

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Tuesday 1 November 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. Terms of Reference, Constitution and Membership

TO CONSIDER:

The terms of reference, constitution and membership of the Committee for 2011-12 (paper AQSC 1/11-12, copy attached).

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:

Minutes of the meeting held on 22 June 2011, previously circulated and available on the Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

4. Matters Arising

(a) Erasmus Mundus Grand Committee (minute 77/10-11 refers)

TO REPORT:

- (i) That, at its meeting held on 19 May 2011, the Committee received a report:
- (A) That three bids have been submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University:
 - (1) Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;
 - (2) A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;
 - (3) A Joint degree in Particle Physics (PCUBE), led by Physics.
 - (B) That a review of the Erasmus Mundus approval process would be undertaken in the coming weeks with recommendations for a revised schedule for next year, primarily to ensure bidders had sufficient time to draw together the relevant documentation;
 - (C) That the Graduate School would look into the level of detail required for approval of Erasmus Mundus bids in future years;
 - (D) That the University's refreshed Strategy contains an aim to 'expand cooperation in teaching using external funding like Erasmus Mundus where possible, to develop joint masters and PhD programmes' but that sufficient time needed to be devoted to ensuring that bids submitted were of high quality.

and resolved (*inter alia*):

That the internal deadlines for preparing to submit a bid be brought forward, starting in the Autumn term of a given year.

- (ii) That, at its meeting on 11 October 2011, the Board of Graduate Studies received a report that the University had been notified that none of the three bids submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University had been successful.

And recommended to AQSC:

That the recommendations set out in Paper BGS 5/11-12 be adopted, it being noted that there remained scope for other HEIs to invite Warwick to enter into a consortium with them later than the proposed schedule indicated.

TO CONSIDER:

A report from the Assistant Registrar (Teaching Quality) setting out proposed improvements to the planning process for potential future Erasmus Mundus bids (paper BGS 5/11-12, copy attached), noting that there was a clear preference for joint doctoral programmes.

- (b) Personal Tutoring (minute 85/10-11 refers)

TO REPORT:

- (i) That, at its meeting on 2 March 2011, the Committee received 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 (*inter alia*) that 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).
- (ii) That, at its meeting of 19 May 2011, the Committee received a report (*inter alia*):
- (A) That an internal review was now planned for over the Summer term and vacation, with a report to be brought forward to the Autumn term meeting of the Committee;
 - (B) That the Students' Union would assist with survey information about the personal tutoring system;
 - (C) That the desirability of an external review would be considered in the light of the findings of the internal review.

TO RECEIVE:

An oral report from the University Senior Tutor on the progress of the review.

- (c) UUK-GuildHE Review of External Examining Arrangements (minutes 82/10-11 and 93(b)/10-11 refer)

TO REPORT:

- (i) That, at the meeting of the Committee held on 19 May 2011 considered
- (A) The final report and recommendations from the UUK review of external examining arrangements in universities and colleges in the UK (Paper SC.419/10-11);
 - (B) A paper from the Secretary on potential changes in response to the recommendations (Paper AQSC 57/10-11)
- (ii) That, at the Committee's meeting on 22 June 2011 it was reported (*inter alia*) that the section of the Academic Infrastructure (expected to be renamed and restructured into the UK Quality Code for HE, following consultation with the sector earlier this year) regarding external examining is expected to be redrafted (incorporating the outcomes of the UUK review) and opened for consultation between July and August 2011 (though it is hoped that this timescale will be extended) to be published in October 2011.

TO RECEIVE:

- (i) The QAA Consultation on the UK Quality Code – External Examining (Paper AQSC.2/11-12, copy attached).
- (ii) The University's response to the consultation (Paper AQSC.3/11-12, copy attached), revised following consideration by the Steering Committee at its

meeting on 22 August 2011 and submitted to the QAA by the deadline of 7 September 2011.

5. Chair's Action

TO REPORT:

(a) Amendments to the Credit and Module Framework

- (i) That the Chair had taken action on behalf of the Committee to approve an amendment to Section 4 of the Credit and Module Framework for recommendation to the Senate, as set out below (additions underlined, deletions ~~struck through~~):

"Within the normal credit load for the course, Course Regulations may permit a student to take, in the second or subsequent year(s) of study, credits at first year level (FHEQ level 4) or Stage 1 language modules, provided:

- the total number of credits taken after the first year does not exceed 30; and
- Stage 1 language modules may not be taken in the final year. Language modules with Stage 1 learning outcomes may not be taken in the final year of study or, for students studying for an integrated masters degree, in either the penultimate or final year of study. (For the avoidance of doubt, stage 1 "Beginners" level modules are prohibited, whereas "Beginners accelerated" level modules are allowed.)

- (ii) That the Senate, at its meeting on 5 October 2011, resolved that the recommended amendments to the Credit and Module Framework be approved.

(draft unconfirmed minute)

(b) Warwick Business School Collaboration with Higher School of Economics, Moscow

TO REPORT:

That the Chair had taken action on behalf of the Committee to approve a proposed collaboration between the Warwick Business School and the Higher School of Economics, Moscow, to offer a [name of course] noting that this was not an award of the University of Warwick and that the procedures for approving the contribution by the University to awards of other institutions be followed in this instance.

(c) Erasmus Mundus Masters in International Performance Research

TO REPORT:

That the Chair had taken action on behalf of the Committee to approve for recommendation to the Senate a proposal from the School of Theatre, Performance and Cultural Policy Studies that the University of Tampere replace the University of Helsinki as a partner in the Erasmus Mundus Masters in International Performance Research.

(d) Annual Course Review Reports 2011/12

TO REPORT:

That the Chair had taken action on behalf of the Committee to approve a proposal that the requirement for departments to complete Annual Course Review forms be suspended for the year 2011/12 given that all departments would be reviewed through the Institutional Review process, noting that Review reports would still be required for collaborative courses and would be considered through the usual processes.

(e) Collaborative Module Proposal

TO REPORT:

That the Chair had taken action on behalf of the Committee to approve a proposal to establish the module, IB817G Strategic Advantage, to be delivered collaboratively between Warwick Business School and Tongji University to students on the Global Energy MBA.

(f) National Teaching Fellowship Scheme (NTFS) 2011 (minute 43(e)/10-11 refers)

TO REPORT:

- (i) That, at its meeting on 2 March 2011, it was reported to the Committee that the nomination process for the Higher Education Academy sponsored National Teaching Fellowship Scheme (NTFS) had now begun, with a deadline for nominations of 23 March 2011, and that the University would put forward the maximum three nominations in 2011, selected from previous WATE winners.
- (ii) That Professor Peter Abrahams of the Warwick Medical School had been nominated and had been awarded an NTFS award.

6. Progress of Committee Recommendations

TO REPORT:

- (a) That the Senate, at its meeting on 6 July 2011, resolved that recommendations from the Committee under the following headings be approved (minute 100/10-11 refers):

Membership, Constitution and Secretariat of the Committee
Master of Fine Arts
Amendment to Regulation 38 Governing Research Degrees
Policy on the Recording of Lectures
Agreement with East Mediterranean University, Northern Cyprus
New Collaborative Courses
Revised Collaborative Courses

(b) UUK-GuildHE Review of External Examining Arrangements

That the Senate, at its meeting on 6 July 2011, resolved (minute 100/10-11 refers):

- (i) That the proposal to increase the length of appointment for external examiners from three to four years be approved.
- (ii) That the current form for nominating external examiners for undergraduate and taught postgraduate degrees to the Senate Steering Committee (included as Annex A of paper S.58/10-11 (part 1)) be amended to include reference to the recommended 'national criteria for appointment' (Annex B of paper S.58/10-11 (part 1)), asking Heads of Department to confirm that their recommendation is in line with the listed requirements, subject to the further amendments outlined in paper S.58/10-11 (part 1).

7. Chair's business

(a) Institutional Review of Teaching, Learning and the Student Experience

TO REPORT:

- (i) That, at its meeting on 6 July 2011, the Senate had resolved to approve the proposal to hold an institution-wide review of teaching, learning and the student experience (Paper S.65/10-11, copy attached).
- (ii) That a Steering Group had been established to have oversight of the review and that its membership included:
 - Pro-Vice-Chancellor (Education and the Student Experience) (Chair)
 - Chairs of the Faculties
 - Chair of the Board of Graduate Studies
 - Chair of the Board of Undergraduate Studies
 - Chair of the Collaborative, Flexible and Distance Learning Sub-Committee
 - Academic Registrar
 - Deputy Registrar
 - Students' Union Education Officer
 - Director of the Institute for Advanced Teaching and Learning

TO RECEIVE:

An update report on preparations for the Review by the Chair of the Committee.

8. Feedback on Assessed Work

TO REPORT:

That, at its meeting on 12 September 2011 it had been reported to the Steering Committee:

(by the Vice-Chancellor)

- (a) That improving the student experience remained an area of key focus for the University.

- (b) That, in 2005, the Academic Quality and Standards Committee had approved a policy of a four week maximum period for return of work and feedback to students.

(by the Pro-Vice-Chancellor for Education and Student Experience)

- (c) That many departments now stated a three week turnaround of work and feedback in student departmental handbooks.
- (d) That further discussion was required around the support that could be provided to Heads of Departments in achieving the expected standards for staff to return work to students.

And the Committee had resolved:

That the Academic Quality and Standards Committee consider revision of the policy on return of assessed work and feedback, with a view to moving to an expectation of a three week maximum period of turnaround.

TO CONSIDER:

- (a) Data collected last year on feedback turnaround times (Paper AQSC.7/10-11, copy attached)
- (b) The current Good Practice Guide on Providing Feedback to Students on Assessment (Paper AQSC.4/11-12, copy attached)
- (c) The recommendation from the Steering Committee that AQSC consider revision of the policy on return of assessed work and feedback, with a view to moving to an expectation of a three week maximum period of turnaround

9. National Student Survey

TO REPORT:

- (a) That at its meeting on 19 May 2011 the Committee received a report from the Assistant Secretary and Teaching Quality Support Officer on the National Student Survey final response rates for 2011 (paper AQSC 59/10-11), noting that the completion rate had increased by 2.5% on last year (despite the Easter vacation period falling very close to the closing date of the survey) and it was reported that the results of the survey were expected to be available in August 2011 and that (following this) a report would be brought to the Committee for consideration in the Autumn term.
- (b) That, at its meeting of 22 August 2011, Steering Committee considered an outline of the University's headline results in the National Student Survey (NSS) 2011 (SC.606/10-11) and resolved:
 - (i) That the Pro Vice-Chancellor for Education and Student Experience liaise with departments that had shown significant falls in satisfaction in the NSS results.
 - (ii) That a report on the analysis and discussion with those departments be considered by the Steering Committee within 4 to 6 weeks, to provide contextual information for the Institutional Review.
- (c) That, at its meeting of 17 October 2011, Steering Committee considered a report on departmental responses to issues raised through the NSS (SC.17/11-12) and resolved:

- (i) That the Pro-Vice-Chancellor for Education and Student Experience and the Academic Quality and Standards Committee ensure that the good practice outlined in the departmental strategic plans in response to the NSS results be disseminated to academic departments.
- (ii) That the Academic Quality and Standards Committee monitor departmental progress against action plans and report the results to the Steering Committee at a future meeting.

TO CONSIDER:

- (a) A paper setting out the summary outcomes of the NSS 2011 considered by Steering Committee at its meeting held on 22 August 2011 (SC.606/10-11, copy attached).
- (b) Departmental responses to issues raised, points of good practice and action plans, considered by Steering Committee at its meeting on 17 October 2011 (SC.17/11-12, copy attached).
- (c) Identification of points of good practice from departmental responses for dissemination to academic departments.

10. QAA Mid Cycle Review

TO CONSIDER:

A paper on the University's response to recommendations arising from the 2008 QAA Institutional Audit (Paper AQSC.5/11-12, copy attached)

11. QAA Institutional Audit

TO RECEIVE:

A letter from the QAA setting out the dates for the Institutional Review (Paper AQSC.6/11-12, copy attached)

12. Learning and Teaching Strategy

TO REPORT:

- (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.

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, to follow).

13. Update from the Students’ Union

TO RECEIVE:

An oral report from the Students’ Union President and Education Officer

14. Higher Education Achievement Record

TO CONSIDER:

An update report from the HEAR Project Board (Paper AQSC.8/11-12, copy attached)

15. PGT Grade Descriptors and Award of Merits (minute 103/10-11 refers)

TO REPORT:

- (a) That, at its meeting on 22 June 2011, the Committee resolved:
- (i) That the recommendation from the Board of Graduate Studies to permit faculties and departments to make the award of Merit at individual course level not be approved;
 - (ii) That the level at which an award of Merit is to be made be further discussed by the Board of Graduate Studies, noting:

- (A) The concerns of the Committee around equity of treatment for students on different courses;
 - (B) The Committee's view that it would be preferable (in light of concern over equity for students) to also reconsider the award of Distinction, which has customarily been decided at course level through examination conventions;
 - (C) The Committee's view that adopting a single overall mark for the award of Merit at the University would be desirable (allowing nuances, such as additional requirements on specific attainment in a dissertation or project, for example, to be captured on a department or course level in examination conventions).
- (iii) That the Committee was still supportive of pursuing a satisfactory solution (following a revised recommendation from the Board of Graduate Studies) to allow students entering the University in the 2011/12 academic year to be awarded Merit.
- (b) That, at its meeting on 11th October 2011, it was reported to the Board of Graduate Studies that the members of the Board were invited to vote between 30 June and 8 July 2011 on the institutional level for the Award of Merit, noting that:
- (i) 13 members of the Board were in favour of setting the level for the Award of Merit at 65%;
 - (ii) 6 members of the Board were in favour of setting the level of the Award of Merit at 60%;
 - (iii) 4 members of the Board abstained.
- (c) That Departments had been requested to review their examination conventions where necessary and provide copies reflecting the University-wide Merit award level for consideration by the Faculty Graduate Studies Committee chairs, the Chair of the Board of Graduate Studies and the Chair of Academic Quality and Standards in early September in order for these to be approved for adoption during the academic year 2011-12.
- (d) That the Chair had taken action on behalf of the Committee to consider and approve the conventions submitted by early September for recommendation to the Senate.
- (e) That, at its meeting on 5 October 2011, the Senate had resolved:
- (i) That the new conventions recommended for approval as set out in the extract of Paper S.3/11-12 (copy attached) for adoption in 2011/12 be approved.
 - (ii) That the small amendment required to Regulation 37 – Governing Taught Postgraduate Courses – seeking the ability for the University to make awards with merit at postgraduate taught level from 2011-12, be approved.
 - (iii) That, as it is in the interests of the relevant students, should Senate approve the amendment set out in the section 37.4(2) of the Regulation Governing Taught Postgraduate Courses, the revisions be applied by Board of Examiners considering the performance of part-time, as well as full-time students, from Autumn 2012.
 - (iv) That authority be delegated on behalf of the Senate for the Chair of the Academic Quality and Standards Committee and the Chair of BGS jointly to

approve, on its behalf, any further conventions for taught Master's provisions forthcoming for the deadline for the meeting of the AQSC to be held in week 4 of the Autumn Term in order that conventions approved at this point might be published to students with a view to them being implemented in the forthcoming academic year

(Draft unconfirmed minute)

TO CONSIDER:

A paper setting out the remaining revised examination conventions for PGT courses (Paper AQSC.9/11-12, to follow)

16. Key Information Sets

TO REPORT:

- (a) That, at its meeting on 3 February 2011, the Committee considered a paper setting out the University's initial draft response to the consultation (paper AQSC 37/10-11) and resolved that the response be augmented to include the further comments of the Committee [as set out in the minutes].
- (b) That at its meeting on 2 March 2011 the Committee received the final response to the consultation on public information about higher education (paper SC.309/10-11), noting that the response had also been considered by the Steering Committee at its meeting on 28 February 2011 and that a letter of objection to the consultation process will also be drafted on behalf of the Vice-Chancellor to be sent to HEFCE, copied to the Russell Group.

TO RECEIVE:

HEFCE 2011/18 Provision of information about higher education: Outcomes of consultation and next steps with an update report from the Assistant Registrar (Teaching Quality) (Paper AQSC.10/11-12, copy attached).

17. 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.11/11-12, to follow).

18. PSRB Engagements

- (a) Register of courses with PSRB accreditation

TO RECEIVE:

The register of University courses with accreditation, validation or other recognition by professional, statutory and regulatory bodies (paper AQSC.12/11-12, copy attached).

(b) Royal Society of Chemistry Accreditation of Chemistry Courses

TO CONSIDER:

A report from the Royal Society of Chemistry regarding the review of the Department of Chemistry's undergraduate, integrated masters and postgraduate taught courses, including a cover paper by Professor Deeth (paper AQSC.13/11-12, copy attached).

(c) Institute of Physics Accreditation of Physics Courses

TO CONSIDER:

The report of the Institute of Physics (Paper AQSC.14/11-12, copy attached), for undergraduate and integrated masters courses offered by the Department of Physics.

(d) Joint Board of Moderators Accreditation of Engineering Courses

TO CONSIDER:

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, copy attached).

(e) British Association of Counselling and Psychotherapy (BACP) Accreditation of Centre for Lifelong Learning Courses

TO CONSIDER:

The accreditation application and report for the BACP accreditation of the Foundation /BA Honours Degree in Person-centred Counselling and Psychotherapy offered by the Centre for Lifelong Learning (Paper AQSC.16/11-12, copy attached).

19. 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.

20. Outcomes of Institutional Audit

TO RECEIVE:

(a) A letter from the Chief Executive of the QAA regarding the new series of QAA's *Outcomes from Institutional Review* series (paper AQSC.17/11-12, copy attached)

(b) Outcomes from Institutional Audit 2007-09: Managing Academic Standards (paper AQSC.18/11-12, copy attached)

- (c) Outcomes from Institutional Audit 2007-09: Student Engagement and Support (paper AQSC.19/11-12, copy attached)

21. QAA Consultation on 'International Students Studying in the UK: Guidance for UK Higher Education Institutions

TO RECEIVE:

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), copy attached).

22. NTFS Open Space Learning Project:

TO RECEIVE:

The executive summary of report on the Open Space Learning in Real World Contexts project by Professor Jonothan Neelands, submitted to the Higher Education Academy in July 2011 (Paper AQSC.20/11-12, copy attached).

23. Reforms to Social Work Degree Provision

TO RECEIVE:

Notification of changes to Social Work Degree Provision by the Social Work Reform Board (Paper AQSC.21/11-12, copy attached).

24. IATL Steering Group

TO RECEIVE:

Terms of Reference and membership of the IATL Steering Group for 2011/12 (Paper AQSC.22/11-12, copy attached).

25. New and Revised Postgraduate Courses of Study (draft unconfirmed minute BGS 13/10-11 refers)

- (a) New courses

TO REPORT:

That it was reported to Board of Graduate Studies at its meeting on 11 October 2011 that the Chair had taken action to approve the following new courses, considered initially at the meeting of the Board held on 9 June 2011:

- MSc in Behavioural and Economic Science (Economics Track) and MSc in Behavioural and Economic Science (Science Track), replacing MSc in Economic and Psychological Science

(b) Revised courses

TO REPORT:

That it was reported to Board of Graduate Studies at its meeting on 11 October 2011 that the Chair had taken action to approve revisions to the following course, considered initially at the meeting of the Board held on 24 February 2011:

- MA in Applied Social Research with Specialism in Islam in Contemporary Societies

(d) Discontinued Courses

TO REPORT:

That it was reported to Board of Graduate Studies at its meeting on 11 October 2011 that the Chair had taken action to approve the discontinuation of the following course:

- MA in Islam in Contemporary Societies

26. Next meeting

That the next meeting of the Committee will be held at 9.00am on Wednesday, 7 December 2011 in the Council Chamber, University House.

KG/RM, 21.10.11

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