

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on 30 November 2016

Present: Professor C Hughes (Chair), Professor A Clarke (Chair of the Faculty of Medicine), Professor P Corvi (SSLC Co-ordinator (Social Sciences)), Professor A Dowd (Academic Director of the Graduate School), Professor S Gilson (Chair of the Faculty of Arts), Professor L Gracia (Dean of Students), Dr L Gramaglia (Learning and Development Manager (Academic)), Professor S Jacka (Representative of Senate (Science)), Professor D Lamburn (Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee), Professor R Leng (Chair of the Board of Undergraduate Studies), Professor A Reeve (Representative of Senate (Social Sciences)), Professor L Roberts (Representative of Senate (Medicine)), Dr N Shiers (Postgraduate Officer, Students' Union), Professor M Shipman (Chair of the Faculty of Science), Ms A Thomas (Service Owner (Academic Technology)), Professor G Van der Velden (Academic Director, Warwick International Higher Education Academy), Dr N Whybrow (Representative of Senate (Arts)), Ms H Worsdale (Education Officer Students' Union)

Apologies: Ms S Bennett (Director of Student Careers and Skills), Professor C Jenainati (SSLC Coordinator (Arts)), Dr N Monk (Director of IATL), Dr I Tuersley (SSLC Co-ordinator (Science))

In Attendance: Ms K Gray (Secretary), Ms C Pearson (Assistant Secretary), Mr D Pearson (Senior Assistant Registrar (Graduate School) (for item 32/16-17), Ms C O'Leary (Assistant Director, Office for Global Engagement) (for item 38/16-17)

26/16-17 Students' Union Structures and Developments

RECEIVED:

A presentation by the Education Officer and Postgraduate Officer of the Students' Union on the Students' Union structures and developments related to education (Paper AQSC.9/16-17).

REPORTED:

- (a) That the Students' Union (SU) was a charity with a turnover of £8m;
- (b) That the Students' Union activities incorporated education, course representation, democracy, advice and welfare, student societies and clubs, commercial outlets and entertainment, finance and HR.
- (c) That democratic structures included All Student Meetings and the Council and that the eight SU Executives had oversight of key areas of activity and enabled more active students to be engaged;
- (d) That Faculty committees were being introduced into the academic representation structure this year to strengthen links between the sabbatical officers and SSLCs;
- (e) That training for course representatives had been revised this year to focus on better enabling representatives to raise issues effectively;

- (f) That consideration was being given to how to improve support for course representatives;
- (g) That course representative awards had been introduced in 2015/16;
- (h) That sabbatical officers read all SSLC minutes submitted to the Students' Union;
- (i) That the Students' Union had led a WIHEA funded project with the Warwick Medical School to introduce virtual SSLC meetings for student cohorts not based on campus, which would be tested and made available across the University this term;
- (j) That the Students' Union were keen to enhance the role of students in the development of their educational experience;

(by the Postgraduate Officer):

- (k) That it was estimated that there were approximately 700 SSLCs with structures varying to suit departmental and course structures;
- (l) That it was therefore difficult to judge whether there were too many but it was critical that students were represented and had a communication channel to the Students' Union;
- (m) That it was recognized that training for distance learning and part-time course representatives could be improved;

(by the Education Officer):

- (n) That in some areas students from SSLCs with common issues (eg those on joint degrees) were coming together to discuss these and this would be welcomed;

(by the Secretary):

- (o) That training had been provided for Academic Convenors this year although it had not been well attended and a role description was also available;

(by the SSLC Co-ordinator (Social Sciences):

- (p) That the SSLC Co-ordinators intended to use informal meetings with SSLC Convenors as well as the formal briefings to support them.

27/16-17 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 27 October 2016 be approved.

28/16-17 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.

RESOLVED:

That no conflicts of interest had been declared.

29/16-17

Matters Arising

(a) Terms of Reference (draft minute 1/16-17 referred)

REPORTED:

That at its meeting on 27 October 2016, the Committee considered the terms of reference, constitution and membership of the Committee for 2016-17 (paper AQSC.01/16-17) and resolved (*inter alia*) that the terms of reference be amended to avoid duplication as agreed in the meeting and to add the HEFCE as a body to which the University is accountable on quality assurance and standards of courses.

CONSIDERED:

Revised terms of reference and constitution for the Committee for 2016/17 (Paper AQSC.1/16-17 revised).

RECOMMENDED (to the Senate):

That the terms of reference and constitution of the Committee for 2016/17 be approved as set out in Paper AQSC.1/16-17 (revised).

(b) Source Matching (minutes 84(b), 69/15-16 and draft minute 5/16-17 refer)

REPORTED:

- (i) That at its meeting on 27 October 2016 the Committee resolved that an academic group be established to inform the development of the testing, taking into consideration academic standards and the student experience as well as the IT perspective.
- (ii) That an academic group was in the process of being established and that Turnitin would visit the University on 29 November 2016.

30/16-17

Appointments

REPORTED (by the Chair):

That Professor Lamburn had been appointed Deputy Pro-Vice-Chancellor (Education).

RESOLVED:

That Professor Lamburn be congratulated on his appointment.

31/16-17 Students' Union Update

REPORTED (by the Education Officer, Student's Union):

- (a) That the Warwick delegation had been the largest at a recent national demonstration from universities outside London;
- (b) That the Students' Union had passed a policy on boycotting the National Student Survey in light of the introduction of the Teaching Excellence Framework;
- (c) That the Students' Union were identifying student panel members for the Institutional Teaching and Learning Review (ITLR) and were updating the training from the 2011 ITLR;
- (d) That the Students' Union was also working with the Departments of Politics and Law on issues relating to consent, sexual violence and domestic abuse;

(by the Postgraduate Officer, Students' Union):

- (e) That the Students' Union had launched six demands for hourly paid work, noting that this was linked to the introduction of the Sessional Teaching Payroll (STP) project.

32/16-17 Draft Proof-Reading Policy

CONSIDERED:

A report and draft Proofreading Policy by the Senior Assistant Registrar (Graduate School) (Paper BGS.5/16-17 (revised)).

REPORTED (by the Senior Assistant Registrar (Graduate School)):

- (a) That the draft Policy had been considered by the Boards of Undergraduate and Graduate Studies and the Quality Assurance Working Group;
- (b) That the Graduate School had seen a significant increase in referrals to the Investigating Committee of Senate (ICS), largely related to contract cheating;
- (c) That companies were aggressively targeting students with a range of services;
- (d) That the Policy would apply to all third parties supporting students by proof-reading work, including family and friends;
- (e) That the Policy would apply from 2017/18;
- (f) That there was some confusion amongst students as to what was acceptable and this was intended to provide some clarification;

(by the Assistant Secretary):

- (g) That at its meeting on 18 November 2016 the Board of Undergraduate Studies had considered the Draft Proof-Reading Policy and had resolved (*inter alia*) that the proposal should make it clear that while all students should be encouraged to seek support with academic writing skills, this should not extend to work being submitted for degree credit (minute BUGS 8/16-17 referred);

(by the Chair of the Board of Graduate Studies):

- (h) That the Policy clarified that proof-readers could note what needed to be corrected but could not make the corrections for the student;

(by the Representative of Senate (Social Sciences)):

- (i) That the Policy linked to the development of Guidance on Plagiarism by the Plagiarism Working Group and was specifically referenced in the Guidance;

(by the Representative of Senate (Science)):

- (j) That there would be disciplinary differences in terms of the types of assessments to which the Policy could apply as in some forms of assessment the use of correct language and grammar was itself assessed, for instance in translations;

(by the Representative of Senate (Medicine)):

- (k) That consideration could be given to exempting some assessments from the Policy where proof-reading was not acceptable at all;

(by the Chair of the Faculty of Arts):

- (l) That the Policy set the parameters for what practices were acceptable;

(by the Director of the WIHEA):

- (m) That whether proof-reading was acceptable would depend on the assessment criteria.

(by the Chair of the Faculty of Science):

- (n) That the Policy was broadly acceptable but reference to paying for proof-reading services was concerning;

(by the Learning and Development Manager (Academic)),

- (o) That some students would not have the same opportunities as others to seek advice from family so payment for checking spelling, for instance, but not content, may be acceptable;

RESOLVED:

- (p) That the Policy should apply to both formative and summative work;

- (q) That the minute of the Board of Undergraduate Studies' consideration of the application of the Policy to summative work be clarified;
- (r) That the Policy be amended in light of the discussion by the Committee and be considered by the Committee at its next meeting, following review by the Chair and the Chair of CFDLSC.

33/16-17 Revisions to the Undergraduate Marking Scale

REPORTED:

- (a) That, at its meeting on 20 October 2016, the Quality Assurance Working Group had considered a revised draft of the amended Undergraduate Marking Scale with descriptors for criteria for the various points on the scale as set out in paper QAWG.5.16-17.
- (b) That the Quality Assurance Working Group had resolved (*inter alia*) that the proposal for the revised University undergraduate marking scale be recommended to the AQSC for approval, subject to the following:
 - (i) That, when published by departments to its students, the Undergraduate Mark Scale make explicit reference to departmental or programme-specific marking criteria that provide greater detail specific to the discipline;
 - (ii) That the Faculty Undergraduate Sub-Committees receive the paper for comment in their Autumn Term meetings;
 - (iii) That the new Undergraduate Mark Scale take effect from the start of the 2017-18 academic year, to allow for appropriate development of specificity and criteria and their communication to students.

(draft minute QAWG 6/16-17 referred)

- (c) That at its meeting on 18 November 2016, the Board of Undergraduate Studies received a paper from the Chair setting out proposals from the Working Group on the 17 point marking scale (Paper QAWG.5/16-17).
- (d) That it was reported to the Board that, at its meeting on 20 October 2016, the Quality Assurance Working Group had recommended that the proposals as outlined in QAWG 5/16-17 be implemented with effect from the 2017-18 academic year.
- (e) The Board resolved (*inter alia*) that the Chair be asked to invite the Board of Graduate Studies to participate in a "Task and Finish" group to consider whether the Undergraduate Marking Scale should apply to work completed in the final year of Integrated Undergraduate Masters Degrees, and also to recommend to the Board of Graduate Studies that it should consider whether it would be appropriate to adopt the Marking Scale for other PGT courses.

CONSIDERED:

- (f) A paper from the Chair of the Board of Undergraduate Studies setting out proposed revisions to the undergraduate marking scheme (Paper QAWG.5/16-17 (revised)).

REPORTED (by the Chair of CFDLSC):

- (g) That the Quality Assurance Working Group was supportive of the proposals with two conditions:
 - (i) That there must be clarity on marking criteria at the departmental level;
 - (ii) That the current policy is that the Undergraduate Marking Scheme does not apply to Level 7 modules, noting that currently students on integrated masters degrees may take Level 7 modules with students on Masters degrees, and that the current policy should continue;

(by the Chair of the Board of Undergraduate Studies):

- (h) That the current policy was noted but that the Board of Undergraduate Studies had considered that it was important to consider this further with the Board of Graduate Studies;
- (i) That the Board had also considered the mark difference between the upper second and lower first marks but felt that having a clear distinction between the grades was important;

(by the Chair of the Faculty of Arts):

- (j) That concerns about similarity of descriptors and the distinction between grades could be addressed through the development of departmental descriptors;
- (k) That the scale ensures that marks are awarded across the full range available;

(by the Representative of Senate (Social Sciences):

- (l) That the scale is valuable for joint degrees where varying marking practices across departments might otherwise cause problems;

RESOLVED:

- (m) That the Grades of Mid 1st (82%) and Mid 1st (78%) be renamed 'Upper Mid First' and 'Lower Mid First' respectively.

RECOMMENDED (to the Senate):

- (n) That the proposed revisions to the Undergraduate Marking Scale be approved as set out in QAWG.5/16-17 (revised), subject to the minor amendment noted, and noting that further consideration would be given to the application of the Scale to Level 7 modules.

34/16-17 Lecture Capture Policy

CONSIDERED:

A report from the Head of Academic Technology on behalf of the Lecture Capture Working Group and draft Lecture Capture Policy (Paper AQSC.6/16-17).

REPORTED (by the Service Owner (Academic Technology)):

- (a) That, while the consent form gives the University the right to edit the recording, this largely related to 'top and tailing' the recording which was often done either by academic staff themselves or by other staff with responsibilities for student experience/e-learning in departments;
- (b) That further support could be provided for staff in communicating to students that a lecture is being recorded and this was clearer in the Oculus Building;
- (c) That the supplier for data storage was changing and clear permission for storage of personal data outside of the European Economic Area was required;

(by the Chair of the Faculty of Science):

- (d) That the lecture capture service worked well and the team responsible for its implementation should be congratulated;

By the Chair of the Board of Graduate Studies:

- (e) That the Policy would need to align with the University's Retention Schedule and updated Guidance on Copyright, currently under development;

(by the Education Officer, Students' Union):

- (f) That the Students' Union had campaigned on lecture capture and would be keen to consider how the pace of implementation could be maintained;

(by the Service Owner (Academic Technology)):

- (g) That support for academic staff in the use of lecture capture could be provided through Learning and Development Centre, WIHEA projects and other routes.

RECOMMENDED (to the Senate):

That the Policy on Lecture Capture, Consent Form and Guidance be approved as set out in AQSC.6/16-17.

REPORTED:

- (a) That at its meeting on 27 June 2016 the Senate considered proposals for the Review of Academic Governance and resolved that all recommendations made to the Senate in relation to the Academic Governance Review be approved as set out in paper (S.68/15-16).
- (b) That proposals for the Review of Academic Governance approved by the Senate included the recommendation for a review of working groups of AQSC, specifically the potential for subsuming some areas of responsibility into new structures, by 1 October 2016.
- (c) That at its meeting on 27 October 2016 the Committee considered proposals relating to the working groups of AQSC by the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.3/16-17) and resolved that consideration of this item be deferred and that the scope and constitution of the Student Learning Experience and Engagement Working Group in particular, be clarified (unconfirmed minute 10/16-17 referred)

CONSIDERED:

A revised paper setting out proposals relating to the working groups of AQSC by the Senior Assistant Registrar (Teaching Quality) (Paper AQSC.3/16-17 (revised)).

REPORTED (by the Chair):

- (d) That the proposals had been revised to provide greater clarity and were intended to rationalise work across the Groups;
- (e) That the Chair of the Interdisciplinarity Working Group was supportive of the Group being disestablished and the work on interdisciplinarity being taken forward with the oversight of the Student Learning Experience and Engagement Working Group;
- (f) That the first meeting of the Academic Governance Review Working Group would take place the following week;
- (g) That clarity was needed as to where working groups were task and finish groups and should be disestablished once a task was completed;

RESOLVED:

- (h) That the following sub-groups of the Academic Quality and Standards Committee be disestablished and the associated responsibilities subsumed into the Student Learning Experience and Engagement Working Group with immediate effect (following its November meeting in the case of Induction Strategy Steering Group):
 - Induction Strategy Steering Group
 - Technology Enhanced Steering Group
 - Interdisciplinarity Working Group

- (i) That the International Sub-Group be disestablished with immediate effect and its responsibilities subsumed into the reconstituted CFDLSC, the Quality Assurance Working Group and the Student Learning Experience and Engagement Working Group.
- (j) That the Chair of CFDLSC be granted authority to approve proposals for new and renewed exchange partnerships.
- (k) That the following working groups continue to operate as sub-groups of AQSC (for 2016/17, then the University Teaching and Learning Committee):
 - Widening Participation Strategy Steering Group
 - TEF Steering Group
 - Compliance Working Group
- (l) That further consideration be given to the governance of employability activities with a view to recommendations being brought forward to the Committee in due course.
- (m) That the Terms of Reference and the constitution of the Student Learning Experience and Engagement Working Group be approved, subject to the inclusion of an academic representative of IATL in the membership.

36/16-17 Terms of Reference and Constitution of the Quality Assurance Working Group

REPORTED:

- (a) That at its meeting on 20 October 2016 the Quality Assurance Working Group considered its Terms of Reference and membership (Paper QAWG.1/16-17).
- (b) That it was reported to the Working Group:
 - (i) That, given the importance and expansion of work in the area of quality assurance, it was proposed that the Working Group's constitution include up to two co-opted members of academic staff currently working in related roles;
 - (ii) That it was further proposed that one of the co-opted members be the Head of Teaching for the School of Engineering;
- (c) That the Working Group recommended to the Academic Quality and Standards Committee that the Terms of Reference and Membership be approved, subject to the following:
 - (i) minor amendments to formatting as discussed in the meeting;
 - (ii) the addition of "HEFCE" to the listed quality assurance bodies in point 3;

- (iii) the amendment of the constitution to include “two co-opted members of academic staff in quality assurance roles”.

CONSIDERED:

Amended terms of reference and constitution for the Quality Assurance Working Group (Paper QAWG.1/16-17 (revised)).

RESOLVED:

That the amended terms of reference and constitution for the Quality Assurance Working Group be approved as set out in (Paper QAWG.1/16-17 (revised)).

37/16-17 New Course Approval Process

(a) Course Approval Panels

CONSIDERED:

A paper setting out proposals for the course proposal scrutiny panel by the Assistant Registrar (Learning and Teaching), (Paper QAWG.7(b)/16-17 (revised)).

REPORTED (by the Chair of CFDLSC):

- (i) That the Senate had already approved the proposal that a panel be established to approve course proposals;
- (ii) That Paper QAWG.7(b)/16-17 (revised) set out recommendations relating to the size and membership of the panel, the roles of Chair and Deputy Chair and student representation in the process;
- (iii) That the Students' Union were in agreement that the most appropriate point for input of students was at the departmental level;
- (iv) That training would be provided for members and it was expected that individuals would serve for at least two years to enable them to develop expertise which would also be valuable in developing course proposals within their own departments;
- (v) That it was expected that there would be one member of staff from each academic department, but it may be necessary to include two from the largest departments;
- (vi) That the Chair and Deputy Chairs would be responsible for ensuring that appropriate consultation had taken place across departments;

RECOMMENDED (to the Senate):

That the proposals for the course proposal scrutiny panel be approved as set out in (Paper QAWG.7(b)/16-17 (revised)).

(b) Course Proposal Form

CONSIDERED:

A proposed new course proposal form for approval 'in principle', noting that it is intended that this will be made available as a digital form and further consultation on the detail and functionality will be ongoing (Paper AQSC.7/16-17, appendices A and B).

REPORTED (by the Chair of CFDLSC):

- (i) That the Committee was asked to consider the aspects of the form relating to quality assurance and academic standards, noting that a section was relevant to financial approval by the Academic Activities Sub-Committee;
- (ii) That learning outcomes were requested for FHEQ Levels 4, 5 and 6 of the undergraduate degree, not just the final year, and sample learning outcomes were provided;
- (iii) That this would support the introduction of exit points at CertHE and DipHE;
- (iv) That the form was in development and would be piloted during 2016/17 and introduced in 2017/18;

RESOLVED:

- (v) That the form would need to be approved prior to being used in the pilot stage;
- (vi) That the workflow of the process be provided to the Committee when it considered the revised form.

38/16-17 Annual Report from the Compliance Working Group

RECEIVED:

An update report from the Compliance Working Group on Tier 4 licence matters in relation to sponsorship duties by the Assistant Director, Global Engagement and Secretary to the Compliance Working Group (Paper AQSC.8/16-17).

REPORTED (by the Assistant Director, Office for Global Engagement):

- (a) That the Compliance Working Group had met twice during the year;
- (b) That the key issues covered had included:
 - (i) Attendance monitoring, noting that good systems were in place but there was a need for prompter recording of attendance which the use of Tabula could facilitate;
 - (ii) The annual audit of compliance which had resulted in low risk ratings;
 - (iii) The management of illegal working, noting that there was a restriction on the number of hours that Tier 4 students could work and this would include work for different employers, self-employment and work through entrepreneurial courses.
- (c) That 23 departments were now using Tabula for attendance monitoring

RESOLVED:

That the Committee supported the introduction of Tabula for attendance monitoring across the institution.

39/16-17 SSLC Undergraduate Annual Report

REPORTED:

- (a) That at its meeting on 18 November 2016, the Board of Undergraduate Studies considered a report from the Education Officer of Warwick Students' Union, compiled from the annual reports and minutes of all University SSLCs during the academic year 2015/16 (paper BUGS 4/16-17).
- (b) That the Board recommended that the University should be asked to offer additional training for academic staff on lecture capture, e.g. through visits to departments by IT Services' staff;
- (c) And resolved:
 - (i) That the Board considered "mock" exams to be inappropriate for undergraduate students, but would encourage departments to consider other ways of supporting students in their exam preparation;
 - (ii) The Board would encourage departments to consider ways of improving module selection processes;
 - (iii) That the Board noted that the role of Academic Convenor of an SSLC was not clearly defined and recommended that SSLCs might consider and specify what that role should be.
 - (iv) The Board endorsed the report's comments concerning support for joint degree students and noted its comments on feedback.

(unconfirmed minute BUGS 11/16-17 referred)

40/16-17 Undergraduate External Examiners' Report 2015/16

REPORTED:

That at its meeting on 18 November 2016, the Board of Undergraduate Studies considered:

- (a) The report of the sub-groups of the Board, at meetings held on 4th and 8th November 2016, summarising key points and matters for further action and enquiry arising from their consideration of Undergraduate External Examiners' Reports for 2015/16 (paper BUGS 5/16-17).
- (b) An interim thematic report from the Chair arising from the Undergraduate External Examiners' Reports for 2015-16 (paper BUGS 6/16-17).

- (c) External Examiner's Report for IATL Interdisciplinary Modules for 2015/16 (paper BUGS 7/16-17).

And resolved:

- (d) That the report of the sub-groups be approved;
- (e) That the Board establish a "Task and Finish" group, comprising the Chair of the Board and Chair and Chairs of the Undergraduate Studies Committees of the Boards of the Faculties, with a view to clarifying the operation of discretion under the current Degree Classification Conventions.
- (f) That the External Examiner's report for IATL interdisciplinary modules was very satisfactory and did not raise any issues to be followed up by IATL.

(unconfirmed minute BUGS 12/16-17 referred)

REPORTED (by the Chair of CFDLSC):

- (g) That student representatives should be invited to participate as members of the sub-groups scrutinising external examiners' reports.

41/16-17

Collaborative Courses

- (a) Warwick Business School Executive MBA Modules

REPORTED:

That, at its meeting on 10 November 2016, it was reported to the Collaborative, Flexible and Distributed Learning Sub-Committee that the Chair had taken action on behalf of the Committee to recommend for approval Executive MBA modules to be delivered on a flying faculty basis in conjunction with the University of Rotterdam as set out in papers CFDLSC.97a-b.15-16.

CONSIDERED:

Executive MBA modules to be delivered on a flying faculty basis in conjunction with the University of Rotterdam as set out in papers CFDLSC.97a-b.15-16).

RECOMMENDED (to the Senate):

That the Executive MBA modules to be delivered on a flying faculty basis in conjunction with the University of Rotterdam be approved as set out in papers CFDLSC.97a-b.15-16).

- (b) MA Professional Education in partnership with Bishop Challoner Teaching School Alliance

REPORTED:

- (i) That, at its meeting on 10 November 2016, the Committee considered a proposal from the Centre for Professional Education (CPE) to deliver the existing collaborative variant of the Programme “MA in Professional Education” in conjunction with the Bishop Challoner Teaching School Alliance (lead school, Bishop Challoner Catholic College) as outlined in the following:
 - (A) OFSTED report for Bishop Challoner Catholic College (paper CFDLSC.11a.16-17);
 - (B) Letters of support from the Headteacher of Bishop Challoner Catholic College and the Headteacher of Broadway Academy, member of the Bishop Challoner Teaching School Alliance (papers CFDLSC.11b-c.16-17);
 - (C) Course approval Part 4 form (Paper CFDLSC.11d.16-17);

- (ii) That it was reported to the Committee by Ms Outhwaite, Senior Teaching Fellow, CPE:
 - (A) That the Centre for Professional Education were confident in the ability of Bishop Challoner Catholic College to act as the lead school in the Training School Alliance for this programme, noting that the Alliance had well qualified teaching staff and that the Centre for Professional Education had mechanisms for oversight to ensure that all content would be delivered to the appropriate standard and quality;
 - (B) That through this arrangement, a cohort could be drawn from across several Coventry Schools and that the specialisms would build on school improvement plans unique to the schools in which students are working;

- (iii) That the Committee recommended to the Academic Quality and Standards Committee that the proposal to deliver the collaborative route of the MA in Professional Education with the Bishop Challoner Training School Alliance, as set out in papers CFDLSC 11(a-d)/16-17, be approved, subject to minor amendments to the paperwork to reflect that Ms D. Outhwaite was the current Programme Convenor.

CONSIDERED:

A proposal from the Centre for Professional Education to deliver the collaborative route of the MA in Professional Education with the Bishop Challoner Training School Alliance, as set out in papers CFDLSC 11(a-d)/16-17).

RECOMMENDED (to the Senate):

That the proposal from the Centre for Professional Education to deliver the collaborative route of the MA in Professional Education with the Bishop Challoner Training School Alliance, be approved, as set out in papers CFDLSC 11(a-d)/16-17).

(c) Discontinuation of Courses

REPORTED:

That at its meeting on 10 November 2016, the Committee approved the following discontinuations of courses:

For closure following completion of continuing students:

MSc in Engineering Business Management for Defence and Security
MSc in Manufacturing Systems Engineering (Hong Kong) (and sub-qualifications)
MSc in Manufacturing Systems Engineering (HKPU) (and PGDip sub-qualification)

For immediate closure (no continuing students):

PGA in Manufacturing Systems Engineering (Hong Kong);
MSc in International Technology Management (Thailand) (and sub-qualifications)
MSc in Supply Engineering and Logistics (Malaysia) (and sub-qualifications)

For immediate closure (never started):

MSc in Engineering Business Management (Russia) (and sub-qualifications)
PGA in Engineering Business Management (Russia)
PGA in International Technology Management (Thailand)
MSc in Manufacturing Systems Engineering (China) (and sub-qualifications)
MSc in Manufacturing Systems Engineering (Yildiz Technical University) (and Sub-qualifications)
MSc in programme and Project Management (South Africa) (and sub-qualifications)

42/16-17 Matters Arising

Report to the Council on the Assurance of Quality and Standards 2015/16
(minute 11/16-17 referred)

REPORTED:

- (a) That at its meeting on 27 October 2016, the Committee received a report to the Council on the Assurance of Quality and Standards 2015/16, considered by the Senate at its meeting on 5 October 2016 (Paper S.1/16-17) and it was reported:
- (i) That the report had been considered by the Audit and Risk Committee;

- (ii) That the Committee had been supportive of the approach taken but had asked that amendments be made to:
 - provide a statement on underpinning principles in the University’s approach to quality assurance and enhancement of teaching;
 - set out a visual representation of the different quality assurance mechanisms and their respective roles;
 - identify examples of the impact of quality assurance mechanisms.
 - (iii) That the amended report would be considered at the meeting of Council to be held on 17 November 2016.
- (b) That the amended report (Paper C30/16-17) had been considered by Council at its meeting on 17 November 2016 and that the Council approved that the University submit an assurance statement of “full compliance” to the HEFCE.

43/16-17 HEFCE Annual Provider Review

REPORTED:

That the HEFCE had published guidance on the Annual Provider Review (available at <http://www.hefce.ac.uk/pubs/year/2016/201629/>)

44/16-17 Undergraduate Courses of Study

REPORTED:

- (a) That it was reported to the Board of Undergraduate Studies at its meeting on 18 November 2016 that the Chair had taken action on behalf of the Board to approve the following courses:

BA Politics and International Studies with Chinese
BA in Classical Civilisation with Study Abroad

- (b) That it was reported to the Board of Undergraduate Studies at its meeting on 18 November 2016 that the Chair had taken action on behalf of the Board to approve the following restructured courses:

Graduate Diploma in History of Art
BEng Applied Engineering Programme
BA French and History
BA German and History
BA Italian and History
BA French Studies
BA German Studies
BA Hispanic Studies
BA Italian
BA English and French
BA English and German Literature (to become BA English and German)

BA English and Hispanic Studies
 BA English and Italian Literature (to become BA English and Italian)
 BA French with German
 BA French Studies with Spanish (to become BA French with Spanish)
 BA French Studies with Italian (to become BA French with Italian)
 BA French Studies with Portuguese (to become BA French with Portuguese)
 BA French Studies with Arabic (to become BA French with Arabic)
 BA French Studies with Chinese (to become BA French with Chinese)
 BA French Studies with Japanese (to become BA French with Japanese)
 BA French Studies with Russian (to become BA French with Russian)
 BA German with French
 BA German with Spanish
 BA German with Italian
 BA German Studies with Portuguese (to become BA German with Portuguese)
 BA German Studies with Arabic (to become BA German with Arabic)
 BA German Studies with Chinese (to become BA German with Chinese)
 BA German Studies with Japanese (to become BA German with Japanese)
 BA German Studies with Russian (to become BA German with Russian)
 BA Hispanic Studies with French
 BA Hispanic Studies with German
 BA Hispanic Studies with Italian
 BA Hispanic Studies with Portuguese
 BA Hispanic Studies with Arabic
 BA Hispanic Studies with Chinese
 BA Hispanic Studies with Japanese
 BA Hispanic Studies with Russian
 BA Italian with French
 BA Italian with German
 BA Italian with Spanish
 BA Italian Studies with Portuguese (to become BA Italian with Portuguese)
 BA Italian Studies with Arabic (to become BA Italian with Arabic)
 BA Italian Studies with Chinese (to become BA Italian with Chinese)
 BA Italian Studies with Japanese (to become BA Italian with Japanese)
 BA Italian Studies with Russian (to become BA Italian with Russian)
 BA Modern Languages
 BA French and German Studies
 BA French and Italian (to become BA French and Italian Studies)
 BA German Studies and Italian (to become BA German and Italian)
 BA Hispanic Studies and French
 BA Hispanic Studies and German
 BA Hispanic Studies and Italian.

- (c) That at its meeting on 18 November 2016 the Board of Undergraduate Studies approved the following courses:

BEng/MEng Electrical and Electronics Engineering
 BA in Politics, Philosophy and Law
 BA Honours degree in Hispanic Studies and History
 BA Honours degree in French and Theatre Studies

BA Honours degree in German and Theatre Studies
BA Honours degree in Hispanic and Theatre Studies
BA Honours degree in Italian and Theatre Studies
BA Honours degree in Film Studies with Year Abroad

45/16-17

Postgraduate Courses of Study:

REPORTED:

- (a) That it was reported to the Board of Graduate Studies at its meeting on 17 November 2016 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

PhD Creative Industries
MPhil/PhD in Hispanic Studies
PGCE (Secondary),
MBA by Executive Study
MBA (full-time variant)

- (b) That at its meeting on 17 November 2016 the Board of Graduate Studies had approved revisions to the following course:

MSc (and sub-qualifications) in Sustainable Materials and Manufacturing

46/16-17

Next meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on Monday 20 February 2017 in room CMR 1.0, University House.