

# UNIVERSITY OF WARWICK

## BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 18<sup>th</sup> February 2009.

Present: Prof A McFarlane (in the Chair), Dr J Arroyo, Dr A Cooley, Professor S Gilson, Dr E John, Dr N Johnson, Ms S Khaku, Dr J Kidd, Prof J Labbe, Dr D Lamburn, Dr G Martin, Dr F McKay, Dr J Robinson, Dr J Snape, Mr M Surve.

Apologies: Dr M Skinner.

In Attendance: Dr T Bell, Dr J Taylor.

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14/08-09 Minutes

RESOLVED:

That the minutes of the meeting held on 12<sup>th</sup> November 2008 be approved.

15/08-09 Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had agreed a 'Memorandum of Understanding' with the WBS concerning the Senate Separate Papers Rule, paper BUGS 16/08-09.
- (b) That the Chair, acting on behalf of the Board, had approved a proposal from the Warwick Business School to introduce a new course BSc Accounting and Finance with Undergraduate Partnership Programme as set out in paper UFSS 66/08-09.

16/08-09 Annual Course Review Reports

CONSIDERED:

- (a) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Arts for the academic year 2007/08 (paper AUSC 53/08-09).
- (b) a Composite Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2007/08 (paper SFS 22/08-09).

- (c) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Studies for the academic year 2007/08 (paper UFSS 167/08-09).

RECOMMENDED (to the Academic Quality and Standards Committee):

That in their review of the Annual Course Review Reports, the Academic Quality and Standards Committee be asked to consider:

- (i) The rationale for Annual Course Review and whether the current system of producing and scrutinising Annual Course Review Reports is fit for its purpose;
- (ii) Whether discussion of the Annual Course Review Reports might not better take place at Faculty Board level, with the discussion generating a report highlighting any points of action and recommendations proposed, for forwarding to higher-level committees.

17/08-09 New Courses of Study

CONSIDERED

- (a) A proposal from the Department of Film and Television Studies for a new course BA in Film Studies for introduction in October 2010 (papers AUSC 42/08-09 (revised), AUSC 43/08-09, AUSC 44/08-09).
- (b) A proposal from the Department of Italian for a new course for BA in Italian and Comparative Literature and Culture with Integrated Year Abroad' (Collaborative degree with the University of Turin, Italy) for introduction in October 2009 (papers AUSC.45-49/08-09).
- (c) A proposal from the Department of Philosophy for a new course BA Philosophy with Intercalated Year for introduction in October 2009 (papers UFSS 133/08-09, UFSS 134/08-09, UFSS 163/08-09).
- (d) A proposal from the Institute of Education to set up a new course B.A. (Hons) Early Childhood Care and Education (Singapore), for introduction in October 2009 (papers UFSS 27/08-09 (revision 2), UFSS 28a/08-09 (revision 3), UFSS 28b/08-09 (revision 3), UFSS 30a/08-09, UFSS 30b/08-09, UFSS 33/08-09 (revised), UFSS 132/08-09, UFSS 132a/08-09, UFSS 164/08-09, BUGS 18/08-09).

RESOLVED:

- (e) That the proposal from the Department of Film and Television Studies for a new course BA in Film Studies for introduction in October 2010 as set out in papers AUSC 42/08-09 (revised), AUSC 43/08-09 and AUSC 44/08-09, be approved.
- (f) That the proposal from the Department of Italian for a new course BA in Italian and Comparative Literature and Culture with Integrated Year Abroad (Collaborative degree with the University of Turin, Italy) for introduction in

October 2010 as set out in papers AUSC.45-49/08-09, be approved, it being noted that the Department of Italian has now changed the degree title to BA in Comparative Italian and European Studies.

- (g) That the Head of the Department of Italian be asked to seek the advice of the Academic Registrar concerning the potential inequity regarding tuition fee liability between students taking the new programme and those taking the 3 or 4 year degrees.
- (h) That the Department of Philosophy be asked to seek advice from the Language Centre and further consider the levels of linguistic competence required for students undertaking an intercalated year in non-English speaking countries and how this competence would be assessed, and report to the Chair with a view to the Chair taking action to approve the proposal for a new course BA Philosophy with Intercalated Year for introduction in October 2009 (set out in papers UFSS 133/08-09, UFSS 134/08-09 and UFSS 163/08-09).
- (i) That the proposal from the Institute of Education to set up a new course B.A. (Hons) Early Childhood Care and Education (Singapore), for introduction in October 2009 as set out in papers UFSS 27/08-09 (revision 2), UFSS 28a/08-09 (revision 3), UFSS 28b/08-09 (revision 3), UFSS 30a/08-09, UFSS 30b/08-09, UFSS 33/08-09 (revised), UFSS 132/08-09, UFSS 132a/08-09, UFSS 164/08-09 and BUGS 18/08-09, be approved.

18/08-09      Course approval forms (Minute AQSC 25(a)/08-09 refers)

REPORTED:

The following minute from the meeting of the Academic Quality and Standards Committee at its meeting of the 19th November 2008:

CONSIDERED:

Proposed amendments to the course approval form, as set out in paper AQSC 25/08-09, including:

- (i) requirement that proposing departments identify which Regulation will govern the course, and confirm whether any changes to Regulations may be necessary;
- (ii) requirement to identify relative weightings of different years of study in the final classification/decision;
- (iii) requirement to supply proposed conventions for PGT courses;
- (iv) requirement to provide fuller information about the intended management of new joint and cross-departmental degrees, so that responsibilities for all aspects of management, liaison and student support are clear in advance of a new course being set up (minute 4(g)(viii)/08-09 and Recommendations 1 and 2 of paper AQSC 9/08-09 refer).

Noting that:

- (v) if approved, these amendments would also be incorporated as appropriate within other relevant course approval documentation;
- (vi) that further amendments to the course approval form and other relevant documentation would be required to adopt the new numbering convention for academic levels included in the revised Framework for Higher Education Qualifications (FHEQ), and that these amendments will be considered by the Chair on behalf of the Committee, as set out in paper AQSC 5/08-09 (minute 9/08-09 referred).

RESOLVED:

That the proposed amendments to the course approval form, along with a further proposed amendment concerning SSLC arrangements, be considered by the Boards of Undergraduate and Graduate Studies in the spring term.

(AQSC minute 25(a)/08-09 refers)

CONSIDERED:

The proposed amendments to the Course Approval Form as annotated in paper AQSC.25/08-09 (revised).

RECOMMENDED:

That the proposed amendments to the Course Approval Form be approved, with following amendments:

- (i) That in section 7 'Methods of Assessment' cross reference be made to the following section 'Degree Classification' to clarify that proportions of examinations are required in section 7 and relative credit weightings of different years of study are required in section 8;
- (ii) That in section 8 'Degree Classification', question (ii), 'Students will be permitted to take additional credit', it should be made clear that this is only relevant to courses in the Faculty of Science.

19/08-09      SSLC Coordinators' Annual Reports

REPORTED:

The following minute from the meeting of the Academic Quality and Standards Committee at its meeting of the 19th November 2008:

CONSIDERED:

Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses, paper AQSC 21/08-09, and postgraduate courses, paper AQSC 22/08-09.

RESOLVED:

- (a) That the Annual Reports from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2007-08 for undergraduate courses and postgraduate courses be approved as set out in papers AQSC 21 & 22/08-09 respectively;
- (b) That the Boards of Undergraduate and Graduate Studies, the Campus Life Committee and Faculty Teaching and Learning Forums be invited to consider sections of the reports relevant to their remits, with the reports serving as one mechanism for identifying good practice which should be shared more widely.

(AQSC minute 23/08-09 refers)

CONSIDERED:

The Undergraduate Student-Staff Liaison Committee Annual Report 2008, paper AQSC 21/08-09.

RECOMMENDED:

That, with regard to the recommendations regarding feedback on assessment in the Undergraduate Student-Staff Liaison Committee Annual Report 2008, departments should be able to retain a degree of flexibility in how feedback on exam scripts is provided to students, given the unavoidable limitations of both time and staff resources.

20/08-09

Departmental Undergraduate Annual Course Review Report Forms for Undergraduate and Postgraduate Taught Programmes

CONSIDERED:

A revised version of the form for the taught annual course review reports proposed by the Board of Graduate Studies (BGS minute 47/08-09 refers), BUGS 17/08-09.

RECOMMENDED:

That the revised version of the form for the taught annual course review reports be approved, subject to the following:

- (i) In the section 'Incidences of Suspected Student Cheating' the rubric be revised to clarify whether this relates to instances of

academic negligence as well as academic misconduct, as defined by the University guidelines on Regulation 11;

- (ii) That it be noted that under 'Future Developments', details of new modules were unlikely to be known at the time of the review.

21/08-09      Undergraduate External Examiners' Reports for 2007/08

RECEIVED:

The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS 1/08-09).

CONSIDERED:

- (a) The reports of External Examiners for Undergraduate courses for 2007/08 received since the last meeting of the Board (paper BUGS13 /08-09);
- (b) Pro-forma responses to the External Examiners' reports received from departments since the last meeting of the Board and corresponding reports other than those included in BUGS 13/08-09 (paper BUGS 14/08-09);
- (c) The report from the Board Sub-group established to consider the reports of the External Examiners summarising key points in the reports for 2007-08 and making recommendations to the Board for further action (paper BUGS 4/08-09).
- (d) Responses from departments on specific issues raised by the Board following its consideration of reports at its last meeting (paper BUGS 15/08-09);

RESOLVED:

- (e) That the Department of Biological Sciences to asked to comment on Professor Ferguson's comments on both the gathering together of students' work before it is sent to External Examiners and his concerns regarding Biophysical Chemistry.
- (f) That it be noted that, in response to Dr Fox's report, the Department of Classics would be adopting anonymous mark grids at its examination boards.
- (g) That, with reference to Professor Harris's report, the Department of History of Art be asked to refer disputed marks to internal third markers as far as possible.

22/08-09 Response to Strategic Departmental Review: School of Theatre and Cultural Policy Studies (Minute AQSC 20(c)/08-09 refers)

REPORTED:

The following minute from the meeting of the Academic Quality and Standards Committee at its meeting of the 19th November 2008:

School of Theatre, Performance and Cultural Policy Studies, papers SC.508/07-08 and SC.562/07-08;  
RESOLVED:

(i) That the report, action plan and departmental response for the Strategic Departmental Review of the School of Theatre, Performance and Cultural Policy Studies be approved as set out in papers SC.432 & 454/07-08 in respect of learning and teaching issues, noting that the School of Theatre, Performance and Cultural Policy Studies would bring forward a paper on assessment issues for consideration by the Board of Graduate Studies later in the academic year;

(ii) That the report, action plan and departmental response be referred to the Board of Undergraduate Studies for consideration of issues relating to assessment, noting that the report had already been considered by the Board of Graduate Studies;

(iii) That it was not necessary to refer the report, action plan and departmental response to the Board of the Faculty of Arts for consideration.

CONSIDERED:

The sections relating to assessment in both the School of Theatre, Performance and Cultural Policy Studies' Strategic Departmental Review Report (paper SC.508/07-08) and the response to this report (paper SC.562/07-08).

RESOLVED:

That the School of Theatre, Performance and Cultural Policy Studies be invited to provide specific proposals for the diversification of assessment methods at undergraduate level.

TB/JAT 19/2/09