

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 22 June 2011 at **9.00am** 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, Christina Edgar, ext 22707, email C.L.Edgar@warwick.ac.uk or to the Assistant Secretary, Rory McIntyre, ext 74464, email R.J.Mcintyre@warwick.ac.uk

J F Baldwin
Registrar

The agenda is split into two sections: items for consideration by the Committee and items for report without further discussion unless requested by a member of the Committee. All papers are available electronically from the Committee's file store:
https://files.warwick.ac.uk/tqcomm/browse/AQSC/22_June_2011

A G E N D A

ITEMS FOR CONSIDERATION BY THE COMMITTEE

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 19 May 2011, previously circulated and available on the Governance website at:
<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/> (noting that minute AQSC.82/10-11 has been amended since first circulation)

2. Matters Arising

(a) International Student Barometer (ISB) (minute 78/10-11 refers)

TO REPORT:

- (i) That, at its meeting on 19 May 2011, the Committee received a paper from the Assistant Director (Planning & Student Experience), International Office, on the International Student Barometer (ISB) Autumn Wave 2010 results (Paper AQSC 53/10-11) and resolved (*inter alia*):
 - (A) That the potential to summarise (on a single webpage) all upcoming events on teaching and learning, such as those focussed on sharing of best practice, be investigated;

- (B) That colleagues be reminded of the upcoming Teaching and Learning Showcase on Wednesday 29 June 2011;
 - (C) That the Board of Undergraduate Studies be invited to consider ways to encourage sharing of information between departments and across faculties, such as through informal lunch meetings between groups of three Directors of Undergraduate Studies from a range of disciplines (to allow for easy arrangement of suitable dates and for a collegial atmosphere to discuss best practice) for which a topic could be suggested, such as 'feedback' or 'marking criteria'.
- (ii) That a calendar to hold details of events on teaching and learning is in development (available currently at www.warwick.ac.uk/go/quality/whatson) for which additional items are welcome and can be forwarded to the Secretary for inclusion.
 - (iii) That the Board of Undergraduate Studies, at its meeting on 8 June 2011, considered the resolution in part (C) above and resolved that:
 - (A) The Board would have a proper role in recognising and disseminating good practice in areas such as feedback and marking etc. and to this end would invite practitioners to future meetings of the Board with a view to identifying, endorsing and disseminating good practice to academic departments and reducing undesirable variance in practice.
 - (B) To initiate this process, the Mathematic Institute be invited to talk to the Board in the coming Autumn Term concerning its commended personal tutoring arrangements.

(draft unconfirmed minute BUGS 23/10-11 refers)

- (b) UUK-GuildHE Review of External Examining Arrangements (minute 82/10-11 refers)

TO REPORT:

- (i) That the Committee, at its meeting on 19 May 2011, considered:
 - (A) The final report and recommendations from the UUK review of external examining arrangements in universities and colleges in the UK (Paper SC.419/10-11);
 - (B) A paper from the Secretary on potential changes in response to the recommendations (Paper AQSC 57/10-11)

and resolved (*inter alia*):

That the recommendation to make external examiners reports available to students be further considered at the Boards of Undergraduate and Postgraduate Studies, noting that the report on changes to the Academic Infrastructure (following the recent consultation considered by the Committee) was expected to be published shortly.

- (ii) That the Board of Undergraduate Studies, at its meeting on 8 June 2011, considered the resolution above and resolved that:
- (A) The view of the Board was that External Examiners' reports are not freestanding documents intended as summative judgements but constitute part of a process and dialogue with departments and that to publish them to students out of this context is unlikely to be beneficial and could be misleading;
 - (B) The Board would therefore not recommend that External Examiners' reports be published to students, but that the current system of including student representatives on the University Committees that formally consider the reports and the ensuing dialogues with departments arising from them, was the most appropriate way of sharing their content with the student body.

(draft unconfirmed minute BUGS 24/10-11 refers)

- (c) Degree Classification Conventions (minute 81/10-11 refers)

TO REPORT:

That the Committee, at its meeting on 19 May 2011, reported (*inter alia*) that the Chair of the Board of Undergraduate Studies wrote to exam correspondents, exam secretaries and departmental secretaries on 14 March 2011 regarding implementation of the new degree classification conventions in 2011 (Paper AQSC 56/10-11) and resolved (*inter alia*) that examinations secretaries and undergraduate studies secretaries be contacted and invited to raise any concerns they have to the Teaching Quality Team prior to the meetings of examination boards.

TO RECEIVE:

Answers to frequently asked questions on the new degree classification conventions (paper AQSC 61/10-11, copy attached), noting that these are available online at www.warwick.ac.uk/go/quality/categories/examinations/markscasesconventions/forstudents/ug08/honoursconvention/stafffaq and have been circulated to departments.

3. Graduate Employability Market Statistics (GEMS) **9.20am**

TO RECEIVE:

- (a) A paper from the Head of Operations, Student Careers and Skills, on the new web-based analysis tool for staff and public use to analyse information about the destinations of Warwick graduates at a census point 6 months after graduation (paper AQSC 62/10-11, copy attached);
- (b) A brief demonstration of the online tool by the Head of Operations, Student Careers and Skills.

4. Feedback

(a) Features of good feedback

TO REPORT:

That the Committee, at its meeting on 19 May 2011, considered the outcomes from the “What is Feedback?” event held on 27 January 2011 in the Teaching Grid, organised jointly by the Institute for Advanced Teaching and Learning, the Students’ Union and the Teaching Quality section of the Academic Office and resolved that the Institute for Advanced Teaching and Learning be asked to identify ten key features of good feedback (and a contact point for further more detailed information) that would then be circulated to departments to inform local practices, noting that the list would need to encompass all types of assignment (not only essays).

(minute 59/10-11 refers)

TO CONSIDER:

A paper from Dr S Richardson, National Teaching Fellow, on ongoing work to promote positive feedback dialogues (paper AQSC 63/10-11, copy attached).

(b) ‘Feed forward’

TO CONSIDER:

A discussion paper from the Institute for Advanced Teaching and Learning in consultation with the Students’ Union on a proposal to introduce detailed early-degree feedback (paper AQSC 64/10-11, copy attached).

5. Chair’s business

TO RECEIVE:

An oral update from the Chair on current issues including:

- (a) Online submission of assessed work;
- (b) QAA Institutional Review.

6. Scrutiny of external examiners’ reports (minute 88(a)/09-10 refers)

TO REPORT:

That, at its meeting on 23 June 2010:

- (a) The Committee received updates on discussions at the Board of Undergraduate Studies, the Board of Graduate Studies and the Collaborative, Flexible and Distributed Learning Sub-Committee on the subject of the Review of the Terms of Reference and Constitution of Academic Quality and Standards Committee and its Sub-Committees;

- (b) It was reported (*inter alia*) to the Committee that, at its meeting on 10 June 2010, the Board of Graduate Studies considered a paper from the Pro Vice-Chancellor (Student Experience) and the Senior Assistant Registrar (Teaching Quality) on the emerging recommendations from the review of the terms of reference and the constitution of the Academic Quality and Standards Committee and its Sub-Committees (paper BGS 66/09-10) and recommended (to the Academic Quality and Standards Committee) (*inter alia*) that it was noted that the primary recommendations being made with respect to the Board of Graduate Studies involved a greater delegation of authority from the Academic Quality & Standards Committee and it was noted in this respect that the Board was in favour of giving consideration to External Examiners' reports alongside responses from academic departments, and further consideration being given institutionally to the relative remits and responsibilities of the Academic Quality & Standards Committee and the Institute for Advanced Learning.
- (minute BGS 102/09-10 referred)

- (c) [In light of (a) and (b) above] The Committee resolved that the following proposal by the Chair be approved:
- (i) That the current practice of scrutinising external examiners reports at a senior level prior to them being received by the Department be continued for a further year;
 - (ii) That the current practice be reviewed for next year.

TO CONSIDER:

Current practice for reviewing reports from external examiners, with scrutiny at a senior level prior to them being received by the Department.

7. Course and module approval process

TO RECEIVE:

An oral update from the secretariat on the 'mini business process review (BPR)' undertaken on 15 June 2011 focussing on the course approval process, noting that the module approval process was considered in a previous BPR.

8. Higher Education Achievement Report (HEAR)

TO RECEIVE:

An oral update from the Chair of the HEAR Project Board on work towards implementation of this development, following a meeting of the Board on 17 June 2011.

9. Update from the Students' Union

TO RECEIVE:

An oral report from the Students' Union President and Education Officer.

10. SSLC Reforms

TO CONSIDER:

A paper from the Students' Union on proposals to reform the staff-student liaison committee system (paper AQSC 65/10-11, to follow).

11. Learning and Teaching Strategy (minute 55/10-11 refers)

TO REPORT:

- (a) That, at its meeting on 3 February 2011, the Committee received an oral report from the Chair, noting that (*inter alia*) the 'Learning Dimension' (a booklet produced by the Communications Office linked to the learning strand of the Strategy) and 'Teaching and Learning Strategy' will need to be rewritten to reflect the goals of the refreshed Strategy, and resolved (*inter alia*):
- (i) That Committee members be invited to consider where there are 'gaps' in the current Teaching and Learning Strategy and how Warwick's aims in this area can best be put forward;
 - (ii) That feedback from the current student body regarding the expectations they would have under an increased fee regime would be fed back to the Chair to inform current discussions.
- (b) That, at its meeting on 2 March 2011, the Committee considered the "Learning Dimension" (paper AQSC 42/10-11) and the current Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5)), together with a discussion paper from the Secretary (paper AQSC 43/10-11) and resolved that a draft be prepared of the Learning and Teaching Strategy for consideration at a future meeting, noting that:
- (i) The Strategy will have two separate audiences (requiring two separate presentations of the content): external – prospective students and their supporters (parents, schools, careers advisors); internal – both academic and administrative staff (which would include a timeline and set of objectives not available to the external audience);
 - (ii) Timescales for finalising and publicising (or making available in the public domain) a new strategy would be influenced by the timescale for the release of the refreshed Vision 2015, the OFFA agreement regarding widening participation and outreach work, and the government White Paper on Education.

TO CONSIDER:

A paper from the secretariat mapping features of the previous strategy onto the stated objectives of the refreshed 'Vision 2015' to serve as a discussion paper towards the formulation of the refreshed Learning and Teaching Strategy (AQSC 66/10-11, copy attached).

12. PGT Grade Descriptors and Award of Merits (minute 102(c)/09-10 and draft unconfirmed minute BGS 87(f)/10-11 refer)

TO REPORT:

That, at its meeting on 9 June 2011, the Board of Graduate Studies reported:

That the requirement for an award of Merit at Warwick Medical School was to reach a mean mark of at least 65% across all taught modules as well as a mark of at least 65% for the dissertation.

and considered:

- (a) A paper from the Secretary [of the Board of Graduate Studies] summarising the recommendations of Faculty Graduate Studies Committees with respect to the proposed introduction of an award of Merit at PGT level with effect from 2011-12 and issues arising (paper BGS 72/10-11, copy attached);
- (b) A paper from the Secretary [of the Board of Graduate Studies] on the Award of Distinction at PGT Level: Departmental Examination Conventions to be considered in connection with the Award of Merit (paper BGS 86/10-11, copy attached).

and resolved that the recommendation to postpone the implementation of the award of Merit, pending the resolution of some issues of principle, be not approved.

and recommended (to the Committee):

That faculties and departments be permitted to make the award of Merit at individual level as set out in paper BGS 72/10-11 with effect from 2011/12; it being noted that the Board had discussed the variations in proposed level as set out in paper BGS 72/10-11 alongside existing practice captured in paper BGS 86/10-11.

TO CONSIDER:

- (a) The two papers from the Secretary of the Board of Graduate Studies (noted above);
- (b) The recommendation from the Board of Graduate Studies that faculties and departments be permitted to make the award of Merit at individual level as set out in paper BGS 72/10-11 with effect from 2011/12.

13. Internal Audit follow-up: Student Academic Complaints (minute 83/10-11 refers)

TO REPORT:

That, at its meeting on 19 May 2011, the Committee received an extract from the internal audit of 'Student Complaints – Academic Matters' (Paper AQSC 58/10-11) and considered the desirability of imposing time limits for acknowledgement of complaints, escalation of complaints and completion of procedures for both students and the University within the formal part of the Academic Complaints Process and resolved:

- (a) That the principle of introducing reasonable time limits for handling academic complaints be supported, noting the importance placed on maintaining a good relationship with the student body through clear communication and the management of expectations;
- (b) That the issue be investigated further by the Chair of the Board of Graduate Studies and the Secretary (in consultation with colleagues in the Graduate School) to establish what is reasonable and achievable;
- (c) That a proposal for specific time limits be brought forward for consideration at the next meeting of the Committee.

TO RECEIVE:

The guidelines for departments on handling student academic complaints, prepared by the Graduate School (paper AQSC 67/10-11, copy attached), noting that these will shortly be made available on the website for the Academic Registrar's Office.

TO CONSIDER:

A proposal from the Chair of the Board of Graduate Studies and the Secretary for time limits to be applied to the consideration of student academic complaints (Paper AQSC 68/10-11, copy attached).

14. Policy on the recording of lectures

TO CONSIDER:

A draft policy statement on the recording of lectures by students (paper AQSC 69/10-11, copy attached).

15. Master of Fine Arts (minute BGS 88(a)/10-11 refers)

TO REPORT:

That, at its meeting on 9 June 2011, the Board of Graduate Studies reported:

- (a) That, at its meeting on 24 February 2011, the Board considered a proposal to approve an introduction of a cross-faculty course entitled 'Master of Fine Arts (MFA)' (papers AGSC 4a-e/10-11 and GFSS 74a-e/10-11) and resolved that the proposal be approved, subject to conditions set by the Graduate Studies Committee of the Faculty of Social Sciences and satisfactory external adviser's report;
- (b) That a satisfactory external adviser's report had been received and that the Graduate Studies Committee had confirmed the duration of 24 months, receipt of examinations conventions for the course and receipt of signed copy, and that Chair of the Board, acting on its behalf, had subsequently taken action to approve the proposal to introduce the cross-faculty course entitled 'Master of Fine Arts (MFA)'.

and recommended (to the Committee):

That a new degree title of Master of Fine Arts (MFA) be introduced into Ordinance 13 (Degrees and Diplomas).

TO CONSIDER (for recommendation to the Senate):

The proposal to introduce a new degree title of Master of Fine Arts (MFA) into Ordinance 13 (Degrees and Diplomas).

16. Amendment to Regulation 38 Governing Research Degrees and to the Guidance on the Requirements for the Award of Research Degrees (minute BGS 93/10-11 refers)

TO REPORT:

That, at its meeting on 9 June 2011, the Board of Graduate Studies considered:

A paper from the Assistant Registrar (Graduate School) concerning recommendations for changes to Regulation 38 Governing Research Degrees and to the Guidance on the Requirements for the Award of Research Degrees (paper BGS 80/10-11, copy attached).

and resolved:

That the amendments to Guidance on the Requirements for the Award of Research Degrees and the *Guide to Examinations for Higher Degrees*, as set out in paper BGS 80/10-11, be approved with effect from 1 August 2011.

and recommended (to the Committee):

That the amendments to Regulation 38 Governing Research Degrees, set out in paper BGS 80/10-11, be approved with effect from 1 August 2011.

TO CONSIDER (for recommendation to the Senate):

The recommendation from the Board of Graduate Studies that Regulation 38 Governing Research Degrees be amended as set out in paper BGS 80/10-11.

17. Membership, Constitution and Secretariat of the Committee

TO REPORT:

- (a) That the Secretary to the Committee would be leaving the University before the next meeting of the Committee and that Ms K Gray would be returning from secondment in Governance Support Services to resume the role;
- (b) That the term of office of the current Students' Union President would expire before the next meeting;
- (c) That Professor Christopher Hughes has been nominated by the Board of the Faculty of Social Sciences to represent the faculty on the Committee (as a member of Senate) for the academic year 2010/11;

- (d) That members are invited to notify the secretariat at the earliest opportunity if they are aware they will be unable to continue to serve on the Committee for the 2011/12 academic year.

TO CONSIDER (for recommendation to the Senate):

A proposal from the Chair to augment the constitution of the Committee to include the Director of the Institute for Advanced Teaching and Learning as an additional *ex officio* member.

18. Constitution and Membership of the E-Learning Steering Group

TO REPORT:

- (a) That the e-Learning Steering Group, at its meeting on 5 May 2011, resolved that Mr J Dale be thanked for his contributions as a member of the Group, and that Ms M Stott would be welcomed in his place following a rearrangement of responsibilities within IT Services;
- (b) That the Information Policy and Strategy Committee, at its meeting on 2 June 2011, considered:
- (i) The amendment of the constitution of the e-Learning Steering Group as follows (deletions ~~struck through~~, additions underlined);
- (...)
- ~~Head of Service Delivery (Academic and Enterprise Services),~~
~~IT Services~~
A representative of IT Services
- (...)
- (ii) The appointment of Ms Mary Stott as a representative of IT Services on the e-Learning Steering Group.

and resolved that the two items be approved (subject to approval by the AQSC).

TO CONSIDER:

The amendment to the constitution of the eLearning Steering Group and change in membership as noted in item (b) above, noting that Mr J Dale attended the e-Learning Steering Group in the capacity of Head of Service Delivery (Academic and Enterprise Services), IT Services, but the rearrangement of responsibilities within IT Services has removed this role in its existing format.

19. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

20. QAA: New Subject Benchmark Statement for Masters degrees in Computing

TO RECEIVE:

A communication from the QAA detailing a new subject benchmark statement for Masters Degrees in Computer Science (paper AQSC 70/10-11, copy attached), noting that this has also been forwarded to the Head of the Department of Computer Science.

21. Placement Learning - Good Practice Guide

TO REPORT:

That the good practice guide on placement learning has been updated and the revised version is available online at www.warwick.ac.uk/go/quality/categories/placementlearning/

22. New and Revised Courses

TO REPORT:

(a) That the Board of Graduate Studies at its meeting on 9 June 2011 resolved that the following new courses be approved (subject to minor amendments or clarifications as noted by the Board):

- (i) MA in Comparative American Studies;
- (ii) MA in the History and Business of Art and Collecting;
- (iii) MSc in Engineering Business Management for Defence and Security;
- (iv) EngD (Doctor of Engineering);
- (v) International Postgraduate Certificate in Education (Early Years) (3-7 Age Range)/MA in Educational Innovation;
- (vi) International Postgraduate Certificate in Education (Primary) (7-11 Age Range)/MA in Educational Innovation;
- (vii) PGCE Secondary (GTP)/MA in Educational Innovation;
- (viii) Double MA with Warwick PAIS the University of Konstanz.

(b) That the Board of Graduate Studies at its meeting on 9 June 2011 resolved that the following revised courses be approved (subject to minor amendments or clarifications as noted by the Board):

- (i) MSc in Economic and Psychological Science;
- (ii) MA in Translation, Writing and Cultural Differences;
- (iii) MA/MSc in Philosophy & Ethics of Mental Health;
- (iv) MSc in Cognitive Systems;
- (v) H1P5 Post-Experience Certificate in Engineering Business Management;

- (vi) WMG PhD;
- (vii) PGCE (Early Years)/MA in Educational Innovation;
- (viii) PGCE (Primary (5-11) 1-year, 2-year and MFL variants)/MA in Educational Innovation;
- (ix) PGCE (Secondary);
- (x) Learning and Teaching (International);
- (xi) MA in Gender and International Development;
- (xii) MSc in Information Systems Management;
- (xiii) MA in International and European Employment Relations;
- (xiv) Postgraduate Diploma in Public Leadership and Management (where the revision is an amendment to an existing APL agreement).

- (c) That the Board of Graduate Studies at its meeting on 9 June 2011 resolved that the following course be discontinued:

PhD in Biological Sciences (HRI).

23. New and Revised Collaborative Courses

TO REPORT:

- (a) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 27 May 2011 resolved that the following new collaborative courses be approved (subject to minor amendments or clarifications as noted by CFDLSC):
- (i) Postgraduate Award in Leading Operations and Process Management in the Service Sector;
 - (ii) Postgraduate Certificate in Innovation in Education (Emerging Leaders in Special Education);
 - (iii) Postgraduate Award in Teacher Effectiveness Enhancement;
 - (iv) MSc in Engineering Business Management for Defence and Security;
 - (v) Double MA with Warwick PAIS and University of Konstanz, Germany.
- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 27 May 2011 resolved that the following revised collaborative course be approved:

PGDiploma / MA in the History and Business of Art and Collecting.

24. Next meeting

TO REPORT:

That the next meeting of the Committee will be held in the Autumn Term at a time and date to be confirmed.