

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 25 February 2009

Present: Professor M Whitby (Chair); Professor L Bridges, Professor S Bruzzi, Professor J Davis, Professor A Easton, Dr K Flint, Professor C Hughes, Professor N Johnson, Ms S Jones, Professor A McFarlane, Dr R Moseley, Dr P O'Hare, Dr P Roberts, Mr M Surve

Apologies: Ms S Bennett, Ms J Bradfield, Professor K Lamberts

In attendance: Dr D Lamburn, Dr J Moss

53/08-09 Minutes of the previous meeting

RESOLVED:

That the minutes of the meeting held on Thursday 29 January be approved.

54/08-09 Matters arising

(a) Joint Honours and cross-departmental courses (minute 4(g)/08-09 referred)

REPORTED:

That the Quality Enhancement Working Group at its meeting on 12 February 2009 considered:

- (i) Draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09, noting that additional guidance would be added concerning the application of Seymour credit to students on joint or cross-departmental honours degree courses.
- (ii) Draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09.

resolved:

That the Students' Union Education Officer be invited to consider instituting an annual meeting of students on joint honours and cross-departmental courses.

and recommended to the Academic Quality and Standards Committee:

- (iii) That the draft 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper

QEWG 23/08-09, be sent to departments for consultation, subject to the addition of guidance on the need to liaise with the Examinations Office concerning the summer exam timetable;

- (iv) That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, be sent to departments and SSLC convenors for consultation.

(QEWG minute 29/08-09)

CONSIDERED:

- (v) Draft of 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised), and the recommendation from the Quality Enhancement Working Group that the draft Good Practice Guide be sent to departments for consultation;
- (vi) Draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, and the recommendation from the Quality Enhancement Working Group that the draft guidance be sent to departments and SSLC convenors for consultation.

RESOLVED:

- (vii) That the draft of 'Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide', paper QEWG 23/08-09 (revised), be sent to departments for consultation;
 - (viii) That the draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09, be sent to departments and SSLC convenors for consultation.
- (b) WMG Collaborative Courses (reserved minute 51/08-09 referred)

REPORTED:

- (i) That the Complaints Committee at its meeting held on 23 January 2009 to consider an academic complaint made by an individual student recommended to the Vice-Chancellor inter alia that a further review be undertaken by WMG, in consultation with the Chairs and Secretaries to the Academic Quality & Standards Committee and Collaborative, Flexible and Distributed Learning Sub-Committee into the mechanisms employed on its overseas courses for assuring that Warwick standards of academic quality and fairness

are maintained in the supervision and marking of projects/dissertations.

- (ii) That the Chair of the Academic Quality and Standards Committee was convening a small group to work with Warwick Manufacturing Group to review mechanisms employed on WMG overseas courses for assuring that Warwick standards of academic quality and fairness are maintained in the supervision and marking of projects/dissertations, comprising:
- | | |
|-----------------------|---|
| Prof M Whitby (Chair) | Chair, AQSC |
| Dr R Moseley | Chair, CFDLSC |
| Prof A Easton | Chair, AQSC Working Group on WMG Overseas Courses (2005) |
| Dr P Roberts | Member, AQSC Working Group on WMG Overseas Courses (2005) |
| Prof L Bridges | Chair, Board of Graduate Studies |
| Dr A Dowd | WMG |
| Dr J Wallbank | WMG |
| Dr J Moss (Secretary) | Secretary, AQSC |

- (c) Assessment conventions (minute 21(d)/08-09 referred)

RECEIVED:

The new unified mean-based Honours degree classification convention, which was approved by the Senate at its meeting on 2 July 2008 and is available on the Teaching Quality website, paper AQSC 50/08-09.

CONSIDERED:

Proposals from Faculty Boards concerning the implementation of the new unified mean-based Honours degree classification convention, including the use of vivas, borderline criteria and special conventions:

- (i) Proposals from the Faculty of Arts concerning borderline criteria, paper BFA 10/08-09 (revised)
- (ii) Special conventions proposed by departments in the Faculty of Arts, paper BFA 5/08-09
- (iii) A document summarising special conventions for undergraduate degrees in the Faculty of Social Studies, paper UFSS 70/08-09;
- (iv) A document summarising departmental criteria when considering borderline performance in the Faculty of Social Studies, paper UFSS 71/08-09 (revised);
- (v) A document summarising departmental use of vivas in the Faculty of Social Studies, paper UFSS 72/08-09.

RESOLVED:

- (vi) That a Working Group be set up to consider a number of issues concerning the implementation of the new Honours degree classification convention, including:
 - (A) Proposals for criteria for the consideration of candidates' performance where their overall mean places them in the borderline bands approved by the Senate, noting the importance of consistency across the University;
 - (B) The treatment of fail marks;
 - (C) Methods for taking account of candidates taking modules from different levels of study in a given academic year;
 - (D) Mechanisms to take due account of modules from outside candidates' main subject area;
 - (E) The phrasing of the convention, to ensure clarity;

- (vii) That the Working Group comprise:
 - Prof M Whitby (Chair)
 - Prof S Bruzzi
 - Prof R Lindley (or nominee)
 - Prof K Lamberts (or nominee)
 - Dr D Lamburn
 - Mr M Surve
 - Ms S Jones
 - Dr J Moss (Secretary)

- (d) Course approval forms (minute 25(a)/08-09 referred)

REPORTED:

- (i) That the Committee at its meeting on 19 November 2008 considered proposed amendments to the course approval form, as set out in paper AQSC 25/08-09, including:
 - (A) requirement that proposing departments identify which Regulation will govern the course, and confirm whether any changes to Regulations may be necessary;
 - (B) requirement to identify relative weightings of different years of study in the final classification/decision;
 - (C) requirement to supply proposed conventions for PGT courses;
 - (D) requirement to provide fuller information about the intended management of new joint and cross-departmental degrees, so that responsibilities for all aspects of management, liaison and student support are clear in advance of a new course being set up (minute 4(g)(viii)/08-09 and Recommendations 1 and 2 of paper AQSC 9/08-09 refer).

Noting that:

- (E) if approved, these amendments would also be incorporated as appropriate within other relevant course approval documentation;
- (F) that further amendments to the course approval form and other relevant documentation would be required to adopt the new numbering convention for academic levels included in the revised Framework for Higher Education Qualifications (FHEQ), and that these amendments will be considered by the Chair on behalf of the Committee, as set out in paper AQSC 5/08-09 (minute 9/08-09 referred).

and resolved:

That the proposed amendments to the course approval form, along with a further proposed amendment concerning SSLC arrangements, be considered by the Boards of Undergraduate and Graduate Studies in the spring term.

- (ii) That the Board of Graduate Studies at its meeting on 15 January 2009 considered proposed amendments to the course approval form, as set out in paper AQSC 25/08-09, and resolved *inter alia*:
 - (A) That departments be asked to attach a set of exam conventions to the course approval form on each occasion a new proposal was forthcoming;
 - (B) That guidance be issued by the Teaching Quality section of the Academic Office on the minimum requirements for exam conventions, and that an "exemplar" be published on the TQ website;
 - (C) That the Board was disappointed to see further minor amendments being made to the course approval form in the absence of further information as to the schedule for the more substantive overhaul of the system anticipated;
- (iii) That the Board of Undergraduate Studies at its meeting on 18 February 2009 considered proposed amendments to the Course Approval Form as annotated in paper AQSC.25/08-09 (revised), and recommended that the proposed amendments to the Course Approval Form be approved, with following amendments:
 - (A) That in section 7 'Methods of Assessment' cross reference be made to the following section 'Degree Classification' to clarify that proportions of examinations are required in section 7 and relative credit weightings of different years of study are required in section 8;

- (B) That in section 8 'Degree Classification', question (ii), 'Students will be permitted to take additional credit', it should be made clear that this is only relevant to courses in the Faculty of Science.

(draft unconfirmed BUGS minute 18/08-09)

- (e) Credit and Module Framework (minute 22/08-09 referred)

CONSIDERED:

Request from the Department of Philosophy for exemption from certain provisions in the University Credit and Module Framework, set out in an email from Dr C Hoerl to the Chair, paper AQSC 49/08-09.

RESOLVED:

That the Chair discuss the request from the Department of Philosophy for exemption from certain provisions in the University Credit and Module Framework, paper AQSC 49/08-09, with the Department of Philosophy and the Chair of the Board of the Faculty of Social Studies, noting the importance both of introducing greater diversity of assessment methods and of not setting a precedent for other departments with an interest in obtaining exemption from this provision.

- (f) Learning and Teaching Strategy (minute 42/08-09 referred)

REPORTED:

That the Board of Graduate Studies at its meeting on 19 February 2009 considered the Learning and Teaching Strategy, paper AQSC 6/07-08 (revised 5) and a report from the Chair and Secretariat of the Academic Quality and Standards Committee, paper 31/08-09, and resolved that section 2(d) Learning Spaces should include mention of the new Wolfson Research Exchange.

- (g) QAA Institutional Audit: Use of Seymour Formula (AQSC minute 38a/08-09 and BFS minute 33/08-09 referred)

REPORTED:

That the Board of the Faculty of Science at its meeting on 11 February 2009 considered excerpts from the Annex to the Draft Report from the QAA Institutional Audit in November 2008, related to the use of the Seymour formula on joint degrees, paper BFS.7/08-09, and resolved that:

- (i) That the Sub-Faculty of Science should consider pragmatic solutions to the issues raised by the QAA, which do not involve making fundamental changes to the current system;
- (ii) That the representative from the Faculty of Social Studies should be involved in these discussions.

Chair's ActionAnnual Course Review

REPORTED:

- (a) That the Chair acting on behalf of the Committee took action since its last meeting to approve amendments to the annual course review report form for taught courses, paper AQSC 43/08-09, as outlined in a memo from the Deputy Academic Registrar, paper AQSC 44/08-09.
- (b) That, in the light of the revised deadline for the submission of annual course review reports for taught postgraduate courses, summary reports of annual course review reports for each faculty and for collaborative courses will be considered by the Committee at its second meeting in the summer term.
- (c) That the Board of Undergraduate Studies at its meeting on 18 February 2009 considered a revised version of the form for the taught annual course review reports proposed by the Board of Graduate Studies, paper BUGS 17/08-09, and recommended that it be approved, subject to the following:
- (i) In the section 'Incidences of Suspected Student Cheating' the rubric be revised to clarify whether this relates to instances of academic negligence as well as academic misconduct, as defined by the University guidelines on Regulation 11;
 - (ii) That it be noted that under 'Future Developments', details of new modules were unlikely to be known at the time of the review.
- (draft unconfirmed BUGS minute 20/08-09)
- (d) That the Board of Graduate Studies at its meeting on 19 February 2009 considered proposed amendments to the annual postgraduate taught course review form, paper BGS 80/08-09 (revised), and associated guidance, paper BGS 81/08-09 (revised) [...] and resolved that the revised form should include page numbers and question numbers in order to improve clarity, and that guidance be reissued to departments clarifying that the reports for separate taught courses may be consolidated onto one form to reduce duplication in some areas.
- (draft unconfirmed BGS minute 74/08-09)
- (e) That the form published on the Teaching Quality website included page numbers and question numbers;
- (f) That the Board of Undergraduate Studies at its meeting on 18 February 2009 considered summary reports of undergraduate annual course reviews in the Faculties of Arts, Science and Social Studies, and recommended that in their review of the Annual Course Review Reports, the Academic Quality and Standards Committee be asked to consider:

- (i) The rationale for Annual Course Review and whether the current system of producing and scrutinising Annual Course Review Reports is fit for its purpose;
- (ii) Whether discussion of the Annual Course Review Reports might not better take place at Faculty Board level, with the discussion generating a report highlighting any points of action and recommendations proposed, for forwarding to higher-level committees.
(draft unconfirmed BUGS minute 16/08-09)

RESOLVED:

- (g) That the Chair convene a Working Group to review the current Annual Course Review system with a view to recommending changes or a replacement system, including consideration of:
 - (i) Introducing a risk-based approach to the regular course review process;
 - (ii) Data which should be provided or included in regular course reviews;
 - (iii) Links with the consideration of external examiners' reports, survey data (e.g. NSS, PRES);
 - (iv) Appropriate frequency for regular course review activity.
- (h) That the Working Group include:
 - Prof M Whitby (Chair)
 - Prof S Bruzzi (or nominee)
 - Prof R Lindley (or nominee)
 - Prof K Lamberts (or nominee)
 - Prof N Johnson (or nominee)
 - Prof L Bridges
 - Prof A McFarlane
 - Mr M Surve
 - Dr J Moss (Secretary)

56/08-09 Chair's Business

REPORTED (by the Chair):

That Ms J Bradfield, Assistant Registrar (Teaching Quality) and Assistant Secretary to the Committee, had been seconded to the Life Sciences project for six months.

57/08-09 Strategic Departmental Review

- (a) Report from Head of Governance Support Services

REPORTED:

That the full reports and departmental responses for these SDRs were available on the AQSC filestore:
https://files.warwick.ac.uk/tqcomm/browse/AQSC/25_February_2009

CONSIDERED:

A report from the Head of Governance Support Services, Deputy Registrar's Office, on recent consideration by the Steering Committee of reports of Strategic Departmental Reviews, paper AQSC 45/08-09.

RESOLVED:

That the Chair raise with the Head of Governance Support Services, Deputy Registrar's Office and the Steering Committee a number of concerns relating to the Strategic Departmental Review process, including:

- (i) The selection of panel members with appropriate expertise to ensure the proper review of courses;
- (ii) The availability of internal panel members for complete reviews;
- (iii) The resourcing of the secretariat function for reviews;
- (iv) Restrictions on the nature of corrections and clarifications Heads of Departments may suggest to the draft report.

(b) Department of Biological Sciences

CONSIDERED:

- (i) Extracts from the SDR report for the Department of Biological Sciences relating to learning and teaching, paper SC.487/07-08 [extracts];
- (ii) Response from the Department of Biological Sciences relating to learning and teaching, paper SC.105/08-09 [extracts];
- (iii) Action plan, paper SC.487/07-08 [extract 2].

RESOLVED:

That the report, departmental response and action plan for the Strategic Departmental Review of the Department of Biological Sciences be approved as set out in papers SC.487/07-08 and SC.105/08-09, it being noted that the department was engaging with the issues raised in the report, including curriculum review, assessment and e-learning.

(c) School of Law

CONSIDERED:

- (i) Extracts from the SDR report for the School of Law relating to learning and teaching, paper SC.164/08-09 [extract 1];
- (ii) Response from the School of Law relating to learning and teaching, paper SC.198/08-09 [extract];
- (iii) Action plan, paper SC.164/08-09 [extract 2].

RESOLVED:

- (iv) That the report, departmental response and action plan for the Strategic Departmental Review of the School of Law be approved as set out in papers SC.164/08-09 and SC.198/08-09, it being noted that the school was engaging with the issues raised in the report, including assessment and the distinctiveness of courses.
- (v) That the Chair write to the Head of the School of Law to discuss issues including assessment and the distinctiveness of courses.
- (d) School of Theatre, Performance and Cultural Policy Studies (minute 7c/08-09 refers)

REPORTED:

That the Board of Undergraduate Studies at its meeting on 18 February 2009 considered the sections relating to assessment in both the School of Theatre, Performance and Cultural Policy Studies' Strategic Departmental Review Report, paper SC.508/07-08, and the response to this report, paper SC.562/07-08, and resolved that the School of Theatre, Performance and Cultural Policy Studies be invited to provide specific proposals for the diversification of assessment methods at undergraduate level.

(draft unconfirmed BUGS minute 22/08-09)

58/08-09

Feedback on Assessment

REPORTED:

That the Board of Undergraduate Studies at its meeting on 18 February 2009 considered Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses, paper AQSC 21/08-09, and recommended that, with regard to the recommendations regarding feedback on assessment in the Undergraduate Student-Staff Liaison Committee Annual Report 2008, departments should be able to retain a degree of flexibility in how feedback on exam scripts is provided to students, given the unavoidable limitations of both time and staff resources.

(draft unconfirmed BUGS minute 19/08-09)

CONSIDERED:

A paper by Mr M Surve, Students' Union Education Officer, concerning feedback to students on assessed work, paper AQSC 46/08-09, noting in particular the report's emphasis on:

- the quality of feedback
- the importance perceived by students of personal/face-to-face feedback
- the importance of feedback on written examinations

- the promptness of feedback
- the legibility of feedback

RESOLVED:

- That the paper by Mr M Surve, Students' Union Education Officer, concerning feedback to students on assessed work, paper AQSC 46/08-09, be welcomed;
- That the Faculty Teaching and Learning Forums be encouraged to continue their work on assessment and feedback issues;
- That colleagues be encouraged to discuss feedback with students and provide feedback through a variety of appropriate mechanisms;
- That colleagues be encouraged to provide typed in preference to hand-written feedback wherever possible;
- That the Director of the Learning and Development Centre be encouraged to continue to provide guidance on the peer observation of teaching, which could be an effective context for the discussion of feedback to students on assessment.

59/08-09

Annual Course Review reports for collaborative courses: specific issues

REPORTED:

- That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meetings on 6 November 2008 and 6 February 2009 considered Annual Course Review reports on a number of collaborative and distributed learning courses, and would consider further reports at its meeting to be held on 22 May 2009;
- That the annual summary report on Annual Course Review for collaborative and distributed learning courses will be prepared for consideration by AQSC at its meeting on 10 June 2009, but that CFDLSC resolved to make a small number of recommendations on particular issues in advance of the annual summary report.

Annual Course Review report form

- That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 November 2008 recommended to the Academic Quality and Standards Committee that the annual course review report form be amended to include a mechanism to highlight more clearly courses delivered by a collaborative partner.

Facilities on Westwood campus

- (d) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2009 recommended to the Academic Quality and Standards Committee that the Chair of the Academic Quality and Standards Committee discuss with the Chair of the Campus Life Committee the most appropriate mechanism to address concerns raised in a number of annual course review reports as to the availability of evening and weekend catering facilities on the Westwood campus, noting that similar concerns had been raised in annual course review reports in previous years and in SSLC annual reports.
- (e) That the Chair of the Academic Quality and Standards Committee had discussed concerns as to the availability of evening and weekend catering facilities on the Westwood campus with the Chair of the Campus Life Committee, and that the concerns would be considered by Warwick Food and Drink as part of a campus-wide review of catering.

Online submission of assessed work

- (f) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2009 resolved:
 - (i) That the annual course review report for the BA English Language, Translation and Cultural Studies (in collaboration with Renmin University) be approved as set out in paper UFSS 118/08-09.
 - (ii) That the development of systems to support online submission of students' work be welcomed, particularly where this could enhance the provision of feedback to students.
 - (iii) That departments wishing to develop systems for online submission of students' work should be supported to ensure that common issues are addressed effectively and that practice across the University is consistent.

and recommended to the Academic Quality and Standards Committee that consideration be given to the development of guidelines for online submission of students' work, building on current practice in a number of departments, noting that the guidelines would need to cover a range of issues, including the implications of failing to submit work on time, including as a result of technical problems, and that representatives from a number of departments were likely to have an interest on contributing to the development of the guidelines, including Warwick Medical School, the Centre for Applied Linguistics, the Institute of Education and others, as well as the e-Learning Advisor Team.

CONSIDERED:

- (g) The recommendation of the Collaborative, Flexible and Distributed Learning Sub-Committee that the Annual Course Review report form be amended;
- (h) The recommendation of the Collaborative, Flexible and Distributed Learning Sub-Committee that consideration be given to the development of guidelines for online submission of students' work.

RESOLVED:

- (i) That the recommendation of the Collaborative, Flexible and Distributed Learning Sub-Committee concerning the content of the Annual Course Review report form be considered by the Working Group considering the ACR process as a whole;
- (j) That Dr R Moseley, Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, convene a Working Group to share experience and develop good practice guidelines for the online submission of students' assessed work, the Group to include members of CFDLSC and others with relevant experience and expertise.

60/08-09

New collaborative course: Institute of Education in collaboration with KLC Singapore

RECEIVED:

Extract from the minutes of the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee held on 6 February 2009 concerning a proposal from the Institute of Education to establish a collaboration with Kinderland Learning Centre (KLC) Singapore, paper AQSC 48/08-09.

CONSIDERED:

- (a) Proposal from the Institute of Education to establish a collaboration with KLC Singapore, set out in the following papers:
 - (i) Covering memo from the Institute of Education explaining the course structure, paper UFSS 27/08-09 (revised), along with a diagram of the proposed course structure, paper UFSS 33/08-09 (revised 2);
 - (ii) Part 1 course proposal form and course specification for a Diploma of Higher Education in Early Childhood Care and Education (Singapore), to be delivered by KCL and validated by the University, papers UFSS 28a/08-09 (revised 3) and UFSS 30b/08-09 (revised 3);
 - (iii) Part 1 course proposal form and course specification for the Honours top up (120 credits at FHEQ level 6) leading to BA (Hons) in Early Childhood Care and Education (Singapore), to be delivered by the

- University in Singapore, papers UFSS 28b/08-09 (revised 3) and UFSS 30c/08-09 (revised 3);
- (iv) Part 4 course proposal, paper UFSS 31/08-09 (revised 2);
 - (v) Memo from the Institute of Education concerning student support, paper UFSS 132/08-09;
 - (vi) Outline from KLC of student support arrangements, paper UFSS 132a/08-09 (extract).

- (b) Amendment to the table in 2(c)(i) of the University policy on the accreditation of prior learning (APL), as indicated in bold, underlined italics:

Total credit value of course	Proportion for which AP(E)L may be granted
360 credits at H level	33%
360 credits at H level where applicants seek to top-up from a Foundation Degree to an Honours Degree <i><u>or equivalent top-up approved by AQSC</u></i>	66%
Less than or equal to 180 credits at M level	33%
Over 180 credits at M level	50%

- (c) An addition to Annexe 1 of the University APL policy to include the proposed Education-KCL course as an approved equivalent top-up course in the following additional line:

Qualification	Exemption	Total credit volume
Diploma of Higher Education in Early Childhood Care and Education (Singapore) [validated course taught by Kinderland Learning Centre (KLC)]	Permits direct entry to third stage of part-time BA (Hons) Early Childhood Care and Education (Singapore)	240 credits

RESOLVED:

- (d) That the University policy on the accreditation of prior learning (APL) be amended as proposed, as indicated below in bold, underlined italics:

Total credit value of course	Proportion for which AP(E)L may be granted
360 credits at H level	33%
360 credits at H level where applicants seek to top-up from a Foundation Degree to an Honours Degree <i><u>or equivalent top-up approved by AQSC</u></i>	66%
Less than or equal to 180 credits at M	33%

level	
Over 180 credits at M level	50%

- (e) That an addition to Annexe 1 of the University APL policy to include the proposed Education-KCL course as an approved equivalent top-up course be approved as indicated in the following additional line:

Qualification	Exemption	Total credit volume
Diploma of Higher Education in Early Childhood Care and Education (Singapore) [validated course taught by Kinderland Learning Centre (KLC)]	Permits direct entry to third stage of part-time BA (Hons) Early Childhood Care and Education (Singapore)	240 credits

- (f) That Dr R Moseley, Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee, review with the Director of the Institute of Education and other colleagues as appropriate the management of collaborative courses in the Institute of Education.

RECOMMENDED (to the Senate):

That a proposal from the Institute of Education to establish a collaboration with Kinderland Learning Centre (KLC) Singapore to deliver a validated Diploma of Higher Education in Early Childhood Care and Education (Singapore) and a collaborative BA (Hons) in Early Childhood Care and Education (Singapore) be approved set out in papers UFSS 27/08-09 (revised), UFSS 33/08-09 (revised 2), UFSS 28a/08-09 (revised 3), UFSS 30b/08-09 (revised 3), UFSS 28b/08-09 (revised 3), UFSS 30c/08-09 (revised 3), UFSS 31/08-09 (revised 2), UFSS 132/08-09 and UFSS 132a/08-09 (extract) for one year in the first instance, with continuation of the course beyond the first year of operation to be agreed following a review.

61/08-09 New collaborative and distributed learning courses

- (a) Institute of Education: Collaboration with Teach First

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2009 considered papers outlining a proposal from the Institute of Education, MA in School Leadership (Teach First), in collaboration with Teach First:

- (i) Covering letter from Teach First, paper GFSS 98/08-09;
- (ii) Background information from Teach First, paper GFSS 99/08-09;

- (iii) Course proposal part 1, paper GFSS 111/08-09;
- (iv) Course specification, paper GFSS 112/08-09;
- (v) Course proposal part 4, paper GFSS 103/08-09;
- (vi) Further information on the proposed course, paper GFSS 114/08-09;
- (vii) Module proposal for Independent Study (Teach First), paper GFSS 115/08-09.

resolved:

- (viii) That it be noted that the collaborative element of the proposal was the delivery of the Independent Study (Teach First) module in collaboration with Teach First, as out in paper GFSS 115/08-09.
- (ix) That Ms Rowena Collins work with the Assistant Secretary to prepare a proposal to the Academic Quality and Standards Committee to amend Annexe 1 of the University's Accreditation of Prior Learning Policy to enable students who have completed the Teach First QTS programme to be automatically exempted from 60 credits at level FHEQ 7 of the MA School Leadership (Teach First).

and recommended to the Academic Quality and Standards Committee:

That the proposal from the Institute of Education to introduce an MA in School Leadership (Teach First) in collaboration with Teach First be approved as set out in papers GFSS 98, 99, 103, 111, 112, 114 and 115/08-09 subject to an amendment to the Part 1 course proposal form (paper GFSS 111/08-09) to indicate that a Postgraduate Diploma would not be offered as an exit qualification, noting that it is proposed that Annexe 1 of the University's Accreditation of Prior Learning Policy be amended to enable students who have completed the Teach First QTS programme to be automatically exempted from 60 credits at level FHEQ 7 of the MA School Leadership (Teach First), and that the view of the Collaborative, Flexible and Distributed Learning Sub-Committee was that it would not be appropriate to award a Postgraduate Diploma as an exit qualification in these circumstances.

(CFDLSC minute 24/08-09)

CONSIDERED:

- (x) Proposal from the Institute of Education to introduce an MA in School Leadership (Teach First) in collaboration with Teach First, papers GFSS 98, 99, 103, 111 (revised), 112, 114 and 115/08-09;
- (xi) The following proposed addition to Annexe 1 of the University's AP(E)L Policy, to include the proposed Teach First QTS programme as giving blanket exemption from 60 credits of the specific course:

Qualification	Exemption	Total credit volume
Successful completion of the Teach First QTS Programme with 60 Credits at FHEQ level 7	60 credits at level FHEQ 7 of the MA School Leadership (Teach First)	60 credits at FHEQ level 7 (previously level M)

RESOLVED:

- (xii) That the Chair of the Board of Graduate Studies consider in due course an exemplar application for APL to be submitted by the Institute of Education covering only the first cohort of students on the MA School Leadership (Teach First), it being noted that the first cohort (only) on the Teach First programme would complete a programme leading to QTS at FHEQ level 6 [formerly level H], while subsequent cohorts would complete a programme leading to QTS at FHEQ level 7 [formerly level M].
- (xiii) That the following addition be made to Annexe 1 of the University's AP(E)L Policy, to include the proposed Teach First QTS programme as giving blanket exemption from 60 credits of the specific course:

Qualification	Exemption	Total credit volume
Successful completion of the Teach First QTS Programme with 60 Credits at FHEQ level 7	60 credits at level FHEQ 7 of the MA School Leadership (Teach First)	60 credits at FHEQ level 7 (previously level M)

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to introduce an MA in School Leadership (Teach First) in collaboration with Teach First be approved as set out in papers GFSS 98, 99, 103, 111 (revised), 112, 114 and 115/08-09.

- (b) Warwick Business School: MSc Management by Blended Learning

REPORTED:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2009 considered a proposal from Warwick Business School to introduce a new MSc Management by

Blended Learning, of which some elements required scrutiny by the Committee:

- (A) Part 1 course proposal form, paper GFSS 170/08-09;
- (B) Part 5 course proposal form, paper GFSS 172/08-09;
- (C) course specification, paper GFSS 173/08-09.

resolved:

- (D) That the Committee consider at a future meeting definitions of 'blended learning' across the University.
- (E) That Dr Stray/Dr Shulver be advised to discuss with the Student Records section of the Academic Office how the title of the course would appear on the student records system and on students' degree certificates.

and recommended to the Academic Quality and Standards Committee that the proposal from Warwick Business School to introduce a new MSc Management by Blended Learning be approved.

(CFDLSC minute 25/08-09)

- (ii) That the Board of Graduate Studies at its meeting on 19 February 2009 resolved that [a] proposal [from Warwick Business School] to introduce a new course entitled MSc Management by Blended Learning be approved, subject to revision of the learning outcomes in the course specification to ensure they are demonstrably at M level.

CONSIDERED:

- (iii) Proposal from Warwick Business School to introduce a new MSc Management by Blended Learning, papers GFSS 170, 172 and 173/08-09.
- (iv) The principle of including in a course title the mode of delivery.

RESOLVED:

That the proposal from Warwick Business School to introduce a new MSc Management, with delivery to be by blended learning, be approved as set out in papers GFSS 170, 172 and 173/08-09, it being noted that the phrase "by Blended Learning" should not appear in the formal course title or on degree certificates, although it may be used in advertising the course.

(c) Department of Italian: Three-year degree course with the University of Turin

REPORTED:

- (i) That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2009 considered a proposal from the Department of Italian for a new course BA in Italian and Comparative Literature and Culture with Integrated Year Abroad, to be delivered in collaboration with the University of Turin, Italy, as set out in the following:

- (A) Course proposal part 1, paper AUSC 45/08-09;
- (B) Course proposal part 3, paper AUSC 47/08-09;
- (C) Course proposal part 4, paper AUSC 48/08-09.

resolved:

That the Department of Italian be invited to consider further:

- (ii) the language support to be made available to students;
- (iii) mechanisms to ensure that students are clear as to which University's Regulations apply to them at each stage of the course;
- (iv) mechanisms to ensure that students are able to feed their views into the Warwick-based SSLC.

and recommended to the Academic Quality and Standards Committee that the proposal from the Department of Italian for a new course, BA in Italian and Comparative Literature and Culture with Integrated Year Abroad, to be delivered in collaboration with the University of Turin, Italy, be approved as set out in papers AUSC 45, 47 and 48/08-09, noting that students enrolling in their first year with the University would receive a degree from Warwick only, and that students enrolling in their first year with the University of Turin would receive a degree from the University of Turin only.

(CFDLSC minute 26/08-09)

- (ii) That the Board of Undergraduate Studies at its meeting on 18 February 2009 resolved that the proposal be approved, noting that the Department of Italian has now changed the degree title to BA in Comparative Italian and European Studies.

(draft unconfirmed BUGS minute 17(f)/08-09)

CONSIDERED:

Proposal from the Department of Italian for a new course, BA in Comparative Italian and European Studies, to be delivered

in collaboration with the University of Turin, Italy, papers AUSC 45, 47 and 48/08-09, noting that students who on the course who spend their first and third years at Warwick will be governed by Warwick Regulations throughout the course.

RECOMMENDED (to the Senate):

That the proposal from the Department of Italian for a new course, BA in Comparative Italian and European Studies, to be delivered in collaboration with the University of Turin, Italy, be approved as set out in papers AUSC 45, 47 and 48/08-09.

- (d) Warwick Manufacturing Group: Collaboration with St Petersburg State University of Telecommunications, Russia

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 6 February 2009 considered a proposed collaboration with St Petersburg State University of Telecommunications to deliver the existing MSc in Engineering Business Management, as set out in paper SGS 19/08-09.

and recommended to the Academic Quality and Standards Committee that the proposed collaboration with St Petersburg State University of Telecommunications to deliver the existing MSc in Engineering Business Management be approved as set out in paper SGS 19/08-09.

(CFDLSC minute 27/08-09)

CONSIDERED:

Proposal from Warwick Manufacturing Group to establish a collaboration with St Petersburg State University of Telecommunications to deliver the existing MSc in Engineering Business Management, paper SGS 19/08-09.

RECOMMENDED (to the Senate):

That the proposal from Warwick Manufacturing Group to establish a collaboration with St Petersburg State University of Telecommunications to deliver the existing MSc in Engineering Business Management be approved as set out in paper SGS 19/08-09.

62/08-09 National Student Survey

RECEIVED:

Update on response rates by department in the 2009 NSS, correct to 18 February, paper AQSC 47/08-09.

RESOLVED:

That University staff and the Students' Union be thanked for their ongoing efforts to secure a high response rate in the 2009 NSS.

63/08-09 Teaching and Learning Showcase Day

REPORTED:

That the Quality Enhancement Working Group at its meeting on 12 February 2009 considered possible models and dates for a Teaching and Learning event similar to the e-Learning Showcase Day but with broader coverage and resolved:

- (a) That a Teaching and Learning event Working Group be set up to take forward plans for a cross-University Teaching and Learning showcase/conference, to be convened by staff from the Teaching Grid and the Teaching Quality section;
- (b) That the Teaching and Learning event be held in the Teaching Grid and surrounding areas of the Library, possibly including the Wolfson Research Exchange, either during the week commencing 6 July (the week before summer degree congregations) or the week commencing 28 September (the week before the start of the autumn term), with the decision to be informed by consultation with potential attendees and presenters, and with due consideration of the needs of Library users;
- (c) That the themes for the event, which should strongly tie in with the University Strategy and the Learning and Teaching Strategy might include assessment, feedback on assessment, good academic practice and plagiarism, e-learning, innovative learning spaces, and research-led and research-informed teaching and learning, with the selection of themes to be informed by consultation with the chairs of the Faculty Teaching and Learning forums;
- (d) That the event Working Group consider whether external speakers be invited to give presentations at the event.

(QEWG minute 24(b)/08-09)

64/08-09 New courses

REPORTED:

- (a) That the Board of Undergraduate Studies at its meeting on 18 February 2009 approved the following new undergraduate courses:
 - (i) BSc Accounting and Finance with Undergraduate Partnership Programme
 - (ii) BA Film Studies

- (b) That the Board of Graduate Studies at its meeting on 19 February 2009 approved the following new postgraduate courses:
- (i) Postgraduate Award, Infant and Family Wellbeing [Warwick Medical School]
 - (ii) Postgraduate Award, Understanding Childhood [Warwick Medical School]
 - (iii) Postgraduate Award, Essentials of Clinical Education
 - (iv) Postgraduate Award, Critical Care Transfer
 - (v) Postgraduate Award, Critical Care – Advanced Emergency Practice
 - (vi) Postgraduate Award, Critical Care – Pre-Hospital Special Incident Management
 - (vii) Postgraduate Award, Advanced Quantitative Research Methods [Institute of Education]
 - (viii) MA in Learning and Teaching [Institute of Education]
 - (ix) MPhil/PhD in Creative Industries
 - (x) PhD in Life Sciences
- (c) That the Board of Graduate Studies at its meeting on 19 February 2009 approved the following changes of name of postgraduate courses:
- (i) From MA in the Social History of Medicine to MA in the History of Medicine
 - (ii) From LLM General to LLM in Advanced Legal Studies

65/08-09 Next meeting

REPORTED:

That the next meeting of the Committee would be held at 9.00am on Thursday 14 May 2009 in the Council Chamber, University House.