

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 23 February 2005 at 9.30am in the Council Chamber, University House.

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

TO CONSIDER:

The Minutes of the meeting held on 27 January 2005, (previously circulated).

#2. Matters Arising

(a) National Student Survey (Minute 52/04-05 (a) refers)

TO CONSIDER:

An update from the Education Officer, Students' Union, on student feedback on the Survey.

(b) Assessment Conventions (Minute 56/04-05 refers)

TO CONSIDER:

Oral report from Faculty Chairs following consideration by Faculty Boards of the proposed new formula marking scheme.

(c) Teaching Quality Enhancement Funding (Minute 58/04-05 refers)

TO REPORT:

That confirmation has now been received from the HEFCE of the award of the anticipated Teaching Quality Enhancement Funding, paper AQSC 58/04-05 (copy attached).

(d) Discontinuation of EdD (Minute 64/04-05 refers)

TO CONSIDER:

The rationale provided by the Institute of Education for the discontinuation of the EdD, paper AQSC 72/04-05 (copy attached).

- (e) External Examiners' Report and Nomination forms (Minute 62/04-05 refers)

TO REPORT:

- (i) That the Committee at its meeting held on 27 January 2005:
- (A) Reported that at its meeting held on 10 January, the Board of Graduate Studies recommended revisions to the External Examiners' report form on a thesis submitted for a Research Degree and to the External Examiners' Nomination Form.
 - (B) Considered amendments recommended by the Board of Graduate Studies to the following forms:
 - (1) The External Examiners' report form on a thesis submitted for a Research Degree, paper AQSC 21/04-05 (revised).
 - (2) The External Examiners' nomination form, paper BGS 12/04-05 (revised).
 - (C) Recommended (to the Senate) that the External Examiners' report form on a thesis submitted for a Research Degree and the External Examiners' nomination form be approved as set out in papers AQSC 21/04-05 (revised) and BGS 12/04-05 (revised), subject to further minor amendments for which the approval of the Chair of the Board of Graduate Studies would be sought prior to their submission to the Senate.
- (ii) That the Board of Graduate Studies was due to consider revised drafts of the External Examiners' Report and Nomination forms, papers AQSC 21/04-05 (revised 2) and BGS 12/04-05 (revised) (copies attached) at its meeting held on 17 February 2005.

3. Chair's Business

Higher Education Academy

TO REPORT:

That the Higher Education Academy has abolished membership renewal fees for existing Registered Practitioners and Associate Practitioners, it being noted that application and joining fees remain in place.

#4. Quality Assurance in Warwick Manufacturing Group

TO REPORT:

- (a) That at its meeting held on 4 February, the CFDLSC considered:

- (i) The Annual Course Review report on Overseas Collaborative Provision delivered by Warwick Manufacturing Group, paper CFDLSC 40/04-05 (copy attached);
- (ii) A report prepared by the Warwick Manufacturing Group Academic Quality Group on its 2004 Annual Review of Warwick Manufacturing Group Franchised Modules, paper CFDLSC 44/04-05 (copy attached);
- (iii) External Examiners' reports for the MSc, PgD, PgC, PgA in Electronic Business Management, Engineering Business Management, Information Technology for Manufacture, International Technology Management, Manufacturing Systems Engineering, Process Business Management, Quality & Reliability, Supply Engineering & Logistics from:
 - (A) Professor P Deasley, together with the departmental response, paper CFDLSC 63/04-05 (copy attached);
 - (B) Dr M North, together with the departmental response, paper CFDLSC 64/04-05 (copy attached);
 - (C) Professor K Swift, together with the departmental response, paper CFDLSC 65/04-05 (copy attached);
- (b) That, in the light of these reports, the CFDLSC recommended to the AQSC:

That, in the light of the Committee's concerns about the quality and standards of WMG courses delivered overseas, a Working Group, incorporating senior University representation and expertise in quality assurance and collaborative matters be established to work with WMG on a range of issues; it being noted that a swift response was urged in the light of a potential QAA overseas collaborative audit in 2005-06.

(Minute 33/04-05 (c) (viii))

TO CONSIDER:

The establishment of a Working Group to take forward matters relating to collaborative provision with WMG.

#5. Contractual position of small credit volume collaborations

TO REPORT:

That at its meeting held on 4 February, the CFDLSC considered proposals to establish two small credit volume collaborations with Astra Zeneca and between the Mercia Institute of Enterprise and Resource Development International, papers CFDLSC 66/04-05 and CFDLSC 68-69/04095 respectively (copies attached) and recommended to the AQSC that the collaborations be approved, but that the Committee give consideration to the contractual arrangements appropriate for such partnerships given the small credit volumes of the collaborations, for which it was felt that the existing contract was unsuited.

TO CONSIDER:

The development of contractual arrangements for small scale collaborations sufficient to mitigate risk to the University but sufficiently light touch so as encourage academic departments wishing to bring forward proposals for such collaborations to do so.

#6. Annual Review: Summary Reports

TO CONSIDER:

- (a) Summaries of Undergraduate Annual Course Review reports from the Faculties of Arts, Science and Social Studies, paper BUGS 24/04-05 (copy attached), it being noted that the Board of Undergraduate Studies was due to consider the summaries at its meeting held on 16 February 2005.
- (b) A summary report of the Postgraduate Annual Course Review reports in the Faculty of Arts, paper AGSC 25/04-05 (copy attached), it being noted that the Board of Graduate Studies was due to consider the summary report at its meeting held on 17 February 2005.
- (c) A summary report of the Postgraduate Annual Course Review reports in the Faculty of Medicine, paper BFM 15/04-05 (copy attached), it being noted that the Board of Graduate Studies was due to consider the summary report at its meeting held on 17 February 2005.
- (d) A summary report of the Postgraduate Annual Course Review reports in the Faculty of Science, paper SGS 45/04-05 (copy attached), it being noted that the Board of Graduate Studies was due to consider the summary report at its meeting held on 17 February 2005.
- (e) A summary report of the Postgraduate Annual Course Review reports in the Faculty of Social Studies, paper GFSS 127/04-05 (to follow), it being noted that the Board of Graduate Studies was due to consider the summary report at its meeting held on 17 February 2005.

#7. Academic Satisfaction Review 2004

TO REPORT:

- (a) That the Committee, at its meeting held on 17 November the Committee considered the Focus Group report on Medicine conducted as part of the academic Satisfaction Review 2004 and resolved that the report and response from the Faculty of Medicine be considered by the Committee following consideration by the Board of the Faculty of Medicine.
- (b) That the Medical School referred the report to the MBChB SSLC prior to consideration by the Board of the Faculty, and that, consequently, the Board has not yet debated the report.

TO CONSIDER:

- (c) The Focus Group report, paper AQSC 22/04-05 (**circulated previously with the papers of the meeting of the Committee on 17 November**);
- (d) The response from Professor Carter on behalf of the Faculty of Medicine, paper AQSC 59/04-05 (copy attached);
- (e) Consideration of the matter by the MBChB SSLC, paper AQSC 71/04-05 (copy attached).
- (f) Responses from other departments not forthcoming at the last meeting:
 - (i) Warwick Business School, paper AQSC 60/04-05 (to follow).
 - (ii) Institute of Education, paper AQSC 61/04-05 (to follow).
 - (iii) Economics, paper AQSC 62/04-05 (to follow).
 - (iv) Politics & International Studies, paper AQSC 63/04-05 (copy attached).
 - (v) School of Health & Social Studies (including CRER), paper AQSC 64/04-05 (to follow).
 - (vi) School of Engineering, paper AQSC 65/04-05 (copy attached).
 - (vii) Psychology, paper AQSC 66/04-05 (copy attached).

#8. Academic Satisfaction Review 2005

TO CONSIDER:

Feedback from Quad Research on response rates by department to the 2005 Review, paper AQSC 67/04-05 (copy attached).

#9. Annual Report from the SSLC Co-ordinators

TO CONSIDER:

A report from Dr S Hill and Mr K Mohaddes, SSLC Co-ordinators, on the operation of the Staff-Student Liaison Committee system 2003-04, paper AQSC 68/04-05 (copy attached); it being noted that, in future, reports from the Co-ordinators on the operation of the SSLC system at undergraduate level will come to the Committee in the Autumn Term and at postgraduate level in the Spring Term.

#10. Academic Statistics 2004/05

TO REPORT:

That the Senate, at its meeting held on 1 December 2004, resolved that the *Academic Statistics 2004-05* be referred to the Academic Quality and Standards Committee to examine and review key data.

TO CONSIDER:

Academic Statistics 2004-05, paper AQSC 69/04-05, with a view to identifying key developments, together with an oral report from the Assistant Registrar (Planning & Management Information).

Note: Committee members are asked to bring their copies of Academic Statistics which have already been circulated by the Academic Office, or notify the Secretary if they are not in receipt of a copy.

#11. Amendments to Course Approval Documentation

TO CONSIDER:

Amendments to course approval documentation proposed by the Chair of the Board of Graduate Studies as set out in a revised Part 1 form, paper AQSC 70/04-05 (copy attached), it being noted that the amendments were due to be considered by the Board of Graduate Studies at its meeting held on 17 February 2005.

#12. Discontinuation of Courses of Study (Minute 24/04-05 refers)

TO REPORT:

That, following a variety of difficulties relating to quality and standards issues and facilities available to students at City College Coventry, the Diploma in Humanistic Counselling has been discontinued, it being noted that due to an earlier suspension of recruitment, no students are currently registered on the course.

#13. Skills Working Group: Terms of Reference

TO REPORT:

That the Skills Working Group at its meeting held on 11 January 2005 recommended to the Academic Quality and Standards Committee that the Terms and Reference and Membership of the Working Group be amended as set out in paper SWG 1/04-05 (revised).

TO CONSIDER:

Revisions to its Membership and Terms of Reference proposed by the Skills Working Group, paper SWG 1/04-05 (revised) (to follow).

14. Any Other Business

15. Date of the Next Meeting

TO REPORT:

That the next meeting of the Committee will be held on 12 May 2005 in the Council Chamber, University house.

