

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 12 June 2008 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, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@warwick.ac.uk

J F Baldwin
Registrar

***Please note this is one day later than originally advertised in the University Committee Timetable.
Please note the early start (9am).***

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.

AGENDA

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on Thursday 15 May 2008 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>)

#2. Matters arising

(a) Undergraduate mark scale and Honours degree classification conventions (minute 101(b)/07-08 refers)

TO CONSIDER:

- (i) Extracts of the draft minutes of the meetings of the Boards of the Faculties of Arts, Science, and Social Studies held on 28 May 2008 concerning the proposals from the Assessment Conventions Working Group, paper AQSC 78/07-08 (to follow).
- (ii) Final proposals for a new mark scale for undergraduate modules and a new unified Honours degree classification convention, paper AQSC 000/07-08 (revised) (to follow).

(b) Learning, Teaching and Assessment Enhancement Strategy (minute 101(a)/07-08 refers)

TO CONSIDER:

- (i) Extracts of the draft minutes of meetings in the Faculty of Science concerning the proposed Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 79/07-08 (to follow).
 - (ii) Final proposed Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (revised 4) (to follow).
- (c) Credit and Module framework (minute 75(d)/07-08 refers)

TO CONSIDER:

- (i) Extracts of the draft minutes of the meetings of the Boards of the Faculties of Arts, Medicine, Science, and Social Studies concerning proposed amendments to the University Credit and Module Framework, paper AQSC 80/07-08 (copy attached).
 - (ii) Final proposed revisions to the University's Credit and Module framework, paper AQSC 35/07-08 (revised 2) (copy attached).
- (d) Institutional Audit (minute 101(c)/07-08 refers)

TO RECEIVE:

Draft of the Student Written Submission for the QAA Institutional Audit, prepared by Mr Peter Ptashko, Deputy President & Education Officer, Students' Union, paper AQSC 73/07-08 (to follow).

TO CONSIDER:

Current draft of the University's Institutional briefing paper for the QAA Institutional audit, paper AQSC 74/07-08 (to follow).

- (e) English & Comparative Literary Studies: SDR report (minute 26(b)/07-08 refers)

TO CONSIDER:

Final report of the Teaching and Learning Review of courses in the Department of English and Comparative Literary Studies carried out as part of the follow-up work to the department's Strategic Departmental Review, paper AQSC 71/07-08 (copy attached), along with the departmental response, paper AQSC 72/07-08 (copy attached).

- (f) WMS PR report (Steering Committee minute 381/06-07 refers)

TO CONSIDER:

Final report of the Teaching and Learning Review of taught postgraduate courses in Warwick Medical School carried out as part of the follow-up work to the Strategic Departmental Review, paper

BFM 22/07-08 (copy attached), along with a departmental response, paper DMAP 107/07-08 (revised) (part) (copy attached) and a response from the Dean of Warwick Medical School, paper AQSC 84/07-08 (copy attached).

- (g) Annual Course Review (minute 85/07-08 refers)

TO CONSIDER:

- (i) Summary of Annual Course Review reports for taught postgraduate and CPD courses in the Faculty of Medicine for 2006-07, paper DMAP 107/07-08 (revised) (copy attached);
- (ii) Summary of Annual Course Review reports for research postgraduate courses in the Faculty of Medicine for 2006-07, paper GCFM 4/07-08 (revised) (copy attached).

- (h) Student surveys (minute 60/07-08 refers)

TO RECEIVE:

An oral report from the Chair on the first meeting of the Working Group on student surveys.

- (i) Teaching and Learning Enhancement Fund 2008-09 (minute 107/07-08 refers)

TO REPORT:

That the Guidelines for Applicants for the Teaching and Learning Enhancement Fund 2008-09 have been finalised and are available on the Teaching Quality website at www.go.warwick.ac.uk/quality/categories/enhancement_funding/, noting that the deadlines for submission of bids are as follows, and that the Fund is being advertised through a number of means:

- **Round 1:** Expressions of Interest (for projects above £5,000, up to a maximum of £20,000) to be received by **23 June 2008**; full bids (for projects up to £5,000, and for projects between £5,000 and £20,000 following an approved Expression of Interest) to be received by **7 July 2008**.
- **Round 2:** Expressions of Interest (for projects above £5,000, up to a maximum of £20,000) to be received by **16 September 2008**; full bids (for projects up to £5,000, and for projects between £5,000 and £20,000 following an approved Expression of Interest) to be received by **13 October 2008**.

TO RECEIVE:

Guidelines for Applicants for the Teaching and Learning Enhancement Fund 2008-09, paper QEWG 55/07-08 (revised) (copy attached).

- (j) Contact hours (minute 101(a)/07-08 refers)

TO CONSIDER:

Draft statement setting out the University's position on contact hours, paper AQSC 76/07-08 (to follow).

3. Chair's Action

#4. Chair's Business

#5. Strategic Departmental Review

- (a) Film and Television Studies

TO REPORT:

That the Steering Committee at its meeting on 19 May 2008 considered the Departmental Response to the Strategic Departmental Review of the Department of Film and Television Studies, paper SC.405/07-08, and resolved:

- (i) That the department be congratulated on an excellent review.
- (ii) That guidance be provided to academic departments regarding:
 - (A) appropriate levels of detail for feedback following examinations.
 - (B) the provision of a second supervisor for PGR students and what role that supervisor should perform.
- (iii) That the other recommendations contained in the Strategic Departmental Review report be passed to relevant committees and Officers for consideration and response, noting that progress against the recommendations would be monitored through the established follow-up processes for departmental reviews, including a report to the Steering Committee in April 2009.

(unconfirmed Steering minute 524/07-08)

TO CONSIDER:

Report and departmental response on the Strategic Departmental Reviews of the Department of Film and Television Studies, comprising the following items:

- (iv) Report from the Review Group, paper SC 395/07-08 (copy attached);
- (v) Departmental response, paper SC 405/07-08 (copy attached);
- (vi) Cover paper for the Steering Committee, Annex A of paper SC 395/07-08 (revised) (copy attached).

(b) Centre for Translation and Comparative Cultural Studies

TO REPORT:

- (a) That the Steering Committee at its meeting on 18 February 2008 considered the Review Report arising from the Strategic Departmental Review of the Centre for Translation and Comparative Cultural Studies (SC.241/07-08), and resolved:
- (i) that the Director of the Centre for Translation and Comparative Cultural Studies be invited to submit an initial response to the Review Report to be considered by the Committee at the next appropriate meeting;
 - (ii) that the Academic Registrar report to a future meeting of the Committee, updating it on Workload Models and their implementation.
- (Steering minute 327/07-08)

- (b) That the Steering Committee at its meeting on 25 February 2008 considered the response from the Director of the Centre for Translation and Comparative Cultural Studies to its Strategic Departmental Review, paper SC.256/07-08, recommended that the Academic Resourcing Committee consider the proposals contained in the recommendations relating to academic appointments within the Centre, and resolved that the other recommendations for the University contained within the report be passed to relevant committees and Officers for consideration and response, noting that progress against the recommendations would be monitored through the established follow-up processes for departmental reviews.
- (Steering minute 346/07-08)

TO CONSIDER:

The report on the Strategic Departmental Review of the Centre for Translation and Comparative Cultural Studies, paper SC 241/07-08 (copy attached), along with the departmental response, paper SC 256/07-08 (copy attached), noting that the Centre is actively engaged on making progress with all the recommendations in the report.

(c) Forthcoming Strategic Departmental Reviews

TO CONSIDER:

Update from the Senior Assistant Registrar (Governance) outlining progress on Strategic Departmental Reviews currently underway and due to take place during 2008-09, paper AQSC 81/07-08 (copy attached), along with a copy of the register of the University's collaborative courses, paper AQSC 82/07-08 (copy attached), noting that this register is in need of a little updating.

#6. Assessment issues

(a) EMU issues (minute 109/07-08 refers)

TO REPORT:

That at the meeting of the Committee held on 15 May 2008 it was reported that a paper prepared by the Secretariat in conjunction with the Assistant Registrar (Student Records) and the Project Officer, Electronic Mark Entry project, Academic Office, concerning a range of issues related to the collection of marks for assessed work and examinations, paper AQSC 65/07-08, would be considered by the Chair in the first instance.

TO CONSIDER:

A paper prepared by the Secretariat in conjunction with the Assistant Registrar (Student Records) and the Project Officer, Electronic Mark Entry project, Academic Office, concerning a range of issues related to the collection of marks for assessed work and examinations, paper AQSC 65/07-08 (to follow).

(b) Feedback on examinations

TO CONSIDER:

A proposal drafted by the Secretariat concerning feedback to students on performance in examinations, paper AQSC 77/07-08 (to follow).

(c) Computer-aided assessment

TO REPORT:

(i) That at the meeting of the e-Learning Steering Group held on 22 October 2007 it was reported that the Secretariat and Mr J Dale had met with the Space Management and Timetabling section to discuss the provision of space that could be configured for use in computer-based summative assessment tasks, that the Group considered a paper prepared by Dr K Leppard, Chair of the Faculty of Science IT Committee, concerning the future provision of facilities for e-assessment, paper EL 11/07-08, and resolved that Dr K Leppard be encouraged to continue working on paper EL 11/07-08, with a view to submitting a proposal to IT Services.
(eLSG minute 3(e)/07-08)

(ii) That the Information Policy and Strategy Committee at its meeting on 13 November 2007 considered a report from Dr K Leppard (paper IPSC 8/07-08 [which is the same as paper EL 11/07-08]) on computer-aided summative assessment, which indicated that for more widespread use of summative assessment the University needs to consider construction of a purpose-built facility in its planned teaching space development, recommended that the Academic Quality and Standards Committee make a policy decision whether or not to

pursue [computer-aided] summative assessment at the University level and what is the appropriate route to obtain finances, and recommended to Faculty Boards that each of the Faculty Board Committees issue a statement regarding whether they give their full support to the requirement for delivering summative assessment and the extent to which it might be used.

(IPSC minute 9(a)/07-08)

- (iii) That at the meeting of the Information Policy and Strategy Committee held on 3 June 2008 it was reported that further to the [Information Policy and Strategy] Committee's recommendation to Faculty Board Committees to issue a statement regarding the use of computer-aided summative assessment:
- (A) The Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 7 May 2008 resolved that the Committee broadly supported the proposals and would welcome discussion at the appropriate University Committee as to the feasibility of a pilot (UFSS minute 28/07-08 refers).
 - (B) The Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 13 May 2008 resolved that the Committee was not opposed to the proposal, but expressed cautious interest with some reservations as to how widely the proposals would be applicable at postgraduate level in the Faculty (GFSS minute 35/07-08 refers).
 - (C) The Graduate Studies Committee of the Board of the Faculty of Arts at its meeting on 13 May 2008 resolved that it be noted that the Committee did not believe the proposals would be applicable to assessment patterns within the Arts Faculty (AGSC minute 33/07-08 refers).
 - (D) The Warwick Medical School Information Group at its meeting on 16 May 2008 reported that there was little support for use of summative e-assessment in DMAP as it was thought that few DMAP modules lend themselves solely to this kind of assessment (WMSIG minute 35/07-08(d) refers).
 - (E) The Science Faculty IT Committee at its meeting of 7 May 2008 reaffirmed its support for provision within the University of facilities suitable for on-line summative assessment of large cohorts of students (150 – 200) (SFITC minute 4 refers).

and resolved that whilst it was recognised that there were differing levels of support from Faculties for use of computer-aided summative assessment, and that it may not be appropriate for all departments, it was the view of the [Information Policy and

Strategy] Committee that there was enough interest to warrant further investigation.

and recommended (to the Academic Quality and Standards Committee):

That in light of the views from Faculties, further work should be undertaken by an appropriate Committee or group to consider innovative methods of assessment (including computer-aided summative assessment), noting that it was felt unlikely that a single solution would be appropriate for all departments.

(unconfirmed IPSC minute 34/07-08 refers)

- (iv) That the Board of the Faculty of Medicine at its meeting on 2 June 2008 considered University wide provision for On-Line Summative Assessment as set out in paper IPSC8/07-08 [EL 11/07-08] and resolved that the response from the Warwick Medical School Information Group be submitted as set out in paper BFM 28/07-08 (tabled at the meeting).

(unconfirmed BFM minute 31/07-08)

- (v) That assessment issues were being considered by the Faculty Teaching and Learning forums.

TO CONSIDER:

- (vi) Papers EL 11/07-08 and BFM 28/07-08 (copies attached), together with the views of the Information Policy and Strategy Committee and Faculty Committees concerning computer-aided summative assessment.

- (vii) A proposal that the Faculty Teaching and Learning forums be asked to continue to consider innovative methods of assessment, including the use of computer-aided summative assessment.

- (viii) The desirability of asking relevant colleagues to explore further potential options for the provision of increased support for computer-aided summative assessment, including the provision of space and IT hardware.

- (d) Guidelines for the consideration of special case evidence by Boards of Examiners

TO REPORT:

That the Boards of Undergraduate and Graduate Studies were due to consider draft Guidelines for Consideration of Examination Candidates Notifying Mitigating Circumstances at their meetings on 4 and 5 June 2008 respectively.

(e) University Examination and Degree Conventions

TO REPORT:

That the University Examination and Degree Conventions are soon to be moved from the Learning and Development Centre website to the Teaching Quality website.

(f) Scheduling of Examinations

TO REPORT:

- (i) That the Steering Committee at its meeting on 14 April 2008 considered a paper concerning scheduling of examinations in Warwick Business School, and resolved inter alia that the Academic Quality and Standards Committee review the rationale for the Senate's Separate Papers Rule.
(Steering minute 468/07-08)

- (ii) That the separate paper rule, approved by the Senate in 1980-81, is as follows:

Examinations which are taken by students on different years of study shall normally have separate and different papers set for students from each year, if there is no available overlapping examination period.

Departments may seek exemption from the Board of Undergraduate Studies from the requirements of paragraph (a) above in accordance with criteria to be determined from time to time by the Board.

(Senate minute 78a(ii.A)/80-81)

Departments considering applications by students to take unusual options shall also consider the implications for examinations scheduling, including the possibility that in some cases separate examination papers might have to be set. Where the taking of an unusual option causes intractable scheduling problems it shall be the responsibility of the student's department to arrange any separate invigilation of such examinations as may be required.

(Senate minute 78d/80-81, 34e(ii)/81-82).

This is available in Section R of Exam and Degree Conventions:

http://www2.warwick.ac.uk/services/ldc/externalexaminers/exam_and_degree_conventions.pdf

TO CONSIDER:

The rationale for the separate papers rule.

(g) Good academic practice and plagiarism

TO REPORT:

That the Higher Education Academy and the Joint Information Systems Committee have launched the Academy JISC Academic Integrity Service, focused on 'the pedagogical and management responses needed to address academic misconduct and support institutions endeavouring to embed academic integrity in their own practice and policies', noting that more information is available at http://www.heacademy.ac.uk/ourwork/learning/academic_integrity

TO CONSIDER:

Executive summary of a report from the HEA/JISC AMBER project, paper AQSC 85/07-08 (copy attached), noting that the full report is available at http://www.heacademy.ac.uk/assets/York/documents/AMBeR_PartII_Full_Report.pdf

#7. Review of Regulations 6, 13 and 34

TO REPORT:

That the Board of Graduate Studies at its meeting on 5 June 2008 considered a paper setting out proposed amendments to Regulation 6 Governing Admission to the University, Regulation 13 Governing Continuation of Registration and Regulation 34 Governing Fitness to Practise, paper BGS 65/07-08.

TO CONSIDER:

Recommendations from the Board of Graduate Studies concerning Regulations 6, 13 and 34 and proposed amendments, paper BGS 65/07-08 (to follow, possibly revised).

#8. Modern Languages Annual Report

TO REPORT:

That the Board of the Faculty of Arts at its meeting on 28 May 2008 received the Annual Report of the Faculty of Arts Modern Language Committee, paper BFA 13/07-08.

TO CONSIDER:

The Annual Report of the Faculty of Arts Modern Language Committee, paper BFA 13/07-08 (copy attached).

9. Space for Teaching and Learning

TO REPORT:

That, as one result of the recent Space Symposium organised by the CAPITAL Centre, an interest group/community of practice concerning spaces

for teaching and learning is being established, provisionally called the Space, Performance and Pedagogy group, and will hold its first meeting in the Teaching Grid during the autumn term 2008.

#10. SSLC system

- (a) SSLC representative attendance at departmental meetings (minute 75(k)/07-08 refers)

TO REPORT:

- (i) That at the meeting of the Committee held on 27 February 2008 it was reported that the Board of Graduate Studies at its meeting on 21 February 2008 considered the Annual Report from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for postgraduate courses, papers BGS 41/07-08 and AQSC 29/07-08, and resolved:

- (A) That the Chair and Secretary meet with the Students' Union to discuss Personal Tutor and supervisory support for postgraduate taught and research students;
(B) That the Academic Quality and Standards Committee be asked for clarification of the role of student SSLC representatives in departmental meetings and their right to attend the full meeting rather than for SSLC items on the agenda only.
(C) That the Student-Staff Liaison Committee be commended for its helpful report.

BGS minute 65/07-08

- (ii) That the Committee at its meeting on 27 February 2008 considered the current position regarding SSLC representative attendance at departmental meetings and resolved that the SSLC Coordinators redraft the section of the SSLC Handbook to clarify the role of student representatives in departmental meetings for consideration at a future meeting of the Committee.

TO CONSIDER:

Draft guidance on the attendance of SSLC representatives at departmental meetings, paper AQSC 75/07-08 (copy attached).

- (b) SSLCs on collaborative and distance learning courses (CFDLSC minute 41(b)/07-08 refers)

TO REPORT:

- (i) That at the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee held on 23 May 2008 it was reported that a meeting had been held of a subgroup of the [CFDLS]Committee with other interested parties, including staff and student University SSLC Coordinators, to discuss student-staff liaison arrangements on collaborative courses

and courses with elements of distance learning or distance delivery, that the CFDLS[Committee] considered a paper on guidelines for student-staff liaison arrangements on Collaboration and Distance Learning courses, paper CFDLSC 45/07-08, and resolved:

- (A) That the proposed guidelines for student-staff liaison arrangements on collaborative and distance learning courses, paper CFDLSC 45/07-08, be passed to the University SSLC Coordinators along with a number of points made in discussion, with a view to presenting an amended version of the paper to the Academic Quality and Standards Committee.
 - (B) That further consideration be given to a number of issues related to student-staff liaison arrangements on collaborative and distance learning courses, including transition arrangements for students who study in a different context before transferring to Warwick (for example 2+2 courses where the first part of the course is overseas), and whether the guidance should be incorporated into the main SSLC Handbook and website or kept separate.
- (ii) That the SSLC Coordinators agree with the general principles within paper CFDLSC 45/07-08 (revised) and propose to develop the paper into summary guidance to be incorporated in the SSLC Handbook for 2008-09, with additional material to be made available on the SSLC web portal as appropriate.

TO CONSIDER:

Paper CFDLSC 45/07-08 (revised) (copy attached), noting that the SSLC Coordinators propose to develop the paper into summary guidance to be incorporated in the SSLC Handbook for 2008-09, with additional material to be made available on the SSLC web portal as appropriate.

#11. Amendments to Regulation 8.10 Governing the MBChB and BMedSci

TO REPORT:

That the Board of the Faculty of Medicine at its meeting on 2 June 2008 considered a proposal to amend the Regulations for the MB ChB and BMedSci as set out in paper BFM23/07-08, and resolved that subject to minor amendments paper BFM 23/07-08 be approved and forwarded to the Academic Quality and Standards Committee to be considered.

(unconfirmed BFM minute 33/07-08)

TO CONSIDER:

A proposal to amend Regulation 8.10 governing the degrees of MB ChB and BMedSci, paper BFM 23/07-08 (revised 2) (to follow), together with a covering paper drafted by the Assistant Secretary to the Board of the Faculty of Medicine, paper AQSC 83/07-08 (to follow).

#12. New collaborative course

Warwick Manufacturing Group: Hong Kong Vocational Training Council

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 23 May 2008 considered:

- (a) A proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council, paper CFDLSC 52/07-08;
- (b) Comments from Professor M Sarwar, one of the external examiners for Warwick Manufacturing Group courses, on the proposal, paper CFDLSC 82/07-08.

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council be approved as set out in paper CFDLSC 52/07-08.

(CFDLSC minute 47/07-08)

TO CONSIDER:

A proposal from Warwick Manufacturing Group to deliver the existing full-time MSc in Programme and Project Management in partnership with the Hong Kong Vocational Training Council, papers CFDLSC 52 & 82/07-08

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.

13. Warwick Awards for Teaching Excellence (QEWG minute 40(a)/07-08 refers)

TO REPORT:

- (a) That the following six colleagues have been awarded a Warwick Award for Teaching Excellence:
 - Mr Tony Howard, English/CAPITAL Centre
 - Mr Robert O'Toole, Arts Faculty e-Learning Advisor
 - Professor Peter Abrahams, Warwick Medical School
 - Dr Sean Allan, German
 - Mr Paul Raffield, Law
 - Dr Ann Jackson, Warwick Medical School (Butterworth Award for Early Career Teacher)
- (b) That the following seven colleagues have been awarded a Commendation:

- Dr Adrian Stokes, Warwick Medical School
- Dr Dave Wood, Maths
- Professor John Davey, Biological Sciences
- Dr Nadine Holdsworth, Theatre Studies
- Dr Susan Bridgewater, Warwick Business School
- Dr James Covington, Engineering
- Dr Zachary Estes, Psychology

(c) That Mr Salvador Ortiz-Carboneres, Language Centre, has been awarded a special commendation in recognition of lifetime achievement, a Lifetime Achievement Award.

14. Academic Statistics 2007/08

TO RECEIVE:

Academic Statistics 2007-08, paper AQSC 86/07-08.

Most members of the Committee will already have a copy of Academic Statistics. Any who do not and who wish to receive one should contact the Secretariat. All the tables included in the printed version, along with a range of additional tables, are available online:

http://www2.warwick.ac.uk/services/academicoffice/ourservices/planning/academic_statistics

If there are particular issues arising from Academic Statistics which you would wish the Committee to discuss, please contact the Chair or Secretariat in advance of the meeting.

15. New and revised courses

TO RECEIVE:

A list of new and revised courses approved by the Board of Undergraduate Studies at its meeting on 4 June 2008 and by the Board of Graduate Studies at its meeting on 5 June 2008 (to follow).

#16. Any other business

17. Next meeting

TO REPORT:

That the next meeting of the Committee will be held during the Autumn Term 2008 on a date to be decided in due course.