

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 27 February 2008 at 8.30am 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 Bradfield, ext 74464, email j.bradfield@warwick.ac.uk

Please note another early start for the Committee: 8.30am.

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.

SECOND CIRCULATION AGENDA

***Additional items are headlined in bold;
papers included in this second circulation are shown in bold.***

Papers for the third circulation (marked "to follow" and highlighted with a grey shaded background) will be made available electronically before the meeting with an email alert. Hard copies will also be provided at the meeting.

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on Friday 1 February 2008 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>)

#2. Matters arising

- (a) Learning, Teaching and Assessment Enhancement Strategy (minute 50(a)/07-08 refers)

Oral reports from Chairs of Faculty Boards on key issues arising from discussion of the draft Learning, Teaching and Assessment Enhancement Strategy at Faculty Board meetings.

- (b) QAA audit of Warwick Manufacturing Group collaborative courses with Hong Kong Polytechnic University (minute 50(b)/07-08 refers)

TO CONSIDER:

A report from the sub-group of the Committee established to review the QAA report on their audit of Warwick Manufacturing Group courses delivered in collaboration with Hong Kong Polytechnic University, **paper AQSC 38/07-08 (copy attached)**.

- (c) Module approval form (minute 50(c)/07-08 refers)

TO REPORT:

- (i) That the Graduate Studies Committee of the Board of the Faculty of Science at its meeting on 29 January 2008:
- (A) considered minute 32/07-08 of the Academic Quality and Standards Committee meeting held on 21 November 2007 relating to proposed revisions to the module proposal form;
 - (B) resolved that the Committee [SGS] would like to receive guidance on the issues on which external advisers should be consulted;
 - (C) resolved that the Committee [SGS] was disappointed that the proposed amendment to the Module Approval form to require more detail on the expected student effort during a module rather than only contact hours in question 12 had not been approved;
 - (D) resolved that the Committee [SGS] would continue to expect total hours, and not just contact hours, to be specified in section 12 of module approval forms; and
 - (E) recommended to the Academic Quality and Standards Committee that an amendment to the Module Approval form to require more detail on the expected student effort during a module, rather than only contact hours, in question 12 be reconsidered.

SGS minute /07-08

- (ii) That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 8 February 2008 considered proposed revisions to the Module proposal form previously rejected AQSC and recommended to the Academic Quality and Standards Committee that the Committee [AQSC] consider alternative methods of capturing information on the expected student effort during a module, it being noted that the Sub-Committee [CFDLSC] consider this to be an important characteristic of the student learning experience of a module not currently scrutinised consistently during the module approval process.

CFDLSC minute 23(b)/07-08

- (iii) That the Student Record section of the Academic Office have confirmed that there is currently no alternative mechanism for collecting approved changes to module assessment regimes other than the module approval form.

TO CONSIDER:

Proposed revisions to the module proposal form, **paper AQSC 39/07-08 (copy attached)**.

- (d) Credit and module framework (minute 54/07-08 refers)

TO RECEIVE:

Oral reports from Chairs of Faculty Boards on key issues arising from discussion of proposed amendments to the University's Credit and module framework at Faculty Board meetings.

- (e) QAA Institutional Audit (minute 56/07-08 refers)

TO REPORT:

That the Quality Enhancement Working Group at its meeting on 21 February 2008 considered a summary of the ongoing preparations for the QAA Institutional Audit taking place in the Autumn Term 2008-09, paper QEWG 11/07-08 (included in first circulation).

- (f) Teaching Staff (minute 57/07-08 refers)

TO REPORT:

That discussions are continuing regarding the drafting of proposals for the development of teaching staff not covered by existing schemes.

TO CONSIDER:

Proposals relating to the induction, ongoing development and monitoring of Teaching Fellows, Part-time Teachers and 'Teaching Elements' prepared by Ms S Bennett, Director, Learning and Development Centre, and Professor L Bridges, Chair, Board of Graduate Studies, paper AQSC 52/07-08 (copy attached), accompanied for information by the current Guidelines on the Use of Postgraduates for Teaching, previously approved by the Committee, paper BGS 6/06-07 (revised 2) (copy attached).

- (g) Employability Strategy (minute 59/07-08 refers)

TO CONSIDER:

A revised version of the proposed Employability Strategy, **paper QEWG 2/07-08 (revised 2) (copy attached)**.

- (h) National Student Survey 2008 (minute 60/07-08 refers)

TO CONSIDER:

An update on response rates to the NSS to date, correct to 20 February, paper AQSC 40/07-08 (included in first circulation), noting that the two right-hand columns headed "2007 RR:" indicate the final response rate (%) in last year's survey, and the response rate (%) at the same time in last year's survey (i.e. four weeks after the first email from Ipsos MORI to eligible students).

- (i) Collaborative PhDs (minute 64/07-08 refers)

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Committee at its meeting on 8 February 2008 received a paper considered by the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 31 January 2008, prepared by its Chair, Professor S Breslin, concerning the possibility of offering joint PhD courses with Hong Kong University, paper GFSS.199/07-08, considered a paper on split-site PhDs drafted by the Chair of the Board of Graduate Studies, Professor L Bridges, paper BGS 25/07-08, and recommended to the Academic Quality and Standards Committee that proposals for split-site PhDs be subject to the normal approval processes for new collaborative courses, including scrutiny by the Collaborative, Flexible and Distributed Learning Sub-Committee.

CFDLSC minute 33/07-08

TO CONSIDER:

The recommendation from CFDLSC that proposals for split-site PhDs be subject to the normal approval processes for new collaborative courses, including scrutiny by the Collaborative, Flexible and Distributed Learning Sub-Committee.

- (j) Assessment (minute 58(a)/07-08 refers)

TO CONSIDER:

Oral reports from the Chair and members of the Committee on the pilot phase of the proposed new marking scale for undergraduate modules.

3. Chair's Action
4. Chair's Business
5. Institution of Mechanical Engineers accreditation

TO REPORT:

That the Institution of Mechanical Engineers has reaccredited a range of Engineering degree courses, as set out in paper AQSC 41/07-08 (included in first circulation).

#6. Reading List project (minute 51(e)/06-07 refers)

TO REPORT:

That the Quality Enhancement Working Group at its meeting on 16 November 2007 considered a report from Mr Antony Brewerton, Head of Academic Support, Library, on the evaluation of the reading list pilot project, paper QEWG 3/07-08 (included in first circulation), resolved that the proposals for a further pilot outlined in paper QEWG 3/07-08 be approved, and recommended to the Academic Quality and Standards Committee that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments.

QEWG minute 5/07-08

TO CONSIDER:

The recommendation of the Quality Enhancement Working Group that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments.

#7. New collaborative courses

(a) Warwick Manufacturing Group: Proposed collaboration with the European University of Lefke, Northern Cyprus

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered a proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus, comprising the following papers:

- (i) Part 4 course proposal form, paper CFDLSC 32/07-08;
- (ii) Comments on the proposed collaboration from Professor M Sarwar, School of Computing, Engineering and Information Sciences, Northumbria University, paper CFDLSC 33/07-08;
- (iii) Comments on the proposed collaboration from Professor M North, Faculty of Engineering, University of Bristol, paper CFDLSC 34/07-08;

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus be approved as set out in papers CFDLSC 32-34/07-08, it being noted that although the proposed partner may not be a top-ranked institution, the proposed partnership fits with the overseas strategy of Warwick Manufacturing Group.

TO CONSIDER:

A proposal from Warwick Manufacturing Group to deliver the existing MSc in Engineering Business Management and associated Diploma, Certificate and Award courses at a new location in partnership with the European University of Lefke, Northern Cyprus as set out in papers CFDLSC 32-34/07-08.

- (b) Warwick Medical School: New collaborative course with existing partner, MSc in Lingual Orthodontics with Leamington Spa Orthodontics

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered a proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, as set out in the following papers:

- (i) Part 1 Course approval form, paper DMAP 7/07-08 (revised 2);
- (ii) Part 4 Course approval form, paper DMAP 104/07-08;

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, be approved as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08.

CFDLSC minute 25/07-08

TO CONSIDER:

A proposal from Warwick Medical School to deliver a new collaborative course, MSc in Lingual Orthodontics, with an existing partner, Leamington Spa Orthodontics, as set out in papers DMAP 7/07-08 (revised 2) and DMAP 104/07-08.

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.

#8. QAA Audit of Collaborative Courses in India

TO REPORT:

- (a) That QAA is carrying out an audit of UK HEIs' links with institutions in India during 2008;
- (b) That Warwick Manufacturing Group's link with the Confederation of Indian Industry (CII) is not being audited separately, but that to inform QAA's overview report the University has been asked to prepare a Briefing Paper setting out details of the collaboration.

- (c) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered a draft of the briefing paper and recommended to the Academic Quality and Standards Committee that the draft of the briefing paper concerning Warwick Manufacturing Group's collaborative link with the Confederation of Indian Industry (CII) be approved for submission to QAA by 20 March 2008 as set out in paper CFDLSC 35/07-08, subject to amendments discussed at the meeting.

TO RECEIVE:

- (d) QAA letter inviting a briefing paper and other information, paper CFDLSC 30/07-08 (included in first circulation);
- (e) QAA guidance on preparing the briefing paper, paper CFDLSC 31/07-08 (included in first circulation);

TO CONSIDER:

A draft of the briefing paper to be submitted to QAA by 20 March 2008, paper CFDLSC 35/07-08 (revised) (included in first circulation), prepared by Dr A Dowd and the Secretary and revised in the light of discussion at CFDLSC, noting that the briefing paper would require approval by the Steering Committee on the recommendation of the Academic Quality and Standards Committee.

#9. Course approval documentation for collaborative courses: Format of CVs of teaching staff based at partner institutions

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February 2008 considered proposed amendments to the Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner), paper CFDLSC 41/07-08 and the Collaborative Course Proposal form Part 4, Appendix 2 (Application for Approval of Staff not based in a Higher Education), paper CFDLSC 42/07-08, and recommended that amended versions of Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner) and Appendix 2 (Application for Approval of Staff not based in a Higher Education), be approved as set out in papers CFDLSC 41 & 42/07-08 respectively, subject to minor amendments discussed at the meeting.

CFDLSC minute 22(f)/07-08

TO CONSIDER:

Amended versions of Collaborative Course Proposal form Part 4, Appendix 1 (Application for Approval of Staff based in a Higher Education Institution proposed as a Collaborative Partner) and Appendix 2 (Application for Approval of Staff not based in a Higher Education), papers CFDLSC 41/07-08 (included in first circulation) and CFDLSC 42/07-08 (revised) (included in first circulation).

#10. Guide to Examinations for Higher Degrees

TO REPORT:

That the Board of Graduate Studies considered a revised version of the Guide to Examinations for Higher Degrees at its meeting on 21 February 2008, and recommended that it be approved subject to minor amendments.

TO CONSIDER:

A revised version of the Guide to Examinations for Higher Degrees, paper BGS 32/07-08 (revised 2) (to follow).

11. Teaching Grid

TO REPORT:

That the Teaching Grid, located on the second floor of the Library, will be launched on 3 March 2008.

12. e-Learning Showcase Day

TO REPORT:

That the next e-Learning Showcase Day will be held on Monday 10 March in the Teaching Grid and associated areas on the second floor of the Library, and that more information will be published on insite in due course.

#13. Annual Course Review reports

TO CONSIDER:

Summaries of Annual Course Review reports:

- (a) Undergraduate courses in the Faculty of Arts, paper AUSC 35/07-08 (revised) (included in first circulation);
- (b) Undergraduate courses in the Faculty of Medicine, paper BFM 13/07-08 (revised) (included in first circulation);
- (c) Undergraduate courses in the Faculty of Science, paper SFS 38/07-08 (included in first circulation);
- (d) Executive Summary for undergraduate courses in the Faculty of Social Studies, paper AQSC 46/07-08 (included in first circulation);
- (e) Undergraduate courses in the Faculty of Social Studies, paper UFSS 72/07-08 (included in first circulation);
- (f) Taught postgraduate courses in the Faculty of Arts, paper AGSC 16/07-08 (revised) (included in first circulation);
- (g) Research postgraduate courses in the Faculty of Arts, paper AGSC 17/07-08 (included in first circulation);
- (h) Taught postgraduate courses in the Faculty of Medicine, paper /07-08 (to follow);
- (i) Research postgraduate courses in the Faculty of Medicine, paper /07-08 (to follow);

- (j) Postgraduate courses in the Faculty of Science, paper SGS 49/07-08 (revised) (included in first circulation);
- (k) Executive Summary for postgraduate courses in the Faculty of Social Studies, paper AQSC 47/07-08 (included in first circulation);
- (l) Taught postgraduate courses in the Faculty of Social Studies, paper GFSS 200(a)/07-08 (included in first circulation);
- (m) Research postgraduate courses in the Faculty of Social Studies, paper GFSS 200(b)/07-08 (included in first circulation);
- (n) Collaborative, flexible and distributed learning courses in all Faculties, **paper AQSC 48/07-08 (copy attached)**.

#14. Annual Course Review report form

TO REPORT:

That work is continuing on the potential use of the Cognos data warehouse system to pre-populate Annual Course Review forms.

TO CONSIDER:

Proposed amendments to the existing Annual Course Review forms, set out in **paper AQSC 42/07-08 (copy attached)**, introducing a question for taught and research courses about departments' responses to external and University-wide surveys, and clarifying on the the PGR form current expectations around submission deadlines, and noting that the PGR report form starts on p.7 of the paper.

#15. Risk

TO CONSIDER:

- (a) An updated Risk Register for Teaching Quality issues, **paper AQSC 45/07-08 (copy attached)**.
- (b) **The current University Risk Register, paper AQSC 54/07-08 (copy attached)**, noting that the Risk Holders for risks T5 and T6 have been asked to complete the register, along with the University Risk Management Policy, paper AQSC 55/07-08 (copy attached) and the University Risk Management Procedure 2007/08, paper AQSC 56/07-08 (copy attached).
- (c) **Any potential department or course-specific risks which departments might be asked to reflect on when preparing their own risk registers, such as:**
 - health and safety of students when studying away from the University (year abroad, work placement etc);
 - unsatisfactory reviews from professional, statutory or regulatory bodies;
 - issues connected with fitness to practise and/or CRB checks.

#16. Feedback from Students (minute AQSC 60/07-08 refers)

TO CONSIDER:

Proposed terms of reference for a review of surveys aimed at students across the University, including internal and external institution-wide surveys, and course and module questionnaires, **paper AQSC 49/07-08 (copy attached)**.

#17. Centre for Lifelong Learning: External Examiners

TO CONSIDER:

A proposal from the Centre for Lifelong Learning to change external examining arrangements on a number of courses and amend Regulation 19, **paper AQSC 50/07-08 (copy attached)**.

#18. New and amended courses

(a) Approved new and amended courses

TO RECEIVE:

A list of new and amended courses approved by the Board of Undergraduate Studies at its meeting on 20 February 2008 and by the Board of Graduate Studies at its meetings on 17 January 2008 and 21 February 2008.

(b) BA French Studies: Restructure and degree classification convention

TO CONSIDER:

A proposal from the Department of French Studies to restructure the final year of the BA French Studies course, with consequential effects on the degree classification convention, **paper AUSC 36/07-08 (copy attached)**.

(c) BSc Discrete Mathematics and Timetable Issues

TO REPORT:

(i) That the Sub-Faculty of Science at its meeting on 29 January 2008 considered a proposal from the Department of Computer Science for a new degree course BSc in Discrete Mathematics to be taught jointly with the Department of Mathematics and associated module proposals, papers SFS 28-31/07-08 and recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee that, in approving the new degree course BSc in Discrete Mathematics, the strong concerns of the Sub-Faculty over the pressure this is likely to cause for timetabling be noted.

SFS minute 21/07-08

(ii) That the Board of the Faculty of Science at its meeting on 13 February 2008 received the minutes of the meeting of the Sub-Faculty of Science, resolved that the concerns of the Sub-

Faculty over the pressure on timetabling be endorsed, and recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee:

- (A) That the major obstacle to creating a workable timetable was the availability of lecture rooms, and the University should ensure that the recent award of funds for teaching infrastructure be used towards developing an appropriate lecture room stock;
- (B) That the University should work towards a solution to the timetable for 2009-10 and, in doing this, should consider what is the maximum appropriate lecture size for a given subject.

BFS minute 26/07-08

- (iii) That the Board of Undergraduate Studies was due to consider the proposal for a new degree course BSc in Discrete Mathematics at its meeting on 20 February 2008.

TO CONSIDER:

- (iv) Proposal for a new degree course BSc in Discrete Mathematics, **papers SFS 28 & 29(a)/07-08 (copies attached)**, along with Recommendations from the Sub-Faculty of Science and the Board of the Faculty of Science as set out above, noting that the Board of Undergraduate Studies did not identify issues of principle requiring consideration by the Committee [AQSC], and noting also that the Capital Planning and Accommodation Review Group (CPARG) is reviewing issues around space utilisation and timetabling.

#19. Warwick Medical School: GMC QABME report

TO REPORT:

That a report from GMC Education Committee on MBChB course undertaken as part of Quality Assurance of Basic Medical Education (QABME) process, **paper /07-08**, along with a response from Warwick Medical School, **paper /07-08**, **will be considered at a future meeting of the Committee.**

#20. Proposed amendment to Regulations governing the MBChB regs

TO CONSIDER:

Proposed amendments to Regulation 8.10 for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MBChB) and for the Bachelor of Medical Sciences (BMedSci) affecting assessment arrangements for students resitting the second year of the MBChB course, **paper BFM 16/07-08 (copy attached).**

#21. Warwick Manufacturing Group: Blanket APL exemption

TO CONSIDER:

A proposal from Warwick Manufacturing Group for completion of a course, Green Belt, taught by Process Management International (PMI) UK to be

included in the list of “blanket” APL exemptions approved by the Committee, **paper AQSC 51/07-08 (copy attached)**.

#22. QAA consultation on student involvement

TO CONSIDER:

Letter from QAA inviting responses to a consultation on future methods of student involvement in assurance and enhancement activities along with the document ‘QAA approaches to student engagement’ and a copy of the consultation questions, **paper AQSC 53/07-08 (copy attached)**.

#23. Any other business

24. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Thursday 15 May 2008 in the Council Chamber, University House.

JDM/JB, 25.02.08

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