

UNIVERSITY OF WARWICK

BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 9th June 2010.

Present: Professor K O'Brien (in the Chair), Ms N Badaya, Professor P Edwards, Dr C Jenainati, Dr S Kettell, Ms S Khaku, Dr D Lamburn, Dr G Martin, Dr A Phillips, Dr J Snape.

Apologies: Mr J Arroyo, Professor T Bugg, Professor N Johnson, Dr J Kidd, Professor J Labbe.

In Attendance: Dr T Bell, Ms K Gray (for the items under minutes 28/09-10 and 29/09-10), Ms L Hopkins (for the item under minute 24/09-10), Mr S Lamb (for the item under minute 25/09-10), Dr J Taylor.

21/09-10 Minutes

RESOLVED:

That the minutes of the meeting held on 24th February 2010 be approved.

22/09-10 Matters Arising on the Minutes

REPORTED (by the Chair):

(a) Intercalated Years and Placement Learning (minute 14a /09-10), refers)

That safety guidelines would be issued shortly to Placement learning Coordinators.

(b) King's-Warwick Project (minute 14b /09-10), refers)

That the recommendations of the Kings-Warwick Project will be reported to the Board in the Autumn Term.

(c) SSLC Coordinator's Annual Reports (minute 18/09-10, refers)

That the Pro Vice Chancellor (Student Experience) intended to produce a report on feedback to students in the Autumn Term.

(d) Undergraduate External Examiners' Reports for 2008/09 (minute 20/09-10 resolution (e), refers)

That the Chair had received a satisfactory responses from the School of Law, the Department of Statistics and the Department of Economics regarding the issues raised by External Examiners.

23/09-10 Chair's Action

REPORTED:

- a) That the Chair, acting on behalf of the Board, had approved a new degree course BSc Biomedical Science with Intercolated Year (paper SFS 75-77/09-10);
- b) That the Chair, acting on behalf of the Board, had agreed to waive the Fifty Per Cent Rule for a named student in the Department of Theatre Studies in the proportion 33.75% (exam) : 66.25% (assessment).

24/09-10 English Language Proficiency Testing and the Pearson Test of English

RECEIVED:

A paper (BUGS 17/09-10) and oral report from the Assistant Registrar (Undergraduate Admissions) regarding English language proficiency testing.

RESOLVED:

That the Pearson Test of English be approved in principle, it being noted that:

- (a) the Chair would speak with the Director of the Student Admissions and Recruitment Office with a view to establishing a review mechanism so that the performance of this test can be monitored;
- (b) the Assistant Registrar (Undergraduate Admissions) be requested to inquire as whether the Centre for Applied Linguistics is aware of any student progression data relating to the different English language entry qualifications held by students.

25/09-10 Implementation of the Personal Tutoring Guidelines

RECEIVED:

A paper and oral report from the University Senior Tutor regarding the Implementation of the Personal Tutoring Guidelines (paper BUGS 22/09-10), it being noted that the Guidelines would be revised by the Senior Tutor in the light of the consultations

RESOLVED:

That the Senior Tutor be asked to consider the provision of a concise guidance note for personal tutors and the possible usefulness of a conference of departmental senior tutors.

26/09-10 Draft Regulation on Collaborative Courses

REPORTED:

That at its meeting on 29th April 2010, the Board of Graduate Studies had considered a paper from the Deputy Academic Registrar detailing a draft of a proposed general Regulation on Collaborative Courses, setting out the requirements relating to the admission, registration, examination and assessment and quality assurance of provision for students enrolled on collaborative courses at all levels of study in conjunction with an external organisation (paper BGS 55/09-10), and had resolved to approve the proposed draft regulation in principle, but that it be considered at the next meeting of the Board following revision in line with discussion at the meeting.

CONSIDERED:

A revised version of the Draft Regulation on Collaborative Courses (paper BGS 55/09-10 (revised)).

RESOLVED:

That the revised version of the Draft Regulation on Collaborative Courses be approved.

27/09-10 Proposed Amendment to University Regulation 8.11

CONSIDERED:

A proposal from the Centre for Lifelong Learning for amendments to be made to the Regulations for the part-time Foundation Degree (Regulation 8.11) which would both permit re-examinations in September and would also permit the recommendation of awards for foundation degrees in September and December (paper UFSS 138/09-10).

RECOMMENDED:

That the proposed amendments to Regulation 8.11 (5) be approved.

28/09-10 Review of Course and Module Approval Processes

CONSIDERED:

A paper regarding Review of Course and Module Approval Processes (paper BUGS 21/09-10), together with an oral report for the Senior Assistant Registrar (Teaching Quality).

RECOMMENDED:

- (a) That originating departments should be required to consult other departments about making new modules available to students on joint degrees or as external options, and that faculty undergraduate/graduate studies committees should ensure that such consultation is carried out;

- (b) Departments should establish proper procedures and mechanisms for the initial scrutiny of module proposals via Directors of Undergraduate Studies, and also for the formal departmental ratification of proposals.

29/09-10 Review of the Terms of Reference and Constitution of AQSC and its Sub-Committees

CONSIDERED:

A paper on the subject of Review of the Terms of Reference and Constitution of Academic Quality and Standards Committee and its Sub-Committees (paper BUG 22/09-10), together with an oral report from the Secretary to the Academic Quality and Standards Committee.

RESOLVED:

- (a) That the recommended actions agreed by the Academic Quality and Standards Committee be agreed;
- (b) That their potential resource implications for the Board Chair, members and secretariat in terms of numbers of meetings/sub-groups likely to be required as a consequence, be noted as a matter needing further consideration;
- (c) That appropriate reporting lines between the Board of Undergraduate Studies, faculty undergraduate studies committees and departmental Directors of Undergraduate Studies be given further consideration by the Board.

30/09-10 New Course of Study

CONSIDERED:

A proposal from the Institute of Education for a new degree course BA Early Childhood Education Studies (papers UFSS 65/09-10 (revised)) for introduction in September 2010 and which replaces an existing degree course of the same name.

RESOLVED:

That the proposal from the Institute of Education for a new degree course BA Early Childhood Education Studies be approved, subject to the consultation currently being carried out by the Assessment Conventions Working Group with regard to the exam weightings listed under Section 7.

31/09-10 Regulation 11: Cheating in University Tests

RECEIVED:

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 2008/09 (BUGS 18/09-10).

32/09-10 Undergraduate External Examiners' Reports for 2008/09

RECEIVED:

The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS 1/09-10).

CONSIDERED:

- (a) The reports of External Examiners for Undergraduate courses for 2008/09 received since the last meeting of the Board (paper BUGS 19/09-10);
- (b) Pro-forma responses to the External Examiners' reports received from departments since the last meeting of the Board (paper BUGS 20/09-10).

RESOLVED:

That the reports and pro-forma responses in papers BUGS 19/09-10 and BUGS 20/09-10 were satisfactory.