

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

There will be a meeting of the Academic Quality and Standards Committee on Thursday 18 September 2003 at 9.15am in the Council Chamber, Senate House.

Dr J W Nicholls  
Registrar

---

Items marked # are for discussion. Other items will not be discussed unless requested by a member of the Committee. Members wishing to mark an item for discussion are asked to notify the Secretary prior to the meeting.

AGENDA

1. Minutes

TO CONSIDER:

The Minutes of the meeting held on 7 July 2003 (previously circulated).

#2. Matters Arising

(a) Assessment Practices and Examination Load and Late Submission of Assessed Work

TO REPORT:

That at its last meeting held on 7 July, the Committee considered the recommendations of the Board of Undergraduate Studies concerning revisions to the 50% rule and the imposition of penalties for the late submission of work and resolved *inter alia* that the heading "Submission of Assessed Work", to section F of the Examination & Degree Conventions be amended to read 'Submission of Assessed Coursework'.

TO CONSIDER:

A memorandum from the Assistant Registrar (Examinations), paper AQSC 204/02-03 (copy attached);

- (i) drawing the attention of the Committee to the implications of deviating from former University terminology with regard to assessed work on the grounds of maintaining clarity between that which is credit bearing and that which is not
- (ii) proposing amendments to Regulation 14.1

(b) Annual Course Review reports

TO REPORT:

- (i) That at its last meeting held on 11 June, the Committee considered the desirability of requiring departments to submit an Annual Course Review report on each course, (rather than a composite report covering all departmental provision), in line with the increasing emphasis placed by the external quality framework on the course as the unit of scrutiny, noting that members of the Committee had expressed concern about the additional burden this might place on departments, and the potential for unnecessary and undesirable repetition of information common to more than one course, and resolved that Chairs of Departments be consulted on the potential change in practice.

TO CONSIDER:

Responses to the consultation from Dr J Robinson, Department of Physics, and Professor K Legge, Warwick Business School, paper AQSC 205/02-03 (copy attached).

- (ii) That at its last meeting held on 7 July the Committee considered the following Annual Course Review reports from the Faculty of Medicine and recorded the following resolutions:

(A) MSc Health Information Sciences:

That a complete version of the Annual Review report for the MSc Health Information Sciences, including responses to sections 8, 9 and 10 be considered at the next meeting of the Committee.

TO CONSIDER;

A revised Annual Course Review report for the academic year 2001-02 for the MSc Health Information Sciences, paper AQSC 206/02-03, (copy attached).

(B) MSc Child Health:

- (1) That the missing Appendices A & B be submitted for the next meeting of the Committee.
- (2) That further information be provided explaining the reference to student concerns relating to the level of teaching delivered by one member of staff outside the School and the action plan implemented to address the concerns and assure delivery of this part of the curriculum at the appropriate level.
- (3) That further information be provided confirming the refurbishment of departmental facilities in June 2003.

- (4) That the Course Director of the MSc Child Health address the query included in point 2.

TO CONSIDER;

A revised Annual Course Review report for the academic year 2001-02 for the MSc Child Health, paper AQSC 207/02-03, (copy attached).

- (C) MSc Community Gynaecology, paper GCFM12/02-03:

- (1) That the Course Director for the MSc Community Gynaecology provide further details of measures being taken to provide enhanced support to students.
- (2) That the Course Director provide further information on the School's efforts to secure more appropriately sized teaching rooms for its classes.
- (3) That the Committee would expect to see evidence in the 2002-03 report of the electronic SSLC currently being established to provide a forum for the exchange of student views.

TO CONSIDER:

A revised Annual Course Review report for the academic year 2001-02 for the MSc Community Gynaecology, paper AQSC 208/02-03, (copy attached).

- (D) MBChB:

That the Annual Course Review report 2001-02 for the MBChB be resubmitted for consideration at the next meeting of the Committee; it being noted that the Review report should be an analytical and evaluative account of the academic year written by the academic Course Director.

TO CONSIDER:

A revised Annual Course Review report for the academic year 2001-02 for the MBChB, paper AQSC 209/02-03, (copy attached).

- (c) Additional Course Costs

TO CONSIDER:

Responses from the Chairs of the Department of English and the School of Law to the Committee's queries concerning additional costs to students levied in their respective departments, papers AQSC 210 and 211/02-03 respectively (copies attached).

3. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 2 July 2003 considered a report from the meetings of the Academic Quality & Standards Committee held on 15<sup>th</sup> May and 11<sup>th</sup> June 2003 and recorded its approval of recommendations made by the Committee under the following headings, (Minute 93/02-03):

- (a) External Examiners' Report Forms and Notes of Guidance
- (b) New Course Approval Form for Open Studies Certificates
- (c) New Annual Course Review Form
- (d) Amendments to University Regulations
- (e) New Undergraduate Courses
- (f) New and Revised Postgraduate Courses
- (g) Changes to Course Regulations

4. Chair's Business

#5. QAA Institutional Audit

TO CONSIDER:

- (a) The second draft of the University's Self Evaluation Document for Institutional Audit, due to be submitted to the QAA on 27 October 2003, drafted by the Senior Assistant Registrar (Teaching Quality), paper AQSC 212/02-03 (previously circulated).
- (b) A draft of the Student Submission for Institutional Audit, due to be submitted to the same deadline, drafted by the Students' Union Education Officer, paper AQSC 213/02-03 (copy attached).

#6. Continuation Audit 1998: External input into Periodic Review and Course Approval

TO REPORT:

That the University's response to the QAA written one year on from its Continuation Audit in 1998 indicated that the Committee would review the involvement of external peers in Periodic Review after a year of operation and consider how best to extend arrangements to cover course approval mechanisms.

TO CONSIDER:

The impact of the participation in Periodic Review of external peers since 2000-01 and the appropriate involvement of external peers in course approval.

#7. Review of the Foundation Degree in Community Enterprise and Development

TO CONSIDER:

The final report on the QAA review of the Foundation Degree in Community Enterprise and Development, conducted in March 2003, paper AQSC 214/02-03, (copy attached).

#8. Report from the Placement Learning Working Group of the Quality Task Group

TO CONSIDER:

A Good Practice Guide on Placement Learning drafted by the Administrative Officer (Teaching Quality), paper AQSC 215/02-03 (to follow).

#9. Report from the External Examining Working Group of the Quality Task Group

TO RECEIVE:

An oral report from Professor J Jones, Chair of the Group, on work conducted during the summer vacation.

TO CONSIDER:

Work carried out during the summer vacation by Piers Nicholls, Centre for Academic Practice, to develop a website for External Examiners, comprising internal and external sources of information and advice, departmental case studies and a Good Practice Guide, paper AQSC 216/02-03 (copy attached).

#10. Report from the CATS Working Group of the Academic Quality & Standards Committee

TO RECEIVE:

An oral report from Professor J Jones, Chair of the Group, on work conducted during the summer vacation.

TO CONSIDER:

Notes of Guidance on Credit and CATS, drafted by the Senior Assistant Registrar (Teaching Quality), paper AQSC 217/02-03 (to follow).

#11. Report from the Quality Enhancement Working Group of the Academic Quality & Standards Committee

TO REPORT:

That at its meeting held on 11<sup>th</sup> September, the Quality Enhancement Working Group considered a paper from Piers Nicholls, Centre for Academic Practice, on Reviewing and Developing Approaches to Student Feedback, paper QEWG 6a/02-03 (copy attached) and resolved that that the Academic Quality and Standards Committee be asked to consider:

- (a) current practice at departmental and institutional levels in obtaining and using student feedback;
- (b) the articulation of current methods of obtaining feedback with the National Student Survey to be introduced in 2004;
- (c) the existing Students' Union survey conducted in 2002-03 to inform the student submission for Institutional Audit and module-level evaluation;

it being noted that the Group was of the view that it would be helpful if Research and Information Support Services, Students' Union, could undertake an analysis of the coverage of the existing SU survey vis-à-vis the proposed National Student Survey with a view to recommendations for revision of the former being brought before the AQSC in due course.

#### #12. Course Approval Documentation

TO CONSIDER:

Revised drafts of the course approval documentation as set out below; it being noted that the Committee approved a new version of the Part 1 form following the advent of course specifications and a variant for of the Part 1 form specifically for Open Studies Certificates, at an earlier meeting:

- (a) A variant of the Part 1 form to apply for Postgraduate Awards, paper AQSC 218/02-03 (copy attached).
- (b) Part 2, Academic Fees and Resources, paper AQSC 219/02-03 (copy attached).
- (c) Part 3, Placement Learning, paper AQSC 220/02-03 (copy attached).
- (d) Part 4, Partnership Provision, paper AQSC 221/02-03 (copy attached).
- (e) Part 5, Distance Learning, paper AQSC 222/02-03 (copy attached).
- (f) The standard University contractual agreement for collaborative provision, paper AQSC 223/02-03 (copy attached).

#### #13. The Bologna Process

TO REPORT:

That at its meeting held on 14 July, the CATS Working Group considered a report received from the International Office that a number of departments had independently translated their courses into the ECTS framework and resolved that the issue be referred to the Academic Quality and Standards Committee in order for the Committee to take a view on a University-wide approach to Bologna; it being noted that the ECTS tariff proposed adopted a different relationship to learning hours to the CATS system currently in use at the University.

TO CONSIDER:

Briefing papers from Universities UK on the Bologna Process and the Convention on the recognition of Qualifications concerning Higher Education (Lisbon Convention), papers AQSC 224 and 225/02-03 respectively (copies attached).

#14. Periodic Reviews of Departments 2003-04

TO CONSIDER:

(a) The schedule for Periodic Review for the period 2003-04 to 2007-08, paper AQSC 226/02-03 (copy attached).

#(b) A request from the Director of the Centre for Lifelong Learning to postpone the Periodic Review of the 2+2 and part-time degrees in Social Studies until the academic year 2004-05, paper AQSC 227/02-03, (copy attached).

#15. SSLC Report on Learning Resources

TO CONSIDER:

A report from the SSLC Co-ordinators on meetings held with the University Librarian, and Directors of IT Services and the Careers Service, paper AQSC 228/02-03 (copy attached).

#16. Centres for Excellence in Teaching & Learning

TO REPORT:

(a) That the Steering Committee, at its meeting on 18<sup>th</sup> August, resolved that the Academic Registrar be asked to co-ordinate bids for Centres.

(b) That the members of staff listed below have been nominated to serve on the Working Group for Centres for Excellence in Teaching & Learning:

Dr P Blackmore, Centre for Academic Practice  
Mr R Burridge, School of Law  
Mr P Greatrix, Director of Student Services  
Students' Union Education Officer

TO CONSIDER:

Further nominations for membership of the Working Group.

#17. Working Group on the Length of the Teaching Year

TO REPORT:

That the following nominations for the above Working Group have been received:

Students' Union Education Officer

TO CONSIDER:

Nominations for membership of the Working Group.

#18. Institute of Technology Management, India

TO REPORT:

That the Partnerships and Distance Learning Committee, at its meeting held on 23 May 2003, considered *inter alia* a proposed amendment to the contract for collaborative provision with the Institute of Technology Management in Gurgoan, India, addressing the English language entry qualification requirement, paper PDL5 75/02-03, (copy attached) and recommended to the Committee that the amendment to the contract for collaborative provision with the Institute of Technology Management in Gurgoan, India be approved; it being noted that advice be sought from the Centre for English Language Teacher Education regarding the question of an acceptable English language entry qualification for ITM students

TO CONSIDER:

A proposed amendment to the contract for collaborative provision with the Institute of Technology Management in Gurgoan, India, addressing the English language entry qualification requirement, paper PDL5 75/02-03, (copy attached).

#19. Course Specifications

TO CONSIDER:

- (a) Course Specifications drafted for the following courses, approved by Faculty Working Groups:

Faculty of Arts

- (i) BA English Literature, AUCSWG 21/02-03 (revised) (copy attached)
- (ii) BA English Literature & Creative Writing, AUCSWG 22/02-03 (revised) (copy attached)
- (iii) BA English & American Literature, AUCSWG 28/02-03 (revised) (copy attached)
- (iv) BA English & Theatre Studies, AUCSWG 29/02-03 (revised) (copy attached)
- (v) BA English & European Literature, AUCSWG 35/02-03 (revised) (copy attached)
- (vi) BA English & Spanish-American Literature, AUCSWG 36/02-03 (revised) (copy attached)

Faculty of Science

- (vii) G500, Computer Science, SCSG72/02-03 (copy attached)
- (viii) G503, Computer Science MEng (4 years), SCSG73/02-03 (copy attached)
- (ix) G5N1, Computer and Management Sciences, SCSG74/02-03 (copy attached)



- (x) GN51, Computer and Business Studies, SCSG75/02-03 (copy attached)
- (xi) H610, Computer Systems Engineering BEng/ BSc, SCSG76/02-03 (copy attached)
- (xii) H612, Computer Systems Engineering MEng, SCSG77/02-03 (copy attached)
- (xiii) H105, Engineering Business Management (Post Experience) SCSG78/02-03 (copy attached)
- (xiv) H1P7, WMG Engineering Business Management (MSc), SCSG79/02-03 (copy attached)
- (xv) H1PE, Quality and Reliability (WMG), SCSG80/02-03 (copy attached)
- (xvi) H1PU, WMG International Technology Management (MSc PGDip), SCSG81/02-03 (copy attached)
- (xvii) H1Z8, Electronic Business Management, SCSG82/02-03 (copy attached)
- (xviii) H1ZC, Supply Engineering and Logistics (MSc), SCSG83/02-03 (copy attached)
- (xix) H6P2, Information Technology for Manufacture (UK), SCSG84/02-03 (copy attached)
- (xx) H7P5, Manufacturing Systems Engineering (UK), SCSG85/02-03 (copy attached)
- (xxi) H7P8, Process Business Management (UK), SCSG86/02-03 (copy attached)
- (xxii) H7P9, Process Business Management, SCSG87/02-03 (copy attached)
- (xxiii) LV77, Psychology & Philosophy, SCSG88/02-03 (copy attached)

#### Faculty of Social Studies

- (xxiv) MA/PG Diploma Social Work, AQSC 229/02-03 (copy attached)
- (xxv) MBA, AQSC 230/02-03 (copy attached)
- (xxvi) BA Gender and Cultural Studies, AQSC 231/02-03 (copy attached)
- (xxvii) BA Sociology & Gender Studies, AQSC 232/02-03 (copy attached)
- (xxviii) MA Interdisciplinary Gender Studies, AQSC 233/02-03 (copy attached)
- (xxix) MA Gender and International Development, AQSC 234/02-03 (copy attached)
- (xxx) MA/PG Certificate English Language Studies and Methods, AQSC 235/02-03 (copy attached)

#### Faculty of Medicine

- (xxxi) MA/MSc Applied Health Studies (Palliative Care), GCFM 17/02-03 (revised) (copy attached)

- (b) A paper drafted by the Administrative Officer (Teaching Quality), setting which courses have not have course specifications formally approved, paper AQSC 236/02-03 (copy attached).

20. Any Other Business

21. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Thursday  
23 October 2003.

HRWS 11.09.03  
quality\aqsc\ag18.09.03