK: Guidance for UK Higher Education Institutions' (Paper AQSC.39/11-12)

66/11-12 New and Revised Postgraduate Courses of Study (unconfirmed minutes BGS 47, 54 and 55/11-12 refer)

(a) New courses

REPORTED:

- (i) That it was reported to the Board of Graduate Studies at its meeting on 16 January 2012 that the Chair had taken action to approve the following new courses, considered initially at its meeting on 24 November 2011:

- Postgraduate Certificate in Advanced Clinical Practice for Healthcare Professionals
 - MSc in Digital Healthcare
- (ii) That the Board of Graduate Studies at its meeting on 16 January 2012 approved the following new course:
- Master of Advanced Study in Mathematical Science
- (b) Revised courses

REPORTED:

- (i) That it was reported to the Board of Graduate Studies at its meeting on 16 January 2012 that the Chair had taken action to approve revisions to the following courses:
- MSc in Research Methods in Health Sciences
- (ii) That the Board of Graduate Studies at its meeting on 16 January 2012 approved the following revised courses:
- MA and PGCE Primary and Early Years
 - MA and PGCE Maths with Physics
 - Secondary Modern Foreign Language Initial Teacher Training MA and PGCE

67/11-12 Next meeting

That the next meeting of the Committee would be held at 9.00am on Wednesday, 29 February 2012 in the Council Chamber, University House.