

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 7 December 2011 at **9.00am** in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary, Rory McIntyre, ext 74464, email r.j.mcintyre@warwick.ac.uk

J F Baldwin
Registrar

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 1 November 2011, (copy attached) and available on the Governance website at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

(a) Key Performance Indicators (minute 17/11-12 refers)

TO REPORT:

That, at its meeting on 1 November 2011, the Committee resolved that the report from the Assistant Registrar (Deputy Registrar's Office) and the Director of Management Information and Planning concerning key performance indicators for teaching and learning (paper AQSC 11/11-12) be approved for consideration by the Council.

TO RECEIVE:

The final version of key performance indicators for teaching and learning considered by Council at its meeting on 30 November 2011 (paper AQSC 11/11-12 (revised), copy attached).

(b) Institutional Review of Teaching, Learning and the Student Experience (minute 7(a)/11-12 refers)

TO RECEIVE:

An oral report on the process for consideration of the outcomes of the Institutional Review.

TO REPORT:

That all Review Group members, including students, had been invited to a reception hosted by the Chancellor, to be held on 6 December 2011.

3. Chair's Action

TO REPORT:

- (a) That the Chair had taken action on behalf of the Committee to approve revised student monitoring points for undergraduate and postgraduate courses of study in Mathematics.
- (b) 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

4. Chair's Business

5. QAA Mid-Cycle Review

TO CONSIDER:

The draft briefing and related documentation to be submitted to the QAA for the Mid-Cycle Review (Paper AQSC.22/11-12, copy attached).

6. International Student Barometer Summer Wave 2011 (minute 78/10-11 refers)

TO REPORT:

That, at its meeting on 19 May 2011, the Committee considered a paper from the Assistant Director (Planning & Student Experience), International Office, on the International Student Barometer (ISB) Autumn Wave 2010 results (Paper AQSC 53/10-11) and resolved (*inter alia*) that the Assistant Director (Planning & Student Experience) be asked to prepare (and keep updated with progress) an action plan in response to the ISB Autumn Wave 2010 results.

TO CONSIDER:

A paper from the Assistant Director (Planning & Student Experience), International Office, on the International Student Barometer (ISB) Summer Wave 2011 results (Paper AQSC.23/11-12, copy attached).

7. School of Health and Social Studies Future Directions Review

TO CONSIDER:

A consultation paper relating to the review of the School of Health and Social Studies, presented by Professor Laura Green (AQSC.24/11-12, copy attached).

8. Report on the Survey of Personal Tutoring

TO REPORT:

- (a) That, at its meeting on 2 March 2011, the Committee considered a discussion paper from the Senior Tutor on the current position of the personal tutor system and proposals to achieve enhanced consistency of guidelines' implementation (paper AQSC 45/10-11), noting that (*inter alia*) a formal evaluation would be undertaken of the personal tutoring system next term to provide an independent view on the current system and to allow for plans to be made for any enhancement of the system (as referenced during the refreshing of the Vision 2015);
- (b) That, at its meeting on 1 November 2011, it was reported to the Committee that the report on the survey would be brought to its next meeting and the Committee resolved that an account be provided to the Committee of the methodology underpinning the survey and that Ms S Goodlad also be invited to the next meeting.

TO CONSIDER:

The report on the survey on the Personal Tutor system by the University Senior Tutor (Paper AQSC.25/11-12, copy attached).

9. Learning and Teaching Strategy Update

REPORTED:

- (a) That, at its meeting on 3 February 2011, the Committee received an oral report from the Chair, noting that (*inter alia*) the 'Learning Dimension' (a booklet produced by the Communications Office linked to the learning strand of the Strategy) and 'Teaching and Learning Strategy' will need to be rewritten to reflect the goals of the refreshed Strategy, and resolved (*inter alia*):
 - (i) That Committee members be invited to consider where there are 'gaps' in the current Teaching and Learning Strategy and how Warwick's aims in this area can best be put forward;
 - (ii) That feedback from the current student body regarding the expectations they would have under an increased fee regime would be fed back to the Chair to inform current discussions.
- (b) That, at its meeting on 2 March 2011, the Committee considered the "Learning Dimension" (paper AQSC 42/10-11) and the current Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5)), together with a discussion paper from the Secretary (paper AQSC 43/10-11) and resolved that a draft be prepared of the Learning and Teaching Strategy for consideration at a future meeting, noting that:
 - (i) The Strategy will have two separate audiences (requiring two separate presentations of the content): external – prospective students and their supporters (parents, schools, careers advisors); internal – both academic and administrative staff (which would include a timeline and set of objectives not available to the external audience);

- (ii) Timescales for finalising and publicising (or making available in the public domain) a new strategy would be influenced by the timescale for the release of the refreshed Vision 2015, the OFFA agreement regarding widening participation and outreach work, and the government White Paper on Education.
- (c) That at its meeting on 22 June 2011 the Committee considered a paper from the secretariat mapping features of the previous strategy onto the stated objectives of the refreshed 'Vision 2015' to serve as a discussion paper towards the formulation of the refreshed Learning and Teaching Strategy (AQSC 66/10-11) and resolved that this item be considered by email circulation over the Summer vacation.
- (d) That at its meeting on 1 November 2011 the Committee resolved that consideration of Paper AQSC.7/11-12 be deferred to the next meeting of the Committee.

TO CONSIDER:

A report on the outcomes of the Committee's consideration of Paper AQSC 66/10-11 and proposals for the development of the strategy (Paper AQSC.7/11-12, circulated previously and available on the Committee filestore).

10. Update from the Students' Union

TO CONSIDER:

An oral report from the President and Education Officer of the Students' Union.

11. Special Examination Arrangements: Draft Policy on Examination Arrangements for Students with Disabilities

TO REPORT:

That, at its meeting on 24 November 2011, the Board of Undergraduate Studies considered the draft Policy on Examination Arrangements for Students with Disabilities (Paper BUGS 11/11-12), plus the minute 91/10-11 from the Board of Graduate Studies meeting of 9 June 2011, and a covering note prepared by the Academic Office (Paper BUGS 2/11-12) and recommended (to AQSC) that the Policy on Examination Arrangement for Students with Disabilities as set out in paper BUGS 2/11-12 be approved. (*Draft unconfirmed minute BUGS 4/11-12 (g) refers*)

TO CONSIDER:

The draft Policy on Examination Arrangements for Students with Disabilities (Paper BUGS 2 and 11/11-12, copy attached).

12. Approval Process for IATL-hosted Interdisciplinary Modules

TO REPORT:

That, at its meeting on 24 November 2011, the Board of Undergraduate Studies considered a proposed approval process for interdisciplinary modules hosted by the Institute for Advanced Teaching and Learning and recommended to AQSC that the procedure outlined in the paper BUGS 4/11-12, whereby interdisciplinary module proposals would be considered by the proposed IATL module approval committee and subsequently be reported to the Faculty Undergraduate Studies Committees, be approved. (*Draft unconfirmed minute BUGS 9/11-12 refers*)

TO CONSIDER:

A proposal for an approval process for IATL-hosted interdisciplinary modules (Paper BUGS.4/11-12, copy attached).

13. UK Quality Code: Chapter B7 External Examining

TO REPORT:

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) refers).

TO CONSIDER:

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

14. Collaborative Course Proposals

Note: Copies of the papers setting out proposals for new collaborative courses will be laid on the table at the meeting. They are not circulated to members of the Committee in advance, but are available on request from the Secretariat.

(a) MA in Career Development and Coaching Studies

TO REPORT:

(i) That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from Centre for Lifelong Learning to introduce a new course entitled "MA in Career Development and Coaching Studies", incorporating distance learning, as set out in papers GFSS 13a/11-12, GFSS 13c/11-12 and GFSS 13d/11-12, and recommended (to the Academic Quality and Standards Committee) that the proposal be approved.

(ii) That, at its meeting on 24 November 2011, the Board of Graduate Studies considered a proposal from Centre for Lifelong Learning to introduce a new course entitled "MA in Career Development and

Coaching Studies”, incorporating distance learning, as set out in papers GFSS 13a-e/11-12, and resolved that the proposal be approved.

TO CONSIDER:

A proposal from Centre for Lifelong Learning to introduce a new course entitled “MA in Career Development and Coaching Studies”, incorporating distance learning, as set out in the following papers:

- (iii) Part 1 course approval form, GFSS 13a/11-12
- (iv) Part 5 course approval form, GFSS 13c/11-12
- (v) External advisor’s reports, GFSS 13d/11-12

- (b) Advanced Diploma in International Clinical Obstetrics and Leadership

TO REPORT:

- (i) That, at its meeting on 10 November 2011, the 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 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:
 - (A) Alteration of the name of the course to “Advanced Diploma in International Clinical Obstetrics and Leadership” to reflect the volume and level of study;
 - (B) Receipt of all the necessary supporting information by the Chair and Secretary.

And that CVs for members of non-Warwick teaching staff be approved as set out in papers CFDLSC 16-19/11-12.

- (ii) That, at its meeting on 24 November 2011, the Board of Undergraduate Studies considered a 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 (Paper BUGS 3/11-12) and resolved that the course be approved as set out in BUGS 3/11-12 subject to minor additions and corrections notified at the meeting.

TO CONSIDER:

A 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 as set out in the following papers:

- (iii) BUGS.3/11-12
 - (iv) Part 4 course approval form (paper GSCM 6/11-12 (revised))
- (c) PG Certificate in the Advanced Teaching of Shakespeare and PG Award

TO REPORT:

- (i) That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare”, in collaboration with the Royal Shakespeare Company, and three Postgraduate Awards, (Papers GFSS 7(a-b), (d-f)/11-12, and GFSS 47-49/11-12) and resolved that the proposal be approved by the Chair, subject to confirmation that the proposed external examiner is eligible to serve in this capacity.
- (ii) That, at its meeting on 24 November 2011, the Board of Graduate Studies considered the proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare” as set out in Papers GFSS 7a-g/11-12 and resolved that the proposal be approved, subject to conditions set by the Graduate Studies Committee of the Board of the Faculty of Social Sciences and the Collaborative, Flexible and Distributed Learning Sub-Committee being approved.

TO CONSIDER:

A proposal from the Warwick Business School to introduce a new course entitled “PG Certificate in the Advanced Teaching of Shakespeare”, in collaboration with the Royal Shakespeare Company, and three Postgraduate Awards as set out in the following papers:

- (iii) Memorandum introducing the collaboration (paper GFSS 7a/11-12);
- (iv) Part 1 course approval form (paper GFSS 7b/11-12);
- (v) Part 4 (collaborative) course approval form (paper GFSS 7d/11-12);
- (vi) Part 5 (distance-learning) course approval form (paper GFSS 7e/11-12);
- (vii) External advisor’s reports (paper GFSS 7f/11-12);
- (viii) Part 1a course approval form for PG Award in Teaching Shakespeare (paper GFSS 47/11-12);
- (ix) Part 1a course approval form for PG Award Stand up for Shakespeare 1 (paper GFSS 48/11-12);
- (x) Part 1a course approval form for PG Award Stand up for Shakespeare 2 (paper GFSS 49/11-12);

15. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

16. **QAA Overseas Audit: Singapore**

TO REPORT:

That, at its meeting on 10 November 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered:

- (a) The final audit report from the QAA (paper CFDLSC 5/11-12), incorporating the University's institutional statement in response to the audit report, as approved by the Steering Committee at its meeting on 17 June 2011, as Appendix A;
- (b) The QAA audit of overseas provision in Singapore Overview Report (paper CFDLSC 6/11-12).

And resolved:

- (c) That overall this was a positive report, but that the WMG be asked to write to the Chair formally responding to the issues raised in the report;
- (d) That the recommendation on SSLCs be discussed at a meeting of the SSLC convenors to take place later in the term, noting that the Committee had already looked at issues around SSLCs and alternative approaches to obtaining student representation such as webinars;
- (e) That a procedure for the periodic review of partner institutions would be drafted in consultation with the Sub-Committee, noting that other institutions had also been advised to take similar action.

TO RECEIVE:

- (a) The final audit report from the QAA (Paper CFDLSC 5/11-12, copy available on the Committee filestore), incorporating the University's institutional statement in response to the audit report, as approved by the Steering Committee at its meeting on 17 June 2011, as Appendix A;
- (b) The QAA audit of overseas provision in Singapore Overview Report (paper CFDLSC 6/11-12, copy available on the Committee filestore).

17. New and Revised Postgraduate Courses of Study (draft unconfirmed minutes BGS 29/11-12, BGS 40/11-12 and BGS 41/11-12 refer)

(a) New courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 24 November 2011 approved the following new courses:

- MSc in Polymer Chemistry
- MSc in Digital Healthcare
- MSc in Service Management and Design
- Postgraduate Certificate in Career Development and Coaching Studies
- Postgraduate Diploma in Career Development and Coaching Studies
- Master of Business Administration in Public Services

(b) Revised courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 24 November 2011 approved the following revised courses:

- Certificate in Diabetes Care (Blended Learning)
- MSc in Environmental Bioscience in a Changing Climate
- MSc in Sustainable crop Production: Agronomy for the 21st Century
- MSc in Food Security
- MASDOC
- MA in Social Research
- Postgraduate Certificate in Academic and Professional Practice

(c) Discontinuation of Courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 24 November 2011 approved the proposals that the following courses be discontinued:

- MSc in Plant Bioscience for Crop Production
- MSc in Enterprise in Horticulture

18. Next meeting

That the next meeting of the Committee will be held at 9.00am on Thursday, 2 February 2012 in the Council Chamber, University House.