

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 28 February at 9.30am 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

C E Charlton
University Secretary

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

In response to requests from Committee members this second circulation agenda repeats the whole of the first circulation agenda, to assist navigation during the meeting. Feel free to dispose of the first circulation agenda itself; though we are not, of course, re-copying and re-issuing the papers that we sent out earlier. These are indicated here thus: included in first circulation. Items or papers that are new for the second circulation are listed **in bold**.

1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on 1 February 2007 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>).

#2. Matters arising

(a) Course and Module approval (minute 47c/06-07 refers)

TO REPORT:

That at the meeting of the Committee held on 1 February 2007 it was resolved that members bring to this meeting any further thoughts and suggestions on the course and module approval systems.

TO CONSIDER:

Any further thoughts and suggestions on the report of two meetings of Chairs of Faculty Undergraduate Committees/Sub-Faculty and Faculty Graduate Study Committees held to discuss course and module approval mechanisms, paper AQSC 29/06-07 (tabled at the last meeting, additional copy included in first circulation).

(b) National Student Survey 2007 (minute 55/06-07 refers)

TO REPORT:

- (i) The University chose to focus the push for responses to the National Student Survey in the two weeks beginning 19 February;
- (ii) That the Communications Office devised a multi-faceted awareness-raising campaign, including posters, lamppost banners, messages from the Students' Union and an incentive for all who complete the survey (free printer credits);
- (iii) That the response rate by the latest census point on 21 February was 18%, which indicates a reasonable take-up by final-year undergraduates so far.

(c) QAA Overseas Audit (minute 30/06-07 refers)

TO REPORT:

- (i) That a QAA team visited the University on 8-9 February to carry out the UK site visit for the audit of Warwick Manufacturing Group's courses delivered collaboratively with Hong Kong Polytechnic University;
- (ii) An audit team will visit Hong Kong in May to speak to staff, students and alumni there;
- (iii) That we expect to receive the final audit report in late summer or autumn.

(d) Policy on Use of Postgraduate Students for Teaching (minute 32/06-07 refers)

TO REPORT:

That the Committee at its meeting on 22 November 2006 considered a policy for the use of postgraduate students for teaching, paper BGS 6/06-07 (revised), and resolved that the proposed policy be referred to the Faculty Boards for comment, before further consideration at the second meeting of the Committee in the Spring Term 2007.

TO CONSIDER:

A response from the Board of the Faculty of Arts, paper AQSC 73/06-07 (copy attached), together with oral reports from Chairs of the Faculty Boards on the draft policy for the use of postgraduate students for teaching, paper BGS 6/06-07 (revised) (circulated before the meeting on 22 November; additional copy included in first circulation).

- (e) Proposed Guidelines for the Supervision of Research Students based away from the University (minute 36/06-07 refers)

TO REPORT:

- (i) That the Committee at its meeting on 22 November 2006 considered Proposed Guidelines for the Supervision of Research Students based away from the University, paper BGS 7/06-07 (revised 3) and resolved that they be referred to Heads of Department for comment.
- (ii) That twelve Heads of Department had responded to the request for comments.

TO CONSIDER:

Amended proposed Guidelines for the Supervision of Research Students based away from the University, **paper BGS 7/06-07 (revised 4) (copy attached)**.

- (f) **National Quality Assurance Framework and TQI website: Summaries of External Examiners' Reports (minute 27/06-07 refers)**

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 21 February 2007 considered the resolution of the Committee made at its meeting on 22 November that the Board of Graduate Studies and the Board of Undergraduate Studies consider introducing a summary of external examiners' reports for discussion in the non-reserved business of Board meetings and resolved that the view of the Board was that the production of a non-reserved summary of External Examiners reports would be difficult to produce and of little value, it being further noted that the members of the Board, who were themselves External Examiners, felt that it would inhibit External Examiners from being entirely candid in their comments, if they were aware that these may be made available to students, albeit in summary form.

(unconfirmed minute)

- (g) **SSLC Coordinators' Annual Report (minute 51/06-07 refers)**

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 21 February 2007 considered the Undergraduate Annual Report from the SSLC Coordinators for 2005-06 (paper AQSC 30/06-07) and recommended that the Academic Quality and Standards Committee draw to the attention of the Campus Life Committee the comments in the Annual Report concerning the provision of departmental common rooms, and recommend to the Campus Life Committee that it investigate the extent to which departments have appointed a senior tutor to oversee personal tutoring arrangements.

(unconfirmed minute)

TO CONSIDER:

The recommendation from the Board of Undergraduate Studies that the Academic Quality and Standards Committee:

- (i) draw to the attention of the Campus Life Committee the comments in the Annual Report from the SSLC Coordinators for 2005-06 (paper AQSC 30/06-07) concerning the provision of departmental common rooms;
- (ii) recommend to the Campus Life Committee that it investigate the extent to which departments have appointed a senior tutor to oversee personal tutoring arrangements.

#3. Chair's Business

#4. Academic Satisfaction Review 2006 (minute 109/05-06 refers)

TO CONSIDER:

Responses to the Academic Satisfaction Review 2006 (circulated as papers AQSC 111-112/05-06 for the meeting of the Committee held on 7 June 2006 and available on the Teaching Quality website, www.warwick.ac.uk/go/quality/asr) from the following academic and service departments and committees:

- (a) Classics & Ancient History, paper AQSC 36/06-07 (to follow);
- (b) English & Comparative Literature, **paper AQSC 37/06-07 (copy attached)**;
- (c) Film & Television Studies, paper AQSC 38/06-07 (to follow);
- (d) French Studies, paper AQSC 39/06-07 (included in first circulation);
- (e) German Studies, paper AQSC 40/06-07 (included in first circulation);
- (f) History, paper AQSC 41/06-07 (included in first circulation);
- (g) The History of Art, paper AQSC 42/06-07 (included in first circulation);
- (h) Italian, paper AQSC 43/06-07 (included in first circulation);
- (i) Theatre, Performance & Cultural Policy Studies, paper AQSC 44/06-07 (to follow);
- (j) Translation & Comparative Cultural Studies, paper AQSC 45/06-07 (included in first circulation);
- (k) Warwick Medical School, paper AQSC 46/06-07 (included in first circulation);
- (l) Biological Sciences, paper AQSC 47/06-07 (included in first circulation);
- (m) Chemistry, paper AQSC 48/06-07 (included in first circulation);
- (n) Computer Science, paper AQSC 49/06-07 (included in first circulation);
- (o) Mathematics, paper AQSC 50/06-07 (to follow);
- (p) Physics, paper AQSC 51/06-07 (included in first circulation);
- (q) Psychology, paper AQSC 52/06-07 (included in first circulation);
- (r) Statistics, paper AQSC 53/06-07 (included in first circulation);
- (s) Engineering, paper AQSC 54/06-07 (to follow);
- (t) Health and Social Studies, paper AQSC 55/06-07 (to follow);
- (u) Economics, paper AQSC 56/06-07 (included in first circulation);

- (v) Philosophy, paper AQSC 57/06-07 (included in first circulation);
- (w) Politics and International Studies, paper AQSC 58/06-07 (to follow);
- (x) Sociology, paper AQSC 59/06-07 (included in first circulation);
- (y) Law, paper AQSC 60/06-07 (included in first circulation);
- (z) Education, paper AQSC 61/06-07 (to follow);
- (aa) Warwick Business School, paper AQSC 62/06-07 (included in first circulation);
- (bb) Library, paper AQSC 63/06-07 (included in first circulation);
- (cc) IT Services, paper AQSC 64/06-07 (included in first circulation);
- (dd) Senior Tutor, paper AQSC 65/06-07 (included in first circulation);
- (ee) Students' Union, paper AQSC 66/06-07 (included in first circulation);
- (ff) Careers Service, paper AQSC 67/06-07 (included in first circulation);
- (gg) Campus Life Committee, paper AQSC 68/06-07 (to follow);
- (hh) Skills Working Group, paper SWG 10/06-07 (revised) (included in first circulation);
- (ii) Board of the Faculty of Science, paper AQSC 70/06-07 (included in first circulation);
- (jj) Board of the Faculty of Social Studies, paper AQSC 71/06-07 (included in first circulation);
- (kk) Graduate School, **paper AQSC 74/06-07 (copy attached)**.

#5. Summaries of Annual Course Review reports

TO REPORT:

That the following summaries of Annual Course Review reports will be available for consideration by the Committee in the Summer Term:

- (a) Undergraduate courses in the Faculty of Social Studies;
- (b) Taught Postgraduate courses in the Faculty of Social Studies;
- (c) Research Postgraduate courses in the Faculty of Social Studies;
- (d) Undergraduate courses in the Faculty of Medicine;
- (e) Research Postgraduate courses in the Faculty of Medicine.

TO CONSIDER:

The following summaries of Annual Course Review reports:

- (f) Undergraduate courses in the Faculty of Arts, paper AUSC 15/06-07 (revised) (included in first circulation);
- (g) Taught Postgraduate courses in the Faculty of Arts, paper AGSC 16/06-07 (revised) (included in first circulation);
- (h) Research Postgraduate courses in the Faculty of Arts, paper AGSC 17/06-07 (revised) (included in first circulation);
- (i) Taught Postgraduate courses in the Faculty of Medicine, **paper GCFM 15/06-07 (copy attached)**;
- (j) Undergraduate courses in the Faculty of Science, paper SFS 38/06-07 (included in first circulation);
- (k) Postgraduate courses in the Faculty of Science, paper SGS 48/06-07 (included in first circulation);

- (l) Collaborative, Flexible and Distance/Distributed Learning courses, **paper AQSC 72/06-07 (copy attached)**.
- #6. Open Studies Certificate Approval Form

TO CONSIDER:

A minor amendment to the Open Studies Certificate approval form, adding as an allowed credit weighting “10, 20 or 30 credits” on page 4 of the form, paper AQSC 69/06-07 (included in first circulation).

#7. New Collaborative Courses

- (a) Warwick Business School: Diploma in Service Leadership (Singapore Specialist Diploma)

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February considered a proposal from Warwick Business School to create a partnership with Singapore Institute of Management to deliver the existing Diploma in Service Leadership under the name Diploma in Service Leadership (Singapore Specialist Diploma), paper CFDLSC 45/06-07 (sections of which had been considered by the Graduate Studies Committee of the Board of the Faculty of Social Studies as papers GFSS 138-140/06-07), noting that the University already had an agreement with SIM and SIMTech to deliver WMG courses, and recommended that the proposal be approved.

TO CONSIDER:

A proposal from Warwick Business School to create a partnership with Singapore Institute of Management to deliver the existing Diploma in Service Leadership under the name Diploma in Service Leadership (Singapore Specialist Diploma), paper CFDLSC 45/06-07 (included in first circulation).

- (b) School of Engineering and Department of Physics: EngD in Non-Destructive Evaluation

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 February considered a proposal to introduce an EngD in Non-Destructive Evaluation in collaboration with Imperial College London, and the Universities of Bath, Bristol, Nottingham and Strathclyde, and under the umbrella of the EPSRC Research Centre for Non-Destructive Evaluation, as set out in papers SGS 37-38/06-07 and recommended that the proposal be approved, subject to a recommendation that each module be assessed by a submission of between 3,000 and 5,000 words.

TO CONSIDER:

A proposal from the School of Engineering and the Department of Physics to introduce an EngD in Non-Destructive Evaluation in

collaboration with Imperial College London, and the Universities of Bath, Bristol, Nottingham and Strathclyde, and under the umbrella of the EPSRC Research Centre for Non-Destructive Evaluation, paper SGS 37/06-07 (included in first circulation).

#8. Award of Merit and Starred Distinction on taught Masters courses (BGS minutes 34/06-07 and 54/06-07 and AQSC minute 38/06-07 refer)

TO REPORT:

- (a) That at the meeting of the Board of Graduate Studies on 22 February 2007 the Board had reported that at its meeting on 18 January 2007 the Board had considered the practice of awarding merit and starred distinctions at other universities (paper BGS 20 /06-07), noting a correction to the paper to reflect that the University of Birmingham did award merit on its taught Masters courses, and resolved:
- (i) That there was no support for the introduction of a starred distinction at the University;
 - (ii) That the possibility of awarding merit would be discussed further once the Graduate Studies Committees of the Boards of the Faculties had met.
- (b) That the Graduate Studies Committee of the Boards of the Faculties had considered the award of merit and starred distinctions and were of the following opinions:
- (i) That the Graduate Studies Committee of the Faculty of Arts had considered the award of merit and starred distinctions at its meeting on 1 February 2007 and resolved that on the whole, there was no support for the introduction of either the starred distinction or merit classes;
 - (ii) That the Graduate Studies Committee of the Faculty of Medicine had considered the award of merit and starred distinctions at its meeting on 30 January 2007 and recommended that the award of Merit and Starred Distinction on taught Masters courses should not be introduced;
 - (iii) That the Graduate Studies Committee of the Faculty of Science had considered the award of merit and starred distinctions at its meeting on 31 January 2007 and recommended that the Board of Graduate Studies consider the possibility of introducing a “merit” classification for taught masters degrees to be awarded to candidates achieving an average score of 65% or over, with a score of at least 60% for the two elements – coursework average and project – of the degree, noting that if such a “merit” were to appear on the transcript, it should also be on the certificate;
 - (iv) That the Graduate Studies Committee of the Faculty of Social Studies had considered the award of merit on taught Masters courses at its meeting held on 24 October 2006, and resolved:

- (A) That the Committee did not support the proposal for a starred distinction;
- (B) That the Committee supported a permissive practice for awarding informal merit classifications within departments, but did not support the proposal to impose a prescriptive regulation across the Faculties and the Departments for the following reasons:
 - (1) Providing a transcript would detail the quality of a student's performance;
 - (2) The awarding of a merit could persuade students to be cautious in their choice of modules;
 - (3) Departmental choice rather than a centrally imposed policy was preferred.
- (c) That the Board of Graduate Studies at its meeting on 22 February 2007 had considered whether to award merit on taught Masters programmes and had resolved:
 - (i) That the Board did not support the adoption at University level of merit awards on taught Masters programmes but endorsed current departmental discretion to award informal merits, subject to departments having adopted specific criteria for such awards;
 - (ii) That the Graduate School conduct a survey of departmental practices in this respect, including information on the criteria adopted for awards of informal merits.

9. New Undergraduate Courses

TO REPORT:

That at the meeting of the Board of Undergraduate Studies on 21 February 2007 it was reported that the Chair, acting on behalf of the Board, had approved the proposal from the Department of Biological Sciences for a new course "BSc in Biomedical Science" as set out in paper SFS 24/06-07.

10. Any other business

11. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Thursday 17 May 2007 in the Council Chamber, University House.