

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Friday 1 February 2008 at 8.30am in CMR 1.1, University House.

**Please note the early start and the different setting:
8.30am
CMR 1.1**

Note: **Questions on agenda items or apologies** for this meeting should be directed to the Secretary of the Committee, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Jenny Bradfield, ext 74464, email j.bradfield@warwick.ac.uk

J F Baldwin
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. **Papers relating to items referred to this meeting from the meeting of 21 November 2007 will not be re-circulated; please contact Carla Stafford (c.stafford@warwick.ac.uk) if you require another copy.**

SECOND CIRCULATION AGENDA

#1. Minutes of the previous meeting

TO CONSIDER:

The minutes of the meeting held on Wednesday 21 November 2007 (previously circulated and available online at <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>)

#2. Matters arising

- (a) Learning, Teaching and Assessment Enhancement Strategy (minute 26(c)/07-08 refers)

TO CONSIDER:

A revised draft of the Learning, Teaching and Assessment Enhancement Strategy, paper AQSC 6/07-08 (revised) (copy attached).

- (b) QAA Audit of Collaborative Provision: WMG and Hong Kong Polytechnic University (minute 28/07-08 refers)

TO REPORT:

- (i) That the Committee at its meeting on 21 November 2007 resolved that Professor Easton, Professor Bridges and Dr

Roberts, as members of the Committee who in 2005 served on the Committee's Working Group on Quality Assurance Issues on WMG Overseas Courses, meet with Dr A Dowd, Warwick Manufacturing Group, to review the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, paper CFDLSC 20/07-08, in order to:

- (A) review the Working Group's original recommendations and the follow-up to them;
- (B) consider recommendations of the Collaborative, Flexible and Distributed Learning Sub-Committee;
- (C) identify issues affecting the University more widely and propose mechanisms for addressing these, it being noted that the recommendation from the Collaborative, Flexible and Distributed Learning Sub-Committee concerning training and development opportunities for Teaching Fellows would be considered by the Learning and Development Centre;

and further resolved that the identified members of the Committee report on their deliberations to the next meeting of the Committee.

- (ii) **That the report on the deliberations of and recommendations proposed by Professor Easton, Professor Bridges and Dr Roberts concerning the draft report of the QAA audit of the University's collaborative link with Hong Kong Polytechnic University, will be considered at the next meeting of the Committee.**

- (c) Module Approval Form (minute 32/07-08 refers)

TO REPORT:

- (i) That the Committee at its meeting on 21 November 2007 considered proposed amendments to the Module Approval form to request a more detailed description of the assessment methods in question 13, to allow the Academic Office's Mark Entry Project better to serve the needs of the academic community while also ensuring the University will comply with new HESA reporting requirements with effect from the 2007-08 academic year, and proposed amendments to the Module Approval form to require more detail on the expected student effort during a module rather than only contact hours in question 12, paper AQSC 20/07-08, and resolved that the proposed amendments to the Module Approval form not be approved, and that different mechanisms for capturing information necessary for the Mark Entry Utility be developed.
- (ii) **That a revised proposed draft of the Module Approval form will be brought to the next meeting of the Committee.**

3. Chair's Action

TO REPORT:

That subsequent to the last meeting of the Committee the Chair, acting on its behalf, took action to approve the list of courses to be included in the Strategic Departmental Review of the Centre for Lifelong Learning taking place on 29, 30 and 31 January 2008 as set out in paper AQSC 38/07-08 (included in first circulation).

4. Chair's Business

5. Progress of Committee recommendations

TO REPORT:

That the Senate at its meeting on 5 December 2007 resolved that recommendations from the Committee under the following headings be approved:

- (a) Transfers of PGR students from other universities;
- (b) Amendment to Course Approval form;
- (c) New and extended collaborative courses;
- (d) Regulation Changes: Fitness to Practice;
- (e) Amendments to Regulation 6 on Admission to the University.

#6. University Credit Framework

TO CONSIDER:

Proposed amendments to the University's Guidance Notes on Credit and the Credit Accumulation and Transfer Scheme to provide further guidance on a number of credit-related issues, paper AQSC 35/07-08 (copy attached).

#7. Teaching and Learning Enhancement Fund (QEWG minute 3(a)/07-08 refers)

TO REPORT:

That the Quality Enhancement Working Group at its meeting on 16 November 2007 considered guidelines for allocating TQEF funding in 2007-09, paper EL 2/07-08 (revised) and resolved that the Group's concerns about the current absence of a funding stream for teaching enhancement projects, other than those with an e-learning focus, be reported to the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) and to the Committee.

TO CONSIDER:

A paper drafted by the Secretary on proposals for a new teaching and learning enhancement fund, paper AQSC 36/07-08 (included in first circulation).

#8. QAA Institutional Audit

TO REPORT:

- (a) That the Briefing Visit for the QAA Institutional Audit will take place on 7-9 October 2008, with the main Audit Visit on 10-14 November 2008.
- (b) That the QAA Assistant Director appointed to the Institutional Audit is Dr Gillian King, Deputy Director (Audit);
- (c) That the Senior Assistant Registrar (Teaching Quality) has been informed verbally that the University's collaborative courses will be included in the main Audit, with no separate Collaborative Provision Audit, **and that this has now been confirmed in writing.**

TO CONSIDER:

An update from the Senior Academic Coordinator for Audit and Enhancement on preparations for the Institutional Audit, including a departmental 'healthcheck'.

#9. Teaching Staff (AQSC minute 27/07-08 refers)

TO REPORT:

That the Quality Enhancement Working Group at its meeting on 14 January 2008 considered a report from Ms Sue Bennett, Director of the Learning and Development Centre, on the training and development of Teaching Fellows, part-time teachers and 'Teaching Elements' (paper QEWG 8/07-08) and recommended:

- (a) That the report from Ms Sue Bennett, Director of the Learning and Development Centre, on the training and development of Teaching Fellows, part-time teachers and 'Teaching Elements' be approved as set out in paper QEWG 8/07-08;
- (b) That the Chair [Professor K O'Brien] and the Director of the Learning and Development Centre continue to work with a range of colleagues to develop proposals, including in the areas of an audit/short questionnaire for departments to establish the roles and responsibilities of Teaching Fellows, part-time teachers and others, possible models for demonstrating and recording the competencies of such colleagues, and establishing thresholds at which particular forms of assurance activity may become relevant.

(draft unconfirmed minute)

TO CONSIDER:

A report from Ms Sue Bennett, Director of the Learning and Development Centre, on the training and development of Teaching Fellows, part-time teachers and 'Teaching Elements', paper QEWG 8/07-08 (included in first circulation).

#10. Assessment

(a) New marking scale (minute 33(a)/07-08 refers)

TO REPORT:

That the Committee at its meeting on 21 November 2007 considered a summary of responses to the Chair's invitation to participate in the pilot of the new marking scale for undergraduate modules, paper AQSC 21/07-08, together with a report from the Education Officer & Deputy President of the Students' Union on recent student reaction to the pilot of the new marking scale and resolved that the Chair and Deputy President & Education Officer of the Students' Union report to the next meeting of the Committee on ongoing discussions of the new marking scale.

TO CONSIDER:

An oral report from the Chair on the pilot of the new marking scale.

(b) Peer assessment and self assessment (minute 33(c)/07-08 refers)

TO REPORT:

That the Committee at its meeting on 21 November 2007 considered a letter from Dr N Stewart, Department of Psychology to the Vice-Chancellor concerning second marking, paper AQSC 26/07-08, extracts from the QAA *Code of practice* concerning assessment practices, paper AQSC 27/07-08, and a background paper prepared by the Secretary setting out some examples in the area of peer assessment and self assessment, paper AQSC 22/07-08 and resolved that papers AQSC 22, 26 & 27/07-08 be considered at the next meeting of the Committee.

TO CONSIDER:

- (i) A letter from Dr N Stewart, Department of Psychology to the Vice-Chancellor concerning second marking, paper AQSC 26/07-08 (***included in the papers for the meeting of 21 November***);
- (ii) Extracts from the QAA *Code of practice* concerning assessment practices, paper AQSC 27/07-08 (***included in the papers for the meeting of 21 November***);
- (iii) A background paper prepared by the Secretary setting out some examples in the area of peer assessment and self assessment, paper AQSC 22/07-08 (***included in the papers for the meeting of 21 November***).

#11. Student Surveys

TO REPORT:

- (a) That the results for the Academic Satisfaction Review 2007 will be circulated to departments shortly;
- (b) That the Board of Graduate Studies at its meeting on 17 January 2008 considered participation in the Higher Education Academy's Postgraduate Research Survey Experience this academic year and recommended that the University use the Postgraduate Research Survey Experience instead of the Academic Satisfaction Review to gather feedback from postgraduate research students this academic year, noting that further thought needed to be given to mechanisms for surveying taught postgraduate students.
(unconfirmed minute)
- (c) That a proposed review of the mechanisms for collecting and evaluating feedback from undergraduate and postgraduate students is under discussion and that the Senior Assistant Registrar (Teaching Quality) will report to the next meeting of the Committee.

TO CONSIDER:

A proposal to conduct the Academic Satisfaction Review later in the spring term for first and second year undergraduate students and postgraduate taught students, noting that final year undergraduate students have been encouraged to participate in the National Student Survey 2008.

#12. Employability Strategy (QEWG minute 17/07-08 refers)

TO REPORT:

That the Quality Enhancement Working Group at its meeting on 14 January 2008 considered a draft Employability Strategy prepared by Ms Roberta Wooldridge Smith, Director of Careers and Employability, paper QEWG 2/07-08 (revised) and recommended that the draft Employability Strategy be approved as set out in paper QEWG 2/07-08 (revised).

TO CONSIDER:

A draft Employability Strategy prepared by Ms Roberta Wooldridge Smith, Director of Careers and Employability, paper QEWG 2/07-08 (revised) (included in first circulation).

#13. Amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test (minute 42/07-08 refers)

TO REPORT:

- (a) That the Committee at its meeting on 21 November 2007 resolved:
 - (i) that members of the Committee forward to the Secretary comments on proposed amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of

Suspected Cheating in a University Test and Associated Guidance, paper AQSC 25/07-08, drafted by the Assistant Registrar (Examinations) in consultation with the Chair of the Committee, the Chair of the Board of Graduate Studies and the Academic Registrar, with a view to the Chair considering the proposed amendments to the Regulation ahead of the next meeting of the Senate;

- (ii) that the proposed amendments to the Associated Guidance be considered at the next meeting of the Committee.
- (b) That subsequent to the meeting of the Committee on 21 November 2007 the Chair, acting on its behalf, took action to approve proposed amendments to Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, as set out in paper AQSC 25/07-08 (revised) (included in first circulation).
- (c) That the Senate at its meeting on 5 December 2007 resolved that a recommendation from the Committee under the following heading be approved:

Amendments to Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test, and Associated Guidance.

TO CONSIDER:

Proposed amendments to the Associated Guidance in respect of Regulation 11 Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test, paper AQSC 37/07-08 [previously part of AQSC 25] (included in first circulation).

- #14. HE Academy/JISC Pathfinder programme: Departmental Impact Analysis
(minute 37/07-08 refers)

TO REPORT:

- (a) That at the meeting of the Committee on 21 November 2007 it was reported:
 - (i) that the e-Learning Steering Group at its meeting on 22 October 2007 had considered an 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08, and resolved that the following recommendations set out in paper EL 4/07-08 be approved:
 - (A) that the University should continue its pluralistic approach to the development and support of e-learning developments but consider ways in which these might be brought together more strategically either through committee or staffing structures;
 - (B) that the University should seek to support and enhance a needs-driven and agile approach to e-learning;

- (C) that the University should develop a high-level strategic direction in relation to e-learning specifically and pedagogical development more generally to provide a sense of purpose and legitimacy for those engaging in developments, it being noted that the University was consulting on a draft Learning, Teaching and Assessment Enhancement Strategy.
- (ii) that the e-Learning Steering Group at its meeting on 22 October 2007 had further resolved that it be noted that the following recommendations set out in paper EL 4/07-08 raised a number of issues that required further consideration:
 - (A) That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition;
 - (B) That the University ensure that a basic standard of equipment of teaching and learning spaces across the institution enables e-learning developments to be implemented.
- (iii) that the e-Learning Steering Group at its meeting on 22 October 2007 recommended that the Academic Quality and Standards Committee consider the following recommendation set out on page 4 of paper EL 4/07-08:

That the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.
- (b) That the Committee at its meeting on 21 November 2007 received an 'Impact evaluation of e-learning initiatives at Warwick University' prepared by Ms Terry Wareham, Fourstones Evaluation and Consultancy for HE, paper EL 4/07-08, and resolved that paper eLSG 4/07-08 be considered at the next meeting of the Committee.

TO CONSIDER:

Paper eLSG 4/07-08 (***included in the papers for the meeting of 21 November***), in particular the best method for taking forward the recommendation of the e-Learning Steering Group that the University should consider how developments in teaching and learning, including e-learning, can be better incentivized for staff through appropriate rewards and recognition.

#15. Students' Union Education Consultation (minute 45/07-08 refers)

TO REPORT:

That the Committee at its meeting on 21 November 2007 received the Students' Union Education Strategy consultation document, paper AQSC

31/07-08, and resolved that paper AQSC 31/07-08 be considered at the next meeting of the Committee.

TO CONSIDER:

Students' Union Education Strategy consultation document, paper AQSC 31/07-08 (*included in the papers for the meeting of 21 November*).

16. Split-site PhDs (BGS minute 45(f)/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 January 2008 received a paper on split-site PhDs, paper BGS 25/07-08.

TO RECEIVE:

A paper on split-site PhDs drafted by the Chair of the Board of Graduate Studies, paper BGS 25/07-08 (included in first circulation).

- #17. Reports from the Chairs of the Graduate Studies Committees to the Board of Graduate Studies (BGS minute 47/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 January 2008 received oral reports from the Chairs of the Graduate Studies Committees, noting that the Chairs would welcome additional guidance being issued to departments on the appropriateness of seeking approval by Chair's action for different types of course/module proposals and the setting of deadlines during the year by which such proposals should normally be received and resolved that the Chair and the Graduate School Office consider this request in conjunction with the Teaching Quality Unit and the Academic Quality and Standards Committee.

(unconfirmed minute)

TO CONSIDER:

The request from Chairs of Graduate Studies Committees for additional guidance to be issued to departments on the appropriateness of seeking approval by Chair's action for different types of course/module proposals and the setting of deadlines during the year by which such proposals should normally be received.

- #18. Amendment to Regulation 15 for Higher Doctorates (BGS minute 50/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 January 2008 considered a background paper and proposed amendments to Regulation 15 (papers BGS 36/07-08 and BGS 27/07-08) and recommended that the proposed amendments to Regulation 15 be approved.

(unconfirmed minute)

TO CONSIDER:

- (a) A background paper for proposed amendments to Regulation 15, paper BGS 36/07-08 (included in first circulation);
- (b) Proposed amendments to Regulation 15, paper BGS 27/07-08 (included in first circulation).

19. PhD in Multidisciplinary Studies (BGS minute 52/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 January 2008 considered an in-principle proposal for the introduction of a PhD in Multidisciplinary Studies (paper BGS 29/07-08) and resolved that the initial proposal be welcomed and the administrative and funding arrangements be developed further before the proposal is reconsidered by the Board.

(unconfirmed minute)

TO RECEIVE:

An in-principle proposal for the introduction of a PhD in Multidisciplinary Studies, paper BGS 29/07-08 (included in first circulation).

#20. Postnominals

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 January 2008 considered a summary of responses that were received from universities on their current use of postnominals for sub-degree courses (paper BGS 30/07-08) and a proposal to amend Ordinance 13 (paper BGS 31/07-08) and recommended that the proposal to amend Ordinance 13, as set out in paper BGS 31/07-08, be approved.

(unconfirmed minute)

TO CONSIDER:

- (a) A summary of the responses received from universities on their current use of postnominals for sub-degree courses, paper BGS 30/07-08 (included in first circulation);
- (b) A proposal to amend Ordinance 13, paper BGS 31/07-08 (included in first circulation).

21. New and amended courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 17 January 2008 approved the following change of title and new postgraduate courses:

(a) Change of title

from Postgraduate Diploma in Ethics and Practice of Implant Dentistry, to Postgraduate Diploma in Implant Dentistry.

(b) New courses

- (i) Postgraduate Certificate in Transferable Skills in Science;
- (ii) Postgraduate Award in Transferable Skills in Science.

#22. Distribution of Committee papers

TO CONSIDER:

An oral report from the Secretary concerning options for reducing the volume of photocopying of Committee papers.

#23. Any other business

24. Next meeting

TO REPORT:

That the next meeting of the Committee will be held on Wednesday 27 February 2008 in the Council Chamber, University House, at a time to be confirmed.

JDM/JB, 30.01.08

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