UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 15 May 2008 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, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@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 27 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 75(a)/07-08 refers)

TO REPORT:

That Heads of Department were invited to send views on the draft Learning, Teaching and Assessment Enhancement Strategy to the Secretariat by Monday 14 April.

TO CONSIDER:

A paper collating responses to the draft Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 62/07-08 (to follow).

(b)   Assessment Conventions Working Group (minute 75(j)/07-08) refers

TO RECEIVE:

(i)   Notes from the meeting of the Assessment Conventions Working Group held on 28 April 2008, paper AQSC 59/07-08 (copy attached);

(ii)   Proposals from the Assessment Conventions Working Group concerning the mark scale for undergraduate modules and Honours degree classification conventions, paper AQSC 60/07-08 (copy attached), noting that the proposals had been considered by Faculty Undergraduate Studies Committees and the Sub-Faculty of Science, and would in turn be considered by Faculty Boards and the Board of Undergraduate Studies before being considered at the next meeting of this Committee.

(c)   QAA Institutional Audit (minute 75(e)/07-08) refers

TO REPORT:

That the Teaching Quality section are leading a series of information seminars on the upcoming Institutional Audit for interested colleagues.

TO CONSIDER:

Letter from QAA following the preliminary meeting ahead of Institutional Audit held on 29 April 2008 between Dr Gillian King, Deputy Director (Audit), QAA and various members of the University, paper AQSC 63/07-08 (copy attached).

(d)   Students' Union Education Consultation (minute 63/07-08 refers)

TO REPORT:

(i)   That the Committee at its meeting on 1 February 2008 considered the Students' Union Education Strategy consultation document, paper AQSC 31/07-08, and resolved that, in the light of the absence of the Education Officer, the Students' Union Education Strategy consultation document, paper AQSC 31/07-08, be considered again at a future meeting of the Committee, it being noted that the Students' Union was currently discussing a draft of their Education Strategy.

(ii)   That the Students' Union has now approved the final version of its Education Strategy as set out in paper AQSC 61/07-08.

TO RECEIVE:

Students' Union Education Strategy, paper AQSC 61/07-08 (copy attached).

3.   Chair's Action

(a)   Strategic Departmental Review

TO REPORT:

That the Chair, acting on behalf of the Committee, took action since the last meeting to approve the lists of courses to be covered by the Strategic Departmental Reviews in the Departments of History and Biological Sciences.

(b)   Course specifications

TO REPORT:

That the Chair, acting on behalf of the Committee, took action since the last meeting to approve a proposal prepared by the Secretariat for taking forward work on the University's course specifications database, paper AQSC 64/07-08 (copy attached).

#4.   Chair's Business

Towards a Curriculum Review

TO REPORT:

(a)   That the Chair is considering possible options for a curriculum review, connected with the University Strategy and Learning, Teaching and Assessment Enhancement Strategy.

(b)   That the contexts for such a review would include:
- the University Strategy
- the Learning, Teaching and Assessment Enhancement Strategy
- the previous Undergraduate Curriculum Review
- student feedback and surveys, including SSLC reports, the Academic Satisfaction Review, the National Student Survey, the International Student Barometer, the Postgraduate Research Experience Survey

(c)   That issues to be reviewed might include:
- curriculum structures, including standard module size, number of modules per year, with a view to the possibility of increasing flexibility within current structures, as a pre-cursor to sustaining a high-quality student experience of distinction;
- the goals in the University Strategy of offering additional stand-alone modules and investigating international perspectives in current and future curricula;
- the implementation of other projects oulined in the Learning, Teaching and Assessment Enhancement Strategy
- how the University should build on and embed the work of the Reinvention and CAPITAL Centres
- how curriculum developments relate to or include the estate (e.g. learning spaces), technology-enhanced learning, library and other resources

(d)   That the initiation of any such Curriculum Review would need to address a range of issues, including:
- who would lead and be involved in the review
- the expected time period for the review
- what external expertise it might be appropriate to involve

#5.   Progress of Committee recommendations

TO REPORT:

(a)   That the Senate at its meeting on 12 March 2008 <u>resolved</u> that recommendations from the Committee under the following headings be approved:

(i)   Teaching Staff
(ii)   Employability Strategy
(iii)   Guide to Examinations for Higher Degrees
(iv)   Postnominals
(v)   Amendment to Regulation 15 for Higher Doctorates
(vi)   Proposed amendment to Regulations governing the MBChB and BMedSci
(vii)   Centre for Lifelong Learning: External Examiners
(viii) Course approval documentation for collaborative courses: format of CVs of teaching staff based at partner institutions
(ix)   New collaborative courses

(b)   That the Senate, at its meeting on 12 March 2008, <u>considered</u> a recommendation from the Committee that proposed amendments to the module approval form designed to capture more detail of the expected student effort, in addition to contact hours, be approved as set out in paper AQSC.39/07-08 (revised) and <u>resolved</u> that further consultation take place relating to the proposed amendments to the module approval form and that any revisions to the form be re-considered at the next meeting of the AQSC prior to further consideration by the Senate.

TO CONSIDER:

A process for taking forward work on the module proposal form and issues connected with contact hours.

#6.   Review of Course approval and review processes for postgraduate courses

TO REPORT:

(a)   That that Board of Graduate Studies at its meeting on 1 May 2008 <u>considered</u> a paper prepared by its Chair concerning course approval and review processes for postgraduate courses, paper BGS 54/07-08.

(b)   That the Board of Graduate Studies welcomed the paper from its Chair, and made a number of points which will be reported in the minutes of the meeting in due course.

TO CONSIDER:

(c)   Paper prepared by the Chair of the Board of Graduate Studies concerning course approval and review processes, paper BGS 54/07-08 (<u>copy attached</u>);

(d)   Paper prepared by the Secretariat with further contextual information, paper AQSC 66/07-08 (to follow).

#7.   Review of Regulation 14 Governing Higher Degrees

        TO REPORT:

        That the Board of Graduate Studies at its meeting on 1 May 2008 considered papers concerning a general review of Regulation 14 Governing Higher Degrees, paper BGS 60/07-08 (copy attached), prepared by the Chair of that Board, and that the relevant minute will be brought to the Committee in due course.

#8.   Report from the Quality Enhancement Working Group: Teaching and Learning Enhancement Fund (AQSC minute 76(a)/07-08 refers)

        TO REPORT:

        (a)   That the Quality Enhancement Working Group at its meeting on 1 May 2008 considered a paper prepared by the Chair [of AQSC] and Secretary concerning the new Teaching and Learning Enhancement Fund, paper QEWG 41/07-08 (copy attached) and recommended:

                (i)   That an upper limit of £20,000 be established for awards from the new Teaching and Learning Enhancement Fund;

                (ii)   That the guidelines and criteria make particular reference to links between research and teaching and projects which advance research-led/research-informed teaching, noting the importance of such practice in the University Strategy;

                (iii)   That the guidelines and criteria reinforce experience with recent funding mechanisms that small-scale or less expensive projects can be very successful;

                (iv)   That chairs/convenors of Faculty teaching and learning groups should play a central role in considering bids to the fund;

                (v)   That proposals for projects to pilot self-standing modules likely to be of interest to students across the University be welcomed, in line with University Strategy;

                (vi)   That proposals for projects to explore and develop existing understandings of international perspective in the curriculum be welcomed, in line with University Strategy;

                (vii)   That proposals for projects developing the University's use of innovative teaching spaces be welcomed, in line with University Strategy;

                (viii) That the proposed essential criterion concerning the reporting and dissemination of projects include reference to the planned database of good practice to be hosted by the Teaching Grid.
                                                                (QEWG minute 36/07-08)

(b) That the e-Learning Steering Group at its meeting on 9 May 2008 <u>considered</u> paper QEWG 41/07-08, and <u>recommended</u> to the Pro-Vice-Chancellor {Teaching & Learning and International Affairs}):

That, in addition to the recommendations of 1 May 2008 of the Quality Enhancement Working Group concerning possible criteria for a new teaching and learning enhancement fund set out in paper QEWG 41/07-08 (QEWG minute 36/07-08 referred), the following be considered:

(i) That the proposed essential criterion concerning the reporting and dissemination of projects include a requirement that project outputs are disseminated outside of the applicant's department to the wider University, for example through the planned database of good practice to be hosted by the Teaching Grid, or through seminars or other events organised in conjunction with the Teaching Grid or others within the University.

(ii) That the proposed desirable critera include projects which evaluate the pedagogic benefits of different methods of teaching and learning, including e-learning/technology enhanced learning.

(iii) That the guidelines or application documentation for the fund encourage applicants to identify clearly the issue(s) they intend to address or explore through the project and to set out how they propose to do so.

(iv) That the guidelines or application documentation for the fund encourage applicants to consider within the project evaluation report the extent to which the project provided a solution to the issue(s) identified in the original application, or the success of the project in exploring the issue(s) identified.

(v) That the Group supported proposals for a lighter-touch single-round process for smaller bids.

(unconfirmed eLSG minute)

#9. <u>Report from the Information Policy and Strategy Commitee</u>

TO REPORT:

That the Information Policy and Strategy Committee at its meeting on 19 February 2008 considered a range of issues connected to distributed teaching services, and <u>resolved</u> that the issue of provision of distributed teaching services, such as Skype and video conferencing be referred to the Academic Quality and Standards Committee, noting that clarity was needed over:
(a) Exactly what the requirements for any service provision were;
(b) How important this kind of service is to the student experience.

(IPSC minute 18(d)/07-08)

TO CONSIDER:

The resolution of the Information Policy and Strategy Committee concerning distributed teaching services.

#10. <u>Assessment issues</u>

TO CONSIDER:

A paper prepared by the Secretariat in conjunction with the Assistant Registrar (Student Records) and the Project Officer, Electronic Mark Entry project, Academic Office, concerning a range of issues related to the collection of marks for assessed work and examinations, paper AQSC 65/07-08 (to follow).

#11. <u>QAA Outcomes from Institutional Audit papers</u>

TO CONSIDER:

(a) Two final papers published by QAA in the first series of *Outcomes from institutional audit*: 'Series 1: Closing Overview', paper AQSC 67/07-08 (<u>copy attached</u>), and 'Series 1 summaries', paper AQSC 68/07-08 (<u>copy attached</u>), also available from the QAA website http://www.qaa.ac.uk/reviews/institutionalAudit/outcomes/

(b) Further contextual information prepared by the Secretariat, paper AQSC 69/07-08 (to follow).

#12. <u>Any other business</u>

13. <u>Next meeting</u>

TO REPORT:

That the next meeting of the Committee will be held at 9.00am on Thursday 12 June 2008 in the Council Chamber, noting that this is one day later than the date originally published in the University Committee Timetable.