UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee
held on Wednesday 21 November 2007

Present: Professor K O'Brien (Chair), Ms S Bennett, Professor L Bridges,
             Professor J Davis, Dr K Flint, Professor K Lamberts, Professor R
             Lindley, Dr P O'Hare, Professor E Peile, Mr P Ptashko, Dr P Roberts

Apologies: Professor A Easton, Professor M Harrison, Mr J Kirby, Dr R Moseley,
             Professor M Whitby

In attendance: Ms J Bradfield, Dr J Moss; Ms Y Salter Wright (for item 26(a)/07-08)

25/07-08   Minutes of the previous meeting

             RESOLVED:

             That the minutes of the meeting held on Wednesday 24 October 2007
             (available online at
             http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/) be
             approved.

26/07-08   Matters arising

             (a)   Strategic Departmental Review process (minute 8/07-08
             referred)

                     REPORTED:

                     That the Steering Committee at its meeting on 12 November
                     2007 considered a paper setting out the draft revised Strategic
                     Departmental Review process together with the proposed
                     schedule of Strategic Departmental Reviews for 2007-08,
                     paper SC.89/07-08, and resolved:

                     (i)   That the draft revised Strategic Departmental Review
                             process be forwarded for consideration at the meeting
                             of the Academic Quality and Standards Committee to
                             be held on 21 November 2007 subject to minor
                             amendments along the lines discussed at the meeting;

                     (ii)   That the Strategic Departmental Review process be
                             further reviewed by the Steering Committee early in the
                             academic year 2008-09 in the light of the experience of
                             the Strategic Departmental Reviews taking place in the
                             current academic year.
                                                     (Steering minute 129/07-08)

                     CONSIDERED:

                     Revised guidelines for the Strategic Departmental Review
                     process, paper AQSC 30/07-08.

RESOLVED:

(iii)   That the introduction of a clearly defined part of the Strategic Departmental Review process devoted to learning and teaching issues, to last at least one day in every SDR, be welcomed;

(iv)   That the more detailed guidance to panel members on questions to ask during consideration of different aspects of a department's activities be welcomed;

(v)   That moves to include PGR provision within the research section of the process be welcomed, while noting that there will be some overlap with learning and teaching issues;

RECOMMENDED (to the Senate):

That the revised Guidelines for the Strategic Departmental Review process be approved as set out in paper AQSC 30/07-08, subject to:

(vi)   further clarification of the mechanism by which Committees including Faculty Boards, the Boards of Undergraduate and Graduate Studies, and Academic Quality and Standards Committee may identify and put forward any issues they consider should be explored during Reviews;

(vii)   the addition of the Chair of the Board of Graduate Studies to the suggested list of useful meetings.

(b)   Department of English and Comparative Literary Studies: Strategic Departmental Review (minute 8/07-08 referred)

REPORTED:

That the supplementary review of learning and teaching issues in the Department of English and Comparative Literary Studies would be held 4 December 2007.

CONSIDERED:

Full report of the Strategic Departmental Review of the Department of English and Comparative Literary Studies and departmental response, paper ARC 6/07-08, focusing on issues related to teaching and learning.

RESOLVED:

That the Chair of the Committee invite the Chair of the supplementary review to consider postgraduate research matters and learning and teaching enhancement issues during the supplementary review of learning and teaching issues in the Department of English and Comparative Literary Studies.

(c)   Learning, Teaching and Assessment Enhancement Strategy
        (minute 11/07-08 referred)

        REPORTED:

        That the Board of Graduate Studies at its meeting on 15
        November 2007 considered a draft of the University's new
        Learning, Teaching and Assessment Enhancement Strategy,
        paper AQSC 6/07-08, and resolved that the Chair raise the
        Board's concern about the limited postgraduate focus in the
        proposed projects with the Academic Quality and Standards
        Committee.
                                        BGS minute 38/07-08 (unconfirmed)

        CONSIDERED:

        (i)   A revised draft of the University's Learning, Teaching
                and Assessment Enhancement Strategy, paper AQSC
                6/07-08 (revised), noting that this version was
                considered by the Quality Enhancement Working
                Group at its meeting on 16 November;

        (ii)   A report from the Chair of the Quality Enhancement
                Working Group on that Group's consideration of the
                revised draft of the University's Learning, Teaching and
                Assessment Enhancement Strategy.

        RESOLVED:

        That a further draft of the University's Learning, Teaching and
        Enhancement Assessment Strategy be prepared for
        discussion at the next meeting of the Committee, taking
        account of the issues discussed at the meeting.

(d)   QAA Institutional Audit preparations (minute 12/07-08 referred)

        REPORTED:

        (i)   That the Collaborative, Flexible and Distributed
                Learning Sub-Committee at its meeting on 8 November
                considered the desirability of proposing to QAA the
                inclusion within the Institutional Audit an audit of the
                University's collaborative provision, noting that the
                decision is QAA's to take and resolved that the view of
                the Committee was that, given recent positive reports
                from a range of external accrediting or inspection
                bodies covering a variety of collaborative courses, the
                University should suggest to QAA that the inclusion of
                collaborative courses in the Institutional Audit would
                provide for an adequate examination of the University's
                policies and processes for the management, assurance
                and enhancement of quality and standards on its
                collaborative courses, these external accreditation and
                inspection activities including:

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(A) QAA audit of Warwick Manufacturing Group collaborative courses with Hong Kong Polytechnic University;

(B) Ofsted inspection of Centre for Lifelong Learning Initial Teacher Training courses delivered in collaboration with a range of FE colleges;

(C) General Dental Council inspection of Warwick Medical School Implant Dentistry courses delivered in collaboration with GIFT;

(D) British Psychological Society re-accreditation of the Doctorate in Clinical Psychology course delivered in collaboration with Coventry University.

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(ii) That the Vice-Chancellor had written to QAA setting out the University's views on the audit of collaborative provision, paper AQSC 13/07-08, also proposing the following two alternative sets of dates for the Institutional Audit, with (B) the preferred option:

(A) Briefing visit: 7-9 October, to be followed by Audit visit: 10-14 November;

(B) Briefing visit: 21-23 October, to be followed by Audit visit: 24-28 November.

(iii) That various Officers had been invited to consider the QAA *Code of practice* with a view to identifying any areas of good practice to be highlighted in the University's submission to QAA ahead of Institutional Audit, and any precepts of the *Code* with which current practice is not fully aligned, paper AQSC 14/07-08.

27/07-08 <u>Learning and Development Centre</u>

CONSIDERED:

A report from Ms Sue Bennett, Director of the Learning and Development Centre (LDC), on the remit and activities of the Learning and Development Centre (formerly the Centre for Academic and Professional Development), supported by background information on slides and a matrix of staff groups and training needs used by LDC staff in planning training and courses to be offered, paper AQSC 12/07-08.

RESOLVED:

(a) That the forthcoming review of the Postgraduate Certificate in Academic and Professional Practice to be carried out by the Learning and Development Centre with input from a range of other colleagues be welcomed, noting that the Committee would be minded to support proposals to move towards more discipline-specific and/or departmental-specific provision within the Certificate;

(b)   That the Secretariat seek from Human Resources a complete list of colleagues with teaching responsibilities who are not Professors, Associate Professors or Assistant Professors, to include Teaching Fellows, contract teachers and others;

(c)   That the Learning and Development Centre carry out a light-touch audit of departmental practice in the training and support of such colleagues

(d)   That the Learning and Development Centre in consultation with appropriate colleagues draft a policy on the training and support of colleagues with teaching responsibilities who are not covered by existing policies or schemes, including Teaching Fellows, contract teachers and others, it being noted that over many years a large number of such colleagues have taken advantage of training and support opportunities for many years;

(e)   That the Learning and Development Centre continue to develop resources and support for Heads of Department and consider the desirability of and possible mechanisms for introducing a mandatory induction process for new Heads of Department.

28/07-08   QAA Audit of Collaborative Provision: WMG and Hong Kong Polytechnic University

REPORTED:

(a)   That the Steering Committee at its meeting on 5 November 2007 considered an update on teaching quality issues including *inter alia* the final draft of the report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, along with proposals for the follow-up to the report;

(b)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 considered a paper concerning the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, paper CFDLSC 20/07-08, comprising a covering paper drafted by the Secretary, a letter of 13 September 2007 from the Vice-Chancellor to Dr I Ainsworth, Assistant Director, Reviews Group, QAA, and a response from Dr I Ainsworth dated 15 October 2007, together with the final draft report, noting that the report will be subject to further proofreading;

(c)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 resolved:

(i)   That the Committee supported the proposals for taking forward the recommendations in the report set out in paper CFDLSC 20/07-08.

(ii)   That in further revision of the standard template contract consideration be given to the continuing utility and format of current clauses regarding the Committee, given the increasing prevalence of equal partnerships between universities;

(d)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 <u>recommended</u> to the Academic Quality and Standards Committee:

(i)   That the format of the summary of Annual Course Reviews of Collaborative Courses be adjusted to incorporate a summary of overseas collaborative courses, to address an issue raised in paragraphs 16 and 41 of the QAA report;

(ii)   That consideration be given to the wider implications of the report's reflections on training and development for Teaching Fellows.

CONSIDERED:

(e)   A paper concerning the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, paper CFDLSC 20/07-08, comprising a covering paper drafted by the Secretary, a letter of 13 September 2007 from the Vice-Chancellor to Dr I Ainsworth, Assistant Director, Reviews Group, QAA, and a response from Dr I Ainsworth dated 15 October 2007, together with the final draft report, noting that the report will be subject to further proofreading;

(f)   Resolutions and recommendations of the Collaborative, Flexible and Distributed Learning Sub-Committee set out in (c) and (d) above.

RESOLVED:

(g)   That Professor Easton, Professor Bridges and Dr Roberts, as members of the Committee who in 2005 served on the Committee's Working Group on Quality Assurance Issues on WMG Overseas Courses meet with Dr A Dowd, Warwick Manufacturing Group, to review the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, paper CFDLSC 20/07-08, in order to:

(i)   Review the Working Group's original recommendations and the follow-up to them;

(ii)   Consider the recommendations of the Collaborative, Flexible and Distributed Learning Sub-Committee set out in (c) and (d) above;

(iii)   Identify issues affecting the University more widely and propose mechanisms for addressing these, it being noted that the recommendation from the Collaborative,

Flexible and Distributed Learning Sub-Committee concerning training and development opportunities for Teaching Fellows would be considered by the Learning and Development Centre as set out in minute 27/07-08;

(h)   That the identified members of the Committee report to the next meeting of the Committee on their deliberations.

29/07-08   Placement learning

CONSIDERED:

(a)   Newly revised section of the QAA *Code of practice* covering Placement Learning and Work-Based Learning, paper AQSC 15/07-08;

(b)   Memo from the Secretary to Placement Learning Coordinators setting out changes from the previous version and asking them to identify any issues requiring attention, paper AQSC 16/07-08.

RESOLVED:

That the Secretary report back to the Committee and/or Placement Learning Coordinators, as appropriate, following a seminar to discuss the implementation of the newly revised section of the QAA *Code of practice* covering Placement Learning and Work-Based Learning to be held on 4 December.

30/07-08   Student-Staff Liaison Committee Annual Reports

CONSIDERED:

Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate courses, paper AQSC 28/07-08 (tabled), and postgraduate courses, paper AQSC 29/07-08 (tabled).

RESOLVED:

(a)   That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate and postgraduate courses be approved as set out in papers AQSC 28/07-08 and AQSC 29/07-08 respectively, noting that references to "tutoring" in section 2(f) of the undergraduate report, concerning mentoring schemes, should be understood in the context of informal "buddy" arrangements and not as a reference to academic tutoring;

(b)   That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for undergraduate courses, paper AQSC 28/07-08, and postgraduate courses, paper AQSC 29/07-08, be referred for consideration to the Boards of Graduate and

Undergraduate Studies, Faculty Boards, the Campus Life Committee, the Library SSLC and the Careers SSLC;

(c)   That the Chair of the Committee and the Deputy President & Education Officer of the Students' Union write to Heads of Department to reiterate the importance of the Student-Staff Liaison Committee system and to remind Heads of Department that it is an expectation that departments invite student representatives to departmental meetings (or equivalent) for the discussion of SSLC business;

(d)   That it become a requirement that new SSLC Academic Convenors attend one of the annual briefings organised by the SSLC Coordinators;

(e)   That the SSLC Coordinators investigate additional methods of disseminating briefing information to SSLC Academic Convenors to supplement existing face-to-face briefings, the SSLC Handbook and the SSLC web portal;

(f)   That the Committee be supplied with lists of departments/courses for which no SSLC annual report has been received.

31/07-08   Academic Complaints

REPORTED:

That the Board of Undergraduate Studies at its meeting on 14 November 2007 received an annual report on Academic Complaints received by the University during 2006-07, paper AQSC 17/07-08.

CONSIDERED:

(a)   The annual report on Academic Complaints received by the University during 2006-07, prepared by the University Secretary and Mr C Jones, University Legal Compliance Officer (University Secretary's Office), paper AQSC 17/07-08;

(b)   A report from the Office of the Independent Adjudicator for Higher Education (OIA) outlining the number of complaints made to the OIA about the University during the calendar year 2006, paper AQSC 18/07-08.

RESOLVED:

That the annual report on Academic Complaints be revised along the lines discussed at the meeting.

32/07-08   Course and Module approval forms

(a)   Course Approval form

CONSIDERED:

Proposed amendment to the Course Approval form to require more detailed information from departments about the external advice taken during the development of new and restructured courses, paper AQSC 19/07-08.

RECOMMENDED (to the Senate):

That proposed amendments to the Course Approval form to require more detailed information from departments about the external advice taken during the development of new and restructured courses be approved as set out in paper AQSC 19/07-08, subject to minor amendments proposed during the meeting.

(b)   Module Approval form

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 recommended that in ongoing considerations of the module proposal form consideration be given to recasting the question concerning contact hours to ask how students will be expected to allocate the appropriate number of hours of effort, including (but not limited to) contact hours.

CONSIDERED:

Proposed amendments to the Module Approval form to request a more detailed description of the assessment methods in question 13, to allow the Academic Office's Mark Entry Project better to serve the needs of the academic community while also ensuring the University will comply with new HESA reporting requirements with effect from the 2007-08 academic year, and proposed amendments to the Module Approval form to require more detail on the expected student effort during a module rather than only contact hours in question 12, paper AQSC 20/07-08.

RESOLVED:

That proposed amendments to the Module Approval form not be approved, and that different mechanisms for capturing information necessary for the Mark Entry Utility be developed.

33/07-08   Assessment

(a)   New marking scale (minute 7/07-08 referred)

CONSIDERED:

(i)   A summary of responses to the Chair's invitation to participate in the pilot of the new marking scale for undergraduate modules, paper AQSC 21/07-08.

(ii)   Report from the Education Officer & Deputy President of the Students' Union on recent student reaction to the pilot of the new marking scale.

RESOLVED:

That the Chair and Deputy President & Education Officer of the Students' Union report to the next meeting of the Committee on ongoing discussions of the new marking scale.

(b)   Protocol for assessing student participation in seminars

REPORTED:

That the Board of Undergraduate Studies at its meeting on 14 November 2007 considered a paper from the Chair of that Board concerning a protocol for assessing student participation in seminars, paper BUGS 10/07-08, and resolved that the Chair [of the Board of Undergraduate Studies] be asked to circulate paper BUGS 10/07-08 to the faculty Undergraduate Studies Committees for consultation, having amended the proposed protocol to apply to modules of 12 or more CATS.

RECEIVED:

Proposed protocol for assessing student participation in seminars prepared by the Chair of the Board of Undergraduate Studies, paper BUGS 10/07-08.

(c)   Peer assessment and self assessment

RECEIVED:

(i)   A letter from Dr N Stewart, Department of Psychology to the Vice-Chancellor concerning second marking, paper AQSC 26/07-08;

(ii)   Extracts from the QAA *Code of practice* concerning assessment practices, paper AQSC 27/07-08;

(iii)   A background paper prepared by the Secretary setting out some examples in the area of peer assessment and self assessment, paper AQSC 22/07-08.

RESOLVED:

That papers AQSC 22, 26 & 27/07-08 be considered at the next meeting of the Committee.

34/07-08   <u>Postgraduate English Language Requirements</u>

REPORTED:

That the Board of Graduate Studies at its meeting on 15 November 2007 <u>considered</u> a paper from the International Office on the University's postgraduate English language requirements, paper BGS 20/07-08, and <u>resolved</u>:

(a)   That departments be allowed to adopt for their postgraduate courses and research programmes a standard minimum English language admission requirement of 6.5 IELTS (or equivalent), without a requirement to attend pre- or in-sessional English language training, noting that while different requirements may be appropriate for separate courses or programmes within a department, it would be preferable wherever possible for departments to adopt a single minimum standard for all or most of their postgraduate degrees;

(b)   That a review be established, including representation from the Board of Graduate Studies, Student Admissions Office, International Office and CELTE, to examine:

(i)   The implications of the new rules and systems for obtaining student visas, to be introduced in 2008-09, on requiring pre- or in-sessional English language training as a condition of admission to postgraduate courses at the University;

(ii)   The future provision and resourcing of pre- and in-sessional English language training, including courses in academic English, for postgraduate students.
BGS minute 31/07-08 (unconfirmed)

CONSIDERED:

Summary of postgraduate English language requirements at Russell Group universities prepared by the International Office, paper AQSC 32/07-08 (<u>tabled</u>).

RESOLVED:

That the review outlined in (b) above be welcomed.

35/07-08   <u>Guidelines on the Supervision and Monitoring of Postgraduate Research Students</u>

REPORTED:

(a)   That the Board of Graduate Studies at its meeting on 15 November 2007 <u>considered</u>:

(i)   The amendments to the *Guidelines on the Supervision and Monitoring of Postgraduate Research Students* (paper BGS 5/07-08 (revised));

(ii)   The form for the 2006/07 Research Student Annual Report to the Graduate School (paper BGS 19/07-08).

(b)   That the Board of Graduate Studies at its meeting on 15 November 2007 <u>resolved</u>:

(i)   That the amendments to the *Guidelines on the Supervision and Monitoring of Postgraduate Research Students*, as set out in paper BGS 5/07-08 (revised), be approved;

(ii)   That the Research Student Annual Report to the Graduate School be amended for 2007/08 in light of the Board's comments.
BGS minute 36/07-08 (unconfirmed)

CONSIDERED:

Updated *Guidelines on the Supervision and Monitoring of Postgraduate Research Students*, paper BGS 5/07-08 (revised).

RESOLVED:

That the updated *Guidelines on the Supervision and Monitoring of Postgraduate Research Students* be approved as set out in paper BGS 5/07-08 (revised).

36/07-08   <u>New and amended collaborative courses</u>

(a)   <u>School of Law: LLM EU Law in the World Economy</u>

REPORTED:

(i)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 <u>considered</u> a proposal to introduce a new course entitled LLM EU Law in the World Economy Joint Degree with Maastricht University, as set out in papers GFSS 24/07-08 (e-mail from Prof. Dr. Peter L.H. Van den Bossche, Maastricht University), CFDLSC 25/07-08 (formal covering letter from Maastricht University), GFSS 2/07-08 (course proposal part 1), GFSS 21/07-08 (course specification), GFSS 4/07-08 (course

proposal part 4), GFSS 12/07-08 (site visit report), including applications for approval of the following staff at Maastricht University:

(A)   Wouter Devroe, as set out in paper GFSS 5/07-08;
(B)   Anne Pieter van der Mei, as set out in paper GFSS 6/07-08;
(C)   Remco Van Rhee, as set out in paper GFSS 7/07-08;
(D)   Hildegard Schneider, as set out in paper GFSS 8/07-08;
(E)   Stefaan van den Bogaert, as set out in paper GFSS 9/07-08;
(F)   Peter Van den Bossche, as set out in paper GFSS 10/07-08;
(G)   Ellen Vos, as set out in paper GFSS 11/07-08.

(ii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 <u>recommended</u> to the Academic Quality and Standards Committee that the proposal to introduce a new course entitled LLM EU Law in the World Economy to be taught collaboratively and awarded jointly with Maastricht University be approved as set out in papers GFSS 2-12, 21 & 25/07-08 and CFDLSC 25/07-08.

CONSIDERED:

A proposal from the School of Law to introduce a new course entitled LLM EU Law in the World Economy to be taught collaboratively and awarded jointly with Maastricht University as set out in the following papers:
(iii)   Cover letter from Maastricht University, paper CFDLSC 25/07-08;
(iv)   Part 1 course approval form, paper GFSS 2/07-08;
(v)   Course specification, paper GFSS 21/07-08;
(vi)   Part 4 course approval form, paper GFSS 4/07-08;
(vii)   Site visit report, paper GFSS 12/07-08.

RECOMMENDED (to the Senate):

That the proposal to introduce a new course entitled LLM EU Law in the World Economy to be taught collaboratively and awarded jointly with Maastricht University be approved as set out in papers GFSS 2-12, 21 & 25/07-08 and CFDLSC 25/07-08.

(b)   Centre for Lifelong Learning: Collaboration with Herefordshire College of Technology

REPORTED:

(i)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 considered a proposal from the Centre for Lifelong Learning for a collaboration with Herefordshire College of Technology to deliver the existing Certificate and Diploma in Teaching in the Lifelong Learning Sector, as set out in the following papers:

(A)   Covering memo from Dr F McKay, Centre for Lifelong Learning, paper CFDLSC 3/07-08;
(B)   Part 4 Course Proposal form, paper CFDLSC 4/07-08;
(C)   Curricula vitae for the following members of staff at Herefordshire College of Technology:
(1)   Christine Robertson, paper CFDLSC 5/07-08;
(2)   Andrew Maden, paper CFDLSC 6/07-08;
(3)   Jane Driver, paper CFDLSC 7/07-08.

(ii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 recommended to the Academic Quality and Standards Committee that the proposal from the Centre for Lifelong Learning for a collaboration with Herefordshire College of Technology to deliver the existing Certificate and Diploma in Teaching in the Lifelong Learning Sector be approved as set out in papers CFDLSC 3-7/07-08.

CONSIDERED:

A proposal from the Centre for Lifelong Learning for a collaboration with Herefordshire College of Technology to deliver the existing Certificate and Diploma in Teaching in the Lifelong Learning Sector, as set out in the following papers:
(iii)   Memo from Dr F McKay, paper CFDLSC 3/07-08;
(iv)   Part 4 course approval form, paper CFDLSC 4/07-08.

RECOMMENDED (to the Senate):

That the proposal from the Centre for Lifelong Learning for a collaboration with Herefordshire College of Technology to deliver the existing Certificate and Diploma in Teaching in the Lifelong Learning Sector be approved as set out in papers CFDLSC 3-7/07-08.

(c)   Institute of Education: PG Certificate in Teaching Shakespeare
        for Actors

        REPORTED:

        (i)   That the Collaborative, Flexible and Distributed
                Learning Sub-Committee at its meeting on 8 November
                2007 considered a proposal from the Institute of
                Education to introduce a new Postgraduate Certificate
                in Teaching Shakespeare for Actors in collaboration
                with the Royal Shakespeare Company set out in the
                following papers:
                (A)   Course proposal part 1, paper GFSS.35/07-08;
                (B)   Course specification, paper GFSS.37/07-08;
                (C)   Course proposal part 4, paper CFDLSC 26/07-
                        08;

        (ii)   That the Collaborative, Flexible and Distributed
                Learning Sub-Committee at its meeting on 8 November
                2007 considered a proposal for a new module in
                collaboration with the Royal Shakespeare Company,
                Artistry in Teaching Shakespeare for Actors, paper
                GFSS 38.07-08;

        (iii)   That the Collaborative, Flexible and Distributed
                Learning Sub-Committee at its meeting on 8 November
                2007 recommended to the Academic Quality and
                Standards Committee:
                (A)   That the proposal from the Institute of Education
                        to introduce a new Postgraduate Certificate in
                        Teaching Shakespeare for Actors in
                        collaboration with the Royal Shakespeare
                        Company be approved as set out in papers
                        GFSS 35&37/07-08 and CFDLSC 26/07-08,
                        subject to clarification from the Institute of
                        Education of the arrangements for a Student-
                        Staff Liaison Committee or equivalent and the
                        submission of CVs for Royal Shakespeare
                        Company staff teaching on the course;

                (B)   That the proposal from the Institute of Education
                        for a new module in collaboration with the Royal
                        Shakespeare Company, Artistry in Teaching
                        Shakespeare for Actors, be approved as set out
                        in paper GFSS 38.07-08.

        CONSIDERED:

        A proposal from the Institute of Education to introduce a new
        Postgraduate Certificate in Teaching Shakespeare for Actors
        and a new module, Artistry in Teaching Skakespeare for
        Actors, in collaboration with the Royal Shakespeare Company
        as set out in papers:
        (iv)   Part 1 course approval form, paper GFSS 35/07-08;
        (v)   Course specification, paper GFSS 37/07-08;

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(vi)   Part 4 course approval form, paper CFDLSC 26/07-08.

RECOMMENDED (to the Senate):

That the proposal from the Institute of Education to introduce a new Postgraduate Certificate in Teaching Shakespeare for Actors in collaboration with the Royal Shakespeare Company be approved as set out in papers GFSS 35&37/07-08 and CFDLSC 26/07-08, with no students to be enrolled until satisfactory clarification from the Institute of Education of the arrangements for a Student-Staff Liaison Committee or equivalent and the submission of CVs for Royal Shakespeare Company staff teaching on the course if there are a small number of individuals carrying out teaching

(d)   <u>Warwick Medical School: Certificate in Diabetes Care (Cyprus)</u>

REPORTED:

(i)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 <u>considered</u> a proposal from Warwick Medical School to create a collaboration with the Ministry of Health, Cyprus to deliver the existing Certificate in Diabetes Care, paper DMAP 53/07-08;

(ii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 <u>resolved</u> that Dr Stokes ascertain whether there will be any requirements connected with professional registration applying to students on the Certificate in Diabetes Care when delivered in Cyprus;

(iii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 <u>recommended</u> to the Academic Quality and Standards Committee that the proposal from Warwick Medical School to create a collaboration with the Ministry of Health, Cyprus to deliver the existing Certificate in Diabetes Care be approved as set out in paper DMAP 53/07-08.

CONSIDERED:

A proposal from Warwick Medical School to create a collaboration with the Ministry of Health, Cyprus to deliver the existing Certificate in Diabetes Care, paper DMAP 53/07-08.

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School to create a collaboration with the Ministry of Health, Cyprus to deliver the existing Certificate in Diabetes Care be approved as set out in paper DMAP 53/07-08.

(e)   Diploma in Orthodontic Therapy

REPORTED:

(i)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 considered a proposal from Warwick Medical School to extend the existing collaboration with Leamington Spa Orthodontics to deliver a new Diploma in Orthodontic Therapy, as set out in the following papers:

(A)   Background and rationale for the proposal, paper DMAP 12/07-08 (revised);
(B)   Part 1 Course Proposal form, paper DMAP 47/07-08;
(C)   Course Specification, paper DMAP 13/07-08 (revised);
(D)   Part 4 Course Proposal form; paper DMAP 49/07-08;
(E)   Proposal for a new module, Biomedical Sciences and Oral Biology, paper DMAP 15/07-08 (revised);
(F)   Proposal for a new module, The Principles of Orthodontic Therapy, paper DMAP 16/07-08 (revised);
(G)   Proposal for a new module, Removable Orthodontic Appliances, paper DMAP 17/07-08 (revised);
(H)   Proposal for a new module, Fixed Orthodontic Appliances, paper DMAP 18/07-08 (revised);
(I)   Proposal for a new module, Interdisciplinary Orthodontic Care, paper DMAP 19/07-08 (revised);
(J)   Proposal for a new module, Clinical Practice in Orthodontic Therapy, paper DMAP 48/07-08.

(ii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 resolved that, prior to the admission of any students to the Diploma in Orthodontic Therapy, Dr Stokes confirm that the General Dental Council does not expect or require students on the course to be subject to the University's Fitness to Practice Regulations;

(iii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 recommended to the Academic Quality and Standards Committee that the proposal from Warwick Medical School to extend the existing collaboration with Leamington Spa Orthodontics to deliver a new Diploma in Orthodontic Therapy be approved as set out in papers DMAP 12-19 & 47-49/07-08, noting that

provisional approval from the General Dental Council has already been secured.

CONSIDERED:

A proposal from Warwick Medical School to extend the existing collaboration with Leamington Spa Orthodontics to deliver a new Diploma in Orthodontic Therapy as set out in the following papers:

(iv)   Background covering paper, paper DMAP 12/07-08 (revised);
(v)   Part 1 course approval form, paper DMAP 47/07-08;
(vi)   Course specification, paper DMAP 13/07-08 (revised);
(vii)   Part 4 course approval form, paper DMAP 49/07-08.

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School to extend the existing collaboration with Leamington Spa Orthodontics to deliver a new Diploma in Orthodontic Therapy be approved as set out in papers DMAP 12-19 & 47-49/07-08.

(f)   MSc Implant Dentistry Occlusion module: University Kebangsaan Malaysia

REPORTED:

(i)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 considered a proposal from Warwick Medical School for a collaboration with University Kebangsaan Malaysia to deliver the existing MSc Implant Dentistry Occlusion module in a new location on one occasion only, as set out in the following papers:
(A)   Memo from Dr A Stokes, Warwick Medical School, paper CFDLSC 22/07-08;
(B)   Draft programme, paper CFDLSC 23/07-08;
(C)   Supplementary memo from Dr A Stokes, Warwick Medical School, paper CFDLSC 24/07-08.

(ii)   That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 recommended to the Academic Quality and Standards Committee that the proposal from Warwick Medical School for a collaboration with University Kebangsaan Malaysia to deliver the existing MSc Implant Dentistry Occlusion module in a new location on one occasion only be approved, as set out in papers CFDLSC 22-24/07-08, noting that the student body had been consulted and supported the proposal.

CONSIDERED:

A proposal from Warwick Medical School for a collaboration with University Kebangsaan Malaysia to deliver the existing MSc Implant Dentistry Occlusion module in a new location on one occasion only as set out in the following papers:
(iii)   Memo from Dr A Stokes, paper CFDLSC 22/07-08;
(iv)   Outline programme, paper CFDLSC 23/07-08;
(v)   Supplementary memo from Dr A Stokes, paper CFDLSC 24/07-08.

RECOMMENDED (to the Senate):

That the proposal from Warwick Medical School for a collaboration with University Kebangsaan Malaysia to deliver the existing MSc Implant Dentistry Occlusion module in a new location on one occasion only be approved, as set out in papers CFDLSC 22-24/07-08, noting that the student body had been consulted and supported the proposal.

37/07-08   HE Academy/JISC Pathfinder programme: Departmental Impact Analysis

REPORTED:

(a)   That the e-Learning Steering Group at its meeting on 22 October 2007 considered an 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08, and resolved:

(b)   That the e-Learning Steering Group at its meeting on 22 October 2007 resolved:

(i)   That the following recommendations set out in paper EL 4/07-08 be approved:

(A)   That the University should continue its pluralistic approach to the development and support of e-learning developments but consider ways in which these might be brought together more strategically either through committee or staffing structures;

(B)   That the University should seek to support and enhance a needs-driven and agile approach to e-learning;

(C)   That the University should develop a high-level strategic direction in relation to e-learning specifically and pedagogical development more generally to provide a sense of purpose and legitimacy for those engaging in developments, it being noted that the University was consulting

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on a draft Learning, Teaching and Assessment Enhancement Strategy.

    (ii)   That it be noted that the following recommendations set out in paper EL 4/07-08 raised a number of issues that required further consideration:

        (A)   That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition;

        (B)   That the University ensure that a basic standard of equipment of teaching and learning spaces across the institution enables e-learning developments to be implemented.

(c)   That the e-Learning Steering Group at its meeting on 22 October 2007 <u>recommended</u> that the Academic Quality and Standards Committee consider the following recommendation set out on page 4 of paper EL 4/07-08:

That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.

RECEIVED:

An 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08, in particular the best method for taking forward the recommendation that the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.

RESOLVED:

That paper eSG 4/07-08 be considered at the next meeting of the Committee.

38/07-08   <u>Skills and Development Steering Group</u>

REPORTED:

That the Skills and Development Steering Group at its meeting on 1 November 2007 <u>resolved</u> that the Terms of Reference, Constitution and Membership of the Group for 2007-08 be approved as set out in paper SDSG 1/07-08, subject to minor amendments, and <u>recommended</u> to the Academic Quality and Standards Committee that the Student Skills and Development Steering Group replace the former Skills Working Group and that the terms of Reference, Constitution and Membership be approved.

CONSIDERED:

Terms of Reference, Constitution and Membership for the Student Skills and Development Steering Group for 2007-08, paper SDSG 1/07-08 (revised).

RESOLVED:

(a)   That the Skills Working Group be replaced by the Student Skills and Development Steering Group;

(b)   That the Terms of Reference, Constitution and Membership for the Student Skills and Development Steering Group for 2007-08 be approved as set out in paper SDSG 1/07-08

39/07-08   Employability Strategy

REPORTED:

That the Quality Enhancement Working Group at its meeting on 16 November 2007 deferred consideration of a proposed Employability Strategy, paper QEWG 2/07-08, prepared by Ms R Wooldridge Smith, Director of the Careers Centre.

RECEIVED:

Proposed Employability Strategy, paper QEWG 2/07-08, prepared by Ms R Wooldridge Smith, Director of the Careers Centre, noting that consideration of the draft Employability Strategy would be deferred until the next meeting of the Committee, after its consideration by the Quality Enhancement Working Group.

40/07-08   Collaborative course approval procedure

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 considered the current collaborative course approval procedure, as set out on the Teaching Quality website at www2.warwick.ac.uk/services/quality/categories/collabcourses/procedure/, paper CFDLSC 10/07-08, with a view to amending the procedure to take account of collaborative proposals that involve a tender process for external funding or support, and recommended to the Academic Quality and Standards Committee that the collaborative course approval procedure be amended to require departments to follow the first three steps of the procedure to secure "outline planning permission" before submitting tenders in competitive bidding processes, and that tenders make it clear that they are subject to subsequent academic approval by the University through its normal course approval processes.

RESOLVED:

That the recommendation from the Collaborative, Flexible and Distributed Learning Sub-Committee concerning the collaborative course approval procedure be considered at a future meeting of the Committee.

41/07-08   QAA Overseas Audit: India

REPORTED:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 8 November 2007 received a letter dated 16 October from Dr G King, Deputy Director (Audit), Reviews Group, QAA, to the Vice-Chancellor concerning the QAA audit of collaborative activity in India by UK HE institutions, paper CFDLSC 8/07-08, along with an oral report from the Secretary, resolved that the Secretary work with the Dr Dowd to prepare the briefing paper and supporting documentation requested by QAA, and recommended to the Academic Quality and Standards Committee that the University ascertain the extent to which this process is a more intensive form of background information gathering by QAA with a view to writing to the Higher Education Regulation Review Group.

42/07-08   Amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test

RESOLVED:

(a)   That members of the Committee forward to the Secretary comments on proposed amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test and Associated Guidance, paper AQSC 25/07-08, drafted by the Assistant Registrar (Examinations) in consultation with the Chair of the Committee, the Chair of the Board of Graduate Studies and the Academic Registrar, with a view to the Chair considering the proposed amendments to the Regulation ahead of the next meeting of the Senate;

(b)   That the proposed amendments to the Associated Guidance be considered at the next meeting of the Committee.

43/07-08   Psychology DClinPsych: British Psychological Society reaccreditation

CONSIDERED:

Report from the British Psychological Society (BPS) on their reaccreditation of the Doctorate in Clinical Psychology (DClinPsych) delivered in collaboration with Coventry University, paper AQSC 23/07-08, along with a response from the Department of Psychology, paper AQSC 24/07-08.

RESOLVED:

(a) That the report from the British Psychological Society (BPS) on their reaccreditation of the Doctorate in Clinical Psychology (DClinPsych) delivered in collaboration with Coventry University, paper AQSC 23/07-08, and the response from the Department of Psychology, paper AQSC 24/07-08, both be approved;

(b) That the Department of Psychology supply to the Committee via the Chair and Secretariat in due course a copy of the response sent by Coventry University to the British Psychological Society.

44/07-08 New, restructured and discontinued courses

(a) New and restructured undergraduate courses

REPORTED:

That the Board of Undergraduate Studies at its meeting on 14 November 2007 resolved to approve the following new and restructured undergraduate courses:

(i) Introduction of the option of spending the third year studying at an overseas institution into the degree courses MEng Computer Science and MEng Computing Systems;
(ii) Open Studies Diploma for Adult Literacy Specialists;
(iii) Open Studies Diploma for Adult Numeracy Specialists;
(iv) Open Studies Diploma for ESOL Specialists;
(v) Part-time variant of the existing BA History of Art

(b) New, restructured and discontinued postgraduate courses

REPORTED:

(i) That the Board of Graduate Studies at its meeting on 15 November 2007 resolved that a proposal to discontinue the course MSc in Process Technology and Business Management and replace it with the (existing) MSc in Process Business Management be approved.

(ii) That the Board of Graduate Studies at its meeting on 15 November 2007 resolved that the following new and restructured courses be approved:

(A) a new stream Visual and Material Culture in Ancient Rome to run alongside the existing Taught MA in Visual and Material Culture;
(B) MSc Mathematical Biology and Biophysical Chemistry;
(C) Postgraduate Certificate in Transferable Skills in Science.

45/07-08   Students' Union Education Consultation

RECEIVED:

Students' Union Education Strategy consultation document, paper AQSC 31/07-08.

RESOLVED:

That the Students' Union Education Strategy consultation document, paper AQSC 31/07-08 be considered at the next meeting of the Committee.

46/07-08   Next meeting

REPORTED:

That the next meeting of the Committee will be held at 8.30am on Friday 1 February 2008 in CMR 1.1, University House.