

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee at **11.00am** (please note the unusual time) on Thursday 13 May 2004 in the Council Chamber, University House.

C E Charlton
University Secretary

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 25 February 2004, (previously circulated).

#2. Matters Arising

(a) PhDs in a language other than English (Minute 81/03-04 refers)

TO REPORT:

That the Committee, at its meeting on 25 February, considered proposed guidelines for permitting PhDs in French, German and Italian to be written in a language other than English and resolved that the Committee was unclear as to the rationale for seeking to amend the University Regulation as set out in paper AGSC 17/03-04, and that the paper be referred back for clarification by Dr K O'Brien.

TO CONSIDER:

A response from Dr K O'Brien to the Committee's enquiries, paper AQSC 83/03-04 (copy attached).

(b) Penalties for late submission of assessed work (Minute 83/03-04 refers)

TO REPORT:

(i) That at its meeting held on 25 February, the Committee considered the following resolutions and recommendations made by the Board of Graduate Studies on 16 February:

(A) That the Board did not support the imposition of a 4% penalty per day at postgraduate level.

- (B) That it was the view of the Board, including the postgraduate student representative, that confusion would not necessarily result from the use of differing tariffs at undergraduate and taught postgraduate level, noting that courses at these two levels operated under different Regulations, examination conventions and administrative systems both centrally and at departmental level.
- (C) That the penalty for late submission be set to take account of the potentially greater influence of a mark for a single piece of coursework on the qualification awarded at postgraduate level and the differing pass marks at undergraduate (pass mark of 40%) and taught postgraduate (50%) levels, noting that taking this into account an appropriate penalty at postgraduate level would appear to be approximately two thirds of the undergraduate penalty.”

(Minute 37/03-04)

(ii) The Committee resolved that a letter be sent to Chairs of Departments setting out current University policy of awarding a mark of zero for late submission of assessed work and seeking from each department a clear response as to whether they favoured replacement of the current policy at undergraduate and postgraduate levels with:

- (A) a single tariff of 4% per day at undergraduate and postgraduate levels
- (B) differential undergraduate and postgraduate tariffs of 5% and 3% per day respectively

TO CONSIDER:

A paper summarising departmental responses, paper AQSC 84/03-04 (copy attached):

3. Progress of Committee Recommendations

TO REPORT:

- (a) That the Senate, at its meeting held on 10 March 2004, considered a report from the meetings of the Academic Quality and Standards Committee held on 29 January and 25 February 2004 (S.37/03-04 {Parts 1 and 2}) and its resolutions recorded under the following items:
 - (i) Annual Course Review
 - (ii) New Postgraduate Awards
- (b) That the Senate resolved that recommendations made by the Committee recorded under the following items be approved:

- (i) Appeals Procedures
- (ii) University Policy on Double-Marking
- (iii) Cooke Report/TQI: Minor amendments to External Examiner Report form
- (iv) Part 4 Course Approval Documentation for Collaborative Provision
- (v) Amendments to Regulation 8.9
- (vi) Amendment to University Ordinance 7
- (vii) Partnership with North East Worcestershire College
- (viii) New and Revised Undergraduate Courses of Study
- (ix) New and Revised Postgraduate Courses of Study
- (x) Discontinuation of a Postgraduate Course of Study
- (xi) School of Health and Social Studies

4. Chair's Business

5. Chair's Action

TO REPORT:

That Professor Whitby, acting on behalf of the Committee, has taken Chair's Action to approve the proposal from the School of Health and Social Studies to introduce a new MA in Social Work with effect from October 2004, about which the Committee had voiced a number of concerns at its meeting on 25 February, following clarification from the Chair of the School of Health & Social Studies, see paper AQSC 100/03-04 (copy attached), concerning the points raised about the course by the General Social Care Council.

#6. Institutional Audit

TO REPORT:

That at its meeting held on 24 March, the Quality Task Group considered the letter from the QAA of 12 March setting out the main findings of the Audit and resolved:

- (a) That, with respect to the recommendations relating to assessment conventions, it be noted:
 - (i) That the Board of the Faculty of Science had already established a Working Group to consider scaling of marks and the use of the Seymour Formula, which would consult with students in the Faculty.
 - (ii) That, depending on the outcome of the Working Group's deliberations, consideration be given to alternative means of recognising additional credit gained by students in any faculty.
 - (iii) That it would be useful to model the effect of translating the achievement of final year students in the Faculty of Science in summer 2004 by using the harmonised examination conventions applied to students in the Faculties of Arts and Social Studies

- (iv) That a relatively small proportion of students in the Faculty of Science habitually sought Seymour credit and that the effect typically ranged from -1% to +2%
- (b) That Professor Easton provide a brief summary of the operation of the Seymour Formula for the next meeting of the AQSC.
- (c) That efforts be made to ensure that the Institute of Education was aware of the requirement to implement the approved harmonised examination conventions from summer 2004.
- (d) That consideration be given in preparations for any bid for GMC recognition of courses in medicine to the assessment regime for the MBChB in order to ensure appropriate alignment of examination conventions.
- (e) That, with respect to the recommendation relating to external input into new course development, consideration be given to the inclusion of a further section in the Part 1 course proposal form strongly encouraging departments to seek input from an external peer other than an External Examiner during the process of bringing forward new courses.
- (f) That, with respect to the recommendation relating to the treatment of accreditation reports, consideration be given to holding an annual meeting of staff in departments responsible for liaising with professional and statutory bodies, to share experiences arising from exercises held during the year and good practice, with a view to any recommendations arising being forwarded to the AQSC as required.

TO CONSIDER:

- (g) The draft QAA report on the Institutional Audit 2004, paper AQSC 85/03-04 (copy attached).
- (h) A brief summary of the operation of the Seymour Formula and an oral report from Professor Easton, paper AQSC 86/03-04 (to be tabled).

7. Academic Satisfaction Review 2004

TO CONSIDER:

A report from the Education Officer, paper AQSC 87/03-04 (copy attached).

#8. Annual Course Review

TO REPORT:

That at its meeting held on 26 April 2004, the Board of Graduate Studies considered summaries of Annual Course Review reports for taught postgraduate courses in the Faculties of Arts, Science and Social Studies (papers BGS 32/03-04, BGS 33/03-04 and BFSS 28/03-04 respectively) and resolved that the summaries be approved.

TO CONSIDER:

Summaries of Annual Course Review reports for taught postgraduate courses:

- (a) Faculty of Arts, paper BGS 32/03-04 (copy attached)
- (b) Faculty of Science, paper BGS 33/03-04 (copy attached)
- (c) Faculty of Social Studies, paper BFSS 28/03-04 (copy attached).

#9. Risk and Teaching Quality

TO CONSIDER:

A paper setting out the actual and perceived risks associated with teaching quality, paper AQSC 88/03-04 (copy attached).

#10. Periodic Review

TO REPORT:

That at its meeting held on 12 December 2003, the Quality Enhancement Working Group considered a paper from the Centre for Academic Practice on Evaluating Students' Learning in Warwick's research-led environment (paper QEWG 2/03-04) and recommended *inter alia* that the requirement for Periodic Reviews to include a section on curriculum development include asking panels to investigate research-led teaching and research-based learning within the department; it being noted that this should include posing a question about research-based learning to the group of student representatives, most appropriately graduate students themselves involved in teaching in the department and receiving formal preparation for this role.

TO CONSIDER:

A copy of extracts from the Information Pack on the Review of Course of Study amended to take account of the Group's recommendation, paper AQSC 89/03-04 (copy attached).

#11. Warwick Skills Programme

TO REPORT:

- (a) That at its meeting held on 20 April, the Budget Sub-Group of the Finance & General Purposes Committee considered a bid for funding for the Warwick Skills Programme for 2004-05 (paper SWG 9/03-04 (copy attached)) and voiced broad support for the proposal.
- (b) That at its meeting on 9 March 2004, the Skills Working Group considered a paper setting out Key Skills in course specifications, paper SWG 4/03-04 (revised 2) and recommended to the Academic Quality and Standards Committee:

That the proforma for course specifications be revised to include a section for departments to set out how students are enabled to engage with personal development planning; it being noted that it was not the intention to require departments to make changes retrospectively to individual specifications already approved, but that a mechanism be provided for enabling completion of the section at a departmental level, by the Skills team following meetings with departmental staff concerning the implementation of PDP.

(Minute 9/03-04)

TO CONSIDER:

A revised proforma for course specifications, paper AQSC 90/03-04 (copy attached).

#12. Consideration of New Course Proposals

TO CONSIDER:

- (a) A memorandum sent to the Chair of the Committee by Professors L Bridges and J Masson, School of Law, concerning University procedures for considering new course proposals which include teaching outside the discipline of the proposing department, paper AQSC 91/03-04 (copy attached).
- (b) The following recommendations from the Board of Graduate Studies from its meeting of 26 April:
 - (i) That, as outlined in the Course Approval Checklist for Department or School Boards in the Course Approval Pack, departments intending to offer modules that fell within the area of expertise from a different department be requested to consult the department concerned.
 - (ii) That, as part of this consultation, departments be expected to make available a copy of the module proposal and obtain written confirmation that there were no objections to the module, for submission to the Faculty together with the module proposal.

(Minute 63/03-04 (b))

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

TO REPORT:

- (a) That the Working Group established by the Committee at the request of the Steering Committee to consider the length of the teaching year submitted a report to the meeting of the Steering Committee (paper SC. 178/03-04, (copy attached)) held on 26 April which resolved:
 - (i) That the University re-affirm its commitment to providing at undergraduate level an educational and learning experience of thirty weeks duration in each academic year.

- (ii) That the Working Group be asked to investigate further current teaching patterns in academic departments with a view to bringing forward a report for consideration by the Committee at a future meeting.

(Minute 368/03-04 (unconfirmed))

- (b) That during the course of the Group's discussions it had become apparent that reading weeks in the Warwick Business School remained to be harmonised, and that the issue be revisited at the next meeting of the Academic Quality & Standards Committee.

TO CONSIDER:

An update from the Students' Union Education Officer on the issue of harmonisation of reading weeks in the Warwick Business School; paper AQSC 92/03-04 (copy attached)

14. New Draft Subject Benchmark Statements

TO REPORT:

- (a) That the QAA has recently circulated six draft Benchmark Statements in the following healthcare disciplines:
 - (i) Arts therapies, paper AQSC 93/03-04 (copy attached).
 - (ii) Audiology, paper AQSC 94/03-04 (copy attached).
 - (iii) Clinical science, paper AQSC 95/03-04 (copy attached).
 - (iv) Operating department practice, paper AQSC 96/03-04 (copy attached).
 - (v) Paramedic science, paper AQSC 97/03-04 (copy attached).
 - (vi) Clinical Psychology, paper AQSC 98/03-04 (copy attached).
- (b) That following circulation of the Benchmarks listed at (a) – (e) to the Medical School, and of the Benchmark for Clinical Psychology to the Department of Psychology, for comment, confirmation has been received that neither department has strong views it wishes to communicate to the QAA about the draft documents.

15. Date of Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Wednesday 9 June 2004 in the Council Chamber, University House.