

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 27 February 2008 at 8.30am in the Council Chamber, University House.

THIRD CIRCULATION AGENDA

This includes only additional items and papers.

#2. Matters arising

**** NEW MATTER ARISING ****

(k) SSLC Annual Reports: Postgraduate (minute 30/07-08 refers)

TO REPORT:

That the Board of Graduate Studies at its meeting on 21 February 2008 considered the Annual Report from the Student-Staff Liaison Committee Coordinators on the operation of the SSLC system during 2006-07 for postgraduate courses, papers BGS 41/07-08 and AQSC 29/07-08, and resolved:

- (i) That the Chair and Secretary meet with the Students' Union to discuss Personal Tutor and supervisory support for postgraduate taught and research students;
- (ii) That the Academic Quality and Standards Committee be asked for clarification of the role of student SSLC representatives in departmental meetings and their right to attend the full meeting rather than for SSLC items on the agenda only.
- (iii) That the Student-Staff Liaison Committee be commended for its helpful report.

BGS minute 65/07-08

TO CONSIDER:

The current position regarding SSLC representative attendance at departmental meetings:

Departmental Meetings

Departments must invite and encourage an SSLC representative to attend departmental/centre staff meetings to discuss SSLC matters. SSLC representatives should take the opportunity to do this and should report back to the SSLC on the decisions taken at departmental staff meetings relating to SSLC concerns. This is **KEY** to ensuring that departments and students make in partnership the crucial decisions that affect students.

#10. Guide to Examinations for Higher Degrees

*** This item was included on first and second circulation agendas. The version of the Guide attached here has been amended since BGS. This version was distributed through files.warwick. ***

TO REPORT:

That the Board of Graduate Studies considered a revised version of the Guide to Examinations for Higher Degrees at its meeting on 21 February 2008, and recommended that it be approved subject to minor amendments.

TO CONSIDER:

A revised version of the Guide to Examinations for Higher Degrees, paper BGS 32/07-08 (revised 2) (copy attached).

#13. Annual Course Review reports

*** The summaries were distributed in first and second circulations. The addition for the third circulation is the BGS minutes on their consideration of PG summaries. ***

TO CONSIDER:

Summaries of Annual Course Review reports.

(o) A paper with the relevant minute of the Boards of Graduate Studies concerning the annual course review report summaries, paper AQSC 57/07-08 (copy attached).

#18. New and amended courses

(a) Approved new and amended courses

TO RECEIVE:

A list of new and amended courses approved by the Board of Undergraduate Studies at its meeting on 20 February 2008 and by the Board of Graduate Studies at its meetings on 17 January 2008 and 21 February 2008:

*** The lists of courses approved by BGS and BUGS are new for the third circulation. AQSC receives these lists, and does not consider new course proposals. ***

(i) New undergraduate courses

- (A) Open Studies Diploma for Adult Literacy Specialists**
- (B) Open Studies Diploma for Adult Numeracy Specialists**
- (C) Open Studies Diploma for ESOL Specialists**
- (D) Diploma in Teaching in the Lifelong Learning Sector**

(ii) New postgraduate courses

- (A) MA Global History
- (B) Postgraduate Award Techniques and Applications of Molecular Biology
- (C) Postgraduate Award The Kidney as an Endocrine Organ
- (D) Postgraduate Award Renal Transplantation
- (E) MSc Business Analytics and Consulting

(b) BA French Studies: Restructure and degree classification convention

*** The BUGS recommendation here is new for the third circulation. AQSC considers such proposals as they affect degree classification conventions. ***

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 20 February 2008 considered a proposal from the Department of French Studies to move to an 8-unit classification of degree, paper AUSC 36/07-08, and recommended to the Academic Quality and Standards Committee that the proposal from the Department of French Studies to move to an 8-unit classification of degree as set out in paper AUSC 36/07-08, be approved.

TO CONSIDER:

A proposal from the Department of French Studies to restructure the final year of the BA French Studies course, with consequential effects on the degree classification convention, paper AUSC 36/07-08 (included in second circulation).

(c) BSc Discrete Mathematics and Timetable Issues

*** The BUGS recommendation is new in this item. As it turns out that there is no issue of principle raised (e.g. connected with timetabling), AQSC does not need to consider this proposal. ***

TO REPORT:

- (i) That the Sub-Faculty of Science at its meeting on 29 January 2008 considered a proposal from the Department of Computer Science for a new degree course BSc in Discrete Mathematics to be taught jointly with the Department of Mathematics and associated module proposals, papers SFS 28-31/07-08 and recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee that, in approving the new degree course BSc in Discrete Mathematics, the strong concerns of the Sub-Faculty over the pressure this is likely to cause for timetabling be noted.

SFS minute 21/07-08

- (ii) That the Board of the Faculty of Science at its meeting on 13 February 2008 received the minutes of the meeting of the Sub-Faculty of Science, resolved that the concerns of the Sub-

Faculty over the pressure on timetabling be endorsed, and recommended to the Board of Undergraduate Studies and the Academic Quality and Standards Committee:

- (A) That the major obstacle to creating a workable timetable was the availability of lecture rooms, and the University should ensure that the recent award of funds for teaching infrastructure be used towards developing an appropriate lecture room stock;
- (B) That the University should work towards a solution to the timetable for 2009-10 and, in doing this, should consider what is the maximum appropriate lecture size for a given subject.

BFS minute 26/07-08

- (iii) That the Board of Undergraduate Studies was due to consider the proposal for a new degree course BSc in Discrete Mathematics at its meeting on 20 February 2008, **and that the Board of Undergraduate Studies resolved that the proposal from the Department of Computer Science for a course BSc in Discrete Mathematics for introduction in September 2008, which will be taught jointly with the Department of Mathematics, as set out in papers SFS 28/07-08, SFS 29(a)-(b)/07-08 and SFS 30/07-08, be approved,**

- (A) **it being noted that, whilst the Sub-Faculty of Science had expressed strong concerns over the pressure on timetabling (SFS minute 21(i)07-08 refers) it was the view of the Department of Computer Science that this new course would not significantly exacerbate this issue.**
- (B) **subject to the Department of Computer Science adding a list of those Computer Science Industrial Advisory Board members consulted to the proposal.**

unconfirmed BUGS minute 20(g)/07-08

#23. Any other business

*** Both items here are new for the third circulation. ***

(a) Application of Regulation 10.2

TO REPORT:

That the Board of Undergraduate Studies at its meeting on 20 February 2008 considered the enforcement of Regulation 10.2, it being noted that the current Regulation states that:

Candidates are forbidden to take into the examination room any books, papers, calculators, or any information storage and retrieval device, or any attaché case or bag in which such items can be carried, unless there is an express provision otherwise in the case of a particular paper. (Regulation 10.2 (4)).

and resolved:

- (i) That, in the light of problems relating to the safe and efficient entry and exit of students from exam rooms and the taking into exam rooms of mobile phones and other prohibited materials by students, the terms of Regulation 10.2 in respect of bags and cases be strictly enforced with effect from the May/June examinations 2008;
- (ii) That consequently the Academic Office will take appropriate measures to inform students that no bags or cases may be taken into exam rooms with the following exceptions:
 - (A) small pencil cases may be used for pens, pencils, rulers etc.
 - (B) if necessary plastic carrier bags may be used to carry permitted texts or other material into open-book examinations;
- (iii) That the Students' Union Education Officer Elect be asked to inquire into the possibility of the Students' Union providing storage space for students' bags during examination sessions, (it being noted that neither the Students' Union nor the University would be liable for any property left);
- (iv) That the Examinations Office be asked to include reference in invigilators' instructions to dealing with mobile phones that may be illegitimately brought into exam rooms by candidates.

unconfirmed BUGS minute 17/07-08

(b) Review of procedures for dealing with postgraduate matters

TO REPORT:

- (i) That the Board of Graduate Studies at its meeting on 21 February 2008 received a paper noting the concerns raised by the Graduate Studies Committees of the Faculties, paper BGS 37/07-08, and considered a paper from the Chair proposing a Review of the Terms of Reference of the Board of Graduate Studies/Faculty Graduate Studies Committees and the Course Approval and Review Processes, paper BGS 46/07-08 (copy attached), noting that this item would be brought back to the Board at its next meeting.
- (ii) That the Board of Graduate Studies at its meeting on 21 February 2008 resolved that the Board ask the Chair and the Deputy Registrar to initiate an urgent review of the Terms of Reference of the Board and of Faculty Graduate Studies Committees, and of postgraduate course approval and review processes, including collaborative course provision and the timing annual course review reports, with a view to bringing forward proposals to take effect

from the start of the 2008-9 academic year, noting that the review should, in particular, seek to:

- (A) **Lessen the administrative burden of course/module approval and review on the Board and Faculty Graduate Studies Committees (and their respective Chairs and Secretaries), as well as on departments;**
- (B) **Give greater priority to the strategic academic, marketing and financial aspects of proposed new postgraduate courses;**
- (C) **Ensure that new postgraduate course/module proposals are brought forward in a timely fashion and in a manner to avoid repetitive consideration of similar issues at different levels of the relevant Committee structure.**

BGS minute 60(d)/07-08

JDM/JB, 26.02.08

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