

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 22 February 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 Committee, Darren Wallis, ext 22707, email [darren.wallis@warwick.ac.uk](mailto:darren.wallis@warwick.ac.uk), or the Assistant Secretary of the Committee, Julian Moss, ext 74464, email [julian.moss@warwick.ac.uk](mailto:julian.moss@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:

Minutes of the meeting held on 26 January 2006 (previously circulated; also available on the Governance web pages at [http://www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/aqsc\\_mins\\_26.01.06.pdf](http://www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/aqsc_mins_26.01.06.pdf))

#2. Matters Arising

(a) Quality assurance in WMG (Minute 3/05-06 (vi)(B)+(C) refer)

TO CONSIDER:

A report from Dr A Dowd on progress in WMG on addressing recommendation 8 of the report from the Working Group on Quality Assurance Issues in WMG, and on the distribution of management tasks.

(b) National Student Survey 2005 and 2006 (minutes 46(a)/05-06 and 46(b)/05-06 refer)

TO REPORT:

That the username and password for the 2005 National Student Survey dissemination site have been passed to Heads of Department.

TO RECEIVE:

An update on student participation in the 2006 National Student Survey, paper AQSC 81/05-06 (to follow).

- (c) National Teaching Fellows 2006 (minute 46(d)/05-06 refers)

TO REPORT:

That the call for nominees was distributed to Heads of Department on 6 February.

- (d) Academic Satisfaction Review – departmental responses (minutes 49(hh) and 49(ii)/05-06 refer)

TO REPORT:

That data related to Comparative American Studies are not analysed separately in the reports and that therefore a departmental response is not warranted.

TO CONSIDER:

- (i) A response from the Department of Health and Social Studies, paper AQSC 56/05-06 (copy attached);
- (ii) A response from the Department of Mathematics, paper AQSC 93/05-06 (copy attached).

- (e) Faculty of Science: Integrated Masters courses (minute 54/05-06 refers)

TO REPORT:

That the Board of the Faculty of Science at its meeting on 8 February 2006 considered issues regarding integrated Masters courses, in the light of comments from the Board of Graduate Studies and the Academic Quality and Standards Committee.

#3. Chair's Business

- (a) Assessment

TO RECEIVE:

An oral update from the Chair on a number of issues related to assessment.

- (b) Learning and Teaching Strategy (Minute 51/05-06 refers)

TO RECEIVE:

An oral update from the Chair on responses to the consultation to date.

- (c) Periodic and Departmental Review (Minute 22(c)/05-06 refers)

TO RECEIVE:

An oral report from the Chair on the merger of the periodic and departmental review processes.

- (d) e-Learning Benchmarking (Minute 52(b)/05-06 refers)

TO RECEIVE:

An oral update from the Chair on the Benchmarking exercise.

#4. Annual Course Reviews: Summary Reports

TO REPORT:

That the following Summaries of Annual Course Review reports will be available to be considered by the Committee at its second meeting in the Summer Term:

- (a) Faculty of Social Studies, Postgraduate taught courses;
- (b) Faculty of Social Studies, Postgraduate research courses;

TO CONSIDER:

The following Summaries of Annual Course Review reports:

- (c) Faculty of Arts, Undergraduate courses, paper AUSC 18/05-06 (revised) (copy attached);
- (d) Faculty of Arts, Postgraduate taught courses, paper AGSC 11/05-06 (revised) (copy attached);
- (e) Faculty of Arts, Postgraduate research courses, paper AGSC 12/05-06 (revised) (copy attached);
- (f) Faculty of Science, Undergraduate courses (to follow);
- (g) Faculty of Science, Postgraduate taught courses (to follow);
- (h) Faculty of Science, Postgraduate research courses (to follow);
- (i) Faculty of Social Studies, Undergraduate courses, paper UFSS 39/05-06 (copy attached);
- (j) Collaborative Courses (undergraduate and postgraduate), paper AQSC 96/05-06 (to follow).

#5. Annual Course Review Report Forms

TO REPORT:

- (a) That the Graduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 18 October 2005 recommended to the Academic Quality and Standards Committee that from January 2007, the Annual Course Reviews for Taught Postgraduate courses submitted to the Assistant Secretary should include a table of courses run by a department and their constituent modules showing:

- (i) if a module was advertised or shown as available for that academic year;
- (ii) if a module ran that academic year;
- (iii) student uptake on that module if it ran;
- (iv) explanation why a module was not run in that academic year (study leave, staff shortage, illness, insufficient student numbers).

(GFSS Minute 10/05-06)

- (b) That the Undergraduate Studies Committee of the Board of the Faculty of Social Studies at its meeting on 18 January 2006 recommended to the Academic Quality and Standards Committee:
  - (i) that departments should, given the revised timing for submission of Annual Course Reviews, compare the admissions data for the year being reviewed with that for the current academic year;
  - (ii) that the Senior Assistant Registrar (Teaching Quality) consider prior insertion of the student data from Central Records to ease the burden on academic departments and ensure that the admissions figures are accurate.

(UFSS Minute 16/05-06)

TO CONSIDER:

- (c) Current Annual Course Review report forms:
  - (i) Undergraduate and Postgraduate Taught courses, paper AQSC 97/05-06 (copy attached);
  - (ii) Postgraduate Research courses, paper AQSC 98/05-06 (copy attached);
- (d) The development of a project to scope out possible major changes to the Annual Review process involving automation of some or all of the process, including the possibility of a database along the lines of the Course Specifications database, or the pre-population of some parts of the report form from central sources, to encourage evaluation and enhancement work rather than focusing departments' efforts on data production.

#6. Academic Statistics 2005-06

TO REPORT:

That the Senate at its meeting held on 30 November 2005 resolved that the *Academic Statistics 2005-06* be referred to the Academic Quality and Standards Committee to examine and review key data.

TO CONSIDER:

*Academic Statistics 2005-06*, paper AQSC 82/05-06, with a view to identifying key developments, together with a report from the Assistant Registrar (Planning & Management Information) and paper AQSC 83/05-06 (copy attached), on key trends arising from the publication for 2005-06.

***The hard copy publication of Academic Statistics 2005-06 has been distributed to all Heads of Department. Members of the Committee who***

***would like a hard copy of Academic Statistics 2005-06 should contact Nick Hull, Assistant Registrar (Planning & Management Information): ext. 74346, [nick.hull@warwick.ac.uk](mailto:nick.hull@warwick.ac.uk) All the information included there, along with some charts and tables only available online, can be found at <http://go.warwick.ac.uk/academicstatistics>***

#7. Undergraduate Research Scholarship Scheme (URSS)

TO CONSIDER:

A report prepared by Dr Andrew Castley, URSS Coordinator, CAP, on the operation of the Undergraduate Research Scholarship Scheme, paper AQSC 84/05-06 (to follow).

#8. PSRB engagements

Department of Psychology: British Psychological Society

TO RECEIVE:

Confirmation from the British Psychological Society that the BSc (Hons) Psychology and BSc (Hons) Psychology and Philosophy courses have been reaccredited for a five year period, paper AQSC 99/05-06 (to follow).

#9. Periodic Review

Department of Classics and Ancient History

TO REPORT:

That at its meeting on 8 February 2006 the Board of the Faculty of Arts considered the departmental response to the Periodic Review report for the Department of Classics and Ancient History, having previously considered the report and summary at its meeting on 26 October 2005.

TO CONSIDER:

Summary report of the Periodic Review of Undergraduate and Postgraduate provision in the Department of Classics and Ancient History, paper BFA 9/05-06 (copy attached).

10. Higher Education Academy: Annual Report 2005

TO RECEIVE:

The Annual Report of the Higher Education Academy 2005, paper AQSC 85/05-06 (copy attached).

#11. Outcomes from Institutional Audit

TO CONSIDER:

Quality Assurance Agency reports in the 'Outcomes from Institutional Audit' series:

- (a) 'Assessment of Students', paper QEWG 8/05-06 (copy attached);
- (b) 'Validation and approval of new provision and its periodic review', paper AQSC 86/05-06 (copy attached);
- (c) 'Programme monitoring arrangements', paper AQSC 87/05-06 (copy attached);
- (d) 'Student representation and feedback arrangements', paper AQSC 88/05-06 (copy attached).

#12. QAA Code of Practice

TO CONSIDER:

Drafts of the following revised sections of the QAA Code of Practice, noting that the University is invited to send any comments to the QAA by 24 March 2006:

- (a) Admissions to higher education, paper AQSC 89/05-06 (copy attached);
- (b) Assessment of students, paper AQSC 90/05-06 (copy attached);
- (c) Programme design, approval, monitoring and review, paper AQSC 91/05-06 (copy attached).

#13. QAA proposal for interim review process

TO CONSIDER:

A proposal from the QAA for an interim review process as part of the institutional audit process, paper AQSC 94/05-06 (copy attached), noting that the University is invited to send any comments to the QAA by 17 March 2006.

#14. University Race Equality Policy and Action Plan: Assessment Methodology

TO REPORT:

That the Equal Opportunities Committee at its meeting on 31 October 2005 considered a draft version of the revised University Race Equality Policy and Action Plan for 2005 to 2007 (paper EOC 2/05-06) and resolved:

- (a) That the draft policy and action plan be revised in light of discussion at the meeting and submitted to the Senate and the Council for approval.
- (b) That the Campus Life Committee be requested to consider the existing provision of small prayer facilities across the University and whether these meet the needs of staff and students.
- (c) That the Academic Quality and Standards Committee be requested to consider whether assessment methodology may have a differential impact on students from different ethnic backgrounds, particularly those whose first language is not English.

(EOC minute 4/05-06)

TO CONSIDER:

Assessment methodology, and whether it may have a differential impact on students whose first language is not English.

#15. Amendments to Ordinance 16 On Matriculation

TO CONSIDER:

Proposed amendments to Ordinance 16, the Ordinance on Matriculation, paper AQSC 92/05-06 (copy attached).

#16. Collaborative, Flexible and Distributed Learning Sub-Committee

TO REPORT:

That following the cancellation of the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee due to have taken place on 3 February 2006 the Chair of the Sub-Committee took action on behalf of the Sub-Committee to recommend to the Academic Quality and Standards Committee that a number of proposals be approved, as set out below.

TO CONSIDER:

(a) Warwick Medical School: MSc Implant Dentistry and GIFT Dubai

A proposal from Warwick Medical School for approval in principle to deliver the previously approved MSc in Implant Dentistry in a new location, GIFT Dubai, paper GCFM 14/05-06 (copy attached), noting that full approval can be given only after the new facilities have been completed and a full Site visit carried out and resulting report approved.

(b) Institute of Education: Specialist Schools Trust

A proposal from the Institute of Education to extend the existing collaborative arrangement with the Specialist Schools Trust to introduce a new Postgraduate Certificate in Innovation in Education, paper GFSS 96/05-06, supplied with a covering letter, paper GFSS 97/05-06 (copies attached).

(c) Institute of Education: Distance Learning MA in Religious Education

A proposal from the Institute of Education to revise the MA in Religious Education by Distance Learning, comprising the following:

- (i) Course Approval Form Part 1, paper GFSS 129/05-06 (copy attached);
- (ii) Course Approval Form Part 5, paper GFSS 131/05-06 (copy attached);
- (iii) Course specification, paper GFSS 132/05-06 (copy attached);
- (iv) Proposals to revise the following modules:
  - (A) An Introduction to Research Methods, paper GFSS 133/05-06;
  - (B) MA in Religious Education: Dissertation, paper GFSS 134/05-06;
  - (C) The Hindu Tradition, paper GFSS 135/05-06;
  - (D) The Christian Tradition Local and Global, paper GFSS 136/05-06;
  - (E) Current Issues in Religious Education, paper GFSS 137/05-06;

- (F) Primary Religious Education, paper GFSS 138/05-06;
- (G) Interpreting Religious Worldviews, paper GFSS 139/05-06;

(d) Law HSE PGA Regulatory Enforcement

A proposal from the School of Law to introduce a new collaborative Postgraduate Award Health and Safety Enforcement in partnership with the Health and Safety Executive, paper GFSS 100/05-06 (copy attached); along with the following documents, provided that the changes to the course documentation required by the Graduate Studies Committee of the Board of the Faculty of Social Studies have been completed to the satisfaction of the Committee and approved by the Board of Graduate Studies:

- (i) Course Approval Part 4 form, paper GFSS 101/05-06 (copy attached);
- (ii) Curricula vitae for the following external teaching staff, paper GFSS 102/05-06:
  - (A) Norine F Callan
  - (B) Bernard Robinson
  - (C) Graham Higgins
  - (D) Phil Lister
  - (E) Richard Stoddart
  - (F) Timothy Mainwaring
- (iii) Proposals for the following constituent modules:
  - (A) Basic Law, paper GFSS 103/05-06;
  - (B) PACE Investigative Interviewing, paper GFSS 104/05-06;
  - (C) Further Law and Assessment, paper GFSS 105/05-06;
  - (D) Health and Safety Executive Field Enforcement Training, paper GFSS 106/05-06.

(e) WMG Malaysia extension

A proposal from Warwick Manufacturing Group for an extension to their existing Malaysian Collaborative Programme, paper SGS.30/05-06 (copy attached).

(f) History of Art: Validation of an MA (IÉSA)

TO REPORT:

That the Graduate Studies Committee of the Board of the Faculty of Arts at its meeting on 24 January 2006 considered a proposal from the Department of the History of Art to validate an MA in The History and Business of Art and Collecting: The Historic and Contemporary Art Markets, paper AGSC15/05-06.

TO CONSIDER:

A proposal from the Department of the History of Art to validate an MA in The History and Business of Art and Collecting: The Historic and Contemporary Art Markets taught by the Institut d'Etudes Supérieures des Arts, France (IÉSA), paper AGSC15/05-06 (copy attached), comprising:



- (i) Course Approval Form Part 1;
- (ii) Course Approval Form Part 4;
- (iii) Course Specification;
- (iv) Curricula vitae for the following staff:
  - (A) Liz Lydiate;
  - (B) Giorgio Riello;
  - (C) Helen Clifford;
  - (D) Sarah Thelwall;
- (v) Sample publicity material.

17. Terminology of Intercalated Years

TO REPORT:

- (a) That following discussions with the Planning section of the Academic Office the following definitions of various types of year out from Warwick have been agreed as set out in paper AQSC 95/05-06 (copy attached), to fit in with HEFCE/HESA definitions, and have been published on the Teaching Quality website on the new Glossary page: [www.warwick.ac.uk/go/quality/jargon](http://www.warwick.ac.uk/go/quality/jargon) (for which suggestions are welcome!)
- (b) That departments proposing new degree courses or new variants of existing courses will now be encouraged by Faculty Secretariats and the Teaching Quality team to devise their titles using the definitions above.

18. Any Other Business

19. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am Thursday 11 May 2006 in the Council Chamber.