

UNIVERSITY OF WARWICK

Minutes of the Meeting of the Academic Quality and Standards Committee held on
27 January 2005

Present: Professor M Whitby (Chair), Professor A Caesar, Professor M Cooper, Professor A Easton, Professor E Gallafent, Dr P O'Hare, Professor M Harrison, Professor G Lindsay, Professor M Luntley, Mr K Mohaddes, Dr P Roberts.

Apologies: Dr P Blackmore, Professor L Bridges, Dr K Flint, Dr S Hill, Mr S Lucas Professor E Peile.

In attendance: Professor K Legge (for item 61/04-05), Mrs S Law, Dr J Moss, Ms R Wooldridge Smith.

51/04-05 Minutes

RESOLVED:

That the Minutes of the meeting held on 17 November 2004 be approved.

52/04-05 Matters Arising

(a) National Student Survey (Minute 26/04-05 (b) referred)

RECEIVED:

- (i) An oral report from the Education Officer on the Students' Union's position on the NSS and feedback from students received to date.

RESOLVED:

That it be noted that the Education Officer intended to e-mail students during w/c 31.01.05 to advise them not to participate in the National Student Survey and that this approach reflected the response of other Russell Group institutions.

- (ii) Information relating to the Australian experience of a national student survey, paper AQSC 31/04-05 (copy attached).

RESOLVED:

- (A) That it be noted that the Australian experience and that of UK institutions involved in the NSS pilot indicated that there remained issues over the appropriateness of the 'fit' between such surveys and the totality of the student experience;

- (B) That in the event that data arising from the NSS was used comparatively, some co-ordination amongst Russell Group institutions on the subject would be desirable.

- (b) WMG Exit strategy from South Africa (Minute 26/04-05 (c) referred)

REPORTED:

That the University had now signed a formal contract with Da Vinci covering the exit strategy safeguarding student interests previously reported to the Committee.

- (c) Accreditation of Prior Learning (Minute 26/04-05 (e) referred)

CONSIDERED:

Paper AQSC 14/04-05 (revised 2), the proposed APEL policy, amended in line with observations made by the Director of the Centre for Academic Practice prior to the meeting of the Committee on 17 November.

RECOMMENDED (to the Senate):

That the revised draft of the proposed policy on APEL be approved as set out in paper AQSC 14/04-05 (revised 2) subject to those minor annotations required to prepare the paper for the meeting of the Senate.

- (d) Warwick Teaching Certificate Credit Framework Re-Calibration

CONSIDER:

A proposal from the Centre for Academic Practice for the re-calibration of the credit framework for the Warwick Teaching Certificate, paper AQSC 56/04-05.

RESOLVED:

That the proposal from the Centre for Academic Practice to re-calibrate the credit value of the Warwick Teaching Certificate be approved as set out in paper AQSC 56/04-05 subject to amendment of the number of non-contact/study hours of academic-related experience from 200 to 140, it being noted that there would be no formal requirement for WTC participants to log such activities.

53/04-05

Progress of Committee Recommendations

REPORTED:

- (a) That at its meeting held on 1 December, the Senate considered a report from the meetings of the Academic Quality & Standards Committee held on 21 October and 17 November

and recorded its approval of recommendations made by the Committee under the following headings:

- (i) Terms of Reference
 - (ii) HEFCE National Student Survey
 - (iii) HEFCE TQEF and Professional Standard Funding
 - (iv) Report from the Collaborative Policy Working Group
 - (v) Collaborative Contracts
 - (vi) Final Undergraduate Classification Conventions
 - (vii) Pass Degree Regulations
 - (viii) Student academic Complaints
 - (ix) QAA Code of Practice on Postgraduate Research Degrees
 - (x) QAA Code of Practice on Collaborative, Flexible and Distributed Learning
 - (xi) Accreditation of Prior Learning
 - (xii) New and Revised Collaborative Courses
 - (xiii) Chair's Action: Amendment to Regulation 19 Governing the Postgraduate Certificate in Education
- (b) That at its meeting held on 1 December, the Senate recommended approval of the proposed collaborative policy subject to one minor change made following the meeting.

54/04-05 Chair's Business

REPORTED:

- (a) CETLs
- (i) That the University had learned shortly before the Christmas vacation that both bids to the HEFCE to establish Centres for Excellence in Teaching & Learning (CETLs) had been successful.
 - (ii) That Warwick was a partner in the successful bid for CETL made by the University of Oxford.
- (b) Review of the Quality Assurance Framework
- That the Committee would again be giving consideration to means of removing further bureaucracy from the University's quality assurance framework and that a letter would shortly be sent to Chairs of Departments inviting them to bring forward suggestions to this end which would not compromise quality and standards or the University's ability to demonstrate these internally and externally.

55/04-05 Chair's Action

REPORTED:

That Professor Whitby had taken action, acting on behalf of the Committee, to approve:

- (a) Amendments to Regulation 19 Governing the Postgraduate Certificate in Education proposed by the Institute of Education as set out in paper AQSC 30/04-05, with immediate effect.
- (b) Amendments to Regulations 13 and 14 on Continuation of Registration and Governing Higher Degrees as set out in paper SC. 85/04-05.
- (c) A change to the title of the MSc in Molecular Organisation and Assembly in Cells to MSc in Mathematical Biology and Biophysical Chemistry, it being note that the PhD would continue would with original title, as set out in paper AQSC 32/04-05.

56/04-05 Report from the Assessment Conventions Working Group

RECEIVED:

- (a) An oral report from the Chair on the work of the Assessment Conventions Working Group.
- (b) The Minutes of the last meeting of the Working Group held on 16 December 2004, paper AQSC 33/04-05.

RESOLVED:

- (c) That an abridged version of paper AQSC 33/04-05 be circulated to Faculty Chairs for the forthcoming meetings of the Faculty Boards in the Spring and Summer Terms for consultation on the Working Group's proposals;
- (d) That the University keep up-to-date with progress of the plans arising from the Burgess report into recording student achievement, the potential abolition of the existing degree classification system and its replacement with an alternative system;
- (e) That the proposed formula marking scheme might generate unanticipated difficulties at the point of aggregating marks which would require investigation in due course;
- (f) That consideration be given in due course to standardisation of assessment conventions at postgraduate level.

57/04-05 Academic Satisfaction Review 2004

CONSIDERED:

Responses from academic departments and administrative offices to the reports on the undergraduate and postgraduate student experience 2004 as set out below:

- (a) Department of Classics & Ancient History, paper AQSC 34/04-05.
- (b) Department of Film & TV Studies, paper AQSC 35/04-05.
- (c) Department of French Studies, paper AQSC 36/04-05.
- (d) Department of German Studies, paper AQSC 37/04-05.
- (e) Department of History, paper AQSC 38/04-05.
- (f) Department of History of Art, paper AQSC 39/04-05.
- (g) Department of Italian, paper AQSC 40/04-05.
- (h) Department of Theatre, Performance & Cultural Policy Studies, paper AQSC 41/04-05.
- (i) Centre for Translation & Comparative Cultural Studies, paper AQSC 42/04-05.
- (j) Department of Biological Sciences, paper AQSC 43/04-05.
- (k) Department of Chemistry, paper AQSC 44/04-05.
- (l) Department of Computer Science, paper AQSC 45/04-05.
- (m) Mathematics Institute, paper AQSC 46/04-05.
- (n) Department of Physics, paper AQSC 47/04-05.
- (o) Department of Statistics, paper AQSC 48/04-05.
- (p) School of Law, paper AQSC 55/04-05.
- (q) Department of Philosophy, paper AQSC 49/04-05.
- (r) Department of Sociology, paper AQSC 50/04-05.
- (s) Library, paper AQSC 51/04-05.
- (t) ITS, paper AQSC 52/04-05.
- (u) Student & Ancillary Services, paper AQSC 53/04-05.

RESOLVED:

- (v) That a number of issues relating to the Library, ITS and the Careers Service had been raised in responses from academic departments and that it was the Committee's expectation that the Directors of the respective services would take these forward;
- (w) That the Registrar had noted a number of items which would be progressed through the new Administrative and Service Departments Annual Review process;
- (x) That reports from Quad Research indicated that response rates remained low in some departments and that efforts be renewed in these departments to ensure that questionnaires were returned; it being noted that since it was likely that the Review would be repeated biennially henceforth, it was all the more important that robust data was accumulated.
- (y) That further responses be sought specifically from the departments of History of Art and Physics owing to some confusion in the replies submitted.
- (z) That issues raised relating to accommodation by departments in the Faculty of Arts be referred to the Accommodation Committee for consideration in the context of the planning currently underway for new build for the Faculty;

- (aa) That the Education Officer raise specific issues with SSLCs with which the Committee expected departmental responses to be shared.

58/04-05 HEFCE Teaching Quality Enhancement & Professional Standards Funding (Minute 6/04-05 referred)

REPORTED:

- (a) That the re-framed SMART targets requested by the HEFCE as a condition of the award of an extension to existing Teaching Quality Enhancement Funding for 2005-06 and for funding for Professional Standards work for 2004-05 and 2005-06 had been submitted by the deadline of 30 November;
- (b) That at its meeting held on 21 October 2004 the Group resolved that a group similar to that which had formerly administered the TDF funds be established to consider bids, with representation from academic departments, the Library, e-Lab and CAP and that a TQEF e-Project Committee has been established to evaluate bids with the following membership:

Professor M Whitby	Pro-Vice-Chancellor, Chair
Dr L Polezzi	Chair, Faculty of Arts IT Committee
Professor D Singer	Chair, Faculty of Medicine IT Committee
Professor M Allen	Chair, Faculty of Science IT Committee
Professor A Neal	Chair, Faculty of Social Studies IT Committee
Mr H Williams	Library
Mr J Dale	e-Lab
Dr J Dempster	Centre for Academic Practice
Mr K Mohaddes	Students' Union

RECEIVED:

- (c) Guidelines for Applicants for funding, including selection criteria and the application form, circulated to Chairs of Departments in November, paper EL 11/04-05.

59/04-05 Learning and Teaching Strategy

REPORTED:

That at its meeting held on 21 October 2005 the Quality Enhancement Working Group resolved to review the University's Learning and Teaching Strategy during the calendar year 2005 in order to analyse current progress and identify future priorities, as a guide for internal decision-making and in preparation for the potential announcement of any further tranche of TQEF funding from 2006-07.

CONSIDERED:

The University's Learning and Teaching Strategy with a view to identifying issues, priorities and initiatives for possible inclusion in the revised Strategy; it being noted that the targets set out in paper EL 11/04-05 above formed an extension to the Strategy document.

RESOLVED:

That the Strategy be revisited in the summer term following consideration by other committees.

60/04-05

Periodic Review

CONSIDERED:

The report on the Periodic Review of postgraduate provision in the Department of Biological Sciences and the departmental response, papers BFS 4 & 5/04-05.

RESOLVED:

That the report on the Periodic Review of postgraduate provision in the Department of Biological Sciences and the departmental response be approved as set out in papers BFS 4 & 5/04-05.

61/04-05

Penalties for Late Submission

CONSIDERED:

A memorandum from Professor K Legge, Associate Dean, Academic Policy, WBS, regarding the Business School's response to the University's recently-amended policy on penalties for late submission of assessed work, paper AQSC 57/04-05.

RESOLVED:

- (a) That WBS adopt the University policy with effect from the start of the academic year 2005-06; it being noted that students penalised by the award of a mark of zero for lateness in 2004-05 would have a right of appeal;
- (b) That the School be encouraged to put in place a system for identifying potential 'repeat offenders';
- (c) That, in the event that the School remained of the view that the policy had a negative behavioural impact upon students' workload management, the Committee would be prepared to hear an appeal after two years of operation assuming this was substantiated by quantitative data from the School.

62/04-05

External Examiners' Report Forms

REPORTED:

That at its meeting held on 10 January, the Board of Graduate Studies recommended revisions to the External Examiners' report form on a

thesis submitted for a Research Degree and to the External Examiners' Nomination Form.

CONSIDERED:

Amendments recommended by the Board of Graduate Studies to the following forms:

- (a) The External Examiners' report form on a thesis submitted for a Research Degree, paper AQSC 21/04-05 (revised) (copy attached).
- (b) The External Examiners' nomination form, paper BGS 12/04-05 (revised) (copy attached).

RECOMMENDED (to the Senate):

That the External Examiners' report form on a thesis submitted for a Research Degree and the External Examiners' nomination form be approved as set out in papers AQSC 21/04-05 (revised) and BGS 12/04-05 (revised), subject to further minor amendments for which the approval of the Chair of the Board of Graduate Studies would be sought prior to their submission to the Senate.

63/04-05 Collaborative Contracts

REPORTED:

- (a) That a formal collaborative contract with the Specialist Schools Trust had been approved by the Steering Committee and signed by the CEO of the SST.
- (b) That the Steering Committee had approved the academic addendum to the MOA previously signed with GEM, Suzhou, China, and that signature of this document by GEM in order to complete the relationship with the University should follow shortly.

64/04-05 Discontinuation of Courses of Study

CONSIDERED:

Recommendations from the Board of Graduate Studies that the following courses be discontinued as set out below:

- (a) The MSc in Economic Analysis and Policy with effect from September 2005;
- (b) The MA in Gender, Literature and Modernity with effect from September 2005;
- (c) The EdD (Institute of Education) with effect from September 2005; it being noted that the EdD offered by CELTE would continue to be offered.

RESOLVED:

- (d) That the proposals for the discontinuation of the MSc in Economic Analysis and Policy and the MA in Gender, Literature and Modernity be approved with effect from September 2005;
- (e) That the rationale for the discontinuation of the EdD in the Institute of Education be considered by the Committee at its next meeting.

65/04-05 Next Meeting

REPORTED:

That the next meeting of the Committee would be held at 9.30am on Wednesday 23 February 2005 in the Council Chamber, University House.

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