

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 21st February 2007.

Present: Dr G Martin (in the Chair), Dr J Arroyo, Dr J Kidd, Dr D Lamburn, Professor A Phizacklea, Dr J Robinson, Mr G Siles-Brügge, Dr M Skinner, Mr G Watt.

Apologies: Ms C Longworth, Dr E John, Dr N Johnson, Professor S Swain, Professor M Whitby.

In Attendance: Dr T Bell, Dr J Taylor.

13-15/06-07 Reserved Items

Please see separate minutes for academic members of the Board only.

16/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 15th November 2006 be approved.

17/06-07 Matters Arising on the Minutes

(a) New Courses of Study (minute 9/06-07, resolution (g) refers)

REPORTED:

That the Chair, acting on behalf of the Board, had approved the proposal from the Department of Biological Sciences for a new course "BSc in Biomedical Science" as set out in paper SFS 24/06-07;

(b) Progress of Board Recommendations

REPORTED:

- (i) That the Senate, at its meeting on 6th December 2006, had approved the recommendations of the Board made under the following minutes:

10/06-07	Re-designation of Undergraduate Master' Degrees
11/06-07	Proposed Amendments of University Regulations

- (ii) That the Academic Quality and Standards Committee, at its meeting on 22nd November 2006, had approved the recommendation of the Board under the following minute:

12/06-07 Employment Equality (Age) Regulations 2006 and Undergraduate Admissions

18/06-07 Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had approved a proposal from the Department of History for the North American Exchanges Programme to be extended to include all joint degree courses managed by the Department as set out in AUSC 67/06-07.
- (b) That the Chair, acting on behalf of the Board, had approved a proposal from the School of Law for exams in Law and Policies of the EU (LA241/3 and LA241/4, for finalists and non-finalists), to be made open book as set out in paper BUGS 10/06-07.

19/06-07 SSLC Coordinators' Annual Reports

REPORTED:

That the Academic Quality and Standards Committee, at its meeting on 1st February 2007, had considered the Undergraduate Annual Report from the SSLC Coordinators for 200/06, paper AQSC 30/06-07, and resolved:

- (a) That the Undergraduate and Postgraduate Annual Reports from the SSLC Coordinators be approved as set out in papers AQSC 30 and 31/06-07 respectively;
- (b) That the general trend towards more positive reports being received from individual SSLCs be welcomed as an indication that SSLCs were resolving problems at the departmental or course level;
- (c) That the Committee be kept informed about the progress on the Reading List project being carried out by the Library and the Teaching Quality team, and consider any recommendations for good practice in the formatting of reading lists and proposals for workflow solutions to ensure their timely submission;
- (d) That the Teaching Quality section survey current practice around the University in providing feedback to students on examination performance, the outcomes of this survey to inform discussion of the issue at a meeting of the Committee during Spring or Summer 2007.

(AQSC minute 51/06-07)

CONSIDERED:

The Undergraduate Annual Report from the SSLC Coordinators for 2005/06 (paper AQSC 30/06-07).

RECOMMENDED (to the Academic Quality and Standards Committee):

- (e) That the attention of the Campus Life Committee be drawn to the comments in the Annual Report concerning the provision of departmental common rooms;
- (f) That the Committee investigate the extent to which departments have appointed a senior tutor to oversee personal tutoring arrangements.

20/06-07 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 2005/06 (paper AUSC15/05-06 (revised)).
- (b) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2005/06 (paper SFS 38/06-07), it being noted that the Sub-Faculty of Science, at its meeting on 31st January 2007, considered paper SFS 38/06-07 and had resolved that the report be approved and furthermore:

That the following issues should be highlighted when the annual course review reports are considered by the higher committees:

- (i) ongoing concern at inadequate resources on Gibbet Hill campus, including refectory provision and room availability;
- (ii) ongoing concern at malfunctioning or inadequate IT facilities, especially in lecture rooms, across the Faculty.

RESOLVED:

- (c) That CELTE and CTTCS be asked to clarify what the departments meant by their comments that “a centralised student record system would be more efficient and save time” and what they would envisage by extension of the current Student Records Forum to “include assessment procedures” (Annual Review, p.14).
- (d) That it be noted that the Chair of the Board had written to Heads of Departments to re-emphasise the current terms of appointment of External Examiners, and that the normal 3-year period of appointment was in line with the QAA Code of Practice on External Examining.
- (e) That the Board noted the concern of departments in the Faculty of Arts concerning office space.

21/06-07 Regulation 11: Cheating in University Tests

CONSIDERED:

Summary data from departments regarding any cases of cheating in University tests dealt with by Heads of Departments under Regulation 11 (B) (2) (b) in the academic year 200/06 (paper BUGS 11 /06-07, attached).

RESOLVED:

- (a) That the Director of IT Services be asked to confirm what software is currently available for departments and/or students to check for instances of plagiarism in written work, and which departments are known to be currently making use of such software.
- (b) That, following the receipt of the above information from IT Services, departments be asked if they could recommend any best practice in plagiarism detection.

22/06-07 Proposal for the Introduction of for a generic title for integrated masters' degrees in the Science Faculty

REPORTED:

That the Sub-Faculty of Science, at its meeting on 31 January 2007, had recommended:

That the University should consider the desirability of introducing a generic title such as "MSci" for integrated masters degrees in the Science Faculty.

RECEIVED:

An oral report from the Chair of the Sub-Faculty of Science on the above recommendation.

RECOMMENDED:

That the Sub-Faculty of Science reconsider the above recommendation with a view to submitting a formal written proposal to the Board, taking into account known practice by other universities.