

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 6th June 2007.

Present: Dr G Martin (in the Chair), Dr J Arroyo, Dr D Lamburn, Dr E John, Dr N Johnson, Ms C Longworth, Dr J Robinson, Professor S Swain, Professor M Terry, Mr G Watt.

Apologies: Dr J Kidd, Professor A-M Phizacklea, Mr G Siles Brügge, Dr M Skinner, Professor M Whitby.

In Attendance: Dr T Bell, Dr J Taylor

23-24/05-06 Reserved Items

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

25/06-07 Minutes

RESOLVED:

That the minutes of the meeting held on 21st February 2007 be approved.

26/06-07 Matters Arising on the Minutes

Progress of Board Recommendations

REPORTED:

That the Sub-Faculty of Science, at its meeting on 16th May 2007, had received a discussion paper on the desirability of introducing an Undergraduate Masters degree of MSci across the Science Faculty and had resolved that there was not cross-faculty support for the introduction of an integrated masters degree of MSci, and that the position, including the branding, of integrated masters degrees nationally be monitored, noting that wider matters relating to integrated masters degrees following Bologna remained unresolved (minute BUGS22/06-07 refers).

27/06-07 Chair's Action

REPORTED:

That the Chair, acting on behalf of the Board, had approved the revised course proposals for BA History of Art and BA History of Art and French as set out in papers AUSC16/06-07 and AUSC17/06-07

28/06-07 Cheating in University Tests

REPORTED

That the Undergraduate Studies Committee of the Faculty of Social Studies, at its meeting on 9th May 2007, had resolved that:

- (i) That the Committee request a forum to discuss plagiarism and the issues surrounding it, particularly software;
- (ii) That the Committee request that the University reconsider exam convention F7 in order that departments may use plagiarism detection software:

“Departments may strongly recommend the use of word processors in the preparation of assessed work, but may not require such use, and the use of spell-checking and editing programmes in the preparation of assessed work should be encouraged, it being noted that students should not be penalised for not making use of such facilities. (Examinations Committee 10(b)/94-95).”

RECOMMENDED:

That examination convention F7 be revised to read:

- (a) that students be required to submit assessed work in a suitable electronic form which allows the department concerned readily to submit the work to plagiarism detection software;
- (b) that Heads of Department should retain the discretion to permit students to submit assessed work in manuscript form should there be individual circumstances justifying this.

29/06-07 Annual Course Review Reports

CONSIDERED:

- (a) A Departmental Annual Course Review Report which had been submitted by the Institute of Clinical Education, Warwick Medical School, for the academic year 2005/06 (paper MUSC10/06-07, attached), it having been noted that the Board of the Faculty of

Medicine, at its meeting on 9th May 2007, had considered paper MUSC10/06-07 and had resolved that the report be approved.

- (b) A Report on the Departmental Annual Course Review which had been submitted by the Faculty of Social Studies for the academic year (paper BUGS 12/06-07).

RESOLVED:

That the Board should recommend strongly to the Campus Life Committee that the issues relating to the student counselling service identified by the Faculty of Social Studies be addressed as soon as possible.

30/06-07 New and Restructured Courses of Study

CONSIDERED:

- (a) A proposal from the Centre for Lifelong Learning for a new course, 'Diploma in Teaching in the Lifelong Learning sector' for introduction in September 2007 as set out in papers UFSS106/06-07 and UFSS107/06-07, it having been noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 9th May 2007, had approved the above proposal subject to:

- (i) Clarification of whether it replaces an existing course or not;
- (ii) Whether the course is based on the structure of an existing degree;
- (iii) Explanation of the acronyms cited under section 11;
- (iv) The professional affiliations for the personnel cited under section 11;
- (v) Deletion of audit process from summative assessment methods list on the course specification (paper UFSS.107/06-07)

(BFSS Minute 37 (c) (i))

- (b) A proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Diploma for Adult Literacy Specialists (HE level 2)' for introduction in September 2007 as set out in paper UFSS105/06-07, it having been noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 9th May 2007, had approved the above proposal subject to:

- (i) Clarification of assessment in terms of formative and summative;
- (ii) Revision of bibliography;

- (iii) Explanation of acronyms and the affiliations of personnel cited in section 11, 'External Involvement'

(BFSS Minute 37 (c) (ii))

- (c) A proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Diploma for Numeracy Specialists (HE level 2)' for introduction in September 2007 as set out in paper UFSS113/06-07 it having been noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 9th May 2007, had approved the above proposal subject to:

- (i) Full titles of acronyms;
- (ii) Affiliation of personnel listed in section 11

(BFSS Minute 37 (c) (iii))

- (d) A proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Diploma for ESOL Specialists' for introduction in September 2007 as set out in paper UFSS117/06-07 it having been noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 9th May 2007, had approved the above proposal subject to:

- (i) Clarification of assessment method;
- (ii) Full titles of acronyms;
- (iii) Affiliation of personnel listed in section 11

(BFSS Minute 37 (c) (iv))

- (e) A proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Advanced Diploma in Cognitive Behavioural Practice for Person-centred Therapists' for introduction in October 2007 as set out in paper UFSS118/06-07, it having been noted that the Undergraduate Studies Committee of the Board of the Faculty of Social Studies, at its meeting on 9th May 2007, had approved the above proposal subject to clarification that the non-University staff teaching on the course had already been approved by the University;

(BFSS Minute 37 (c) (v))

- (f) A proposal from the School of Health and Social Studies for a new course, 'Undergraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers)' for introduction in October 2007 as set out in paper UFSS 128/06-07;

(BFSS Minute 34 (c) (i))

- (g) A proposal from the School of Health and Social Studies for a new course, 'Undergraduate Diploma in Specialist Social Work (Adults)' for introduction in October 2007 as set out in paper UFSS 135/06-07;

(BFSS Minute 34 (c) (ii))

RECOMMENDED:

- (h) That the proposal from the Centre for Lifelong Learning for a new course, 'Diploma in Teaching in the Lifelong Learning sector' for introduction in September 2007 as set out in papers UFSS106/06-07 and UFSS107/06-07, be approved subject to satisfactory resolution of the points identified by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies.
- (i) That the proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Diploma for Adult Literacy Specialists (HE level 2)' for introduction in September 2007 as set out in paper UFSS105/06-07, be approved subject to satisfactory resolution of the points identified by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies.
- (j) That proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Diploma for Numeracy Specialists (HE level 2)' for introduction in September 2007 as set out in paper UFSS113/06-07, be approved subject to satisfactory resolution of the points identified by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies.
- (k) That the proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Diploma for ESOL Specialists' for introduction in September 2007 as set out in paper UFSS117/06-07, be approved subject to satisfactory resolution of the points identified by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies.
- (l) That the proposal from the Centre for Lifelong Learning for a new course, 'Open Studies Advanced Diploma in Cognitive Behavioural Practice for Person-centred Therapists' for introduction in October 2007 as set out in paper UFSS118/06-07, be approved (it being noted that Dr Lamburn had satisfied the Board regarding non-University staff teaching the course).
- (m) That the proposal from the School of Health and Social Studies for a new course, 'Undergraduate Diploma in Specialist Social Work (Children and Young People, their Families and Carers)' for introduction in October 2007 as set out in paper UFSS 128/06-07, be approved.
- (n) That the proposal from the School of Health and Social Studies for a new course, 'Undergraduate Diploma in Specialist Social Work (Adults)' for introduction in October 2007 as set out in paper UFSS 135/06-07 be approved.

31/06-07 Proposal to Re-title the BA in Comparative American Studies

CONSIDERED:

A proposal from the Department of History to re-title the 'Comparative American Studies' undergraduate degree to 'History, Literature and Cultures of the Americas', as set out in paper AUSC 96/06-07;

RECOMMENDED:

That the proposal from the Department of History to re-title the 'Comparative American Studies' undergraduate degree to 'History, Literature and Cultures of the Americas', as set out in paper AUSC 96/06-07, be approved.

32/06-07 Proposal to Change Regulations Relating to Year 2 Resit Students

REPORTED:

That the Sub-Faculty of Science, at its meeting on 16th May 2007, had considered a proposal from the Mathematics Institute to change regulations relating to Year 2 Resit students, as set out in paper SFS 43/06-07, and had recommended that this proposal be adopted at University level, it having been noted that it had had the unanimous support of the Sub-Faculty of Science.

CONSIDERED:

The above proposal from the Mathematics Institute as set out in paper SFS 43/06-07.

RESOLVED:

That the Board approved the principle that students successful in a resit examination should be permitted to carry forward the minimum overall pass mark appropriate to the degree course, or the first attempt mark if that happened to be higher, for the purposes of final degree credit.

RECOMMENDED:

That, in the light of the above and the proposal from the Sub-faculty of Science set out in paper SFS 43/06-07, the Boards of the Faculties of Arts and Social Studies be asked to reconsider the terms of Regulations 8.1 (7) (c) and 8.9 (8) (c).

TB/JAT
11.6.07