

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 18th February 2004.

Present: Professor Whitby (in the Chair), Mr R Leng, Dr G Martin, Professor A McFarlane, Mr K Mohaddes, Professor L Paterson, Dr J Robinson, Professor J Treglown, Mr R Watson

Apologies: Dr T Drewello, Dr R Naylor, Professor S Petersen, Professor A Phizacklea

In Attendance: Ms A Bell, Dr J Taylor.

15-17/03-04 Reserved Items

See separate minutes (for academic members of the Board only).

18/03-04 Minutes

RESOLVED:

That the minutes of the last meeting of the Board held on 12th November 2003 be approved.

19/03-04 Matters Arising on the Minutes

- (a) Course Length Sub-Group (minute BUGS 10/03-04 (d) refers)

REPORTED:

That the first meeting of the sub-group to consider course length set up by this Board after consideration of the Undergraduate Curriculum Review Group report took place on 17 February 2004.

CONSIDERED:

An oral report of the meeting given by Professor A McFarlane.

RESOLVED:

- (i) That, in the opinion of the Board, there was likely to be no significant UK market for 4-year degrees where the first year was an interdisciplinary foundation year, noting that there was evidence of more enthusiasm among students for a 4-year degree with an intercalated year including work experience or study-related experience
- (ii) That, in the view of the Board, it would only be feasible to offer courses for an interdisciplinary foundation year in the Arts and Social Studies, given the specialised and progressive level of knowledge required for Science disciplines.

(iii) That the Board would invite Mr A Gribbon from the International Office to the next meeting of the Course Length Sub-Group to discuss:

(aa) the possibility of a North American market for UK degrees with a foundation year;

(bb) the types of courses that would be appropriate;

(cc) the possibility of establishing a substantial "Junior Year Abroad" link with a US institution(s), with the possibility of progression to established Warwick degree courses.

(b) Responses to the report of UG Curriculum Review Group (minute BUGS 10/03-04 c & g refers)

CONSIDERED:

Responses from departments to Undergraduate Curriculum Review Group recommendations concerning 'Optionality' and 'Work Experience' (Paper BUGS 8 /03-04), including late responses from the School of Engineering (Paper BUGS 12/03-04) and the Department of Italian (Paper BUGS 14/03-04).

RESOLVED:

(i) That the Board considered the responses on optionality to be generally positive and encouraging, noting the evidence of a large degree of optionality on offer already.

(ii) That the view of the Board was that there is a need to increase awareness of the optionality that currently exists with reference to both applicants and current students.

(iii) That the Board noted evidence of work experience and intercalation opportunities in a reasonable number of departments and that all departments would need to address this area each year in their annual reports.

(iv) That, in response to its comment that "Warwick's new QAA-inspired regulatory framework for placement learning is proving a major obstacle to further progress [in developing placements abroad]", the Department of History should be encouraged to discuss the requirements with the Senior Assistant Registrar (Teaching Quality).

(c) Flexible Degrees (minute BUGS 10/03-04 (b) (ii) refers)

REPORTED:

At its meeting on 11 February 2004, the Board of the Faculty of Social Studies considered this Board's request to consider the scope for the introduction of flexible degrees and resolved:

That it be reported to BUGS that the Philosophy, Politics and Economics degree (PPE) existed as a similar model to the flexible degrees offered in the Faculty of Arts, and that

Department Chairs had already been consulted on this issue (unconfirmed minute BFSS 39/03-04 refers).

20/03-04 Report from Academic Quality and Standards Committee

(a) Academic Satisfaction Review (Minute AQSC 52/03-04 refers).

REPORTED:

That at its meeting on 29 January 2004, the Academic Quality and Standards Committee had recommended:

That the Board of Undergraduate Studies consider further the issue of prior notification of examination timetables to departments, this having been identified by the Academic Satisfaction Review as an institution-wide issue of importance to students.

CONSIDERED:

A proposal from the Education Officer of the Students' Union regarding date of publication of the Summer Examination Timetable and the feasibility of publishing it earlier (paper BUGS 9 /03-04).

RESOLVED:

- (i) That the Board recognised that the Academic Office publishes the Summer Examination Timetable as early as possible and is this year using electronic publication of the timetable to improve student access to the information.
- (ii) That the time of publication of the Summer Examination Timetable is consequent on the timetable for option and assessment method choice by students in the Spring Term and that bringing forward the publication date could only be achieved by students accepting substantially earlier deadlines for these choices than those which they currently enjoy.
- (iii) That the Education Officer of the Students' Union be asked to consider whether the student body regards the earlier publication of the timetable to be of more importance than the flexibility to make option and assessment method choices in the Spring Term.

(b) e-Learning Steering Group (Minute AQSC 60/03-04 refers)

REPORTED:

That at its meeting on 29 January 2004, the Academic Quality and Standards Committee had resolved:

That, as the committee with responsibility for overseeing the implementation of the Review report, the Board of Undergraduate Studies give consideration to the issues listed as (b) (i) - (v) below:

60/03-04(b) That at its meeting on 22 January 2004, the e-Learning Steering Group considered the final report of the Undergraduate Curriculum Review Group and recommended that during the implementation stage of the Review report, consideration be given to the following:

- (i) Helping departments respond to subject-specific requirements in the 14 - 19 curriculum.
- (ii) Meeting rising student expectations.
- (iii) Skills requirements; specifically relating to Personal Development Planning.
- (iv) Incorporating changes in learning and teaching methods and supporting those leading curriculum review and development.
- (v) Barriers to e-learning resulting from the potential need to justify reduced contact hours despite additional resources provided for independent learning, and implications for the 'notional working hours' associated with the credit accumulation and transfer scheme. Minute 15/03-04 (unconfirmed)

RESOLVED:

That the Board noted that these issues were already under consideration.

21/03-04

Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had approved the following modules for the purposes of the 50% rule calculation under the terms of Senate minute 12/03-04 (b):

Module	Department
ST 400 – a fourth year individual project	Statistics
CS 310 – individual project, core for all students studying Computer Science (BSc, MEng) and Computer and Business Studies (BSc)	Computer Science
CS 352 – individual project, core for students studying Computer Systems Engineering (BEng/BSc, MEng)	Computer Science
SO 301 – final year dissertation, compulsory for all single honours Sociology students and an option for all other Sociology students	Sociology
CX 303 – dissertation	Classics and Ancient History

- (b) That the Chair, acting on behalf of the Board, had approved a request from the department of Sociology that the year abroad be exempted from the 50% rule for the one sociology student who is permitted each year to spend the second year in Gothenburg University
- (c) That the Chair, acting on behalf of the Board, had given permission to the department of Theatre Studies to extend its existing prorogation from 40% to 35% with the expectation that there will be a further request for reduction which will be brought before a full meeting of this Board.

22/03-04 SU General Survey Results

RECEIVED:

The results of the Students' Union General Survey (paper BUGS 10/03-04) and Report of Students' Work Experience (paper BUGS 11/03-04).

23/03-04 Report from Board of Faculty of Arts

- (a) Department of English and Comparative Literary Studies (minute 25/03-04 refers)

CONSIDERED:

A recommendation to this Board made by the Undergraduate Studies Committee of the Board of the Faculty of Arts at its meeting of 28 January 2004 that the proposal to examine the module EN301 'Shakespeare and Selected Dramatists of his Time' by a seen examination be approved (Paper AUSC39/03-04).

RESOLVED:

That the proposal to examine the module EN301 'Shakespeare and Selected Dramatists of his Time' by a seen examination be approved (Paper AUSC39/03-04).

- (b) Department of French Studies.

CONSIDERED:

A recommendation to this Board made by the Board of Faculty of Arts at its meeting of 29 October 2003 that the report of the Periodic Review of the Department of French Studies and its response be considered for approval (Papers BFA.9 and 10/03-04), it being noted that the Chair of the Panel considered that the Department's response was highly satisfactory and addressed the issues raised in the report's recommendations.

RESOLVED:

That the report of the Periodic Review of the Department of French Studies and its response be approved.

24/03-04 New Courses of Study

- (a) *BSc in Medical Microbiology and Virology and BSc in Medical Microbiology and Virology with an intercalated year*

CONSIDERED:

A proposal from the Department of Biological Sciences (minute SFS 25/03-04 refers) to introduce two new degree courses leading to the award of *BSc in Medical Microbiology and Virology* (outlined in paper SFS43/03-04 and set out in paper SFS 44(revised)/03-04) and the award of *BSc in Medical Microbiology and Virology with an intercalated year* (SFS 55/03-04).

RECOMMENDED:

That the proposals for two new degree courses in Biological Sciences be approved as set out in papers SFS 44(revised)/03-04) and SFS 55/03-04.

(b) *BSc in Microbiology and Virology and BSc in Microbiology and Virology*

CONSIDERED:

A proposal for the withdrawal of the *BSc in Microbiology and Virology* and the *BSc in Microbiology and Virology with an intercalated year* (see paper SFS43/03-04), subject to the approval of the new courses in (a) above.

RECOMMENDED:

That the proposal for the withdrawal of these courses be approved as set out in paper SFS43/03-04, subject to confirmation by the department that satisfactory arrangements can be made for the one second-year student currently on the course.

(c) *BA in History and Culture*

CONSIDERED:

A proposal from the Department of History for a new BA Honours degree course in *History and Culture* starting September 2005 (paper AUSC 4/03-04 (revised)).

RECOMMENDED:

That the proposal for a new BA Honours degree course in *History and Culture* be approved as set out in paper AUSC 4/03-04 (revised)), subject to the Chair taking action on behalf of the Board to approve arrangements for the year abroad.

(d) *BA in History of Art*

CONSIDERED:

A proposal from the Department of History of Art for changes to the BA Honours degree in the *History of Art* starting September 2004 (paper AUSC.5/03-04 (revised 2)).

RECOMMENDED:

That the proposal for changed to the BA Honours degree in the *History of Art* be approved as set out in paper AUSC.5.03-04(revised 2).

25/03-04 Annual Review Summary Report

CONSIDERED:

The summary report of the Annual Review of Undergraduate Courses 2002/03 for the Faculty of Social Studies (paper BFSS 27/0 3-04).

RESOLVED:

That the Board of Faculty of Social Studies be asked to consider requiring all department in the Faculty to adopt a consistent approach to the analysis of statistical trends (for example, in recruitment).

26/03-04

Amendments to Regulation 8.9

CONSIDERED:

Amendments to Regulation 8.9 (Regulations for the full-time 2+2 Degrees (BSc and BA) offered in collaboration with local colleges) (paper BUGS 13 /03-04.), noting that:

- (a) the Board of the Faculty of Social Studies at its meeting of 11 February 2004 approved amendments to Regulation 8.9 (unconfirmed reserved minute BFSS 49/03-04 refers)
- (b) the Board of the Faculty of Arts at its meeting of 11 February 2004 approved amendments to Regulation 8.9 (unconfirmed reserved minute BFA 41/03-04 refers)

RECOMMENDED:

That the amendments to Regulation 8.9 be approved as set out in paper BUGS 13/03-04, noting that the Institute of Education has asked that the amendments be effective from the Summer Term 2004.