

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Monday 20 February 2017 at **1.00pm** in room CMR 1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary, Cara Pearson, ext 74464, email c.pearson@warwick.ac.uk

R Sandby-Thomas
Registrar

STRATEGIC ITEM FOR DISCUSSION

1. Institutional Teaching and Learning Review (ITLR) 2017

TO REPORT:

- (a) That all reviews forming part of the University ITLR had taken place during the period of Monday 16 to Friday 27 January 2017;
- (b) That the ITLR team were still in the process of receiving the completed ITLR reports as approved by the relevant panelists;
- (c) That themes and recommendations from ITLR were being captured in a matrix under various themes and sub-categories;

TO RECEIVE:

- (d) The current working document of themes emerging from the ITLR as set out in AQSC.10.16-17 (copy attached);

TO CONSIDER:

- (e) How themes and recommendations arising from the ITLR will feed through to the wider Education Strategy and the ARC planning process.

Note: Restricted business (denoted by an asterisk{}) is confidential to members and attendees of the Academic Quality and Standards Committee*

A G E N D A

2. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 30 November 2016 (copy attached).

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

4. Matters arising

(a) *Source matching (minutes AQSC.84(b) and 69/15-16, 5/16-17 and draft minute 29/16-17 refer).

TO REPORT:

- (i) That at its meeting on the 30 November 2016, it was reported to the Committee:
 - (A) That at its meeting on 27 October 2016 the Committee resolved that an academic group be established to inform the development of the testing, taking into consideration academic standards and the student experience as well as the IT perspective.
 - (B) That an academic group was in the process of being established and that Turnitin would visit the University on 29 November 2016.

TO RECEIVE:

An update report on source matching (Paper AQSC.16/16-17 {restricted}, copy attached).

(b) UG External Examiner Reports (minute AQSC.40/16-17 refers)

TO REPORT:

- (i) That at its meeting on 30th November 2016, the Committee considered reports from sub-groups of the Board of Undergraduate Studies summarising key points and matters for further action and enquiring arising from their consideration of Undergraduate External Examiners' Reports for 2015-16 (paper BUGS.6/16-17);
- (ii) That it was reported (by the Chair of CFDLSC) that student representatives should be invited to participate as members of the sub-groups scrutinising external examiners' reports;
- (iii) That subsequent to the meeting it had been confirmed by the Secretariat of the Board of Undergraduate Studies that the Student Representative on the Board had been invited to the meetings of the sub-groups but had not been able to attend;

5. Chair's Business

6. Appeals

TO CONSIDER:

A paper from the Administrative Officer (Complaints Resolution) proposing the introduction of a review stage into the Academic Appeals Process and for the deadlines of all appeals to be brought in line with 10 University Working Days deadline as per Undergraduate appeals (paper AQSC.15/16-17, copy attached).

7. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

8. Review of Personal Tutoring

TO CONSIDER:

A paper from the Dean of Students on the proposed Review of Personal Tutoring (AQSC.14/16-17, copy attached).

9. *Teaching Excellence Framework

TO RECEIVE:

The University's submission to TEF2 (paper AQSC.11a/16-17{restricted}, copy attached) and TEF metrics (AQSC.11b/16-17{restricted}, copy attached);

TO CONSIDER:

A report on lessons learned from the preparation of the TEF submission (Paper AQSC.12/16-17 {restricted}, copy attached);

10. Admissions and Student Numbers

TO REPORT:

(a) That at its meeting on 25 October 2016, the Undergraduate Sub-Committee of the Board of the Faculty of Social Sciences considered a September 2016 snapshot of Undergraduate Admissions data for the Faculty of Social Science (paper UFSS.2/15-16);

(b) That the following points were reported during the Sub-Committee's discussion of the paper (minute UFSS.7/16-17 refers):

- (i) That the increased intake of undergraduate students across the Faculty in 2016-17 resulted in further pressure in key areas, including:

- (A) Lack of physical space to accommodate students on core modules, resulting in the need to double-teach, noting inefficient use of staff time and varied student experience through differences in lecture delivery when double-teaching;
 - (B) Lack of a sufficiently large teaching space to accommodate largest modules, those with more than 600 students and the associated effect on the availability of existing large teaching spaces;
 - (C) Accommodation availability on campus for all students admitted to study.
- (ii) Changes to timetable due to clearing happening at the last minute, when departments were preparing for the start of academic year, noting the desirability of the timetable being finalised earlier;
 - (iii) That the introduction and use of actual module caps on EMR was crucial to the efficient management of module registrations and the provision of a good student experience;
 - (iv) That these concerns would be further pronounced as larger cohorts of students progress through their courses of study;
 - (v) That all of the above would impact on students' satisfaction, as expressed through NSS results, and consequently TEF.
- (c) That the Sub-Committee recommended to the Academic Quality and Standards Committee that the numbers of undergraduate students being admitted to the University be reviewed and a clear long-term plan be implemented, noting the importance of appropriate levels of resourcing being deployed to support existing and future student cohorts, both at University and departmental levels (minute UFSS.7/16-17 refers);
- (d) That this recommendation was also considered at the meeting of the Academic Resourcing Committee on 2 February 2017;

TO RECEIVE:

- (e) A snapshot of Undergraduate Admissions Statistics for the Faculty of Social Science (UFSS.2/16-17, **to follow**)

TO CONSIDER:

- (f) The recommendation (from the Undergraduate Sub-Committee of the Board of the Faculty of Social Science) that the numbers of undergraduate students being admitted to the University be reviewed and a clear long-term plan be implemented, noting the importance of appropriate levels of resourcing being deployed to support existing and future student cohorts, both at University and departmental levels.

11. Data Analysis Paper

TO CONSIDER:

A report on student-related data by the Senior Assistant Registrar (Teaching Quality) and Assistant Registrar (Teaching Quality) on data related to teaching and learning (AQSC.13/16-17, **to follow**).

12. Cheating

TO REPORT:

(a) That at its meeting on 30 November 2016, the Committee considered a draft Proofreading Policy by the Senior Assistant Registrar (Graduate School) (paper BGS.5/16-17(revised)) and resolved (*inter alia*) that the Policy be amended in light of the discussion by the Committee and be considered by the Committee at its next meeting, following review by the Chair and the Chair of CFDLSC;

TO CONSIDER:

(b) The Revised Proofreading Policy as set out in BGS.05/16-17{revised 2} (copy attached).

13. 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.

14. Chair's Action

TO REPORT:

That since the last meeting of the Committee, the Chair had taken action on behalf of the Committee to approve the following:

- (a) Course closure for the MA in Global Shakespeare in collaboration with Queen Mary University of London as set out in papers CFDLSC.23/16-17, available online);
- (b) A bespoke process for the one-off combined scrutiny of proposals for revisions to undergraduate programmes in the School of Engineering, to allow for the revisions to course structures as required by relevant PSRBs to be applicable for 2017 entry;

15. Revision to Regulation 8.3 (First Degrees)

TO REPORT:

- (a) That at its meeting on Wednesday 8 February 2017, the Undergraduate Sub-Committee of the Board of the Faculty of Science recommended (to the Academic Quality and Standards Committee) that a proposal to revise Regulation 8 to reflect changes to the Degrees of BEng and MEng in Computer Systems Engineering as set out in paper SUGS.26/16-17 be approved;

TO CONSIDER:

- (b) A proposal from the School of Engineering to revise Regulation 8 to reflect changes to the Degrees of BEng and MEng in Computer Systems Engineering as set out in paper SUGS.26/16-17 (available online);
- (c) That the proposal was for the change to regulation 8 to take immediate effect and apply to current and incoming students as of the 2016/17 Examination Boards.

16. Collaborative, Flexible and Distributed Learning Sub-Committee

(a) Collaborative programmes

TO REPORT:

- (i) That it was reported to the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2017 that the Chair had taken action on behalf of the Committee to approve a proposal to discontinue the Joint MA in Global Shakespeare delivered and awarded in conjunction with Queen Mary University London;

(b) Committee Name and Terms of Reference

TO REPORT:

- (i) That at its meeting on 30 November 2016, the Academic Quality and Standards Committee considered a revised paper on setting out proposals relating to the working groups of AQSC as part of the Review of Academic Governance (paper AQSC.3/16-17(revised)) and resolved (*inter alia*) that:
- (A) That the International Sub-Group be disestablished with immediate effect and its responsibilities subsumed into the reconstituted CFDLSC, the Quality Assurance Working Group and the Student Learning Experience and Engagement Working Group;
- (B) the Chair of CFDLSC be granted authority to approve proposals for new and renewed exchange partnerships;
- (ii) That at its meeting on 6 Feb 2017, The Collaborative, Flexible and Distributed Learning Sub-Committee considered a paper setting out proposals relating to the name of the Committee and its Terms of Reference (paper CFDLSC.30/16-17) and recommended to AQSC that the recommendations set out in Paper CFDLSC.30/16-17 be approved, noting that the terms of reference of the newly constituted Partnerships Committee would be reviewed once a taxonomy on partnerships and associated processes was completed, to clarify its remit;

TO CONSIDER:

- (iii) A revised paper from the Senior Assistant Registrar (Teaching Quality) setting out proposals relating to the name of the Committee and its Terms of Reference (Paper CFDLSC.30/16-17{revised}, available online)

17. HEFCE Methodology on QA: Annual Provider Review 2016/17

TO RECEIVE:

An update report on the HEFCE Annual Provider Review Process 2016/17 (Paper QAWG.12/16-17, available online).

18. Postgraduate Taught Experience Survey (PTES) 2016

TO REPORT:

That at its meeting on 17 November 2016, the Board of Graduate Studies considered a paper providing further details on the PTES 2016 results (Paper BGS.15/16-17, available online) and resolved:

- (a) That the PTES should be launched in March 2017, after the Easter break;
- (b) That the PRES should be launched in February 2017;
- (c) That the Graduate School would work with departments with results in the bottom quartile for dissertation related questions to identify positive enhancements that could be implemented;
- (d) That departments and central services be encouraged to utilise PTES data to identify areas of best practice or improvement;
- (e) That, noting the disparities in student satisfaction in relation to student fee status, nationality and ethnicity, the Graduate School work with the Office for Global Engagement and the Student Recruitment, Outreach and Admissions Service to investigate further;
- (f) That a review of support available to students who have been out of education for some time and those requiring additional English Language support, with reports being made to a future meeting of the Board.

(unconfirmed minute BGS 34/16-17 refers)

19. Postgraduate SSLC Annual Report 2015/16

TO REPORT:

- (a) That at its meeting on 17 November 2016, the Board of Graduate Studies considered a report from the Postgraduate Officer on the review of Student-Staff Liaison Committees annual reports 2015/16 (Paper BGS.10/16-17, available online).

- (b) That it was reported to the Board:
 - (i) That the Board of Graduate Studies would receive information from the Capital Space and Amenities Group as to office space for PGR students at its February 2017 meeting;
 - (ii) That the most common issue raised in SSLC annual reports was the Sessional Teaching Project;
 - (iii) That concerns had been raised as to the level of support and information provided to students in relation to academic writing, English language support and plagiarism;
- (c) That the Board resolved:
 - (iv) That discussions regarding a review of English language support be progressed amongst relevant departments, noting that provision is currently spread across several departments;
 - (v) That the review should reflect the Board's concern as to the University's current capacity to provide appropriate support to students for whom English is not a first language.

(unconfirmed minute BGS 26/16-17 refers)

20. Postgraduate Courses of Study:

TO REPORT:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 17 November 2016 that the Chair had taken action on behalf of the Board to approve the discontinuation of various MSc courses from the Faculty of Medicine as set out in paper BGS.70/15-16 (available online);

- (b) That at its meeting on 17 November 2016, the Board of Graduate Studies approved the following courses:

Revised MA in Translation and Transcultural Studies
 Revised MSc (and sub-qualifications) in Sustainable Materials and Manufacturing,

- (c) That it was reported to the Board of Graduate Studies at its meeting on 14 February 2017 that the Chair had taken action on behalf of the Board to approve the following courses:

Revised MA in Translation and Transcultural Studies
 Revised MA in global Education and International Development
 Revised MA in Religions, society and Education
 New routes and Specialisms for the PGCE (Secondary)
 MA in Continental Philosophy
 Evening variant of the Executive MBA
 MSc Management of Information Systems and Digital Innovation (previously MSc Management of Information Systems)
 Revised MSc in Big Data and Digital Futures
 Revised MA in Politics and International Studies: Big Data and Quantitative Methods
 Revised MSc Quantitative Social Research
 MSc Behavioral and Economic Science (California)
 MSc Data Analytics (California)

(d) That it was reported to the Board of Graduate Studies at its meeting on 14 February 2017 that the Chair had taken action on behalf of the Board to approve the discontinuation of the Global Energy MBA;

21. Board of Undergraduate Studies

TO REPORT:

(a) That it was reported to the Board of Undergraduate Studies at its meeting on 13 February 2017 that the Chair had taken action on behalf of the Board to approve the following courses:

BSc Psychology with intercalated year
BA Politics, Philosophy and Law
BA Classics and English
BA Ancient History and Classical Archaeology
Revisions to all School of Modern Languages and Cultures degrees to allow the year abroad to be taken in either the second or the third year

22. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Thursday 11 May 2017 at 9.00am in room CMR 1.0, University House.

CH/CP/KG 14/02/17