

UNIVERSITY OF WARWICK

**Academic Quality and Standards Committee**

Minutes of the meeting of the Academic Quality and Standards Committee  
held on Wednesday 29 February 2012

Present: Professor A Caesar (Chair), Ms S Bennett, Professor C Hughes, Dr C Jenainati, Professor J Labbe, Mr S Lamb , Dr D Lamburn, Professor R Leng, Professor A Reeve, Dr J Robinson, Mr S Ruston, Dr P Taylor, Professor P Thomas

Apologies: Mr L Boe, Professor S Hand, Professor N Johnson, Dr P O'Hare, Professor S Swain

In attendance: Professor R Earle, Ms K Gray, Dr J Kidd, Mr R McIntyre, Mrs R Wooldridge Smith (for items 75 and 76/11-12)

68/11-12 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 2 February 2012 be approved.

69/11-12 Matters arising

(a) Feedback on Assessment (minute 45/11-12 (c) referred)

REPORTED:

- (i) That, at its meeting of 7 December 2011, it was reported to the Committee that IATL and the Students' Union would be publishing materials on feedback for staff and students respectively in January and the Committee resolved that copies be brought to the next meeting of the Committee.
- (ii) That, at its meeting of 2 February 2012 it was reported to the Committee:
  - (A) That the materials had been circulated for comment at the Students' Union Education Convention held on 25 January 2012.
  - (B) That, while this had led to a slight delay in publication, the feedback received had been valuable and the text had now been finalised.

(by the Education Officer of the Students' Union):

- (iii) That the materials for students would be available within the next week.

(by Professor Reeve):

- (iv) That it would be helpful to make the materials available in electronic format as well as hard copy.

(b) Master in Advanced Study (minute 55/11-12 referred)

REPORTED:

- (i) That at its meeting on 2 February 2012, the Committee resolved (*inter alia*) that consideration would need to be given to the post-nominal letters for the award, given the potential for confusion with Masters awards and recommended to the Senate that the proposal from the Board of Graduate Studies that a new degree title of Master of Advanced Study (MAS) be introduced into Ordinance 13 (Degrees and Diplomas), as set out in Paper BGS. 57/11-12, be considered for recommendation to the Council.

(by the Senior Assistant Registrar (Teaching Quality)):

- (ii) That a request had been received from the Institute of Mathematics that the post-nominal letters for the award be M.A.St. to provide for consistency within the sector.

RECOMMENDED (to the Senate):

That the post-nominal letters of M.A.St. be approved for the award of Master of Advanced Study.

70/11-12 Chair's Action

REPORTED:

That the Chair has taken action on behalf of the Committee to approve a request from the Warwick Business School to extend the collaboration between the Business School and Tongji University in the delivery of the module, IB817G Strategic Advantage, to students on the Global Energy MBA to June 2014 (paper CFDLSC 28/11-12).

71/11-12 Progress of Committee Recommendations

REPORTED:

- (a) That, the Senate, at its meeting on 25 January 2012, resolved that recommendations from the Committee under the following headings be approved (unconfirmed minute 30/11-12 referred):

Special Examination Arrangements: Draft Policy on Examination Arrangements for Students with Disabilities  
Collaborative Course Proposals

- (b) That the Steering Committee, at its meeting on 20 February 2012, resolved that the draft response on behalf of the University to the QAA Consultation on the UK Quality Code Part C: Information about Higher

Education Provision, be approved for submission to the QAA (Paper SC.236/11-12, revised).

72/11-12 National Student Survey 2012

RECEIVED:

Response rates for the National Student Survey by department and providing comparative data for 2011 (Paper AQSC.61/11-12).

REPORTED (by the Assistant Registrar (Teaching Quality)):

- (a) That the University's response rate was currently 52.2% compared with a response rate of 30.3% at the same point in 2011.

(by the Chair):

- (b) That there would need to be some targeted work in some departments although the majority of departments had a higher response rate currently than at the same point last year.
- (c) That the Assistant Registrar (Teaching Quality) be commended for his work in this area.
- (d) That it would be important to maintain the momentum through to the end of term in order to improve the final response rate.

73/11-12 Awards

REPORTED (by the Chair):

- (a) That ten nominations were being considered in the final round of the WATE awards.
- (b) That three members of staff would be submitting applications to the NTFS awards.

74/11-12 Institutional Teaching and Learning Review

REPORTED (by the Chair):

That the Faculty Engagements would take place in March.

75/11-12 Student Academic Complaints and Appeals 2010/11

CONSIDERED:

A report from the Administrative Officer (Academic Registrar's Office) concerning student complaints and appeals 2010/11 (Paper AQSC 48/11-12).

REPORTED: (by the Deputy Academic Registrar)

- (a) That there was a need to consider further how the University approached the management of complaints handling, given the increasing burden both on administrative and academic departments.

(by the Chair of the Board of Graduate Studies):

- (b) That, given that few postgraduate complaints were upheld, there was a need to communicate better to postgraduate students the nature and extent of the supervision they could expect to receive and to provide guidance to departments on such communications.

(by the Education Officer of the Students' Union):

- (c) That the Students' Union had made representations to the OIA and to government departments setting out the concerns of students with respect to delays in the processing time for complaints cases handled by the OIA.
- (d) That he was not aware of any such concerns relating to the University's internal procedures.

(by the Chair):

- (e) That it was critical to keep students informed of the progress of a complaint or appeal and to be transparent as to expected timescales.

RESOLVED:

- (a) That an action plan with timescales be produced in response to the issues set out in papers AQSC.48 and 49/11-12.
- (b) That the annual report on student complaints and appeals for 2011/12 be brought to the Committee for consideration at its first meeting in the spring term 2012/13, noting that the availability of OIA data would prevent a report being brought forward any earlier in the academic year.
- (c) That consideration be given to setting out expected timescales for consideration of appeals.

76/11-12

Academic Complaints: Lessons Learned

CONSIDERED:

A report from the Deputy Academic Registrar on lessons learned from complaints submitted to the Office of the Independent Adjudicator (OIA) (Paper AQSC.49/11-12).

REPORTED (by the Deputy Academic Registrar):

- (a) That, while very few OIA cases were upheld or partially upheld, decision letters from the OIA contained useful suggestions as to how case handling might be improved, notwithstanding the fact that the probity of the University's processes had been endorsed.
- (b) That proposed actions were in response to the issues raised in the OIA decision letters.

RESOLVED:

- (a) That the Committee endorsed the proposals set out in paragraphs 2 (a), (c), (e), (f) and (g) of Paper AQSC.49/11-12).
- (b) That a paper be brought to a future meeting of the Committee by the Senior Assistant Registrar (Teaching Quality) and the Director of IATL on peer assessment, setting out current and good practice and the issues involved.
- (c) That further consideration be given to the definition and practice of moderation, noting that the Committee supported the principle that moderation practices should be transparent to students.

77/11-12 Review of Course Approval Processes

CONSIDERED:

A paper setting out in principle proposals relating to changes in course approval process (Paper AQSC.30/11-12).

RESOLVED:

That the proposals be supported for further consultation, noting that:

- (a) 'In principle' consideration of financial viability in the initial stages of the process could be debated further, given that departments may not wish to submit proposals for approval that are not financially viable;
- (b) Clarification as to the benefits or otherwise of removing the status of 'approved subject to' be provided;
- (c) There was a need for clarification of the roles and responsibilities of committees in the approval process, both in terms of quality assurance and governance;
- (d) The implications of workload cycles, the volume of proposals brought forward for consideration of the committees and the availability of staff would need further consideration;
- (e) There was a need to ensure that any underpinning technology was linked with other systems across the University;
- (f) The related processes for revisions to courses would also need to be considered in due course.

78/11-12 External Examiners Guidance and Forms

REPORTED:

- (a) That at its meeting on 2 February 2012, the Committee considered a mapping of the University's current practices against the updated indicators (Paper AQSC.26/11-12) and resolved (*inter alia*) that the External Examiners' form and the Guidance Notes for External

Examiners be updated in line with discussions in the meeting to ensure that procedures and guidance are aligned to the UK Quality Code.

(by the Senior Assistant Registrar (Teaching Quality)):

- (b) That, at their meetings on 22 and 24 February 2012 the Board of Undergraduate Studies and Graduate Studies respectively had approved the proposed amendments to the documents as set out in paper AQSC.50/11-12)

CONSIDERED:

Proposed revisions to the Guidance Notes for External Examiners, Report Forms and Nomination Forms (Paper AQSC.50/11-12).

RECOMMENDED: (to the Senate)

That the proposed revisions to the Guidance Notes for External Examiners, Report Forms and Nomination Forms be approved as set out in Paper AQSC.50/11-12 for implementation from 2012/13.

79/11-12 Good Practice Guide on Monitoring Attendance

CONSIDERED:

Proposed revisions to the Good Practice Guide on Monitoring Attendance (Paper AQSC.51/11-12).

RESOLVED:

That the feasibility of providing analysis of the data on missed monitoring points to the Committee be explored further.

RECOMMENDED (to the Senate):

That the proposed revisions to the Good Practice Guide on Monitoring Attendance be approved as set out in AQSC.51/11-12, subject to the minor amendments agreed in the meeting.

80/11-12 Course Specifications

CONSIDERED:

Proposed revisions to the Course Specification template (Paper AQSC.60/11-12).

RECOMMENDED (to the Senate):

That the proposed revision to the Course Specification template be approved as set out in Paper AQSC.60/11-12

81/11-12 Review of Sustainability Activities

REPORTED:

That a review of sustainability activities at the University was held in March 2011.

CONSIDERED:

The recommendation for consideration of the Committee set out in the report of the review of sustainability activities (Paper AQSC.52/11-12).

RESOLVED:

That the Committee recognised that there was activity ongoing across academic departments to integrate sustainability issues into the curriculum but that curriculum content was a matter for academic departments to determine.

82/11-12 QAA Consultation on the UK Quality Code Part B11: Research Degrees

CONSIDERED:

The QAA UK Quality Code Part B11: Research Degrees, draft for consultation (Paper AQSC.53/11-12).

RESOLVED:

That any comments be provided to the Secretary of the Committee.

83/11-12 Update from the Students' Union

REPORTED (by the Education Officer of the Students' Union):

- (a) That the STARS award ceremony would take place on 8 March.
- (b) That an NUS week of action would take place in week 10 of the Spring Term, with Warwick Students' Union focusing activity on hidden course costs.
- (c) That Students' Union officer elections were taking place and that there had been a number of nominations for the new post of Postgraduate Officer.

84/11-12 Collaborative Course Proposals

- (a) MSc in Oral Surgery/MSc in Oral Surgery with Supervised Clinical Training

REPORTED:

That, at its meeting on 15 February 2012, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to introduce new courses entitled MSc in Oral Surgery (p/t) and MSc in Oral Surgery with Supervised Clinical

Training (f/t), in collaboration with the Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.66-79/11-12 and resolved:

- (i) That the proposal be recommended for approval to the Academic Quality and Standards Committee as set out in papers CFDLSC.66 and 67, subject to supporting documentation being provided setting out GIFT's rationale for wishing to extend the agreement.
- (ii) That the CVs of staff as set out in CFDLSC.68-79/11-12 be approved subject to cover sheets being provided to clarify their respective roles.

CONSIDERED:

A proposal from the Warwick Medical School to introduce new courses entitled MSc in Oral Surgery (p/t) and MSc in Oral Surgery with Supervised Clinical Training (f/t), in collaboration with the Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.66-67/11-12.

RECOMMENDED (to the Senate):

That a proposal from the Warwick Medical School to introduce new courses entitled MSc in Oral Surgery (p/t) and MSc in Oral Surgery with Supervised Clinical Training (f/t), in collaboration with the Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.66-67/11-12, be approved, subject to supporting documentation being provided setting out GIFT's rationale for wishing to extend the agreement.

- (b) Extension to Warwick Dentistry Collaboration with GIFT

REPORTED:

That, at its meeting on 15 February 2012, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Medical School to extend an existing partnership with Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.80-86/11-12 and resolved:

- (i) That the proposal be recommended for approval to the Academic Quality and Standards Committee as set out in papers CFDLSC.80- 84/11-12, subject to supporting documentation being provided setting out GIFT's rationale for wishing to extend the agreement and the Warwick Medical School's internal processes for assuring the quality of the provision.
- (ii) That the CVs of staff as set out in CFDLSC.85-86/11-12 be approved subject to cover sheets being provided to clarify their respective roles.



CONSIDERED:

A proposal from the Warwick Medical School to extend an existing partnership with Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.80-84/11-12.

RECOMMENDED (to the Senate):

That a proposal from the Warwick Medical School to extend an existing partnership with Global Implant Forum and Teaching Foundation (GIFT), as set out in papers CFDLSC.80- 84 be approved, subject to supporting documentation being provided setting out GIFT's rationale for wishing to extend the agreement and the Warwick Medical School's internal processes for assuring the quality of the provision.

(c) WMG Collaborative Module

REPORTED:

That, at its meeting on 15 February 2012, the Collaborative Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to offer the 10 CATS module 'Organisation People and Performance on a franchised basis through Eastern Mediterranean University together with a CV for Dr D Baha (Paper CFDLSC.87/11-12) and resolved that the proposal be recommended for approval, noting:

- (i) That WMG will wish to ensure that they have the correct module approval forms on record.
- (ii) That WMG may also wish to consider whether they need to have alternative arrangements in place for tutoring given that only one tutor has been identified as responsible for delivering this module.

CONSIDERED:

A proposal from the Warwick Manufacturing Group to offer the 10 CATS module 'Organisation People and Performance on a franchised basis through Eastern Mediterranean University (Paper CFDLSC.87/11-12).

RECOMMENDED (to the Senate):

That a proposal from the Warwick Manufacturing Group to offer the 10 CATS module 'Organisation People and Performance on a franchised basis through Eastern Mediterranean University be approved as set out in Paper CFDLSC.87/11-12.

85/11-12 PSRB Reports

CONSIDERED:

The Monitoring Declaration and Audit Form submitted to the General Social Care Council (GSCC) for the MA in Social Work (Paper AQSC.54/11-12).

REPORTED (by the Senior Assistant Registrar (Teaching Quality)):

That confirmation had been received from the GSCC that the University of Warwick continues to meet GSCC and DH requirements and that normal monitoring would continue.

RESOLVED:

That the report be noted.

86/11-12 Report on the E-Learning Steering Group

CONSIDERED:

A report of the meeting of the E-Learning Steering Group held on 20 February 2012 (Paper AQSC.55/11-12).

RESOLVED:

That the report be noted.

87/11-12 Outcomes from Institutional Audit:

RECEIVED:

- (a) The QAA publication Outcomes from Institutional Audit 2007-09: External Involvement in Quality Management (Paper AQSC.56/11-12).
- (b) The QAA publication Outcomes from Institutional Audit 2007-09: Assessment and Feedback (Paper AQSC.57/11-12).
- (c) The QAA publication Outcomes from Institutional Audit 2007-09: Published Information (Paper AQSC.58/11-12).

88/11-12 New and Revised Undergraduate Courses of Study

(a) New courses

REPORTED:

- (i) That the Board of Undergraduate Studies at its meeting on 22 February 2012 approved the following new courses:
  - BA English and Theatre Studies with Intercalated Year;
  - BA English Literature and Creative Writing with Intercalated Year;
  - BSc Discrete Mathematics with Intercalated Year;

- BSc Management (Undergraduate Partnership Programme);
- BA Law with Humanities;
- BA Law with Social Sciences;
- BA Philosophy and Literature with Intercalated Year

(ii) That the Board of Undergraduate Studies at its meeting on 22 February 2012 also considered the Centre for Lifelong Learning's proposal for an Open Studies Certificate in the Lifelong Learning Sector and resolved that the proposal be approved as an exception noting that the credit weighting of 36 CATS fell outside of the University's module weight structure.

89/11-12 New and Revised Postgraduate Courses of Study

(a) New Courses

REPORTED:

That, at its meeting on 24 February 2012, the Board of Graduate Studies approved the following new courses:

- MSc in Finance and Information Technology
- MSc in Oral Surgery
- MSc in Oral Surgery with Supervised Clinical Training
- MA (by Research) in Counselling and Psychotherapy

(b) Change in Course Title

REPORTED:

That it was reported to the Board of Graduate Studies at its meeting on 24 February that the Chair had taken action on behalf of the Board to approve the proposal from Warwick Institute of Education to revise the title of the 'Master of Arts/Postgraduate Diploma/Postgraduate Certificate in Religious Education' course to the 'Master of Arts/Postgraduate Diploma/Postgraduate Certificate in Religions and Education'.

(c) Revisions to Courses

REPORTED:

That, at its meeting on 24 February 2012, the Board of Graduate Studies approved revisions to the following courses:

- MSc in Automotive Technology
- MSc in Cyber Security and Management
- Postgraduate Certificate in Strategic Leadership
- MBA (Distance Learning)
- All Postgraduate Diploma/Certificate/Award courses in the Warwick Institute of Education

(d) Discontinuation of Courses

REPORTED:

That, at its meeting on 24 February 2012, the Board of Graduate Studies approved the discontinuation of the following course:

- MSc in Enterprise Integration Management

90/11-12 Next meeting

That the next meeting of the Committee would be held at 9.00am on Thursday, 17 May 2012 in the Council Chamber, University House.