

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 3 November 2009 at **9am** in the Council Chamber, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Committee, Jenny Hughes, ext 74464, email jenny.hughes@warwick.ac.uk or the Assistant Secretary, Lucy Hayton, ext 22707, email l.hayton@warwick.ac.uk

J F Baldwin
Registrar

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.

Members will also be provided with a link to electronic versions of the papers.

Note: a second circulation agenda will include the papers marked below as 'to follow' and a small number of additional items arising from the meeting of the Board of Graduate Studies of 15 October 2009.

AGENDA

#1. Terms of reference, constitution and membership

TO CONSIDER:

The Terms of reference, constitution and membership of the Committee for 2009-10, paper AQSC 3/09-10 (to follow).

2. Freedom of information

TO REPORT:

- (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.
- (b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>
- (c) That copies of paper SC 60/07-08 are available from the Secretary on request.

#3. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting held on 10 June 2009, copy attached and available on the Governance website at:
http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/aqsc_mins_june_2009.pdf

#4. Matters arising

(a) Annual Course Review

TO REPORT:

(i) That at the meeting of the Committee held on 25 February 2009:

(A) It was reported that the Board of Undergraduate Studies at its meeting on 18 February 2009 considered summary reports of undergraduate annual course reviews in the Faculties of Arts, Science and Social Studies, and recommended that in their review of the Annual Course Review Reports, the Academic Quality and Standards Committee be asked to consider:

- (1) The rationale for Annual Course Review and whether the current system of producing and scrutinising Annual Course Review Reports is fit for its purpose;
- (2) Whether discussion of the Annual Course Review Reports might not better take place at Faculty Board level, with the discussion generating a report highlighting any points of action and recommendations proposed, for forwarding to higher-level committees;

(B) The Committee resolved that the Chair convene a Working Group to review the current Annual Course Review system with a view to recommending changes or a replacement system, including consideration of:

- (1) Introducing a risk-based approach to the regular course review process;
- (2) Data which should be provided or included in regular course reviews;
- (3) Links with the consideration of external examiners' reports, survey data (e.g. NSS, PRES);
- (4) Appropriate frequency for regular course review activity; and

(C) Resolved that the Working Group include:

Prof M Whitby (Chair)
Prof S Bruzzi (or nominee)
Prof R Lindley (or nominee)
Prof K Lamberts (or nominee)
Prof N Johnson (or nominee)

Prof L Bridges
Prof A McFarlane
Mr M Surve
Dr J Moss (Secretary)

- (ii) That it was not possible to commence the review of the Annual Course Review system in time for the 2009-10 academic year, and that the review will be taken forward in the spring term 2009-10.
 - (iii) That the Chair has asked Faculty Chairs to provide initial comments on the objectives of a review of the system.
 - (iv) That since the last meeting of the Committee, the Chair, acting on the Committee's behalf, took action to confirm the annual report form to be used to review undergraduate and postgraduate taught courses from the 2008-09 academic year, noting that changes to the form introduced by the Board of Graduate Studies part way through the last academic year had subsequently been approved by the Board of Undergraduate Studies (BGS minute 74/08-09 and BUGS minute 20/08-09 refer), and noting that the form is available at:
www.warwick.ac.uk/services/quality/categories/review/ugpgt/
 - (v) That the Secretary has invited Faculty Committee Secretariats and Chairs to reflect on the method of producing Faculty Annual Course Review summary reports, and has suggested that summary reports highlight significant issues/areas of good practice identified by Faculty Committees from individual departmental reports/themes arising from a number of reports.
- (b) Erasmus Mundus (minute 70(c)/08-09 refers)

TO REPORT:

- (i) That at the meeting of the Committee held on 14 May 2009 it was reported that the Chair, acting on the behalf of the Committee, had taken action since the last meeting to approve proposals submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses, as set out in paper CFDLSC 41/08-09.
- (ii) That the following bids submitted by the University were successful:
 - (A) Joint Master's course in Complex Systems Science, noting that Warwick is the lead partner, and noting that since the last meeting of the Committee, the Chair, acting on the Committee's behalf, took action to confirm that the Department of Physics is the home department for the course;
 - (B) Joint Master's course in Economic Development and Growth;
 - (C) Joint Doctorate on Globalisation, Europe and Multilateralism.

- (c) School of Engineering and Taylor's University College (minute 90/08-09 refers)

TO REPORT:

- (i) That at the meeting of the Committee held on 10 June 2009:
- (A) the Committee resolved that the proposal to allow direct entry to the third year of four year MEng courses from Taylor's University College, Kuala Lumpur, Malaysia, be approved as set out in paper CFDLSC 42/08-09, and resolved that the recommendations of the Collaborative, Flexible and Distance Learning Sub-Committee concerning the University policy for the accreditation of prior learning be approved.
- (B) it was reported that the Board of Undergraduate Studies at its meeting on 3 June 2009 recommended that the proposals be approved in principle, it being noted that the proposal had yet to be considered by the Sub-faculty of Science.
- (ii) That the Chair of the Sub-Faculty of Science, acting on behalf of the Sub-Faculty, has approved the proposals.

5. Chair's action

- (a) Politics and International Studies: Double MA with NTU Singapore

TO REPORT:

That since the last meeting of the Committee, the Chair, acting on the Committee's behalf, took action to approve a proposal from the Department of Politics and International Studies for a new double MA course to be delivered in collaboration with the Nanyang Technical University, Singapore, as set out in paper SC.539/08-09, noting that the proposal was subsequently approved by the Steering Committee on behalf of the Senate (SC minute 722/08-09 and BGS minute 105(c)/08-09 refer)

- (b) Policy and Procedures for the Accreditation of Prior Learning

- (i) Warwick Medical School

TO REPORT:

- (A) That the Committee at its meeting on 10 June 2009 resolved that the proposal from Warwick Medical School to allow students from the International Medical University, Malaysia, direct entry into Phase II of the MBChB course be approved as set out in papers BUGS 22/08-09 and AQSC 64/08-09, subject to confirmation of the level of English language proficiency that would be required for entry to Phase II of the MBChB.

(B) That Warwick Medical School provided satisfactory confirmation of the level of English language proficiency and that the Chair, acting on the behalf of the Committee, took action since the last meeting to approve proposal.

(ii) Institute of Education

TO REPORT:

That the Chair, acting on the behalf of the Committee, took action since the last meeting to approve the following amendments to Annex 1 of the University's Policy and Procedures for the Accreditation of Prior Learning (additions underlined, deletions ~~struck through~~):

Qualification	Exemption	Total credit volume
National College for School Leadership: National Professional Qualification for Headship (NPQH) or National Professional Qualification in Integrated Centre Leadership [2004-08]. Additional 4000-5000 piece of written work required.	Two modules on the MA Educational Leadership and Innovation or the MA Educational Studies	60 credits at level M
<u>National College of School Leadership: National Professional Qualification in Integrated Centre Leadership [2004-08].</u>	<u>Two 30 credit modules or one 60 credit module on the MA Childhood in Society, MA Educational Studies or MA Educational Leadership and Innovation</u>	<u>60 credits at level M</u>

(c) Approval in principle: Pass degree proposal

TO REPORT:

That the Chair, acting on the behalf of the Committee, took action since the last meeting to provide approval in principle of a proposal from the Institute of Education to introduce revised course structures for the BA Early Childhood Education Studies and the BA Early Childhood Studies to establish a progression route from the existing Foundation Degree to a Pass degree, and subsequently to an Honours degree, as set out in paper AQSC 19/09-10, noting that the Institute of Education will be submitting full course proposal paperwork to the Graduate Studies Committee of the Board of the Faculty of

Social Sciences and subsequently to the Board of Undergraduate Studies.

6. Progress of Committee recommendations (Senate minute 116/08-09 refers)

TO REPORT:

That the Senate at its meeting on 1 July 2009:

- (a) resolved that recommendations from the Committee under the following heading be approved:
- New collaborative courses.
- (b) recommended (to the Council) that proposed amendments to the University's governing instruments be approved as set out in paper SC.51/08-09 (Part 1) [noting that the Council subsequently approved the amendments].

#7. Chair's business

TO REPORT:

That Sean Allan (German) and Paul Raffield (Law) have been awarded National Teaching Fellowships, and that further details are available at <http://www2.warwick.ac.uk/services/ldc/funding/ntfs/>

#8. Report to the Steering Committee: teaching & learning policy issues

TO CONSIDER:

A report from the Chair and Secretary on teaching and learning policy issues, to be considered by the Steering Committee at its meeting on 2 November, paper SC.44/09-10 (to follow).

#9. Key performance indicators

TO CONSIDER:

A 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 7/09-10 (copy attached)

#10. Student surveys

- (a) NSS

TO CONSIDER:

- (i) The University's results in the 2009 National Student Survey, paper SC 673/08-09 (copy attached), noting that individual digests of the results have been sent to departments, together with data on comparator institutions.

- (ii) A report highlighting examples of good practice in three departments, paper AQSC 11/09-10 (copy attached).
- (ii) A proposal that each department is asked to provide a summary of how the department intends to address areas for improvement highlighted through the NSS, and to share good practice in areas receiving particularly positive scores.

(b) PRES and PTES

TO CONSIDER:

- (a) An analysis of the feedback from Warwick students in the Postgraduate Research Experience Survey 2009, benchmarked against the sector as a whole and the Russell Group, paper BGS 5/09-10 (copy attached).
- (b) A paper setting out the results of the PTES survey at Warwick in 2009, paper BGS 6/09-10 (copy attached).

noting that papers BGS 5 and 6/09-10 were considered by the Board of Graduate Studies at its meeting on 15 October 2009.

(c) ISB

TO CONSIDER:

The University's results in the International Student Barometer Summer Wave 2009, paper IC 08/09-10 (to follow).

#11. Monitoring student progress and attendance (minute 89(a)/08-09 refers)

TO CONSIDER:

A report on proposed departmental monitoring structures submitted in accordance with the new Good Practice Guide on Monitoring Student Attendance and Progress, paper AQSC 20/09-10 (to follow).

#12. Strategic Departmental Review (minute 57/08-09 refers)

An update from the Head of Governance Support Services on the University's Strategic Departmental Review process, paper AQSC 8/09-10 (copy attached).

#13. Theatre Studies: undergraduate assessment

TO CONSIDER:

A proposal from the School of Theatre, Performance and Cultural Policy Studies concerning the assessment of undergraduate students, paper AQSC 4/08-09 (copy attached).

#14. Amendment to Guidance on Regulation 11

TO CONSIDER:

The following proposed amendment to the Guidance on Regulation 11 governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in section I.3(c) of the Senate Examination and Degree Conventions, noting that the amendment is proposed in response to a query from Warwick Business School and is intended to clarify that self-plagiarism can include work previously submitted for assessment both at Warwick and/or at another institution (additions underlined, deletions ~~struck through~~):

“Departments shall normally require students to complete standard forms of declaration for submission with assessed work, as an additional means of ensuring that students are fully apprised of the serious view taken by the University of cheating in assessed work (Senate 122b(ii)/80-81). To avoid the problem of the inappropriate repetition of material in different pieces of assessed work, departments are advised that assessed work submission forms should also include a statement similar to the following: “No substantial part(s) of the work submitted here has also been submitted by me in other assessments ~~for my degree course~~ for accredited courses of study, and I acknowledge that if this has been done an appropriate reduction in the mark I might otherwise have received will be made”. Examination papers may, if appropriate, include a rubric about the repetition of material within a paper.”

#15. PSRB engagements

(a) PSRB register

TO RECEIVE:

The register of courses with professional, statutory, regulatory or professional body recognition for 2009-10, paper AQSC 18/09-10 (copy attached), noting that the Teaching Quality section is liaising with departments that underwent a PSRB engagement in 2008-09, or will undergo an engagement in 2009-10, and that the Committee will be invited to consider reports at future meetings during 2009-10.

(b) Report on recent PSRB engagement: Warwick Medical School

TO CONSIDER:

The General Dental Council's report of an inspection concerning the Diploma in Orthodontic Therapy, paper AQSC 13/09-10, together with the external examiner's report referred to in the inspection report, paper AQSC 14/09-10, and the response to the inspection report submitted by Warwick Medical School, paper AQSC 15/09-10 (copies attached).

(c) Forthcoming PSRB engagement: Physics

A report on preparation for the forthcoming accreditation visit by the Institute of Physics, paper AQSC 12/09-10 (copy attached).

#16. Policy and Procedures for the Accreditation of Prior Learning

(a) School of Health and Social Studies

TO CONSIDER:

A proposal from the School of Health and Social Studies concerning APL arrangements for the Postgraduate Diplomas in Social Work (Children, Young People, their Families and Carers) and in Specialist Social Work (Adults), paper AQSC 5/09-10 (copy attached)

(b) Learning and Development Centre

TO CONSIDER:

A proposal from the Learning and Development Centre concerning APL arrangements for the Postgraduate Certificate in Academic and Professional Practice, paper AQSC 6/09-10 (copy attached)

17. QAA publications

TO RECEIVE:

The following QAA publications:

- (a) Circular CL12/09, summarising recent papers in the QAA's *Outcomes from Institutional Audit* series, paper AQSC 17/09-10 (copy attached)
- (b) Verification of the compatibility of the Framework for Higher Education Qualifications with the *Framework for Qualifications of the European Higher Education Area*, paper AQSC 16/09-10 (copy attached).

#18. Any other business

19. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9am on Wednesday 25 November 2009 in the Council Chamber.