

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 14 May 2009 at 9am in the Council Chamber, University House.

Note: Questions on agendum 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 Hughes, ext 74464, email jenny.hughes@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.

AGENDA

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on Wednesday 25 February 2009, previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

#2. Matters arising

(a) QAA Institutional Audit (minute 38(a)/08-09 refers)

TO REPORT:

That QAA have published the final report on the University's Institutional audit:

www.qaa.ac.uk/reviews/reports/instReports.asp?ukprn=10007163

TO RECEIVE:

Summary of the QAA Institutional Audit report, paper AQSC 52/08-09 (copy attached), along with the University's reponse, paper AQSC 53/08-09 (copy attached), which has been published by QAA alongside the report.

(b) Assessment on Warwick Manufacturing Group courses (minute 54(b)/08-09 refers)

TO REPORT:

(i) That the Chair convened a small group to work with Warwick Manufacturing Group to review mechanisms employed on WMG overseas courses for assuring that Warwick standards

of academic quality and fairness are maintained in the supervision and marking of projects/dissertations;

- (ii) That at the meeting the group and colleagues from Warwick Manufacturing Group agreed the following actions:
 - (A) That Warwick Manufacturing Group write to the supervisor involved in the individual case which had given rise to a student complaint to reiterate the importance of adhering to Warwick's standards in marking and the provision of feedback to students;
 - (B) That Warwick Manufacturing Group bring forward proposals to rebalance weightings attached to different aspects of project assessment;
 - (C) That Warwick Manufacturing Group draw up a framework with clear milestones against which to assess students' progress and project management achievements, giving clarity to supervisors and students, and providing an evidence base for moderation;
 - (D) That Warwick Manufacturing Group draw up a framework for the assessment of students' oral presentations and oral exams, including guidance on expectations that the mark for the oral exam is generally unlikely to be significantly higher than the mark for the written dissertation.

- (c) Institute of Education collaborative courses (minute 60(f)/08-09 refers)

TO REPORT:

- (i) That Dr R Moseley, Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, and Dr A Dowd, Academic Director of Graduate Studies, Warwick Manufacturing Group, met with Professor A Prout, Director of the Institute of Education, Ms R Collins, Business Development Director, Institute of Education, and Ms P Butson, Quality Assurance Manager, Institute of Education, to discuss the management of the Institute's overseas collaborative courses;
- (ii) That the meeting was reassured that the Institute of Education has measures in place to manage academic quality and standards on their collaborative courses;
- (iii) That the meeting suggested that it may be beneficial to review the current procedure for proposing new collaborative courses, noting in particular that the current timeline, which is fixed to the dates when University committee meet, may not provide sufficient flexibility for departments in responding to opportunities; nonetheless, the meeting reiterated that departments must adhere to the current procedure, especially concerning the timing of signing contracts.

3. Chair's Action

(a) School of Engineering SDR

TO REPORT:

That the Chair, acting on behalf of the Committee, took action since the last meeting to approve an amended course list for consideration during the Strategic Departmental Review of the School of Engineering, paper AQSC 81/07-08 Annex C (revised) (copy attached).

(b) Credit and module framework

TO REPORT:

That the Chair, acting on behalf of the Committee, took action since the last meeting to approve an amendment to the University Credit and Module framework to clarify that, where the module permits a choice, students must select their method of assessment by a set date/point in the module in order to ensure equity of treatment as well as enabling the efficient construction of the exam timetable, noting that the framework is published online at <http://www2.warwick.ac.uk/services/quality/categories/courseapproval/credit>

4. Progress of Committee recommendations

TO REPORT:

That the Senate at its meeting on 11 March 2009 resolved that recommendations from the Committee be approved under the following headings:

- (a) Constitution and membership
- (b) New collaborative courses

#5. Chair's Business

UCU ballot on industrial action

TO RECEIVE:

An oral report from the Chair in the context of the current national ballot by UCU regarding potential industrial action.

#6. Employability Strategy

TO CONSIDER:

A progress report from Ms G Frigerio, Acting Director of the Careers Centre, concerning implementation of the Employability Strategy, paper AQSC 51/08-09 (copy attached).

#7. King's-Warwick project

TO REPORT:

That HEFCE awarded King's College London and Warwick £544,000 from its Strategic Development Fund to support a project concerned with the development of the undergraduate curriculum, paper QEWG 26/08-09 (copy attached).

8. National Student Survey (minute 62/08-09 refers)

TO REPORT:

- (a) That fieldwork for the National Student Survey finished on 1 May 2009, and that the University achieved an overall response rate of 62%, compared with a final response rate of 67% in 2008;
- (b) That final departmental response rates were as set out in paper AQSC 54/08-09 (copy attached).
- (c) That the overall national response rate in the 2009 survey was 62%, compared with a final response rate of 65% in 2008;
- (d) That the results of the survey will be published during the summer.

#9. APEL

(a) Diploma in Teaching in the Lifelong Learning Sector

TO CONSIDER:

A proposal from the Director of Academic Studies, Centre for Lifelong Learning, concerning the University Policy and Procedures for the Accreditation of Prior Learning and the Diploma in Teaching in the Lifelong Learning Sector, paper AQSC 41/08-09 (to follow).

(b) Institute of Education

TO CONSIDER:

A proposal from the Institute of Education to update the relevant entries in Annex 1 of the APEL policy to reflect changed course structures on taught postgraduate courses in the Institute, paper AQSC 42/08-09 (to follow).

#10. Forthcoming PSRB engagements

TO CONSIDER:

Outline report on preparations for the following PSRB engagement, due to take place during the 2008-09 academic year:

Learning and Development Centre: Higher Education Academy, paper AQSC 56/08-09 (copy attached).

11. UUK Note on TQ issues

TO RECEIVE:

Information Note from Universities UK on a number of quality issues, paper AQSC 57/08-09 (copy attached).

12. Any other business

13. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.00am on Wednesday 10 June 2009 in the Council Chamber, University House.

JDM/JB, 8.5.09

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RESERVED AGENDA

1. Minutes of the previous meeting

TO CONSIDER:

The reserved minutes of the meeting held on Wednesday 25 February 2009 (previously circulated).

2. Matters arising

3. Any other business

4. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.00am on Wednesday 10 June 2009 in the Council Chamber, University House.