

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 12 May 2016 at **9.00am** in room CMR 1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email k.gray@warwick.ac.uk or to the Assistant Secretary, Cara Pearson, ext 74464, email c.l.smith@warwick.ac.uk

K Sloan
Registrar and Chief Operating Officer

New items added to this agenda are marked in **bold** typeface.
We will work from this agenda at the meeting

Note: Restricted business (denoted by an asterisk{) is confidential to members and attendees of the Academic Quality and Standards Committee*

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 22 February 2016 (circulated previously).

2. Constitution and Membership of the Academic Quality and Standards Committee

TO REPORT:

- (a) That Professor Aileen Clarke had been appointed a member of the Committee as Chair of the Faculty of Medicine (*vice Professor Winstanley*);
- (b) That Professor Peter Winstanley would continue as a member of the Committee as Interim Senior Tutor (*vice Mr S Lamb*);
- (c) That Professor Gwen van der Velden had been appointed a member of the Committee in her capacity as Director of the Warwick International Higher Education Academy;

TO RECEIVE:

The revised Constitution and Membership of the Committee (Paper AQSC.35/15-16, circulated previously).

3. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

4. Matters arising

(a) Marks Conversion Tables (minutes AQSC.30 and 42(c)/15-16 refer)

TO REPORT:

- (i) That, at its meeting on 28 January 2016, the Committee considered a paper proposing draft mark conversion tables for study abroad (paper AQSC.25/15-16)
- (ii) That at its meeting on 22 February 2016, the Committee resolved that the International Sub-Group clarify the following points:
 - (A) The long-term intentions for the use of the Marks Conversion Scales, in particular their application for courses where marks arising from assessments taken at partner institutions contributed towards the final degree classification;
 - (B) Confirmation that the mapping of mark descriptors from overseas institutions against Warwick's mark descriptors had been undertaken in developing the marks scales.

TO CONSIDER:

An oral report from the Chair of the International Sub-Group.

(b) Draft Statement of Expected Student Behaviour (minute AQSC.45/15-16 refers)

TO REPORT:

That at its meeting on 22 February 2016, the Committee received a presentation and consultation paper on the draft Statement of Expected Student Behaviour (papers AQSC.30/15-16 and AQSC.34/15-16) and resolved (*inter alia*) that any additional comments be submitted directly to the Director of Delivery Assurance and the Senior Assistant Registrar (Delivery Assurance).

TO RECEIVE:

An update report on the development of the Statement of Expected Student Behaviour from the Director of Delivery Assurance and Resolution (Paper AQSC.36/15-16, copy attached).

- (c) Revision to Regulation 8.10 (minute AQSC.49/15-16 refers)

TO REPORT:

- (a) That at its meeting on 22 February 2016 the Committee considered a proposal from the Undergraduate Studies Committee of the Board of the Faculty of Medicine that Regulation 8.10 be revised as set out in paper MUSC.23/15-16 and recommended to the Senate that the proposal be approved to apply to students commencing their studies from 2016-17.
- (b) That subsequent to the meeting of the Committee and prior to consideration by the Senate, further amendments were proposed to Regulation and in relation to timescales for implementation.

TO CONSIDER:

A proposal from the Undergraduate Studies Committee of the Board of the Faculty of Medicine that Regulation 8.10 be revised as set out in paper MUSC.23/15-16 (revised 2) (circulated previously).

5. Chair's Business

6. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

7. Course Review and Monitoring Process

TO CONSIDER:

A paper from the Assistant Registrar (Teaching and Learning) on the revised course review and monitoring process for taught courses (Paper AQSC.37/15-16, circulated previously)

8. External Examining

TO REPORT:

That at its meeting on 8 March 2016 the Senate considered:

- (xi) A paper from the Pro-Vice-Chancellor (Teaching and Learning), proposing changes to the process for consideration of the appointment of External Examiners and Pass Lists, (S.41/15-16).
- (xii) In response to observations from Professor Lesley Roberts, welcoming the proposal, but indicating that the use of the word 'discipline' might be problematic, and indicating that integrated professional programmes did not have 'modules', that further consideration be given to the specific wording in some areas of the proposal.

- (xiii) In response to an observation from Professor Roberts that external examiners should have a valuable role beyond the examination process *per se*, for example through taking a view of the quality of the course; taking an active role in setting examination paper questions and in speaking directly to students, that more information on this wider role could also be integrated into existing guidance.
- (xiv) In response to an observation from Professor Alison Rodger, that she felt there was a need for a central record of external examiners to avoid conflicts of interest, that work was being undertaken in this area to respond to the provisions of the UK Quality Code.
- (xv) In response to a query from Professor Cathia Jenainati, that where there was a particularly small pool of external examiners in the UK, that there was a precedent for appointing external examiners from the EU.
- (xvi) In response to an observation from Professor Saul Jacka, that the timeframe for the setting of examination papers often preceded the timeframe for the approval of external examiners, that this would be separately addressed.

and resolved:

That amendments relating to the processes for the appointment of external examiners and consideration of pass lists be approved as set out in paper (S.41/15-16), it being noted that consideration would be given by the Academic Quality and Standards Committee to operational matters.

(Unconfirmed minute 69/15-16 refers)

TO CONSIDER:

- (xvii) Operational matters arising from proposals set out in the paper from the Pro-Vice-Chancellor (Teaching and Learning), on changes to the process for consideration of the appointment of External Examiners and Pass Lists, as set out in S.41/15-16 (circulated previously).
- (xviii) A paper from the Assistant Registrar (Teaching and Learning) setting out proposals for a revised External Examiner report form and process for scrutiny of reports and departmental responses, (Paper AQSC.38/15-16, circulated previously)

9. ***Course Regulations and Information for Students**

TO CONSIDER:

A paper by the Assistant Registrar (Teaching Quality) on proposed changes to the publication of course regulations (Paper AQSC.39/15-16 (Restricted), copy attached).

10. HEFCE Revised Operating Model for Quality Assurance

TO CONSIDER:

A briefing paper by the Senior Assistant Registrar (Teaching Quality) on the HEFCE Revised Operating Model for Quality Assurance (Paper SC.106/15-16, circulated previously).

11. *International Student Barometer/Student Barometer Autumn Wave Survey 2015/16

TO RECEIVE:

A report on the outcomes related to teaching and learning from the Autumn Wave Survey of the ISB/SB 2015/16 (Paper AQSC.40/15-16 (restricted), circulated previously)

12. Source-Matching

TO CONSIDER:

- (a) A report by the Service Owner, Academic Technology on source-matching (Paper AQSC.41/15-16, circulated previously).
- (b) An oral report from the Head of Platform Engineering and Deputy Director of IT Services.

13. Any other business

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting. These papers are available online at the Committee's file space here: https://files.warwick.ac.uk/tqcomm/browse#AQSC/2016.05.12_online_only

14. Chair's Action

TO REPORT:

(a) Collaborative Courses

- (xix) That the Committee, at its meeting on 22 February 2016, granted authority to the Chair to recommend an amended proposal from the department of History of Art to introduce a variant of two existing validated Master's courses delivered by the Institut d'Études Supérieures

des Arts (IÉSA), Paris, to the Senate for approval (minute 50(a)/15-16 refers)

- (ii) That, following the receipt of the proposal amended in light of recommendations by the Board of Graduate Studies, the Chair took action on behalf of the Committee to recommend the proposal to the Senate for approval, as set out in paper AGSC.10/15-16 (revised).

(b) Accreditation of Placement Years

- (i) That the Committee, at its meeting on 28 January 2016, granted authority to the Chair of the Committee to approve a bespoke process for approval of revisions to courses for the introduction of accredited placement years (minute 29/15-16 refers).
- (ii) That the Chair had taken action on behalf of the Committee to approve:
 - (A) A revised course approval form focusing on the key elements of information required to introduce credit for placement years (Paper AQSC.42/15-16, [available online](#)).
 - (B) The proposal that Professor Leng (as Chair of the Board of Undergraduate Studies) and Professor Lamburn (as Chair of the Quality Assurance Working Group and a member of the International Sub-Group of AQSC) be authorised to approve the proposed revisions to courses.

15. Matters arising

(a) SU Update (minutes AQSC.28 and 42(b)/15-16 refer)

TO REPORT:

- (i) That at its meeting on 22 February 2016, the Committee resolved (*inter alia*) that clarity on the timescales for the investigation of overcrowding on the Physics concourse bridge and their remedy be obtained from the Estates Office,
- (ii) That subsequent to the meeting, the Estates Office had confirmed that piloting would be undertaken in the Summer term with the intention to influence the flow of students through these areas using signage, barriers and stewarding in the first instance;
- (iii) That successful practical solutions would be implemented for the coming Autumn term;
- (iv) That the Student members of the Committee would be invited to the next meeting of the Capital, Space and Amenities Group to be kept up to date on progress in this area.

(b) Teaching Excellence Strategy (minutes AQSC 25 and 42/15-16 refer)

TO REPORT:

- (i) That at its meeting the Committee considered a paper from the Secretary setting out terms of reference and constitution of the Teaching Excellence Framework (TEF) Steering Group (paper AQSC.26/15-16) and resolved:

- (A) That the Terms of Reference, as set out in paper AQSC.26/15-16 and amended as proposed in (i) and (ii) above, be approved;
 - (B) That members contact the Secretary with any suggestions on reducing the Steering Group membership.
- (ii) That the Chair had taken action to approve the following membership for the TEF Steering Group:
- Chair of the Academic Quality and Standards Committee (Chair)
 - Chairs of the Faculty Boards (or their nominee)
 - Chair of the Quality Assurance Working Group
 - Director of the Warwick International Higher Education Academy
 - Director of Strategic Planning and Analytics
 - Deputy Academic Registrar
 - Student Representative

16. New Student Mobility Agreements

TO REPORT:

- (a) That the following new exchange agreements had been approved by the International Steering Group of AQSC (minutes ISG.16 and 19/15-16 refer)
- Centre for Applied Linguistics exchange agreement with Fudan University
 - Liberal Arts exchange agreement with Jacobs University Bremen
 - Chemistry exchange with the Chinese University of Hong Kong
 - University-wide exchange agreement with Universitas Gadjah Mada, Indonesia
 - WBS undergraduate exchange agreement with Nanyang Technological University, Singapore
 - English undergraduate exchange agreement with the University of Massachusetts Amherst, USA
 - English undergraduate exchange agreement with the University of Rochester, USA
- (b) That the International Steering Group of AQSC approved a proposal to renew a University-wide UG exchange agreement with the University of Tokyo.

17. Progress of Committee Recommendations

TO REPORT:

That at its meeting on Tuesday 8 March 2015, the Senate approved proposals under the following headings:

- Retention of Examination Scripts
- Collaborative Policy and Strategy
- Discontinuation of Courses

- New Variants of MA in the History and Business of Art and Collecting and MA in the History and Business of the Contemporary Art Market
- Warwick Manufacturing Group: Pakistan Institute of Management
- Warwick Manufacturing Group: Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech)
- Discontinuation of Collaborative Courses
- CFDLSC Terms of Reference

18. New Postgraduate Courses

TO REPORT:

That at its meeting on 28 April 2016 it was reported to the Board of Graduate Studies that the Chair had taken action to approve the following new courses:

MA in the History and Business of Art and Collecting in the UK;
 MA in the History and Business of Art and Collecting in Continental Europe
 MA in the History and Business of the Contemporary Art Market in London;
 MA in the History and Business of the Contemporary Art Market in Paris.
 MSc in Advanced Critical Care Practice

19. Revised Postgraduate Courses

TO REPORT:

That at its meeting on 28 April 2016 it was reported to the Board of Graduate Studies that the Chair had taken action to approve revisions to the following courses:

MA Theatre and Performance Research
 MBA by Executive Study
 MSc Finance

20. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Monday 13 June 2016 at 2.00pm in room CMR 1.0, University House.