

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 7 June 2006 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 Group, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Holly Kinnear, ext 74464, email H.E.B.Kinnear@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.

AGENDA

1. Minutes of the Previous Meeting

TO CONSIDER:

Minutes of the meeting held on 11 May 2006 (previously circulated; also available on the Governance web pages at http://www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/aqsc_minutes_2.02.06.pdf)

#2. Matters Arising

(a) Year Out for Work Experience (Minute 81/05-06 refers)

TO REPORT:

- (i) That the Undergraduate Studies Committee of the Board of the Faculty of Arts at its meeting on 3 May 2006 resolved that clarification be sought from the Academic Quality and Standards Committee on the requirement to pay fees for the intercalated year of an intercalated or language degree, compared with the lack of a requirement to pay fees on a voluntary year out for work experience, and noted that the Committee expressed concern that demand for intercalated degrees may decrease if this issue was not resolved (AUSC Minutes 26/05-06).
- (ii) That at the meeting of the Board of the Faculty of Arts on 24 May 2006 the concerns of the Arts Undergraduate Sub-Committee of the Board of the Faculty of Arts with regards to student fee payment for an intercalated year and the lack of fee payment for a voluntary year out for work experience were reported; it was further reported that clarification had been received from the Director of the Careers Service on the issue

of fee payment for an intercalated year compared with the lack of fee payment for a voluntary year out for work experience:

- (A) Students on an intercalated year received support from a placement tutor and had to complete formal assessed work as part of the intercalated year. No such support or assessed work formed part of the voluntary year out for work experience;
- (B) Migration between standard and intercalated courses would be monitored closely to see whether students were opting for a voluntary year out for work experience rather than an intercalated year.

(Board of the Faculty of Arts, Minute 49/05-06)

TO CONSIDER:

- (iii) Amended proposals and form for students wishing to take a Year Out for Work Experience, paper AQSC 109/05-06 (circulated in first circulation) alongside the proposal considered by the Committee at its meeting on 22 February 2006, paper BGS 9/05-06 (revised) (circulated in first circulation);
- (iv) The concerns of the Undergraduate Studies Committee of the Board of the Faculty of Arts.

- (b) Outcomes from Institutional Audit (Minute 94/05-06 refers)

TO REPORT:

- (i) The Chair and Secretariat have considered the four most recent publications in the Outcomes from Institutional Audit series:
 - (A) Arrangements for international students
 - (B) Collaborative provision in the institutional audit reports
 - (C) Progression and completion statistics
 - (D) Work-based and placement learning, and employability
- (ii) That the Collaborative, Flexible and Distributed Learning Sub-Committee considered the 'Collaborative provision in the institutional audit reports' at its next meeting on 19 May 2006 and resolved that a number of issues and examples of good practice in the publication be noted. (CFDLSC Minute 37/05-06)
- (iii) That the QAA has issued two further publications in the Outcomes from Institutional Audit series:
 - (A) Student representation and feedback arrangements;
 - (B) Staff support and development arrangements.

- (c) Degree Certificates and Transcripts (Minute 10(b)/05-06 refers)

TO RECEIVE:

An oral report from Education Officer on response of student body to the proposal that degree classifications be omitted from the degree certificate and only shown on the degree transcript.

- (d) Warwick Manufacturing Group. Project Marking (Minute 86(c)/05-06 refers)

TO CONSIDER:

Report from Warwick Manufacturing Group outlining the processes proposed for the assessment of MSc Industrial projects at home and overseas, and the process for Post-experience projects, paper AQSC 117/05-06 (copy attached).

- (e) Academic Statistics 2005-06 (Minute 67(c)/05-06 refers)

TO REPORT:

That QUAD research have been carrying a detailed investigation into the issue of student retention at the University of Warwick, with their final report to be available in the Autumn Term 2006.

3. Chair's Action

4. Chair's Business

#5. Assessment

TO REPORT:

- (a) That the Heads of Departments Forum held on 17 May 2006 considered various matters concerning assessment.
- (b) That the current 50% rule is:

Of the total credit obtainable by a candidate for the degree of Bachelor, not less than 50% must normally be obtainable from tests which are conducted under examination conditions as laid down by the University's Regulations for the Invigilation of Examinations, except that Departments may request approval from the Board of Undergraduate Studies to permit the required proportion of unseen examination for a degree course to be not less than 35%, on the basis that the proportion of assessed work beyond 50% is accounted for by a substantial piece(s) of work (e.g. a dissertation or project) undertaken on an individual basis (Senate 909a(i)/70-71, 151e(i.1.A)/76-77, Senate 1st October 2003).

TO CONSIDER:

- (c) A proposal of a new definition of Examination in the context of the 50% rule:

An examination is a piece of work that contributes to the overall mark for a module or course which is undertaken in a controlled

environment under the supervision of either examiners and / or invigilators and within a set time frame. The product of the examination may be a written script (Written Examination), a performance for example in Theatre Studies (Performance Examination), a laboratory experiment (Laboratory Examination), or an oral conversation or presentation (Oral Examination). The outcome of the examination must be available for moderation including scrutiny by an external examiner, which may be in the form of a script, audio / visual recording etc., except where a non-written examination constitutes less than 20% of the module mark.

- (d) The Senate Resolution on the marking of assessed work (Senate 88/94-95) and consider whether the resolution means that all work must be doubled-marked, or if only a sample of all work needs to be moderated following first marking; and to propose revision to the text appropriately:

Marking of Work for Degree Credit

1. a. All work counting for final degree credit shall be considered by two examiners, and all other work shall normally be considered by two examiners. This provision shall also apply to resit or other examinations taken in vacations.
 - b. The work to be considered shall either
 - i. be marked by two examiners independently and without consultation; where the marks differ by a class, and cannot be resolved between the two markers, the work shall be referred to a third marker who may or may not be the External Examiner,
 - or
 - ii. (for written examinations and assessed work submitted in anonymous form) be marked by one examiner and moderated by the second. The moderator shall be expected to consider all the work without consultation with the first examiner, but shall have the benefit of the first examiner's marks and comments in doing so. He shall also moderate the general level of the marks and their spread. The moderator shall also be responsible for checking the transcription and addition of the marks
- except
- iii. in the case of papers where a candidate's choice of questions is such that two or more examiners will be involved in marking the paper, or in cases where the final assessment mark is an aggregate of a collection of small pieces of

work (e.g. laboratory reports) and involves the use of different markers. In these instances double-marking or marking plus moderation as outlined in (i) and (ii) above need not be undertaken, it being noted that:

- (A) examiners should be provided with agreed mark schemes and/or model answers where applicable;
- (B) arrangements must be made for careful checking of the transcription and addition of marks.

(Senate 88/94-95)

#6. Strategic Review of Departments and Courses (Minute 64(c)/05-06 refers)

TO CONSIDER:

A summary of the proposed process for the merged Strategic Review of Departments and Courses, paper AQSC 110/05-06 (copy attached).

#7. Annual Course Reviews: Summary Reports

TO CONSIDER:

The following Summaries of Annual Course Review reports:

- (a) Memo from the Faculty of Science regarding the lack of a Summary Report of postgraduate Annual Course Review reports for 2004-05, paper AQSC 113/05-06 (copy attached);
- (b) Faculty of Social Science, Postgraduate Taught Courses, paper GFSS 322/05-06 (copy attached) and Postgraduate Research Courses, paper GFSS 321/05-06 (copy attached), noting that the Graduate Studies Committee of the Board of the Faculty of Social Studies Committee recommended issues concerning office and/or work space for postgraduate research students be referred to the Board of Graduate Studies;
- (c) Warwick Medical School, Annual Review Report for Division of Clinical Sciences, Division of Health in the Community and Division of Medical Education, paper GCFM 30/05-06 (copy attached).

#8. Annual Course Review Reports, Academic Year 2004-05

TO REPORT:

That the Collaborative, Flexible and Distributive Learning Sub-Committee at its meeting on the 19 May considered annual course review reports from collaborative, flexible and distributive learning courses; and resolved:

- (a) That it be noted that the admissions procedure for graduate students have at times been less efficient than might be desirable and have at times left some students without library cards for the duration of their course;
- (b) That the Head of Admissions and Widening Participation be invited to meet with a small group of staff in departments with collaborative courses to discuss this issue;

and recommended to the Academic Quality and Standards Committee:

- (c) That a working group be established to examine current SSLC provision in collaborative courses, it being noted that while SSLCs are widespread and robust there may be courses or contexts where alternatives to the standard SSLC format may be appropriate or desirable.
- (d) That the disproportionate effect of inadequate catering arrangements on the Westwood campus on a number of collaborative and flexible courses be noted.
- (e) That the composite summary of Annual Course Review reports for collaborative, flexible and distributed programmes be published on the University website.

(CFDLSC Minute 33/05-06)

TO CONSIDER:

- (f) A composite summary of Annual Course Review reports for courses with elements of collaborative, flexible and distributed learning, paper AQSC 114/05-06 (copy attached).
- (g) The establishment of a working group to examine current SSLC provision in collaborative courses;
- (h) The recommendation that the effects of catering arrangements on the Westwood campus be noted;
- (i) The publication of the composite summary of Annual Course Review reports for collaborative, flexible and distributed programmes on the University website.

#9. Academic Satisfaction Review 2005/06

TO RECEIVE:

Copies of reports on the Academic Satisfaction Review 2006:

- (a) The Postgraduate Research Student Experience, paper AQSC 111/05-06 (copy attached)
- (b) The Postgraduate Taught Student Experience: Postgraduate Taught Students, paper AQSC 112/05-06 (copy attached)

TO CONSIDER:

A proposal that the Secretariat send copies to academic and service departments with a request that responses be forwarded to the Board of Graduate Studies in time for its first meeting of the Autumn Term 2006.

#10. Course and Module Approval Process

TO REPORT:

- (a) That the Board of the Faculty of Arts at its meeting on 24 May considered potential mechanisms to streamline the course and module proposal approval process with a view to giving the Undergraduate and Graduate Studies Committees more time to discuss matters of policy, noting that the Undergraduate Studies Committee of the Board of the Faculty of Arts recommended:
- (i) That a Deputy Chair of the Committee be appointed on an annual basis by the Chair to act in his stead in case of absence;
 - (ii) That the Chair, Deputy Chair and one other member of the Committee consider module proposals on behalf of the Committee in the first instance and approve them where there are no substantive issues or points of concern;
 - (iii) That where there are substantive issues or points of concern regarding module proposals considered by the Chair, Deputy Chair and appointed third person, these be brought forward for consideration by the Committee;
 - (iv) That members of the Committee should send suggestions to the Chair of items for inclusion in a checklist to be used by the Chair, Deputy Chair and appointed third person when considering module proposals
- (b) That the Board of the Faculty of Arts also considered recommendations from the Graduate Studies Committee of the Board of the Faculty of Arts:
- (i) That the Board of Graduate Studies consider setting up a sub-committee to deal with the volume of course proposals referred to it from all four Faculty Graduate Studies Committees;
 - (ii) That the Graduate Studies Committee of the Board of the Faculty of Arts continue to consider all module and course proposals in the Committee meetings, noting that there were advantages to full committee scrutiny including:
 - (A) The lesser potential for arbitrary decisions on approval of courses and modules;
 - (B) The value of committee meetings as a forum at which departments can learn from each others' submissions and share good practice;
 - (C) The contribution of a wide range of points of view which can help to improve proposals;

- (c) That the Board of the Faculty of Arts resolved that the recommendations (a)i-iv and (b)i-ii (above) be recommended to the Academic Quality and Standards Committee for consideration subject to the caveat that a copy of all module proposals approved by the subcommittee of the Undergraduate Studies Committee be forwarded to all members of the Undergraduate Studies Committee for information.

(Board of the Faculty of Arts, Minute 48/05-06 refers)

TO CONSIDER:

- (d) The appointment of a Deputy Chair of the Undergraduate Studies Committee of the Board of the Faculty of Arts on an annual basis by the Chair to act in his stead in case of absence;
- (e) The recommendation that the Chair, Deputy Chair and one other member of the Undergraduate Studies Committee of the Board of the Faculty of Arts consider module proposals on behalf of that Committee in the first instance and approve them where there are no substantive issues or points of concern;
- (f) The recommendation that where there are substantive issues or points of concern regarding module proposals considered by the Chair, Deputy Chair and appointed third person, these be brought forward for consideration by the full Undergraduate Studies Committee of the Board of the Faculty of Arts;
- (g) The proposal that members of the Undergraduate Studies Committee of the Board of the Faculty of Arts should send suggestions to the Chair of items for inclusion in a checklist to be used by the Chair, Deputy Chair and appointed third person when considering module proposals;
- (h) The proposal that the Board of Graduate Studies consider setting up a sub-committee to deal with the volume of course proposals referred to it from all four Faculty Graduate Studies Committees;
- (i) The recommendation of the Graduate Studies Committee of the Board of the Faculty of Arts that that Committee continue to consider all module and course proposals in the Committee meetings, noting the advantages to full committee scrutiny including:
- (i) The lesser potential for arbitrary decisions on approval of courses and modules;
 - (ii) The value of committee meetings as a forum at which departments can learn from each others' submissions and share good practice;
 - (iii) The contribution of a wide range of points of view which can help to improve proposals.

#11. Course Proposal Documentation: Part 4 and Site Visit Report

TO REPORT:

That the Collaborative, Flexible and Distributive Learning Sub-Committee considered revised course approval documentation for Collaborative courses incorporating areas previously covered in Part 4 and the Site Visit form, paper CFDLSC 80/05-06; and resolved that the Collaborative Course Approval Procedure be re-examined to ensure it remains fit for purpose and provides appropriate guidance on the composition of site visit teams; and recommended to the Academic Quality and Standards Committee that the new Part 4 and Site Visit report be approved as set out in paper CFDLSC 80/05-06, subject to one minor amendment noted at the meeting.

TO CONSIDER:

The revised course approval documentation for Collaborative courses, paper CFDLSC 80/05-06 (revised) (copy attached).

#12. Centre for Lifelong Learning: Loughborough College

TO REPORT:

That the Collaborative, Flexible and Distributive Learning Sub-Committee considered a proposal from the Centre of Lifelong Learning for Loughborough College to offer the Open Studies Certificate for Adult ESOL Subject Specialists with effect from autumn 2006 set out in paper CFDLSC 85/05-06 (copy attached) and recommended to the Academic Quality and Standards Committee that the proposal from the Centre of Lifelong Learning for Loughborough College to offer the Open Studies Certificate for Adult ESOL Subject Specialists, as set out in papers CFDLSC 85-89/05-06 be approved:

- (a) Pat Spruyt, paper CFDLSC 86/05-06;
- (b) Elaine Nixon, paper CFDLSC 87/05-06;
- (c) Janet Irving, paper CFDLSC 88/05-06;
- (d) Catriona Mowat, paper CFDLSC 89/05-06.

TO CONSIDER:

The proposal from the Centre of Lifelong Learning for Loughborough College to offer the Open Studies Certificate for Adult ESOL Subject Specialists with effect from autumn 2006, paper CFDLSC 85/05-06.

#13. Warwick Medical School: MSc in Orthodontic Dentistry

TO REPORT:

That the Collaborative Flexible Distributive Learning Sub-Committee considered a proposal from Warwick Medical School to extend the existing partnership with GIFT to offer a new MSc in Orthodontic Dentistry, paper GCFM 10/05-06 (revised) (copy attached); resolved that the Chair consider for approval on behalf of the Committee curricula vitae for the following new teaching staff before the next meeting of the Academic Quality and Standards Committee, and that the Chair consider for approval on behalf of the Committee a number of references supporting the introduction of the course and the extension of the partnership with GIFT before the next meeting of the Academic Quality and Standards Committee; and recommended to the Academic Quality and Standards Committee:

- (a) that the proposal from Warwick Medical School to extend the existing partnership with GIFT to offer a new MSc in Orthodontic Dentistry be approved as set out in paper GCFM 10/05-06 (revised);
- (b) that students on the course be subject to the Fitness to Practice Committee as set out in Regulation 34 (Regulation for the Determination of Fitness to Practise).

TO CONSIDER:

- (c) The proposal for Warwick Medical School to extend the existing partnership with GIFT to offer a new MSc in Orthodontic Dentistry, paper GCFM 10/05-06 (revised).
- (d) The recommendation that students on the course be subject to the Fitness to Practise Committee as set out in Regulation 34 (Regulation for the Determination of Fitness to Practise).

#14. Warwick Medical School: Certificate in Diabetes Care

TO REPORT:

That the Collaborative Flexible Distributive Learning Sub-Committee considered a proposal from Warwick Medical School to change the summative assessment strategy and quality assurance regime employed on the Certificate in Diabetes Care (CIDC) and resolved that it be approved as set out in paper GCFM 45/05-06.

#15. QAA Special Review of PGR Provision

TO CONSIDER:

Draft report from the QAA on their special review of the University's PGR provision, paper BGS 36/05-06 (copy attached).

#16. Medical School MBChB Regulations

TO REPORT:

That the proposed changes to University Ordinances and Regulations connected with the MBChB were discussed with colleagues from the University Secretary's Office at a meeting on 2 June 2006.

TO CONSIDER:

- (a) Proposed changes to University Ordinances and Regulations in connection with the MBChB course, paper AQSC 118 /05-06 (copy attached).
- (b) Proposed changes to membership of University Committees in connection with MBChB courses, paper AQSC 119/05-06 (copy attached).

#17. Proposal for Changes to University Regulation 13.1 on Non-Attendance at Classes

TO REPORT:

That the Board of the Faculty of the Arts at its meeting on 24 May 2006 considered a proposal from the Department of English and Comparative Literary Studies to introduce penalties for non-attendance at seminars, paper AUSC 42/05-06 (to follow) and recommended to the Academic Quality and Standards Committee that this proposal be considered as a potential additional option within University Regulation 13.1 (3) paper AUSC 43/05-06 (to follow).

(BFA Minute 51/05-06 refers)

TO CONSIDER:

A proposal from the Department of English and Comparative Literary Studies to introduce penalties for non-attendance at seminars, as set out in paper AUSC 42/05-06.

#18. New and Revised Courses

TO REPORT:

That the Board of Graduate Studies at its meetings on 27 April 2006 and 1 June 2006 approved a number of new and revised courses:

- (a) MSc Research Methods in Health Sciences
- (b) PGA Design, Analysis and Interpretation of Epidemiological Research
- (c) MA Applied Social Research with Specialism in Migration, Ethnicity & Refugee Studies
- (d) MA Applied Social Research with Specialism in Social Work
- (e) MA Applied Social Research with specialism in Health Studies Course Proposal
- (f) MA in Research Methods in Applied Linguistics & English Language Teaching
- (g) PGCE (Primary) – Masters Level
- (h) Course Specification for PGCE (Primary) – Honours Level
- (i) PGCE (Early Years) – Honours Level
- (j) PGCE (Early Years) – Honours Level – Masters Level
- (k) PGCE (Secondary) (H-Level)
- (l) PGCE (Secondary) (M-Level)

- (m) MSc Management
- (n) MSc Marketing & Strategy
- (o) MSc Information Systems & Management
- (p) MSc in Systems Biology
- (q) CPD Front Line Leadership
- (r) MSc Communicating Multidisciplinary Science
- (s) MSc Chemistry with Scientific Writing

#21. Periodic Review

Department of Chemistry

TO REPORT:

That at the meeting of the Board of Undergraduate Studies held on 31 May 2006 it was reported that the Board of the Faculty of Science, at its meeting on 24 May 2006, had considered a Periodic Review of the Department of Chemistry Undergraduate Courses of Study asset out in paper BFS.13(a)/05-06, and the Department Response to Periodic Review of Undergraduate Teaching as set out in paper BFS 13(b)/05-06, it having been noted that the aforementioned papers had not passed through the proper revision process and had therefore resolved that the report be approved, subject to an amendment to section 7(f), Student Recruitment and Admissions, and other minor amendments being agreed between the Chair of the Review Group and the Department (minute BFS 48(a-c)/05-06);

The Board of Undergraduate Studies then considered the Periodic Review of the Department of Chemistry Undergraduate Courses of Study (BFS 13(a)/05-06), and the Department Response to Periodic Review of Undergraduate Teaching (BFS13(b)/05-06) and resolved that the Chair be asked to discuss with the University Secretary's Office the concern expressed by the Department of Chemistry about the delay in the review being presented to the Department.

(Board of Undergraduate Studies Minute 31/05-06)

TO CONSIDER:

Summary reports of the Periodic Review of Undergraduate and Postgraduate provision in the Department of Chemistry, papers AQSC 115/05-06 and AQSC 116/05-06 (copies attached).

19. Any other business

20. Next meeting

TO REPORT:

That the first meeting of the Committee during the Autumn Term 2006 will be held on a date to be confirmed in the Committee Timetable.