

UNIVERSITY OF WARWICK			
ACADEMIC QUALITY & STANDARDS COMMITTEE			
OPEN MINUTES OF THE MEETING HELD 10:00, TUESDAY 18 February 2020			
Present	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education) (Chair)
	Professor Jo Angouri	JA	Academic Director (Education and Internationalisation)
	Chloe Batten	CBatten	Students' Union representative
	Dr Jon Burrows	JB	Representative of the Board of Faculty of Arts
	Alice Churm	ACh	Students' Union representative
	Professor Andy Clark	AC	Academic Director (Undergraduate Studies)
	Professor Gill Cooke	GC	Co-opted member of academic staff in a quality assurance role
	Professor Will Curtis	WC	Academic Director (Partnerships)
	Dr David Davies	DD	Chair of the Faculty Education Committee (Science, Engineering and Medicine)
	Dr Beccy Freeman	BF	Dean of Students
	Professor Jo Garde-Hansen	JGH	Representative of the Board of Faculty of Arts
	Dr Lucy Hammond	LH	Representative of the Faculty of Science, Engineering and Medicine
	Professor Ross Ritchie	RR	Representative of the Board of Faculty of Social Sciences
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee (Arts)
	Dr Jane Sinclair	JS	Representative of the Faculty of Science, Engineering and Medicine
	Professor Pat Tissington	PT	Academic Director (Employability and Skills)
	Professor Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience)
Dr Phil Young	PY	Representative of the Faculty of Science, Engineering and Medicine	
Attending	Geraldine Connelly	GConnelly	Assistant Registrar, Education Policy and Quality (Assistant Secretary)
	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality) (Secretary)
	Maureen McLaughlin	MMc	Director of Education Policy and Quality
	Craig Franklin	CF	Administrative Officer (Course and Module Approval)
Ref	Item		
066	Apologies for absence Apologies were received from Professor Chris Hughes, Professor Robin Clark, Professor Elizabeth Jones, Alice Churm, Dr Jonathan Heron and Chris Bisping.		
067	Declarations of Interest No new declarations were made.		
068	Minutes of last meeting on 14 January 2020 The minutes of the meeting held on 14 January 2020 were received and approved.		
069	Matters arising from last meeting on 14 January 2020 The Committee received a report (068-AQSC180220) and the key points and discussions were as follows: (a) 034 – Student Data Report That course transfers would not impact on TEF non-continuation data nor progression data at the departmental level. However, course transfer would impact on course level completion data available in the education dashboard.		

	<p>(b) 035 – Module Offering The paper on module offering will be reported to Faculty Education Committees for further discussion in the Term 3 2020 and will return to AQSC for consideration in May 2020.</p>
Substantive Items	
070	<p>Students' Union Updates</p> <p>The Committee received several verbal reports with key details and discussions, as below:</p> <ul style="list-style-type: none"> • The Students' Union and UCU are working with HR on establishing new contracts for students who teach. Faculty consultation sessions will be taking place over the coming week and Committee members were asked to share this information with colleagues, in order to encourage PGR students to attend. • The Students' Union and the Dean of Students have been working on the examinations timetable in consultation with students. The consultation concluded at the end of January and the outcomes have been shared with the Academic Registrar and the Examinations Office. • It had been brought to the Committee's attention that the Examinations Office have undergone an internal audit and reviews of timetabling operations and related student communications. Clarification would be sought as to whether the content of the reports would be information the Committee or the Review of Assessment Group would need sight of. <p>ACTION: Secretariat to follow up with Academic Registrar and Examinations Office regarding the outcomes of the Examinations Office audits.</p>
071	<p>Policy Governing Course and Module Approval</p> <p>The Committee received a paper (070-AQSC180220) and verbal report from the Assistant Registrar (Monitoring and Review). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • There has been a significant change in course and module approval processes over the past two years, and the policy for module approval has not been reviewed in the last 10 years. With the digitisation of over 4,000 module records, a broad range of queries have been raised. • A clear and transparent policy is needed to provide clarity for internal stakeholders, as well as ensuring external requirements will be met. It will also provide the opportunity to document course approval policy that is not currently formalised. • The Committee were in agreement that a policy was required and were satisfied with the proposal to commence with a time-limited review as outlined in the paper, but comments were shared regarding reconsideration of the summary wording before this is submitted for wider circulation. • The Chairs of the Faculty Education Committees currently review modules that are late submissions and it was highlighted that there is mixed practice taking place, which the Chairs would be keen to discuss and further clarify. • So far, through the course and module catalogue project, only modules have been through the validation exercise, with course validation to take place in the coming months, some of which have gone without curriculum review since initial approval. There therefore may need to be consideration of the approach to periodic review processes. <p>DECISION: The Committee approved the commencement of a time-limited review on its behalf to make proposals on policy and supporting guidance in relation to the approval of new and revised modules</p> <p>DECISION: The Committee approved the development and drafting of an integrated University Course and Module Approval Policy</p>
072	<p>Erasmus+ Report</p> <p>The Committee received a verbal report from the Director of Student Opportunity. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • A number of legitimate concerns had been raised by students regarding the Erasmus+ payment process, and the team had been able to react quickly to resolve these matters. The issue where students received a shortfall in funding was due to an error.

	<ul style="list-style-type: none"> • The Academic Director (Education and Internationalisation) has been meeting with students directly to consider the broader student experience through a working group, which will be looking at the co-creation of mechanisms for feedback. • The Students' Union commented that they, and the students who first raised the matter, have been content with the outcomes achieved and have been pleased with the way in which the issues have been dealt with so thoroughly.
073	<p>Update on SPI Programme</p> <p>The Committee received a paper (073-AQSC180220) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Marks Management Project summary should outline that the marks management system is intended to interact with other IT systems. • A project board is being established for the Module Selection project and is due to commence from the next academic year. The module selection timescales were decided on a number of years ago and currently only apply to undergraduate programmes. If there is a decision to review selection timeframes for postgraduate taught provision also, current demand management processes in place in departments would need to be considered carefully. • There were concerns raised regarding the proposed plan for implementation of the module selection project and if the intended delivery scale was achievable. Departments are assuming they are preparing for module selection as per current practice for the last time over the Summer period in 2020, but asked for confirmation that this is correct. • The completion of the course and module catalogue is essential to ensure the data required for module selection is in place. However, the validation of course information has not yet commenced and correct module diet information, which is currently provided at the course level, will be crucial for module selection. <p>ACTION: Secretariat to provide feedback to SPI programme and Course and Module Approval team.</p>
074	<p>Review of Assessment Group Report</p> <p>The Committee received a paper (074-AQSC180220) and a verbal report from the Academic Director (Undergraduate). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Review of Assessment Group reconvened for the 2019/20 academic year. A communications plan, developed in liaison with the SPI team, and an implementation plan spanning over the next three years were considered and approved by the group at the February meeting, with suggestions for further enhancements for effective communication. • Attendance and appropriate representation on SPI projects has been variable. The SPI team have now introduced contracts for attendees that outline contractual expectations, particularly with regard to clarifying that a two way dialogue between faculties and the projects should take place. • Feedback on the proposals approved by Senate in July 2019 have been received from various fora, including Faculty Education committees and the Directors of Undergraduate Studies Forum. • It was reported that there were complaints received from both students and staff regarding the new 12 noon assessment submission deadline, which were mainly based on sound pedagogical reasons. The Committee agreed that there was a need to revisit the original recommendation of setting the assessment deadline between 9am-4pm with the Senate. In the short term, an urgent request to the Senate would be submitted requesting that AQSC to be given authority to approve exemptions to the assessment deadline, on an exceptional basis. • The Progression and Remediating Failure Sub-Group would be reconvening to discuss concerns that have been highlighted by the Examinations Office, which were raised when considering the logistics of implementing the proposals arising from the group. The concerns raised were in regard to the timing of resits, challenges presented in finding appropriate locations and space and the process management of results coding. • The Examinations Office believe that without significant change to the shape of the academic year, the policy on the right to remedy failure in all modules at the earliest opportunity is challenging to implement. Whilst the shape of academic year may be considered in the long term, a decision as to how the policy on the right to remedy failure would need to be made in the short term.

	<ul style="list-style-type: none"> The group confirmed that any communications regarding the timing of exam boards and the release of results should be socialised amongst staff and students to ensure awareness. Currently, students often receive their results in welcome week which is late for those who have returned and paid for accommodation or travel. Developing guidance for students for the academic year 2021/22, in order to provide advice and allow students to be pragmatic in preparing for this, would be beneficial. <p>DECISION: The Chair to submit a request to the Senate seeking authority for AQSC to approve exemption requests to the 12 noon assessment submission deadline.</p> <p>DECISION: AQSC to revisit the original recommendation submitted to the Senate of an assessment submission deadline between 9am-4pm on a University working day.</p> <p>ACTION: BF, CB, AC, EPQ Faculty Secretaries to meet and discuss what support can be put in place for students at the point of release of results.</p>
075	<p>Rules for Award and Classification</p> <p>The Committee received a paper (075-AQSC180220) and a verbal report from the Chair and the Assistant Registrar (Assessment). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> The Senate approved a number of proposals arising from the Review of Assessment in July 2019, including the introduction of standard progression requirements and a standard borderline algorithm. These proposals now need to be translated into the University's degree regulations and assessment conventions. The paper proposed a new approach to the formatting of the University's degree conventions and progression requirements, by drawing together the requirements for all undergraduate, integrated masters and postgraduate taught students into one set of rules. The committee largely welcomed the new format of the rules and asked that they be shared in advance of committee meetings to ensure full consultation. The rules will also be considered by the Board of Graduate Studies in order to ensure Postgraduate conventions are being reviewed. <p>DECISION: The Committee approved the suggested format of the 'Rules for Awards and Classification'.</p> <p>DECISION: The Committee approved the consultation process for the 'Rules for Awards and Classification' and will be submitted to Faculty Education Committees and the Board of Graduate Studies for consideration.</p> <p>ACTION: Committee members to supply comments and feedback on the paper to the Secretariat by Friday 28th February 2020.</p>
076	<p>Review of Regulations Approach</p> <p>The Committee received a verbal report from the Director of Education Policy and Quality. The key points and discussion were as follows:</p> <ul style="list-style-type: none"> A holistic approach to the review of regulations will be taken, but a decision at this point had been taken not to progress with a review in this academic session, so as not to inflict any more change at this point. The current RAG rating of the regulatory system is now out of date, but a review is intended to ensure simplification, accessibility and transparency. A small group will meet at the end of the 2019/20 academic year to commence with work, with the suggestion that a sub-group of AQSC be established in order to monitor and manage regulations in the long term. The Regulations will need to be reviewed with external regulatory requirements in mind, as well as that conditions of registration with the Office for Students.
077	<p>Examinations Committee</p> <p>The Committee received a verbal report from the Director of Education Policy and Quality. The key points and discussion were as follows:</p>

	<ul style="list-style-type: none"> • Following a meeting with the Examinations Office and a review of exams scheduling, it was proposed that a sub-group of AQSC be established to meet annually in order to review process each academic year and consider any changes required in the examinations process. • It was agreed that academic oversight and governance of the Examinations processes was required and the establishment of a sub-group would be welcomed. <p>ACTION: That a paper be submitted to AQSC for consideration to propose the establishment of an Examinations Committee which would include a draft terms of reference and proposed membership.</p>
078	<p>Paperless Assessment Submissions</p> <p>The Committee received a paper (078-AQSC180220) and a verbal report from David Chapman (Estates). The key points and discussion were as follows:</p> <ul style="list-style-type: none"> • The University has declared a climate emergency and in response to this, a proposal regarding a move to an entirely paperless assessment submission scheme was discussed. • The Estates team have undertaken sector-wide research and multiple institutions have been able to move to an entirely paperless scheme. • There are challenges presented in moving to this, particularly amongst Science disciplines where there are complicated drawings to be submitted, and it was thought that some exemptions may be needed. Further analysis of where there are still paper based submissions in place would be required before further consideration of the proposal could be taken forward. • It was highlighted that although the University is behind the curve with Europe in regard to paperless assessment, it was agreed that significant investment and resource would be needed to achieve close to entirely paperless submissions, given that other institutions have taken years of investment to achieve this. <p>ACTION: Estates team to liaise with the Students' Union to determine where paper submissions are still in existence and report back to the Committee.</p>
079	<p>Recognition of Prior Learning (RPL) Request for the MA in Professional Education</p> <p>The Committee received a paper (079-AQSC180220) and a verbal report from Carol Wild and Andrew Hind. The key points and discussion were as follows:</p> <ul style="list-style-type: none"> • The Centre for Teacher Education were looking to move to recognise prior learning gained in the workplace and had been encouraged to put forward a proposal to approach this as a new initiative. The proposed provision is different to anything previously suggested by the department and is intended to provide a supported pathway for students into Masters level study. • The University would not normally approve an RPL request for one third of a course toward a degree and so the request had been submitted to AQSC for consideration. • The Committee were agreed that this does not appear to be an exception to current RPL Policy but a new pathway for entry onto a course, which should be considered by the Course Proposal Scrutiny Panel.
080	<p>Engineering Progression Rules</p> <p>The Committee received a paper (080-AQSC180220) and a verbal report from Gill Cooke. The key points and discussion were as follows:</p> <ul style="list-style-type: none"> • The School of Engineering were seeking to increase the opportunity to remedy failure for students registered on an accredited version of an Engineering Degree. This was due to a change in progression requirements stipulated by the Engineering Council, which now ask for a higher level of credit to be passed in order for students to progress. The professional body's progression requirements were altered after the Engineering Council found disparity across the sector. • Students studying on an accredited version of a degree have previously been permitted to compensate one 15 credit module per year, but with the introduction of harmonised requirements by the Engineering Council, students will now only be permitted to compensate two modules for their entire course. It was noted that the University does not normally permit modules to be passed by compensation, or credit given.

	<ul style="list-style-type: none"> • A move to more stringent progression requirements could mean a higher number of students being transferred to a non-accredited version of the course. • The current exception for students registered on a BEng/MEng degree is that students in their second year of study are given an opportunity to remedy failure in failed modules. The School wish to extend this exemption and requested that students be given an additional reassessment opportunity for modules failed between 30-39%, in both their first and second years of study. • There were concerns raised by Committee members regarding the request, on the basis that other courses are also constrained by rigorous requirements of Professional Statutory and Regulatory Bodies and may also wish to offer extended exemptions to their students. • It was highlighted that the accrediting body would accept that students would meet professional standards in achieving a mark of 30%, but this would be below the threshold of academic standards usually accepted by the University. • The Committee were unable to reach a consensus regarding the proposal as concerns remained regarding equity across the institution. It was noted a resolution was required urgently and a discussion would need to take place before the next meeting of AQSC. <p>DECISION: Group consisting of Committee members to meet and review the proposal outside of the committee, in order to reach a resolution.</p> <p>ACTION: Secretariat to organise group meeting to include PY, AC, DL, GC, WC, MMc and WMG rep.</p>
081	<p>Professional, Statutory and Regulatory Body Reports</p> <p>The Committee received a paper (080-AQSC180220) and noted the following accreditation reports:</p> <ul style="list-style-type: none"> • Institute for Engineering and Technology (IET) – WMG, Applied Engineering Programme • Royal Society of Biology – School of Life Sciences, MBio courses • Royal Society of Biology – PGCert Transferable Skills in Science • Royal Society of Chemistry –PGCert Transferable Skills in Science • Institute of Physics – PGCert Transferable Skills in Science
Items below this line are for receipt and/or approval, without discussion	
Subsidiary and Sub-Committee Reports	
082	<p>Minutes of the Board of Graduate Studies:</p> <p>https://warwick.ac.uk/services/gov/committees/bgs/minutes</p>
083	<p>Minutes of the Student Learning Experience and Engagement Committee:</p> <p>https://warwick.ac.uk/services/gov/committees/sleec/minutes</p>
084	<p>Minutes of the Partnerships Committee:</p> <p>https://warwick.ac.uk/services/gov/committees/partnerships/minutes/</p>
085	<p>Minutes of the Faculty Education Committees:</p> <p>(a) Faculty of Arts:</p> <p>https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes</p> <p>(b) Faculty of Science, Engineering and Medicine:</p> <p>https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/</p> <p>(c) Faculty of Social Science:</p> <p>https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/</p>

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
120 (i) – Revisions to Course Discontinuation Policy and Procedures	ACTION: 1) Amend the Student Protection Plan (Interim Director of Education Policy and Quality)	KG July 2019	Ongoing
123 – Review of Assessment	ACTION: 1) Academic Integrity sub-group to consider clear responsibility of ownership of guidance in relation to plagiarism and cheating and to agree final and definitive guidance for students on this matter before the start of the academic year 2019/2020;	RC/FG September 2019	Completed
124 - Strategic item for discussion: Review of Assessment/ Assessment Strategies and implementation of principles arising from sub-group	ACTION: An action plan to implement the proposals to diversify assessment strategies to be developed by the Committee using the feedback in relation to agenda item 124-AQSC060619 discussed at the meeting.	GVV/DL October 2019	Ongoing
2019/20			
013 Collaborative Report – London Film School Validation Review	DECISION: The committee approved the programmes for renewal for a further period. ACTION: That the agreed action plan would be reported to AQSC after it had been considered by the Partnerships Committee in the Spring Term 2020	WC April 2020	Ongoing
029 – Quality Code Mapping	DECISION: The Committee approved the proposal to develop a Warwick Quality Handbook.	MW September 2020	Ongoing
030-Collaborative Review of Degree Apprenticeships	DECISION: A six-monthly update on progress of the institutional actions would be provided to the Committee for their assurance.	WC/LB May 2020	Ongoing
031 – Degree Apprenticeships Policies	ACTIONS: The Course Discontinuation policy is to be adapted to incorporate the process for Degree Apprenticeship provision.	EPQ/WC Term 2 2019/20	Ongoing
032 – Annual Report on Student Complaints and Academic Casework	ACTION: The Dean of Students to liaise with the Student Complaints and Academic Casework team to discuss the possibility in recording demographics and mode of study for appeals cases.	BF/NM/EPQ 2019/20	Completed
034 – Student Data Report	ACTION: Senior Assistant Registrar (Teaching Quality) to liaise with Strategic Planning and	KG January 2020	Completed

	Analytics to determine if course transfers impact on non-completion data		
035 – Module Offering	ACTION: Paper to be reported to Faculty Education Committees for further discussion and then return to AQSC once consultation has taken place.	KG Term 2 2019/20	Ongoing
036 – Analysis of UG External Examiner Reports 2018/19	ACTION: Education Policy and Quality and the Academic Director (Undergraduate) to follow up on recommendations made.	GC/AC Term 1 2020/21	Ongoing
041 - QAA Updates to Subject Benchmark Statements	ACTION: Secretariat to disseminate updated subject benchmark statements to all affected departments.	GC January 2020	Completed
054 (c) – Matters Arising	ACTION: Director of Education Policy and Quality to bring a proposal with a suggested approach to the review of regulations to the February or April 2020 meeting of AQSC.	MMc April 2020	Completed
056 – SU Update: Erasmus+ Process	ACTION: RR to share details of the QTEM programme currently available to WBS students, which could potentially be shared further. ACTION: Director of Education Policy and Quality to follow up on operational concerns for the Erasmus+ process with the Director of Student Mobility DECISION: A report on the issues surrounding the Erasmus+ process and progress made to resolve concerns to be considered at the next meeting of the Committee on the 18 February 2020.	RR February 2020	Ongoing
		MMc February 2020	Completed
		CB February 2020	Completed
058 - Nomenclature of Joint Degree Programmes	DECISION: That broad guidance be developed and established to provide broad credit load limitations for joint degree programmes.	EPQ September 2020	Ongoing
060 - Maximum Periods of Study	DECISION: The Committee recommended that the minimum and maximum periods of study be approved by the Senate for introduction for 2020/21.	CW September 2020	Ongoing
061 - Degree Outcomes Statement	ACTIONS: That a first version of the Degree Outcomes Statement be submitted for consideration by the Committee on 28 April 2020	KG April 2020	Ongoing
063 - Timeliness of Feedback Reports	ACTIONS: The Chair, Deputy PVC (Student Learning Experience) Academic Director (Undergraduate), and the Faculty Education Committee Chairs are to meet to consider the operationalisation of feedback turnaround times.	GC Term 3 19/20	Completed
070 – Students Union Updates	ACTION: Secretariat to follow up with Academic Registrar and Examinations Office regarding the outcomes of the Examinations Office audits.	KG/GC March 2020	Ongoing

071 – Policy Governing Course and Module Approval	<p>DECISION: The Committee approved the commencement of a time-limited review on its behalf to make proposals on policy and supporting guidance in relation to the approval of new and revised modules</p> <p>DECISION: The Committee approved the development and drafting of an integrated University Course and Module Approval Policy</p>	DD	Ongoing
073 – Update on the SPI Programme	ACTION: Secretariat to provide feedback to SPI programme and Course and Module Approval team.	GC February 2020	Ongoing
074 – Review of Assessment Group Report	DECISION: The Chair to approach the Senate to request that AQSC be given delegated authority to approve exemption requests to the 12 noon assessment submission deadline	DL ASAP	Ongoing
	DECISION: AQSC to revisit the original recommendation submitted to the Senate of an assessment submission deadline between 9am-4pm on a University working day.	All Sept 2020	Ongoing
	ACTION: BF, CB, AC, EPQ Faculty Secretaries to meet and discuss support for students at the point of release of results.	GC Sept 2020	Ongoing
075 – Rules for Award and Classification	DECISION: The Committee approved the suggested format of the ‘Rules for Awards and Classification’.	GC May 2020	Ongoing
	DECISION: The Committee approved the consultation process for the ‘Rules for Awards and Classification’ and will be submitted to Faculty Education Committees and the Board of Graduate Studies for consideration.	GC April 2020	Ongoing
	ACTION: Committee members to supply ant comments and feedback on the paper to the Secretariat by Friday 28 th February 2020.	All 28 Feb 2020	Ongoing
077 – Examinations Committee	ACTION: That a paper be submitted to AQSC for consideration to propose the establishment of an Examinations Committee which would include a draft terms of reference and proposed membership.	MMc & Exams May 2020	Ongoing
078 – Paperless Assessment Submissions	ACTION: Estates team to liaise with the Students Union to determine where paper submissions are still in existence and report back to the committee.	CB, ACh & DC May 2020	Ongoing
080 – Engineering Progression Rules	DECISION: Group consisting of committee members to meet and review the proposal outside of the committee, in order to reach a resolution.	N/A	Ongoing

	ACTION: Secretariat to organise group meeting to include PY, AC, DL, GC, WC, MMc and WMG rep.	GC ASAP	Ongoing
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