

## UNIVERSITY OF WARWICK

### BOARD OF UNDERGRADUATE STUDIES

Minutes of the meeting of the Board of Undergraduate Studies held on Wednesday 23<sup>rd</sup> February 2011.

Present: Professor R Leng (in the Chair), Professor T Bugg, Dr S Gilson, Dr N Johnson, Dr S Kettell, Dr G Martin, Dr F McKay, Dr A Phillips, Mr S Ruston and Dr J Robinson.

Apologies: Dr C Jenainati, Dr J Kidd.

In Attendance: Dr T Bell, Dr J Taylor.

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11/10-11 Minutes

RESOLVED:

That the minutes of the meeting held on 17<sup>th</sup> November 2010 be approved.

12/10-11 Chair's Action

REPORTED:

- (a) That the Chair, acting on behalf of the Board, had approved reading time for two exam papers for modules taught by the Department of English and Comparative Literary Studies, namely, EN248 Modern American Poetry and EN268 Modernist Cultures;
- (b) That the Chair, acting on behalf of the Board, had approved reading time for an exam paper for a module taught by the Department of Economics, namely EC326 The Industrial Economics 2: Strategy and Practice.

13/10-11 Strategic Departmental Review of the Department of Chemistry

REPORTED:

The following minute from the Steering Committee at its meeting of 24<sup>th</sup> May 2010:

Strategic Departmental Review: Department of Chemistry Response

CONSIDERED:

The departmental response to the Strategic Departmental Review of the Department of Chemistry held between 16 and 18 February 2010 and the Action Plan considered initially at the meeting held on 10

May 2010, together with an oral report from Professor Peter Sadler, the Head of the Department (SC.364/09-10).

REPORTED: (by the Head of the Department of Chemistry)

(a) That, as the Committee noted in its consideration of the report of the Review, the report was very detailed but that the details were important to the effective operation of the Department.

(b) That the Department had received a record number of undergraduate applicants for 2010 entry, in part due to its exceptional outreach programme, and that he was concerned that teaching resources would be stretched unless additional posts were approved by the University.

(c) That the Review might be viewed as presenting a turning point in the history of the Department and the University should consider how it wanted Chemistry at Warwick to develop, acknowledging that significant investment would be required to further improve infrastructure, to grow the staff complement and to increase the Department's ability to be in the top 5 departments nationally.

(By the Pro-Vice-Chancellor (Academic Resourcing))

(d) That the Academic Resourcing Committee would continue to work with the Department in achieving its strategic objectives.

RESOLVED:

(a) That the Committee record its thanks to the Head of the Department of Chemistry for his leadership and commitment.

(b) That the proposals set out in the Action Plan in SC.364/09-10 (revised) as to the delegation of each of the recommendations included within in Report be approved.

(c) That the new Head of the Department of Chemistry be invited to provide the Steering Committee with a progress report in the Spring Term 2011.

(Steering Committee minute 539/09-10 refers)

CONSIDERED:

The abovementioned paper which was compiled by the Head of Governance Support Services for the meeting of the Steering Committee on 24<sup>th</sup> May 2010, Steering paper SC.364/09-10, it having been noted that since then, the responsibility for taking forward the actions relating to undergraduate matters has been devolved from the Academic Quality and Standards Committee to the Board of Undergraduate Studies.

RESOLVED:

That the Board would await the progress report which the new Head of the Department of Chemistry is due to provide for the Steering Committee later this term, before giving further consideration to the Review.

14/10-11      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 2009/10 (paper AUCS 7/10-11).
- (b) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2009/10 (paper SFS 15/10-11).
- (c) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Social Sciences for the academic year 2009/10 (paper UFSS 50/10-11).

RESOLVED:

- (a) That the Chair be asked to write to the Senior Tutor to bring to his attention students' concerns in relation to the allocation of personal tutors for students on joint degrees;
- (b) That it be noted that the Board supported the idea of universal electronic submission of assessed work and the ongoing development work by IT Services regarding on-line marking and feedback facilities should further encourage this;
- (c) That the points raised about wireless access in the Humanities Building be referred to the Director of IT Services and Estates for their consideration;
- (d) That the Chair be asked to consult with the Pro-Vice-Chancellor (Education and Student Experience) concerning the points raised about contact hours, particularly in the Faculty of Arts;
- (e) That staff and student concerns regarding the reported lack of availability of large lecture space and the issue of workspace in the Biomedical Grid, be brought to the attention of the Space Management and Timetabling Office;
- (f) That the Chair be asked to consider the current guidelines relating to peer assessment and whether there is a need for the Board to consider this issue further;
- (g) That the Department of Economics be asked to confirm that its revised module provision had met student concerns about the range of module choice.

RECOMMENDED (to the Academic Quality and Standards Committee)

- (h) That the practice of some Boards of Examiners in Science of allowing students registered on 4-year integrated masters' degrees to graduate with a bachelor's degree in a higher class if the marks achieved in their fourth year of study are relatively poor, be considered with regard to the unified degree classification conventions.

15/10-11 New Course of Study

CONSIDERED:

A proposal from the Warwick Business School for a new course BSc Accounting and Finance (Undergraduate Partnership Programme) for introduction in November 2010 (paper UFSS 49/10-11).

RESOLVED:

That the new course BSc Accounting and Finance (Undergraduate Partnership Programme) as set out in paper UFSS 49/10-11 be approved in principle subject to the Warwick Business School providing details pertaining to the placement element of the programme and confirming that these are in accord with the University guidance on student placements.

16/10-11 Special Examination Arrangements

RECEIVED:

An oral report from the Chair regarding the meeting on 16<sup>th</sup> February 2011 of the Working Group which had been set up review the provision of special examination arrangements, with a view to formulating some normative principles (Board minute 7/10-11, refers), noting that the Working Group would present a report to the Board in due course.

17/10-11 SSLC Coordinators' Annual Reports

CONSIDERED:

The Undergraduate Student-Staff Liaison Committee Annual Report 2010, paper BUGS 10/10-11.

RESOLVED:

- (a) That the Chair be asked to consult with the Pro-Vice-Chancellor (Education and Student Experience) concerning the points raised regarding feedback to students, with a view to the Institute of Advanced Teaching and Learning (IATL) being asked to provide further guidance or training to staff regarding feedback.
- (b) That the Chair be asked to write to the Senior Tutor in relation to the further promulgation of the Personal Tutor Guidelines with a view to exploring how members of academic staff might be incentivised to fully comply with the expectations set out in these guidelines.

18/10-11      Undergraduate External Examiners' Reports for 2009/10

RECEIVED:

- (a) The procedure for the consideration of External Examiners' reports by the Boards of Undergraduate and Graduate Studies (paper BUGS 1/10-11).
- (b) The report from the Board Sub-group established to consider the reports of the External Examiners summarising key points in the reports for 2009-10 and making recommendations to the Board for further action (paper BUGS 4/10-11).
- (c) The reports of External Examiners for Undergraduate courses for 2009/10 received since the last meeting of the Board (paper BUGS 8/10-11);
- (d) Pro-forma responses to the External Examiners' reports received from departments since the last meeting of the Board (paper BUGS 9 /10-11).