UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Tuesday 10 June 2014

Present: Professor C Hughes (Chair), Ms S Bennett (Director of Student Careers and
Skills), Mr M Conaghan (Learning and Development Manager (Academic)),
Dr C Constable (Representative of Senate (Arts)), Ms E Davies (Student
Representative (Education Officer)), Ms L Gill (Student Representative
(Postgraduate Officer)), Dr C Jenainati (SSLC Coordinator (Arts and Social
Science)), Dr J Kidd (Representative of the Chair of the Faculty of Medicine),
Mr S Lamb (Senior Tutor), Professor D Lamburn (Chair of the Collaborative,
Flexible and Distributed-Learning Sub-Committee), Professor R Leng (Chair
of the Board of Undergraduate Studies), Professor J Palmowski (Chair of the
Board of Graduate Studies) (for item 113/13-14), Professor A Reeve
(Representative of Senate (Social Sciences)), Dr J Robinson (SSLC
Coordinator (Science and Medicine)), Ms A Thomas (Service Owner
(Academic Technology)).

Apologies: Professor C Hughes (Chair of the Faculty of Social Science), Professor S
Jacka (Representative of Senate (Science)), Professor N Johnson
(Representative of Senate (Medicine)), Professor S Swain (Chair of the
Faculty of Arts), Dr P Taylor (Director of IATL), Professor P Thomas (Chair of
the Faculty of Science).

In Attendance: Ms A Chambers (Senior Assistant Registrar (Strategy and Change)) (for item
104/13-14), Ms K Gray (Secretary), Mr R McIntyre (Assistant Secretary), Ms Y
Salter Wright (Director of Delivery Assurance) (for item 110/13-14).

104/13-14   Monash-Warwick Alliance

CONSIDERED:

A paper from the Monash-Warwick Alliance project team updating on the
direction of the Alliance education strategy developments (paper AQSC
50/13-14), together with an oral report from the Senior Assistant Registrar
(Strategy and Change).

RESOLVED:

(a)   That the Committee endorse the principle that the development of the
strategy for the Alliance should seek to ensure that the benefits are
clearly communicated to all students, and that the activities made
available as part of the Alliance should seek to be accessible to all
students at both institutions;

(b)   That there would need to be adequate technical resource in place to
sustain the demands of the Alliance, together with an exploration of
different models of appropriate online delivery and support, noting that
the nature of the Alliance means that much of the collaborative
learning activity between students at the two institutions might take
place within an online space;

(c)   That further clarity on how the development of graduate employability support activities might be shared as part of the Alliance would be welcome.

105/13-14   Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 15 May 2014 be approved.

106/13-14   Conflicts of Interest

REPORTED:

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.

107/13-14   Progress of Committee Recommendations

REPORTED:

That the Vice-Chancellor and President, acting on behalf of the Senate, has taken action to approve a recommendation from the Committee under the following heading:

Approval of Change of First Year Board of Examiners Conventions.

108/13-14   Chair's Business

(a)   AQSC Away Day

REPORTED:

That the AQSC Away Day was scheduled for the afternoon of 3 July 2014, and that further detail would be communicated to members of the Committee in due course.

(b)   Warwick Education Academy (formerly the "Teaching College")

CONSIDERED:

A paper from the Chair and the Deputy Academic Registrar updating members of the Committee on the latest iteration of the proposal to introduce a Warwick Education Academy (formerly titled the "Teaching College") (paper AQSC 62/13-14).

RESOLVED:

That members of the Committee wishing to submit comments or suggestions to further develop the proposal communicate these to the Chair as soon as possible.

109/13-14   Students Union Update

RECEIVED:

An oral report from the Education Officer and the Postgraduate Officer of the Students' Union, noting that:

(a)   The Students' Union was currently collating feedback from the recent "Feel Good" campaign and exploring how best to develop the operation so that it can delivered at other key points in the academic cycle;

(b)   The Students' Union continued to input into the development of a new PG student induction programme, and has also opened a new PG social space;

(c)   The new Education and Postgraduate Officers would formally take up their roles throughout the Summer vacation, but would also attend the AQSC Away Day at the beginning of July.

110/13-14   University Feedback and Complaints Resolution Framework

CONSIDERED:

A proposal from the Director of Delivery Assurance to develop a new integrated student complaints pathway within the context of a revised University Feedback and Complaints Resolution Framework (paper AQSC 58/13-14).

RESOLVED:

That the proposal from the Director of Delivery Assurance to develop a new integrated student complaints pathway within the context of a revised University Feedback and Complaints Resolution Framework, be approved as set out in paper AQSC 58/13-14, to be introduced as a pilot during 2014/2015 inclusive of a review stage in the Summer term 2015, noting that:

(a)   The proposal had already been discussed at the Quality Assurance Working Group of the Academic Quality and Standards Committee, and recommended for approval;

(b)   The Students' Union had been intimately involved in developing the proposal and were fully supportive;

(c)   The Committee was supportive of additional resource being available to assist and advise departments in resolving concerns and complaints at the informal stage;

(d)   The availability of Student Staff Liaison Committees as an informal mechanism for complaints resolution should be highlighted in information issued to students by departments.

111/13-14   Report from the Quality Assurance Working Group

CONSIDERED:

A report from the Quality Assurance Working Group of the Academic Quality and Standards Committee (paper AQSC 51/13-14).

RECOMMENDED (to the Senate):

That the recommendations from the Quality Assurance Working Group, as set out in paper AQSC 51/13-14, be approved, as follows:

(a)   That the pass mark on level 7 modules taken as part of an Integrated Masters' degree be raised to 50%, and that other work to implement the changes as set out in the paper be continued;

(b)   That, the Draft Undergraduate Progression Requirements for Intermediate Years of Study, as proposed by the Intermediate Year Undergraduate Conventions Working Group, be approved in principle to form the basis of a consultation with Faculty Undergraduate Studies Committees during the Autumn term 2014/15 to assist with identifying the operational implications of the amendments;

RESOLVED:

(c)   That the arrangements for the review of the 17-point marking scale be noted;

(d)   That a review of the current harmonised undergraduate degree conventions commence during the 2014/15 academic year, to coincide with the review of the 17-point marking scale already underway.

112/13-14   Report from the Student Experience Working Group

CONSIDERED:

A report from the Student Experience Working Group of the Academic Quality and Standards Committee (paper AQSC 52/13-14).

RESOLVED:

That the Committee endorse the broad approach set out in the report, noting that:

(a)   The Student Experience Working Group would need to continue its deliberations during the next academic year to determine priorities, to develop more detailed plans for implementation and to consider the means by which departments would be able to deliver on the recommendations;

(b)   Matters of policy or principle would then need to be brought to the Committee for consideration;

(c)   Consideration should be given to developing guidance for departments on activities outside of the formal curriculum that might be delivered during term 3 to promote skills development and enhance employability;

(d)   Caution should be exercised in introducing further student surveys, it being the view of the Committee that informal, departmental based feedback sessions are equally effective in gathering valuable student insights whilst guarding against "survey fatigue" within the student population;

(e)   The establishment of new posts in academic departments was a matter for the Academic Resourcing Committee and any proposals would need to be considered in light of bids from academic departments and in the context of strategic priorities and available funding.

113/13-14   International Sub-Group (minutes ISG 9/13-14 and ISG 10/13-14 referred)

CONSIDERED:

(a)   The recommendation from the International Sub-Group of the Academic Quality and Standards Committee that the proposed solutions to mitigate the risks set out in paper ISG 5.2/13-14 be approved in principle, subject to further discussion with the Academic Office and departments about a realistic timescale for implementation;

(b)   The recommendation from the International Sub-Group of the Academic Quality and Standards Committee that there should be an expectation that departments with a significant intake of international students work towards offering an international students' experience programme of cultural and linguistic induction to international students, whether through the Centre for Applied Linguistics (CAL), or independently.

RESOLVED:

(a)   That the recommendation from the International Sub-Group of the Academic Quality and Standards Committee that the proposed solutions to mitigate the risks set out in paper ISG 5.2/13-14 be approved in principle;

(b)   That the Chairs of the International Sub-Group, the Board of Undergraduate Studies and the Quality Assurance Working Group, working with the relevant administrative offices, put together a proposed schedule of work to deliver the outlined solutions in paper ISG 5.2/13-14, to be implemented as soon as possible throughout the Autumn term 2014/15;

(c)   That in light of the recommendation from the International Sub-Group of the Academic Quality and Standards Committee, departments with a significant intake of international students be encouraged to work towards offering an international students' experience programme of cultural and linguistic induction to international students, whether through the Centre for Applied Linguistics (CAL), or independently.

114/13-14   Module Evaluation (minute 49/13-14 referred)

REPORTED:

That, at its meeting on 30 January 2014, the Committee considered a paper from the Assistant Registrar (Learning and Teaching), setting out options for the introduction of a University-wide programme of module evaluation (paper AQSC 21/13-14), and resolved that the further development of a University-wide programme of module evaluation be referred to the Student Engagement Sub-Group of AQSC to discuss and refine further, to be considered at a future meeting of the AQSC, noting the views of the Committee that:

(a)   The Sub-Group should carefully consider the potential to develop distinct, but complementary, aims of the module evaluation process; not only as a pure evaluation tool, but also as a mechanism through which students might be encouraged to reflect on their own engagement with the learning and teaching process;

(b)   A set of principles underpinning the module evaluation process should be developed to ensure that the purpose and aims are very clearly articulated.

CONSIDERED:

A report from the Student Engagement Sub-Group of the Academic Quality and Standards Committee setting out proposed principles of module evaluation (paper AQSC 53/13-14).

RECOMMENDED (to the Senate):

That the proposed principles of module evaluation be approved, as set out in paper AQSC 53/13-14.

115/13-14   Good Practice Guide on Monitoring Student Attendance and Progression (minute 70/13-14 referred)

REPORTED:

That, at its meeting on 27 February 2014, the Committee considered a proposal from the Compliance Officer (Student Immigration), International Office, to amend the Good Practice Guide on Monitoring Student Attendance and Progression (paper AQSC 39/13-14), and resolved that the proposal be revised by the International Office in line with the discussions at the meeting, and reconsidered at a future meeting of the Committee.

CONSIDERED:

An updated proposal to amend the Good Practice Guide on Monitoring Student Attendance and Progression (paper AQSC 54/13-14).

RESOLVED:

(a)   That clarity be provided for departments on whether continual weekly monitoring of students was required, as implied by item 11 of the "Checklist", or whether it was possible for monitoring data to be aggregated on a termly basis;

(b)   That the Service Owner (Academic Technology) make available examples of how different departments are effectively utilising technology to meet the requirements of the Good Practice Guide on Monitoring Student Attendance and Progression.

RECOMMENDED (to the Senate):

That the proposal to amend the Good Practice Guide on Monitoring Student Attendance and Progression, be approved as set out in paper AQSC 54/13-14.

116/13-14   <u>Information for Students (minute 31/13-14 referred)</u>

CONSIDERED:

A draft of the Good Practice Guide on Providing Information to Students, revised to reflect amendments suggested by members of the Committee following its meeting on 4 December 2014 (paper AQSC 55/13-14).

RESOLVED:

That the Good Practice Guide and template handbooks be circulated to departments as a matter of urgency, to assist in the development of handbooks for the next academic cycle;

RECOMMENDED (to the Senate):

That the Good Practice Guide on Providing Information to Students be approved as set out in paper AQSC 55/13-14, subject to the minor amendments suggested by members of the Committee at the meeting.

117/13-14   <u>Moderation Guidance</u>

CONSIDERED:

A paper from the Chair of the Board of Undergraduate Studies and the Assistant Registrar (Learning and Teaching) setting out a final version, following extensive consultation, of proposed guidance on moderation (paper AQSC 59/13-14).

RECOMMENDED (to the Senate):

That the proposed guidance on moderation be approved, as set out in paper AQSC 59/13-14, subject to consideration of the minor amendments suggested at the meeting, noting the views of the Committee that:

(a)   Moderation should apply to all summative assessment;

(b)   Guidance on which methods of scaling might be acceptable will be considered further by a separately convened group;

(c)   Sample moderation on large modules run more than once per academic year can be undertaken across all those students taking the module in a given year, rather than separately for each occurrence of the module, in order to reduce the burden on academic departments whilst not compromising the integrity of the process.

118/13-14   Amendments to the Requirements for Taught Postgraduate Awards

REPORTED:

That the Board of Graduate Studies, at its meeting on 5 June 2014, considered a paper from the Assistant Registrar (Learning and Teaching) outlining proposed changes to the "Requirements for Taught Postgraduate Awards" (paper BGS 59/13-14), and recommended (to the Academic Quality and Standards Committee) that the proposed changes be approved.

CONSIDERED:

A paper from the Assistant Registrar (Learning and Teaching) setting out proposed changes to the harmonised PGT conventions to reflect the amendments recommended by the Board of Graduate Studies as described in the paper (paper AQSC 60/13-14).

RECOMMENDED (to the Senate):

That the proposed changes to the harmonised PGT conventions be approved, as set out in paper AQSC 60/13-14, to come into force immediately, noting the view of the Committee that the conventions should be applied retrospectively for any PGT students commencing study in the 2013/14 academic year or later where the final meeting of the Board of Examiners for the course has already taken place.

119/13-14   Collaborative Course Proposals

(a)   MSc in Sustainable Materials and Manufacturing, and variation of existing EngD (International) (minute CFDLSC 42(a)/13-14 referred)

REPORTED:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to introduce new courses:

- MSc in Sustainable Materials and Manufacturing
- EngD (International) in Sustainable Materials and Manufacturing;

as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University, as set out in the following papers:

(i)   "Part 1" Course approval form for MSc in Sustainable Materials in Manufacturing (paper SGS 37(a)/13-14 (revised));
(ii)   "Part 1" Course approval form EngD (International) in Sustainable Materials and Manufacturing (paper SGS 37(b)/13-14 (revised));
(ii)   "Part 4" Course approval form (paper SGS 37(d)/13-14 (revised));
(iv)   Course specification for the MSc in Sustainable Materials in Manufacturing (paper SGS 37(e)/13-14 (revised)).

And <u>recommended</u> (to the Academic Quality and Standards Committee) that [the proposal] be approved as set out in the following papers:

(i)   "Part 1" Course approval form for MSc in Sustainable Materials in Manufacturing (paper SGS 37(a)/13-14 (revised 2));
(ii)   "Part 1" Course approval form EngD (International) in Sustainable Materials and Manufacturing (paper SGS 37(b)/13-14 (revised 2));
(ii)   "Part 4" Course approval form (paper SGS 37(d)/13-14 (revised 2));
(iv)   Course specification for the MSc in Sustainable Materials in Manufacturing (paper SGS 37(e)/13-14 (revised 2)).

CONSIDERED:

A proposal from the Warwick Manufacturing Group to introduce new courses:

- MSc in Sustainable Materials and Manufacturing
- EngD (International) in Sustainable Materials and Manufacturing;

as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University, as set out in the following papers:

(i)   "Part 1" Course approval form for MSc in Sustainable Materials in Manufacturing (paper SGS 37(a)/13-14 (revised 2));
(ii)   "Part 1" Course approval form EngD (International) in Sustainable Materials and Manufacturing (paper SGS 37(b)/13-14 (revised 2));

(ii)   "Part 4" Course approval form (paper SGS 37(d)/13-14 (revised 2));

(iv)   Course specification for the MSc in Sustainable Materials in Manufacturing (paper SGS 37(e)/13-14 (revised 2)).

RECOMMENDED (to the Senate):

That the proposal from the Warwick Manufacturing Group to introduce new courses:

- MSc in Sustainable Materials and Manufacturing
- EngD (International) in Sustainable Materials and Manufacturing;

as part of an EPSRC funded Centre for Doctoral Training in collaboration with the University of Exeter and Cranfield University, be approved, as set out papers SGS 37(a)/13-14 (revised 2), SGS 37(b)/13-14 (revised 2), SGS 37(d)/13-14 (revised 2), and SGS 37(e)/13-14 (revised 2), noting that the course will also need to be approved by the other HEI partners.

(b)   <u>EngD (International) – Part-time variant (minute CFDLSC 42(b)/13-14 referred)</u>

REPORTED:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee <u>considered</u> a proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International) (paper SGS 42/13-14), and <u>recommended</u> (to the Academic Quality and Standards Committee) that [the proposal], as set out in paper SGS 42/13-14, be approved.

CONSIDERED:

A proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International) (paper SGS 42/13-14).

RECOMMENDED (to the Senate):

That the proposal from the Warwick Manufacturing Group to introduce a new part-time variant of the existing EngD (International), be approved as set out in paper SGS 42/13-14.

(c)   <u>Kansai Junior Youth Abroad, CAL (minute CFDLSC 42(e)/13-14 referred)</u>

REPORTED:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee <u>considered</u> a proposal from the Centre for Applied Linguistics to introduce a new Undergraduate option stream for Kansai Junior Youth students (paper CFDLSC 118/13-14), and <u>recommended</u> (to

the Academic Quality and Standards Committee) that [the proposal] be approved as set out in paper CFDLSC 118/13-14.

CONSIDERED:

A proposal from the Centre for Applied Linguistics to introduce a new Undergraduate option stream for Kansai Junior Youth students (paper CFDLSC 118/13-14).

RESOLVED:

That the proposal from the Centre for Applied Linguistics to introduce a new Undergraduate option stream for Kansai Junior Youth students, be approved as set out in paper CFDLSC 118/13-14.

(d) University of St. Gallen, Switzerland (minute CFDLSC 42(f)/13-14 referred)

REPORTED:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland (paper CFDLSC 121/13-14), and recommended (to the Academic Quality and Standards Committee) that [the proposal] be approved as set out in paper CFDLSC 121/13-14.

CONSIDERED:

A proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland (paper CFDLSC 121/13-14).

RECOMMENDED (to the Senate):

That the proposal from the Warwick Business School to deliver five optional modules on the MBA suite of programmes collaboratively with the University of St. Gallen, Switzerland, be approved as set out in paper CFDLSC 121/13-14.

120/13-14 Delegated powers from the Senate

CONSIDERED:

A proposal from the Senior Assistant Registrar (Teaching Quality) for Delegated Authorities to the Academic Quality and Standards Committee (paper AQSC 56/13-14).

RESOLVED:

That the proposal be given further consideration at a future meeting of the Committee.

121/13-14   Committee Effectiveness

CONSIDERED:

A mapping of the Sub-Committee's terms of reference against agenda items (paper AQSC 57/13-14).

RESOLVED:

That the mapping of the Sub-Committee's terms of reference against agenda items (paper AQSC 57/13-14) be considered further by members of the Committee at the AQSC Away Day to take place on 3 July 2014.

122/13-14   Committee Membership

RESOLVED:

(a)   That the Committee extend its thanks and appreciation to those who will no longer serve on the Committee: The Chair of the Board of the Faculty of Arts, the Representative of Senate (Medicine), the Students' Union Education and Postgraduate Officers,

(b)   That the Assistant Secretary be thanked for his excellent work in support of the Committee.

123/13-14   Board of Undergraduate Studies' Terms of Reference (minutes BUGS 37(f)/13-14 and BUGS 29/13-14 referred)

REPORTED:

At its meeting on 4 June 2014, the Board of Undergraduate Studies considered proposed revised Terms of Reference for the Board of Undergraduate Studies (paper BUGS 22/13-14) and recommended (to the Academic Quality and Standards Committee) that the proposed revised Terms of Reference for the Board of Undergraduate Studies as set out in paper BUGS 22/13-14, be approved.

CONSIDERED:

A proposal from the Board of Undergraduate Studies to revise its own terms of reference (paper BUGS 22/13-14).

RECOMMENDED (to the Senate):

That the proposal from the Board of Undergraduate Studies to revise its own terms of reference, be approved as set out in paper BUGS 22/13-14.

124/13-14   Exemption for UK based HEIs from Providing CVs for Staff.

REPORTED:

That, at its meeting on 23 May 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process, and recommended (to the Academic Quality and Standards Committee) that [the proposal] be approved.

CONSIDERED:

The proposal from the Collaborative, Flexible and Distributed-Learning Sub-Committee that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process.

RECOMMENDED (to the Senate):

That the proposal from the Collaborative, Flexible and Distributed-Learning Sub-Committee that, where a collaborative course proposal concerns one or more UK HE Institutions, submission of a coversheet and separate approval of the CV need not be completed for any external members of staff where the employing institution has received a judgment of confidence (or equivalent) in its most recent Quality Assurance Agency Higher Education Review, or equivalent process, be approved.

125/13-14   New Undergraduate Courses of Study

REPORTED:

That the Board of Undergraduate Studies, at its meeting on 4 June 2014, approved the following new courses:

- BSc (with foundation year) in Accounting and Finance
- BSc (with foundation year) in Management
- BA Education Studies
- MLang in German Cultural Studies

126/13-14   Discontinued Undergraduate Courses of Study

REPORTED:

That the Board of Undergraduate Studies, at its meeting on 4 June 2014, approved proposals to discontinue the following courses:

- BSc Chemistry

- BSc Computer Science
- MEng Computer Systems
- Certificate for Children's Workforce Practitioners
- Counselling Studies (North Warwickshire College)
- Humanistic Counselling (Tile Hill College)
- Humanistic Counselling (North Warwickshire College)
- Integrative Counselling (Solihull College)

127/13-14   Proposed Amendment to Ordinance 13

CONSIDERED:

Proposed amendments to Ordinance 13 to introduce the new degree title of Master of Languages (MLang) (paper AQSC 61/13-14).

RECOMMENDED (to the Senate):

That the proposed amendments to Ordinance 13 to introduce the new degree title of Master of Languages (MLang), be approved as set out in paper AQSC 61/13-14.

128/13-14   New Postgraduate Courses of Study

REPORTED:

That it was reported to the Board of Graduate Studies, at its meeting on 5 June 2014, the Chair had taken action to approve the following new course:

- MPhil/PhD in Urban Science

129/13-14   Revised Postgraduate Courses of Study

REPORTED:

(a)   That it was reported to the Board of Graduate Studies, at its meeting on 5 June 2014, the Chair had taken action to approve revisions to the following course:

- PhD in Hispanic Studies

(b)   That the Board of Graduate Studies, at its meeting on 5 June 2014, approved the following revisions to courses:

- MPhil/PhD in Statistics
- MSc in Health Research

130/13-14   Next meeting

REPORTED:

That the next meeting of the Committee would be held in the Autumn Term on a date to be confirmed.