

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Thursday 1 February at 9.30am 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](mailto:julian.moss@warwick.ac.uk), or the Assistant Secretary, Jenny Bradfield, ext 74464, email [j.bradfield@warwick.ac.uk](mailto:j.bradfield@warwick.ac.uk)

C E Charlton  
University Secretary

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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 22 November 2006 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>).

#2. Matters arising

(a) Minutes of the meeting held on 25 October 2006

TO CONSIDER:

The following correction to the minutes of the meeting held on 25 October 2006, the suggested addition underlined below (in "RESOLVED"):

9/06-07      Burgess Group Consultation

RECEIVED:

*Consultation Paper from the Measuring and Recording Student Achievement Group (the "Burgess Group") on degree classification, paper AQSC 7/06-07, along with the response agreed by the Steering Committee for submission to the Burgess Group, paper SC.28/06-07 (revised).*

CONSIDERED:

*A briefing paper produced by QAA summarising outcomes from Institutional Audit reports related to*

degree classification schemes, paper AQSC 8/06-07, also available on QAA's website at <http://www.qaa.ac.uk/education/briefings/classification20Sept06.asp>

RESOLVED:

*That the University move forward with proposals to harmonise degree classification conventions for first degrees across the Faculties of Arts, Science and Social Studies, noting that the University's response to the Burgess Group's consultation ruled out the introduction of neither a Grade Point Average system nor a cohort ranking system.*

- (b) Department of Physics: Institute of Physics (minute 103a/04-05refers)

TO CONSIDER:

Report from the Institute of Physics on their Accreditation Report for the Department of Physics, paper AQSC 27/06-07 (copy attached), along with a response from the Department of Physics, paper AQSC 28/06-07 (copy attached).

- (c) Course and Module Approval (minute 31/06-07 refers)

TO REPORT:

That at its meeting on 22 November 2006 the Committee considered a report from the Secretary outlining work on reviewing the existing course and module approval mechanisms, paper AQSC 26/06-07, and resolved, inter alia, that the Secretariat convene meetings of the Chairs of Faculty Undergraduate Studies Committees/Sub-Faculty and Faculty Graduate Studies Committees, to be chaired by Professor M Smith and Professor L Bridges respectively, to review the existing course and module approval mechanisms and report to the next meeting of the Committee; and that these meetings consider the issues highlighted in paper AQSC 26/06-07, in particular the scrutiny of proposals (paragraph 3(a) refers), and in addition, the content of the forms involved in the course and module approval system.

TO CONSIDER:

A report of two meetings of Chairs of Faculty Undergraduate Studies Committees/Sub-Faculty and Faculty Graduate Studies Committees held to discuss course and module approval mechanisms, paper AQSC 29/06-07 (to follow)

3. Chair's Action

Skills Working Group: Chair and Membership

TO REPORT:

That the Chair took action on behalf of the Committee since the last meeting to approve the following changes to membership of the Skills Working Group:

- (i) Mr Ken Sloan (Director of Campus Life) to replace Dr Paul Greatrix as Chair of the Group;
- (ii) Ms Sue Bennett (Director of the Centre for Academic and Professional Development) to replace Dr Sue Law;
- (iii) Ms Rebecca Lees (Acting Senior Assistant Registrar, Graduate School, with responsibility for the Centre for Student Development and Enterprise), to replace Ms Faye Emery during her maternity leave;
- (iv) Mr Evan Stewart (Language Centre) to replace Dr Bob Powell as representative of the Faculty of Arts on the recommendation of the Chair of the Board of the Faculty.

4. Chair's Business

5. Progress of Committee Recommendations

TO REPORT:

That the Senate at its meeting on 6 December 2006 resolved that recommendations from the Committee under the following heading be approved:

- (a) Careers Service: Voluntary Year Out for Work Experience;
- (b) Self Certification of Student Absence;
- (c) MSc in Orthodontic Dentistry in collaboration with GIFT;
- (d) Collaborative Course Approval;
- (e) Collaborative Module Approval;
- (f) Membership of Validation and Franchise Groups and Collaborative Course Management Committees;
- (g) Regulation 13 Governing the Continuation of Registration;
- (h) Regulation 14 Governing Higher Degrees Report from the Board of Undergraduate Studies;
- (i) Proposed Amendments to University Regulations 9, 10 and 11.

#6. SSLC Coordinators Annual Report

TO CONSIDER:

Reports on the operation of the SSLC System during 2004-05 prepared by the SSLC Coordinators, Mr R Cave, Dr K Flint, Ms C Longworth and Dr P Roberts:

- (a) Undergraduate Annual Report from the SSLC Coordinators, paper AQSC 30/06-07 (copy attached);

- (b) Postgraduate Annual Report from the SSLC Coordinators, paper AQSC 31/06-07 (copy attached).

#7. Burgess Group Report on Credit

TO CONSIDER:

'Proposals for national arrangements for the use of academic credit in higher education in England (Final report of the Burgess Group)', paper AQSC 32/06-07 (copy attached), along with a summary prepared by the Secretary, paper AQSC 33/06-07 (copy attached).

#8. National Teaching Fellowship Scheme 2007

TO RECEIVE:

Call for nominations from the Higher Education Academy for the National Teaching Fellowship Scheme 2007, paper AQSC 34/06-07 (copy attached).

#9. Assessment Conventions

TO CONSIDER:

A position paper prepared by the Secretary setting out progress to date on consideration given to harmonising degree classification conventions across the Faculties of Arts, Science, and Social Studies and outlining the next steps, paper AQSC 35/06-07 (to follow).

10. Any other business

11. Next meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 28 February 2007 in the Council Chamber.