

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee  
held on Thursday 17 May 2012

Present: Professor A Caesar (Chair), Ms S Bennett, Professor C Hughes, Dr C Jenainati, Professor N Johnson, Professor J Labbe, Mr S Lamb, Dr D Lamburn, Professor R Leng, Professor A Reeve, Dr J Robinson, Mr S Ruston, Professor S Swain, Dr P Taylor, Professor P Thomas

Apologies: Mr L Bøe, Professor S Hand, Dr P O'Hare

In attendance: Mr M Conaghan (for items 94 and 95/11-12), Ms K Gray, Mr R McIntyre, Mr M Mik

91/11-12 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 29 February 2012 be approved.

92/11-12 Matters arising

(a) Feedback on Assessment (minute 45/11-12 (c) referred)

REPORTED:

(i) That, at its meeting of 7 December 2011, it was reported to the Committee that IATL and the Students' Union would be publishing materials on feedback for staff and students respectively in January and the Committee resolved that copies be brought to the next meeting of the Committee.

(ii) That the Students' Union materials had been published, as set out in Paper AQSC.64/11-12.

(b) Student Academic Complaints and Appeals (minutes 75 and 76/11-12 referred)

REPORTED:

That, at its meeting on 29 February 2012 the Academic Quality and Standards Committee considered a report from the Administrative Officer (Academic Registrar's Office) concerning student complaints and appeals 2010/11 (Paper AQSC 48/11-12) and a report from the Deputy Academic Registrar on lessons learned from complaints submitted to the Office of the Independent Adjudicator (OIA) (Paper AQSC.49/11-12), and resolved (*inter alia*):

(i) That an action plan with timescales be produced in response to the issues set out in papers AQSC.48 and 49/11-12.

- (ii) That consideration be given to setting out expected timescales for consideration of appeals.
- (iii) That a paper be brought to a future meeting of the Committee by the Senior Assistant Registrar (Teaching Quality) and the Director of IATL on peer assessment, setting out current and good practice and the issues involved.
- (iv) That further consideration be given to the definition and practice of moderation, noting that the Committee supported the principle that moderation practices should be transparent to students.

(by the Secretary):

- (v) That guidance on peer assessment and moderation would be developed in the context of a review of the Good Practice Guide on Feedback and Assessment.

CONSIDERED:

An action plan by the Deputy Academic Registrar in response to the issues set out in papers AQSC.48 and 49/11-12 (Paper AQSC.92/11-12).

RESOLVED:

That an index to the Good Practice Guides related to teaching and learning be provided on the Teaching Quality website

- (c) National Student Survey (minute 72/11-12 referred)

RECEIVED:

A report from the Assistant Secretary on the National Student Survey final response rates for 2012 (paper AQSC.65/11-12).

REPORTED (by the Assistant Secretary):

That the final response rate had been just below 75% and had been higher than the average response rate for the sector.

RESOLVED:

- (i) That the Committee extended its thanks to the Assistant Secretary and departmental staff for their hard work in improving response rates, and to students for completing the survey.
- (ii) That a letter be written to departments with high response rates to thank them for their contribution.
- (iii) That an informal discussion be facilitated to share good practice in encouraging students to complete the survey.

- (iv) That a notice be published on Insite thanking students for their contribution.
- (d) Personal Tutoring (minute 34/11-12 referred)

REPORTED:

- (i) That at its meeting on 7 December 2011, the Academic Quality and Standards Committee considered the report on the survey on the Personal Tutor system by the University Senior Tutor (Paper AQSC.25/11-12) and it was reported to the Committee (*inter alia*) that a working group would be established to take forward actions arising from the outcomes.
- (ii) The Committee resolved (*inter alia*):
  - (A) That further analysis be undertaken at departmental level for dissemination to departments, noting that this would permit inconsistencies in satisfaction to be identified between departments and would permit departments to begin to address departmental level issues.
  - (B) That this data could also be aligned with the outcomes of the Institutional Review noting that there would inevitably be some inconsistency between outcomes given the differing sources of data.

(by Dr Jenainati):

- (iii) That the SSLC Co-ordinators would be willing to provide support in the implementation of the recommendations.

CONSIDERED:

A report on the outcomes of the discussions on the Working Group on Personal Tutoring (AQSC.84/11-12), focusing in particular on the minimum requirements for Personal Tutors.

RESOLVED:

- (i) That the minimum requirements be approved subject to the following amendments:
  - (A) That point (3) on communication skills be amended to remove reference to “diagnosing” and to reflect the fact that these characteristics are attributes rather than minimum requirements.
  - (B) That point (4) on feedback be amended to reflect the fact that Personal Tutors would only be able to fulfil this requirement were arrangements in place to ensure that the feedback on assignments received by students was available to them.

- (C) That point (6) be amended to clarify that Personal Tutors would not be expected to provide expert careers advice, other than in relation to academic careers or postgraduate study, and that they should instead be aware of the need to refer students to the Centre for Student Careers and Skills.
- (ii) That thanks be extended to the University Senior Tutor and his team for their work in undertaking the survey and review of Personal Tutoring.
- (iii) That departments be asked to provide information on what action they are taking in response to the departmental data sent to them arising from the Personal Tutoring survey.

93/11-12 Progress of Committee Recommendations

REPORTED:

That, the Senate, at its meeting on 14 March 2012, resolved that recommendations from the Committee under the following headings be approved (draft unconfirmed minute 67/11-12 referred):

External Examiners' Guidance and Forms  
 Good Practice Guide on Monitoring Attendance  
 Course Specifications  
 Draft Policy on Recording of Lectures  
 Master of Advanced Study  
 Collaborative Course Proposals

94/11-12 Warwick Awards for Teaching Excellence

REPORTED:

- (a) That the following staff had been awarded the Warwick Awards for Teaching Excellence:

Mr Nicholas Barker (Chemistry), Butterworth Award  
 Dr Catherine Hampton (French)  
 Dr Tim White (Theatre Performance and Cultural Policy Studies)  
 Dr Cathia Jenainati (English and Comparative Literary Studies)  
 Dr Colin Oram (Engineering)

- (b) That the following staff had received commendations:

Dr Jamie Roebuck (Warwick Medical School)  
 Dr Nicholas Wake (Warwick Business School)  
 Ms Maria Clemencia Rodas-Perez (Language Centre)  
 Dr Amanda Hopkins (French/English)  
 Ms Grit Brendecke (German)

95/11-12 Preparation for QAA Institutional Review

REPORTED (by the Chair):

- (a) That preparations were ongoing for the QAA Institutional Review and, in particular, discussions were in train relating to the recommendation arising in the previous Audit concerning the ability of students to overcat and the effect this might have on assessment marks.

By the Students' Union Education Officer:

- (b) That concerns were being raised by students at the potential changes.

96/11-12 Learning and Development Centre Update

CONSIDERED:

- (a) A paper by the Learning and Development Manager (Academic) to update the Committee on developments in support of teaching and learning being progressed by the Learning and Development Centre as set out in Paper AQSC.66/11-12.
- (b) A proposal from the Learning and Development Manager (Academic) that all staff involved in teaching be encouraged to undertake at least one day's professional development related to teaching and learning per year.

REPORTED (by the Learning and Development Manager (Academic):

- (a) That a flexible approach could be taken to the activities that constitute professional development, recognising existing practice.

(by the Chair of CFDLSC):

- (b) That consideration could be given to how this might be monitored through Annual Review.

(by the Director of IATL):

- (c) That it would be preferable for this to be encouraged, rather than obligatory.

RESOLVED:

That the proposal that all staff undertaking teaching be encouraged to undertake one day's professional development per year be endorsed.

97/11-12 International Student Barometer Autumn Wave 2011 Outcomes

CONSIDERED:

Outcomes of the International Student Barometer Autumn Wave Survey (Paper AQSC.67/11-12).

RESOLVED:

That the Student's Union Education Officer explore with the International Office the potential for disseminating the Top Ten Feedback Tips leaflet to international students during induction.

98/11-12 Institutional Review of Teaching and Learning

(a) Departmental Reviews

CONSIDERED:

A report from the AQSC Sub-Group established to consider the outcomes of the Institutional Review of Teaching and Learning departmental meetings (Paper AQSC.68/11-12) and the recommendations contained therein.

REPORTED (by the Secretary):

That consideration was being given by the Academic Resourcing Committee to the feasibility of reviewing resourcing for joint degrees.

RESOLVED:

- (i) That the following recommendation of the Sub-Group relating to the 50% Examination Rule be approved:
  - (A) That departments be consulted on current practice to inform a review of the regulation with a view to identifying departmental approaches to assessment methods and any exemptions to the regulation.
  - (B) That in the review it would be necessary to also ensure that PSRB requirements continued to be met and that the need to retain some assessments which reduced the risk of plagiarism and collusion taking place be recognised.
  - (C) That the Examinations Office would need to be consulted on the operational implications of any changes and how departments might be supported in the management of other forms of assessments.
- (ii) That the recommendation that a policy and guidance on annual module review be developed be approved.
- (iii) That the proposal that Recommendation 10.1(ii) arising from the review of the Department of Mathematics be referred to the Board of Graduate Studies be reviewed, noting that this was a matter specific to the Department.

(b) Faculty Engagements

CONSIDERED:

- (i) A report on the outcomes of the Faculty Engagements, including recommendations for consideration by AQSC (Paper AQSC.69/11-12)
- (ii) The report of the Faculty Engagement of the Faculty of Arts (Paper TLR.96/11-12).
- (iii) The report of the Faculty Engagement of the Faculty of Social Sciences (Paper TLR.98/11-12).
- (iv) The report of the Faculty Engagement of the Faculty of Science with the Faculty of Medicine (Paper TLR.97/11-12).

REPORTED (by the Secretary):

- (v) That the reports would be considered by the Faculty Boards together with commentary from administrative offices on matters of factual inaccuracy or misconceptions.

(by the Chair of the Faculty of Science):

- (vi) That the reports were unedited, therefore reflecting personal views of individuals, and academic colleagues may also wish to respond.

(by the Chair of the Faculty of Arts):

- (vii) That the Faculty Engagements had been extremely valuable in providing the opportunity to debate teaching and learning across the Faculty and were seen as a positive development.

(by the Chair of the Faculty of Social Sciences):

- (viii) That the Faculty Engagements should be viewed as a starting point for ongoing developments and it would be important to maintain focus on the outcomes.

(by the Students' Union Education Officer):

- (ix) That the Students' Union welcomed the recommendation from the Social Sciences Faculty Engagement that consideration be given to guidance on contact hours and would wish to see a University-wide policy developed.

RESOLVED:

That consideration of the recommendations arising from the Faculty Engagements be deferred until the reports had been considered and commented on by the Faculty Boards.

99/11-12 Strategic Departmental Review and Periodic Review Processes

REPORTED:

- (a) That, at its meeting on 12 March 2012, it was reported to the Institutional Review Steering Group that Review Group members and secretaries were surveyed on their experience of participation in the departmental reviews and that the outcomes of this survey were presented in the attached report (minute IRSG.65/11-12 referred).
- (b) That the IRSG considered the feedback report, as set out in paper TLR 93/11-12 and resolved that the feedback report, as set out in paper TLR 93/11-12, be approved, noting that it might usefully inform consideration of the format of future reviews by the Steering and Academic Quality and Standards Committees.
- (c) That at its meeting on 14 May 2012 the Steering Committee considered proposals for future Strategic Departmental and Periodic Reviews (Paper SC.340/11-12). The Committee endorsed the proposals in relation to teaching and learning reviews but was of the view that further consideration needed to be given to mechanisms for strategic review of all aspects of a department's activities.

(by Professor Reeve):

- (d) That the institution-wide approach to teaching and learning had enabled the identification of cross-institutional issues and had been more strategic in approach.

CONSIDERED:

- (a) The departmental feedback report on the Institutional Review of Teaching and Learning (TLR.93/11-12)
- (b) Proposals relating to future processes for Periodic Review as set out in Paper SC.340/11-12.

RESOLVED:

That the proposal that an institution-wide approach to Periodic Review be taken in future, as in 2011/12, be endorsed.

100/11-12 Learning and Teaching Strategy

CONSIDERED:

The draft Learning and Teaching Strategy 2012-2017 (Paper AQSC.70/11-12).

REPORTED (by the University Senior Tutor):

- (a) That the document could be amended to reflect an enhanced focus on Student Support.



(by the Pro-Dean (Education), WMS):

- (b) That a number of amendments could be made to summarise minor projects into more significant initiatives, to reflect distinctive characteristics of the University in the Values and Graduate Attributes and identify more evidence-based innovations.

RESOLVED:

- (a) That the Chair of the Board of the Graduate Studies would discuss further with the Secretary to the Committee how to reflect better postgraduate provision in the Strategy.
- (b) That Sub-Groups of the Faculty Boards would be convened to consider the Strategy in detail.

101/11-12 Report from the HEAR Project Board

RECEIVED:

An update report from the HEAR Project Board (Paper AQSC.71/11-12).

REPORTED (by the Assistant Secretary):

- (a) That full consideration had been given to safeguarding students' interests in relation to data protection and information security.
- (b) That, while GradIntel provides the opportunity for students to make information available to employers, the decision to do so remains with students.

102/11-12 QAA Institutional Review

- (a) QAA Institutional Review Team Members

RECEIVED:

A letter from the QAA notifying the University of the proposed QAA review team members (Paper AQSC.72/11-12)

- (b) Thematic Elements 2012/13

CONSIDERED:

A report on the thematic elements to be considered through QAA Institutional Reviews in 2012/13 (Paper AQSC.73/11-12).

RECOMMENDED (to the Steering Committee):

That the University select Student Engagement in Quality Assurance as the thematic element for QAA Institutional Review, noting that members had felt that the First Year Student Experience would also have been a suitable alternative.

(c) QAA Mid-Cycle Follow Up Draft Report

CONSIDERED:

The draft report of the QAA Mid-Cycle Follow Up on Institutional Audit 2008 and the University's response (Paper AQSC.74/11-12).

(d) Preparations for QAA Institutional Review

REPORTED (by the Secretary):

That it was intended that the first drafts of the Self-Evaluation Document and the Student Written Submission be completed by the end of August.

103/11-12 DLMBA Examinations

CONSIDERED:

A report from the Warwick Business School on an issue relating to DLMBA examinations (Paper AQSC.75/11-12).

RESOLVED:

- (a) That the measures put in place by the Warwick Business School to prevent a similar incident occurring again were satisfactory.
- (b) That guidance be provided at University level on the setting of examination questions.

104/11-12 Update from the Students' Union

REPORTED: (by the Students' Union Education Officer):

- (a) That the Students' Union would be establishing a Postgraduate Association in 2012/13 and the Postgraduate Sabbatical Officer would become the Postgraduate SSLC Representative.
- (b) That the Union would be publicising its Top Ten Tips on Feedback to students.
- (c) That the Students' Union Sabbatical Officers were involved in the development of a Student Charter with the working group chaired by the Chair of AQSC.

105/11-12 HEFCE Consultation on 'Improving Quality Assurance in Higher Education

CONSIDERED:

The HEFCE consultation on the introduction of a more risk-based approach to quality assurance in higher education in England (excluding Annexes) (Paper AQSC.85/11-12).

RESOLVED:

That comments on the consultation document be provided to the Secretary to the Committee.

106/11-12 Collaborative Course Proposals

Joint Warwick/NTU PhD in Neuroscience (minute CFDLSC 32(d)/11-12 referred)

REPORTED:

- (a) That, at its meeting on 15 February 2012, the Collaborative, Flexible and Distributed Learning Sub-Committee considered the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, as set out in the following papers:
- (i) Part 1 of the Course Approval Form for the PhD in Neuroscience (SGS.31/11-12);
  - (ii) Part 4 of the Course Approval Form for the PhD in Neuroscience (CFDLSC.88/11-12).

And resolved that the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, as set out in papers SGS 31/11-12 and CFDLSC 88/11-12 be approved.

- (b) That, at its meeting on 3 May 2012, the Board of Graduate Studies considered the proposal from the School of Life Sciences to introduce a Joint Warwick/NTU PhD in Neuroscience as set out in papers SGS 31-32/11-12, BGS 73-74/11-12, BGS 104-105/11-12 and CFDLSC 88/11-12.

CONSIDERED:

The recommendation from the CFDLSC that the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, be approved as set out in papers:

- (c) Part 1 of the Course Approval Form for the PhD in Neuroscience (SGS.31/11-12);
- (d) External views on the course proposal BGS.73-74/11-12
- (e) Part 4 of the Course Approval Form for the PhD in Neuroscience (CFDLSC.88/11-12).

RECOMMENDED (to the Senate):

That the recommendation from the CFDLSC that the proposal from the School of Life Sciences to introduce a new PhD in Neuroscience, in collaboration with NTU, Singapore, be approved as set out in papers:

- (c) Part 1 of the Course Approval Form for the PhD in Neuroscience (SGS.31/11-12);
- (d) External views on the course proposal BGS.73-74/11-12

- (e) Part 4 of the Course Approval Form for the PhD in Neuroscience (CFDLSC.88/11-12).

107/11-12 PSRB Reviews

- (a) General Medical Council Accreditation Visit

CONSIDERED:

- (i) The report of the GMC accreditation visit held in November 2011 (Paper AQSC.76/11-12).
- (ii) The departmental response and action plan, approved by the GMC Quality Scrutiny Group in March 2012 (Paper AQSC.77/11-12).

REPORTED (by the Pro-Dean, Education, WMS):

- (i) That the GMC would pay a final visit to the Warwick Medical School in June to review final examination procedures and a further report would therefore be brought to the Committee in due course.
- (ii) That the GMC had identified no issues relating to teaching and learning, or safety.
- (iii) That the GMC had made recommendations relating to the management of quality, particularly in relation to the requirements set out in 'Tomorrow's Doctors, 2009', which would enhance current provision, noting that the School had met requirements.
- (iv) That the School was reviewing the roles of Personal Tutor and Clinical Education Supervisor.

- (b) British Computing Society

REPORTED:

That a visit of the British Computing Society to review courses in the Department of Computer Science had taken place on 3 May 2012.

- (c) Ofsted

REPORTED:

- (i) That the Institute of Education and the Centre for Lifelong Learning had volunteered to pilot the new 'no-notice' inspection arrangements this term, noting that this pilot process would not result in any formal judgements and was intended to allow Ofsted to test the practical arrangements for the review process.

(by the Chair of CFDLSC):

- (ii) That the 'no-notice' visit had taken place and it had been evident that the arrangements did not allow for a review to be undertaken satisfactorily.

(d) Institute of Mechanical Engineers

REPORTED:

That the accreditation visit of the Institute of Mechanical Engineers had taken place on 8 and 9 May 2012.

(e) Warwick Business School

CONSIDERED:

- (i) The Chartered Institute of Personnel and Development (CIPD) review report of the Warwick Business School's Masters in Industrial Relations and Managing Human Resources (Paper AQSC.86/11-12).
- (ii) A report from WBS on action taken in response to the recommendations, noting that the CIPD subsequently provided confirmation to WBS that all essential actions had been met and that the course had been approved for delivery (Paper AQSC.87/11-12).
- (iii) The report of the Association to Advance Collegiate Schools of Business (AACSB) accreditation review of WBS' bachelors, masters and doctoral degree courses (Paper AQSC.88/11-12).
- (iv) A report from WBS on its response to the AACSB report and action taken in response to recommendations (Paper AQSC.89/11-12)
- (v) The report of the Association of MBAs (AMBA) report accreditation review of the MBA portfolio of courses, the MPA and the MSc in Management (Paper AQSC.90/11-12).
- (vi) A report from WBS on actions taken in response to the recommendations (Paper AQSC.91/11-12).

RESOLVED:

That the reports be noted.

108/11-12 Amendments to University Regulations

REPORTED:

That at its meeting on 3 May 2012, the Board of Graduate Studies recommended to AQSC that the amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees, as set out in paper BGS 85/11-12, be approved (draft unconfirmed minute BGS/79/11-12 referred).

CONSIDERED:

Amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees, as set out in paper BGS 85/11-12.

RECOMMENDED (to the Senate):

That amendments to University Regulation 36 Governing Student Registration, Attendance and Progress and University Regulation 38 Governing Research Degrees be approved as set out in paper BGS 85/11-12.

109/11-12 Erasmus Mundus

REPORTED:

That four bids had been submitted to the European Commission's competition for recognition and funding as Erasmus Mundus courses by the University:

- (a) Joint PhD in Technological and Social Complex Systems (TASCS), led by Complexity Science, noting that Warwick is the lead partner;
- (b) A double-degree in Physics in the area of Plasma Physics (FunPPAC), led by Physics;
- (c) A Joint degree in Particle Physics (PCUBE), led by Physics.
- (d) Continuation of the MA in International Performance Research, led by the School of Theatre, Performance and Cultural Studies.

110/11-12 NUS Student Experience Research Reports:

RECEIVED:

- (a) NUS Student Experience Research 2012 Part 1: Teaching and Learning (Paper AQSC.78/11-12).
- (b) NUS Student Experience Research 2012 Part 2: Independent Learning and Contact Hours (Paper AQSC.79/11-12).
- (c) NUS Student Experience Research 2012 Part 3: Subject Differences (Paper AQSC.80/11-12).
- (d) NUS Student Experience Research 2012 Part 4: First Year Student Experience (Paper AQSC.81/11-12).

111/11-12 QAA Consultation on the UK Quality Code Part B11: Research Degrees

REPORTED:

That the Committee considered the QAA UK Quality Code Part B11: Research Degrees, draft for consultation (Paper AQSC.53/11-12) at its meeting on 29 February 2012 and resolved that any comments be provided to the Secretary of the Committee.

RECEIVED:

The University's final response to the QAA consultation, approved by the Vice-Chancellor on behalf of the Steering Committee (SC.287/11-12).

112/11-12 QAA Consultation on the UK Quality Code Part B5: Student Engagement

REPORTED:

- (a) That the QAA issued a consultation on the UK Quality Code Part B5: Student Engagement in March 2012.
- (b) That, at its meeting on 16 April 2012, the Steering Committee considered the University's draft response to the QAA Consultation on the UK Quality Code: Section B5 – Student Engagement (SC.312/11-12) and resolved that the University's response to the QAA Consultation on the UK Quality Code: Section B5 – Student Engagement be approved as set out in SC.312/11-12, subject to the amendments discussed in the meeting, and be submitted to the QAA by the deadline of 18 April 2012 (minute SC.449/11-12 referred).

RECEIVED:

- (c) The QAA consultation document on the UK Quality Code Part B5: Student Engagement (Paper AQSC.82/11-12).
- (d) The University's response to the consultation document (Paper SC.312(revised)/11-12).

113/11-12 QAA Consultation on Enterprise and Entrepreneurship Education

REPORTED:

- (a) That the QAA issued draft Guidance on Enterprise and Entrepreneurship Education for consultation in March 2012.
- (b) That, at its meeting on 23 April 2012, the Steering Committee considered the University's draft response to the consultation and resolved that the University's response to the QAA Consultation on Enterprise and Entrepreneurship Education be approved as set out in SC.317/11-12, subject to the amendments discussed in the meeting, and be submitted to the QAA by the deadline of 24 April 2012 (minute SC.462/11-12 referred).

RECEIVED:

- (c) The QAA draft Guidance on Enterprise and Entrepreneurship Education (Paper AQSC.83/11-12).
- (d) The University's response to the consultation document (Paper SC.317(revised)/11-12).

114/11-12 New Postgraduate Courses of Study (minutes BGS.78(a) and 89(b)/11-12 refer)

REPORTED:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 3 May 2012 that the Chair had taken action to approve the following new course, considered initially at its meeting on 24 February 2012:

MSc in Business

- (b) That the Board of Graduate Studies at its meeting on 3 May 2012 approved the following new course:

Joint Warwick/NTU PhD in Neuroscience

115/11-12 Next meeting

That the next meeting of the Committee would be held at 9.00am on Wednesday, 20 June 2012 in the Council Chamber, University House.