UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 29 October 2015 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 Smith, ext 74464, email c.l.smith@warwick.ac.uk

K Sloan
Registrar and Chief Operating Officer

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**STRATEGIC ITEM FOR DISCUSSION**

1.     The Student Portal

TO RECEIVE:

A presentation on the development of the new MyWarwick Student Portal by Helen Pennack, Director of University Marketing.

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**A G E N D A**

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

2.     Terms of Reference, Constitution and Membership

TO CONSIDER:

The terms of reference, constitution and membership of the Committee for 2015-16 (paper AQSC.01/15-16, copy attached).

3.     Freedom of Information

TO REPORT:

(a)     That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

(b)     That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/

(c)     That copies of paper SC 60/07-08 are available from the Secretary on request.

4.     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.

5.     Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 15 June 2015, previously circulated, and available on the Governance website at: http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes

6.     Matters arising

(a)     Faculty of Arts and Tabula (minute AQSC.126b/14-15 refers)

TO REPORT:

(i)     That at its meeting on 15 June 2015, it was reported to the Academic Standards and Quality Committee that
   (A)     That, at its meeting on 18 May 2015 the Board of the Faculty of Arts received a composite report on timeliness of feedback on assessment submitted in Autumn Term 2014-15 across the Faculty of Arts (paper BFA.19 (revised)/14-15) and it was reported (*inter alia*) that all departments in the Faculty of Arts were encountering problems with Tabula, with each department using the system in different ways and for different purposes.
   (B)     The Board of the Faculty of Arts recommended to the Academic Quality and Standards Committee that clarification be provided on why Tabula had been selected as the administration system for departments to use.
(ii)     That at its meeting on 15 June 2015, the Academic Standards and Quality Committee resolved that the issue be referred to IT Services to clarify the nature of the concerns raised by the Faculty.
(iii)     That on 4 August 2015, a meeting took place between representatives from each of the Faculties and the Deputy Director and Head of Service Development, IT Services with the following feedback:

(A)    That there was general consensus in these Faculties that the Tabula service had improved;

(B)    That any outstanding queries relating to the use of Tabula would be taken forward with ITS by the Faculty Secretariat;

(C)    That the wider issue of the existence and use of multiple IT systems across the University continued to be under consideration by the Senior Management Team;

(b)    Feedback on Exams and Dissertations (minutes AQSC 63b/14-15 and 111/14-15b refer)

TO REPORT:

(i)    That at its meeting on 23 February 2015, the Committee resolved the following:

(A) That the introduction of a standard set of cohort-level feedback did not intend to override practice where individual feedback was given but rather provide a minimum standard set of examination information, similar to that which was made available to examination boards, with minimal burden imposed on the department.

(B) That the Teaching Quality Office develop a template for a minimum standard of cohort-level feedback, noting that departments who did not provide individual feedback should be asked to provide further qualitative content.

(ii)    That at its meeting on 15 June 2015, the Committee considered a draft template for a minimum standard of cohort-level feedback (Paper AQSC.80/14-15) and resolved the following:

(A)    That the Committee's preference was option 2, as set out in Paper AQSC.80/14-15;

(B)    That, if departments already provided cohort level feedback, they could continue to do so in the format used currently;

(C)    That, while it was recognized that individual and cohort level feedback served different purposes, it would not be necessary for departments to offer both;

(D)    That the form be revised to remove maximum and minimum marks, given the risk of identification of individual students in small cohorts;

(E)    That the revised form be brought to the next meeting of the Committee in 2015/16 for consideration;

(F)    That further consideration be given to proposals for the use of IT systems to provide the data for cohort level feedback.

TO CONSIDER:

(iii)    A revised draft template for a minimum standard of cohort-level feedback (paper AQSC.80/14-15{revised}, copy attached).

(iv)    A paper from the Senior Assistant Registrar summarising related developments (paper AQSC.02.15-16, to follow).

7.	Chair's Action

(a)	Minimum Requirements for Supporting Transition at Warwick (minutes AQSC 82/14-15 and 111(f)/14-15 refer)

TO REPORT:

(i)	That at its meeting on 14 May 2015 the Committee considered a paper from the Induction Strategy Steering Group on Minimum Requirements for Supporting Transition at Warwick, as set out in Paper 51/14-15 and resolved:
(A)	That comments be provided on the proposal to the Secretary to the Committee by 22nd May 2015;
(B)	That further clarity on the status of the document be provided, noting that it appeared to be a work in progress;
(ii)	That at its meeting on 15 June 2015, it was reported to the Committee that no comments had been provided and the Committee therefore resolved that consideration of the minimum requirements paper be considered at its next meeting;
(iii)	That the Chair of the Committee, acting on its behalf, has taken action to approve a guidance document from the Induction Working Group on Supporting Transition at Warwick as set out in paper AQSC.51/14-15 (revised) (available online).

(b)	PGT Conventions (Minute AQSC.112b/14-15 refers);

TO REPORT:

(i)	That at its meeting on 15 June 2015, it was reported to the Committee that the Chair had taken action on behalf of the Committee to approve the immediate application of revised Postgraduate Taught (PGT) Conventions for all registered part-time students of the Warwick Business School, as set out in Paper AQSC.81/14-15 (available online);
(ii)	That at its meeting on 15 June 2015, it was further resolved that the wider application of the decision be considered further;
(iii)	That the Chair of the Committee, acting on its behalf, has taken action to approve:
(A)	The direct application of the harmonised PGT Conventions, as set out in paper BGS.13/15-16 (available online) to all PGT students considered by Boards of Examiners from September 2015 onwards, regardless of the students' date of registration and/or mode of study;
(B)	That the only exception to this should be where the version of conventions that would have originally applied to the student would lead to a more favorable outcome.

(c)	WBS Foundation Year

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approve amendments to the Regulations for the Foundation Year of the BSc Accounting and Finance (with Foundation year) and the BSc Management (with Foundation year) Honours degrees as set out in paper S.21/15-16 (available online).

(d)    Good Practice Guide on Providing Information for Students

TO REPORT:

That the Chair of the Committee, acting on its behalf, has taken action to approve a new revised version of the Good Practice Guide on Providing Information for Students for the 2015/16 academic year as set out in paper AQSC.04/15-16 (available online).

8.    Progress of Committee Recommendations

TO REPORT:

(a) That at its meeting on 29 June 2015, the Senate approved recommendations from the Committee under the following headings:

Report on the Review of the Course Approval Process
Report from the Monitoring and Review Working Group on Annual Course Review
Guidance on Mitigating Circumstances
Revised Policy on Professional Development for Doctoral Researchers
Revised Credit and Module Framework
Good Practice Guide on Monitoring Attendance and Progression
Proposal from Warwick Manufacturing Group that the extension of the collaboration with Yildiz Technical University (YTU), Istanbul be extended to include the delivery of the MSc (and sub-qualifications) in Engineering Business Management and the MSc (and sub-qualifications) in Manufacturing Systems Engineering
Proposal from the Department of Psychology to extend the existing collaboration with Coventry University to deliver the placement element of the existing course MSC in Clinical Applications of Psychology
Proposed amendments to Regulation 8 for First Degrees and Regulation 9: Constitutions of Boards of Examiners, with respect to the Foundation Year offered by the Warwick Business School
Policy on the Employment of Postgraduates that Teach

(b) That further to consideration by the Senate Committee at its meeting on 29 June 2015, the Steering Committee considered and approved proposals for the Student Complaints Resolution Procedure, on behalf of the Senate.

9.    Chairs Business

(a) The Warwick International Higher Education Academy

TO RECEIVE:

An oral report from the Chair on the Warwick International Higher Education Academy.

(b) Monash-Warwick Alliance

TO RECEIVE:

An oral report from the Chair on the Monash-Warwick Alliance Education Strategy.

(c) Higher Education Academy Learning Gain bid

TO RECEIVE:

(i) An extract of the proposal from the University of Warwick for funding towards piloting and evaluating measures of learning gain as set out in paper AQSC.06.15-16 (copy attached);

(ii) An oral report from the Chair on the Learning Gain bid.

10. Students' Union Update

TO RECEIVE:

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

11. Technology Enhanced Learning Steering Group

TO CONSIDER:

A report from the Technology Enhanced Steering Group as set out in paper AQSC.03/15-16 (copy attached), noting the questions for the Committee summarised on page 12.

**\*12. Student Surveys Working Group**

TO CONSIDER:

**\*(i) A report on the NSS 2015 results considered by Steering Committee at its meeting on 19 October 2015 as set out in paper SC.07.15-16, copy attached);**

(ii) A report from the Student Surveys Working Group as set out in paper AQSC.07/15-16 (to follow), noting the questions for the Committee summarised on page 2.

13. Equality issues

TO RECEIVE:

An oral report from the Senior Assistant Registrar (Teaching Quality) on Student-focused Equality Objectives.

14. Accreditation of Placement Year in Industry and Year Abroad

TO RECEIVE:

A paper on principles and proposals for the accreditation of placement years in industry and years abroad as approved by the Senate Committee at its meeting on 12 October 2015 (paper S.20/15-16, copy attached).

15.    Amendments to Regulation 37 (minute BGS 19/15-16 refers)

TO REPORT:

That at its meeting on 8 October 2015 the Board of Graduate Studies considered a proposal for amendment to Regulation 37 as set out in paper BGS.7/15-16 and resolved that the Chair and Deputy Chair be empowered to recommend to the Academic Quality and Standards Committee that Regulation 37 be amended to enable Boards of Examiners to agree extensions in excess of six months based solely on academic judgement and the circumstances of the student (subject to receipt of appropriate evidence), noting that no further extensions could be approved unless there were truly exceptional circumstances.

TO CONSIDER:

The proposed amendment to Regulation 37, from the Chair and Deputy Chair of the Board of Graduate Studies, as set out in paper AQSC.05/15-16 and BGS.7.15-16 (copies attached).

16.    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/29_October_2015

17.    Amendment to Guidance on Requirements for the Award of Postgraduate Research Degrees

TO REPORT:

That the Chair of the Board of Graduate Studies, took action on behalf of the Board to recommend to the Academic Quality and Standards Committee that Guidelines for Research Degrees be amended to include the Doctorate in Business Administration (DBA).

TO CONSIDER:

An amendment to the Guidance on Requirements for the Award of Postgraduate Research Degrees to include the Doctorate in Business Administration (DBA) as set out in paper AQSC.08/15-16 (available online).

18. Amendment to Regulation 11 on the Procedure to be Adopted in the Event of Suspected cheating in a University Test (BGS minute 23/15-16 refers)

TO REPORT:

That at its meeting on 8 November 2015, the Board of Graduate Studies considered a proposed amendment to regulation 11 and recommended (to the Academic and Quality Standards Committee) that the proposed amendments as set out in paper BGS.11/15-16 be approved.

TO CONSIDER:

The proposed amendment to regulation 11 on the Procedure to be adopted in the event of suspected cheating in a University Test as set out in paper BGS.11/15-16 (available online).

19. Postgraduate Courses of Study:

TO REPORT:

(a)    That it was reported to the Board of Graduate Studies at its meeting on 8 October 2015 that the Chair had taken action on behalf of the Board to approve the following courses:

PhD in Mathematics of Systems
MSc/PGDip/PGCert/PGA in Systems Engineering Technical Leadership
MSc in Polymer Chemistry
Doctorate in Business Administration (DBA)
International Education and Development

(b)    That it was reported to the Board of Graduate Studies at its meeting on 8 October 2015 that the Chair had taken action on behalf of the Board to grant 'in principle' approval to the following courses:

MSc Business (Accounting and Finance)
MSc Business (Financial Management)

(c)    That it was reported to the Board of Graduate Studies at its meeting on 8 October 2015 that the Chair had taken action on behalf of the Board to approve revisions to the Global Energy MBA.

(d)    That it was reported to the Board of Graduate Studies at its meeting on 8 October 2015 that the Chair had taken action on behalf of the Board to approve the discontinuation of future recruitment to the MA in International Performance Research.

**\*20.    Postgraduate Student Experience Surveys**

**TO RECEIVE:**

(a)     **A report from the Chair of the Board of Graduate Studies and the Postgraduate Student Development Officer (Graduate School) on the results of the Postgraduate Taught Experience Survey (PTES) 2015, submitted to Steering (paper SC.206/14-15, <u>available online</u>);**

(b)     **A report from the Chair and the Postgraduate Student Development Officer (Graduate School) on the results of the Postgraduate Research Experience Survey (PTES) 2015, submitted to Steering (paper SC.184/14-15, <u>available online</u>).**

**\*22.     <u>University responses to HEFCE consultation</u>**

**TO RECEIVE:**

**A response, on behalf of the University, to the HEFCE consultation, as approved by the Steering Committee (paper SC.205/14-15, <u>available online</u>).**

23.     <u>Next meeting</u>

TO REPORT:

That the next meeting of the Committee is scheduled to be held on Wednesday 2 December 2015 in room CMR 1.0, University House.