

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 16 November 2005 at 9.30am in the Council Chamber, University House.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Darren Wallis, ext 22707, email darren.wallis@warwick.ac.uk, or the Assistant Secretary of the Committee, Julian Moss, ext 74464, email julian.moss@warwick.ac.uk

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 of the Previous Meeting

TO CONSIDER:

Minutes of the meeting held on 19 October 2005 (previously circulated; also available on the Governance web pages at: www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/minutes_19.10.05.pdf).

#2. Matters Arising

(a) National Student Survey (Minute 8/05-06 refers)

TO REPORT:

- (i) That the Steering Committee at its meeting on 24 October 2005 resolved that Ipsos begin the National Student Survey with Warwick students in the week commencing 23 January 2006.
- (ii) That the Committee at its meeting on 19 October 2005 resolved inter alia that Ms K Stark and Mr B Duggan provide a report on further discussions amongst Aldwych Group Students' Unions for the next meeting of the Committee; and that the Committee further consider the University's position with regard to encouraging participation in the 2006 National Student Survey at its next meeting.

TO CONSIDER:

- (iii) Report from Ms K Stark, President, Students' Union and Mr B Duggan, Education Officer and Deputy President, Students' Union, on recent discussions in the Aldwych Group
 - (iv) The University's position on participation in the survey amongst Warwick students.
- (b) Vice-Chancellor's Education Innovation Fund (Minute 5(c)/05-06 refers)

TO RECEIVE:

The draft Guidance for applicants and Application Form, paper AQSC 20/05-06 (copy attached).

- (c) Periodic Review and Departmental Review (Minute 7/05-06 refers)

TO CONSIDER:

Draft guidelines for the merged Periodic and Departmental Review process, paper AQSC 21/05-06 (to follow).

- (d) Responses to the Burgess Working Group (Minute 10/05-06 refers)

TO CONSIDER:

Draft responses to the Burgess Working Group, considered by the Steering Committee at its meeting on 14 November 2005 for return by the deadline of 18 November 2005, paper SC.85/05-06 (to follow).

#3. Chair's Business

#4. Learning & Teaching Strategy; e-Learning Strategy

TO REPORT:

- (a) That the Quality Enhancement Working Group at its meeting on 2 November 2005 considered:
- (i) A paper prepared by the Secretary and Assistant Secretary outlining the current state of the review of the University's Learning & Teaching Strategy, paper QEWG 4/05-06 (copy attached);
 - (ii) Ideas for enhancing the quality of academic courses at the University left to the Group by Dr P Blackmore, prior to his departure for Coventry University, paper QEWG 2/05-06 (copy attached);
 - (iii) Principles for developing the next iteration of the Strategy.

and resolved:

- (iv) That the University develop a shorter strategy than previous versions, through a fundamental rewrite;
 - (v) That the new Strategy be project-focused with key strategic themes, which may include:
 - creativity and innovation
 - internationalisation of the University and the curriculum
 - diverse learning preferences, including more research into teaching and learning
 - skills
 - ethics
 - (vi) That the widespread embedding of recent innovations and developments in good practice be placed alongside further innovation in the new Strategy;
 - (vii) That the new Strategy encourage academic departments and centres to carry out regular reflection on their curricula;
 - (viii) That e-learning not be highlighted as a particular strand in the new Strategy, it being noted that e-learning is one method of learning amongst many;
 - (ix) That an article be placed on insite before the end of the Autumn Term setting out the likely parameters and shape of the new Strategy and inviting suggestions and contributions;
 - (x) That the Secretariat prepare an outline for a new Learning & Teaching Strategy by the end of the Autumn Term, with appropriate colleagues then invited to contribute to the production of a first draft by the beginning of January;
 - (xi) That the first draft thus produced be circulated to members of the Working Group for comment in the first instance, to be followed by formal consultation with University Boards and Committees;
 - (xii) That consideration be given to arranging open discussion meetings to give a wide cross-section of the University community the opportunity to comment on the draft Strategy.
(QEWG minute 5/05-06)
- (b) That the e-Learning Steering Group at its meeting on 13 October 2005 considered a proposed methodology for the mid-term review of the University's e-Learning Strategy, paper EL 8/05-06 (copy attached), informed by the current e-Learning Strategy, paper EL 9/05-06, and resolved:
- (i) that there be direct consultation with departments with feedback to be provided wherever possible through the Faculty

IT Committees in time for the next meeting of the e-Learning Strategy Group

- (ii) that there be the widest possible consultation with service providers, including the Library, IT services and e-lab and with students through the relevant SSLCs
- (iii) that the consultation consist of a structured series of questions;
- (iv) that it be noted that good progress had been made against many of the specific targets, but that there were some areas where progress had not been as rapid as had been anticipated.

(eLSG Minute 10/05-06)

- (c) That the Chair had sent a memo to Heads of Departments and others seeking their views on the e-Learning Strategy, paper AQSC 22/05-06 (copy attached).
- (d) That the current e-Learning Strategy is available at the following web address:
www2.warwick.ac.uk/insite/info/quality/elearning/elearningstrategy.rtf

TO CONSIDER:

Principles to inform the revision of the Learning & Teaching Strategy

#5. SSLC Coordinators Annual Report

TO CONSIDER:

Reports on the operation of the SSLC System during 2004-05 prepared by the SSLC Coordinators, Mr R Cave, Mr B Duggan, Dr K Flint, Dr P Roberts:

- (a) Undergraduate Annual Report from the SSLC Coordinators, paper AQSC 23/05-06 (copy attached);
- (b) Postgraduate Annual Report from the SSLC Coordinators, paper AQSC 24/05-06 (copy attached).

#6. Developments in QA Framework

TO RECEIVE:

An oral report from the Secretary on developments in the national Quality Assurance framework.

TO CONSIDER:

A consultation document from the QAA on its proposed new methodology for Institutional Audit from 2006-07, paper AQSC 25/05-06 (copy attached).

#7. Guidelines on adjusting marks for dyslexic/dyspraxic students

TO CONSIDER:

The desirability of drafting guidelines on assessment and adjusting marks for dyslexic and dyspraxic students.

#8. Warwick Medical School (Minute 9(c)/05-06 refers)

TO CONSIDER:

A written response from Professor E Peile outlining the Medical School's response to a number of issues raised in the Academic Satisfaction Review reports in 2004 and 2005, paper BFM 5/05-06 (copy attached), noting that the response was considered by the Board of the Faculty of Medicine at its meeting on 31 October 2005.

#9. PSRB Engagements

School of Engineering

TO REPORT:

That the Joint Board of Moderators representing the Institute of Structural Engineers and the Institution of Civil Engineers has visited the School of Engineering and decided to accredit BEng and MEng courses as leading towards Chartered Engineer status.

TO CONSIDER:

The report of the Joint Board of Moderators, paper AQSC 28/05-06 (copy attached), along with the departmental response, paper AQSC 32/05-06 (copy attached).

#10. Electronic submission of Coursework

TO REPORT:

That the e-Learning Strategy Group at its meeting on 13 October 2005 considered a paper from Mr J Dale, e-Lab, on electronic submission of coursework, paper EL 7/05-06 (copy attached), and recommended to the Academic Quality and Standards Committee that e-Lab continue to explore issues around the electronic submission of coursework along the lines addressed in the paper, it being noted that while there are quality assurance issues to be addressed these do not at present appear insurmountable.

TO CONSIDER:

The paper from Mr J Dale, e-Lab, on electronic submission of coursework, paper EL 7/05-06.

#11. Proposals for new Collaborative courses

(a) HEFP Hong Kong

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology, and recommended that the proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology for on-campus delivery be approved as set out in papers CFDLSC 19-23/05-06 with effect from September 2006 as set out in the papers listed below; and that any proposal to develop a blended delivery mode be considered by the Sub-Committee for approval in due course, it being noted that the current proposal documents indicate HKUST's willingness to develop a blended delivery mode with up to 30% of the course delivered by distance learning:

- (i) Memorandum outlining the background to the proposal, paper CFDLSC 19/05-06 (copy attached);
- (ii) Detailed proposal including Curricula Vitae, paper CFDLSC 20/05-06;
- (iii) Correspondence between the International Office and HKUST, paper CFDLSC 21/05-06;
- (iv) Part Four course approval document, paper CFDLSC 22/05-06 (copy attached);
- (v) Site visit report, paper CFDLSC 23/05-06 (copy attached).

TO CONSIDER:

The proposal from the International Office to relocate the Higher Education Foundation Programme Business Studies and English course from the British Council Hong Kong to the Hong Kong University of Science and Technology, papers CFDLSC 19-23/05-06.

(b) Petrozavodsk State University, Russia

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from the Mercia Institute of Enterprise to establish a collaborative link with Petrozavodsk State University, Russia to deliver a Postgraduate Award in Managing the Enterprising University, and recommended that the proposal be approved with effect from January 2006 as set out in the following papers, it being noted that section 1 of the Part 4 Course Approval Form should describe the Award as weighted at 30 credits, not 20:

- (i) Part 1 course proposal form, paper GFSS 54/05-06 (revised);

- (ii) Part 4 course proposal form, paper GFSS 56/05-06 (copy attached);
- (iii) Site Visit report, paper GFSS 56(b)/05-06 (copy attached), including at Annex 2 a covering letter from the Rector of Petrozavodsk State University;
- (iv) CVs for the following proposed course tutors:
 - (A) Professor N Toivonen, paper CFDLSC 24/05-06;
 - (B) Dr P Druzhinin, paper CFDLSC 25/05-06;
 - (C) Ms O Oleinik, paper CFDLSC 26/05-06.
- (v) Proposals for the following constituent new modules:
 - (A) Managing the Enterprising University part 1, paper GFSS 57/05-06 (revised);
 - (B) Managing the Enterprising University part 2, paper GFSS 58/05-06 (revised).

TO CONSIDER:

The proposal from the Mercia Institute of Enterprise to establish a collaborative link with Petrozavodsk State University, Russia to deliver a Postgraduate Award in Managing the Enterprising University, papers GFSS 54, 56, 56(b), 57 & 58/05-06 and CFDLSC 24-26/05-06.

- (c) WMG: Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech)

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from Warwick Manufacturing Group, School of Engineering to deliver the previously approved MSc Engineering Business Management course in partnership with Singapore Institute of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech) comprising the papers listed below and recommended to the Academic Quality and Standards Committee that the proposal be approved as set out in papers CFDLSC 12-18/05-06 with effect from January 2006:

- (i) A rationale for the proposed collaboration from WMG, paper CFDLSC 12/05-06 (copy attached);
- (ii) Advice taken from externals, paper CFDLSC 13/05-06;
- (iii) Part Four of the Course Approval form, paper CFDLSC 14/05-06 (copy attached);
- (iv) Site visit report on SIMTech, paper CFDLSC 15/05-06 (copy attached);
- (v) Letter of partnership from SIMTech, paper CFDLSC 16/05-06;
- (vi) Site visit report on SIM, paper CFDLSC 17/05-06 (copy attached);
- (vii) Letter of partnership from SIM, paper CFDLSC 18/05-06.

TO CONSIDER:

The proposal from Warwick Manufacturing Group, School of Engineering to deliver the previously approved MSc Engineering Business Management course in partnership with Singapore Institute

of Management (SIM) and Singapore Institute of Manufacturing Technology (SIMTech), papers CFDLSC 12-18/05-06.

(d) Warwick Medical School: Implant Dentistry (GIFT)

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from Warwick Medical School to deliver the previously approved MSc in Implant Dentistry in partnership with Global Implant Forum and Teaching (GIFT) in a new location, GIFT Singapore, as set out in paper CFDLSC 27/05-06 (copy attached), a Site Visit form, paper CFDLSC 28/05-06 (copy attached) and curriculum vitae for Dr Ng Fooi Chin, paper CFDLSC 46/05-06, and recommended to the Academic Quality and Standards Committee that the proposal be approved as set out in papers CFDLSC 27, 28 & 46/05-06 with effect from January 2006.

TO CONSIDER:

The proposal from Warwick Medical School to deliver the previously approved MSc in Implant Dentistry in partnership with Global Implant Forum and Teaching (GIFT) in a new location, GIFT Singapore, papers CFDLSC 27, 28 & 46/05-06.

(e) Centre for Lifelong Learning: Loughborough College

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from the Centre for Lifelong Learning for Loughborough College to offer, on a validated basis, the previously approved Open Studies Certificates for Adult Literacy Specialists and for Adult Numeracy Subject Specialists comprising the papers listed below and recommended to the Academic Quality and Standards Committee that the proposal be approved as set out in papers CFDLSC 35-45/05-06 with immediate effect:

- (i) Covering note from Loughborough College, paper CFDLSC 35/05-06 (copy attached);
- (ii) Part 4 course proposal form, paper CFDLSC 36/05-06 (copy attached);
- (iii) Site Visit report, paper CFDLSC 37/05-06 (copy attached);
- (iv) Curricula vitae for the following staff:
 - (A) Ms Catriona Mowat, paper CFDLSC 38/05-06;
 - (B) Ms Claire Roden, paper CFDLSC 39/05-06;
 - (C) Mrs Kathryn Drew, paper CFDLSC 40/05-06;
 - (D) Mr Stephen Pardoe, paper CFDLSC 41/05-06;
 - (E) Ms Lesley Way, paper CFDLSC 42/05-06;
 - (F) Ms Karen Symons, paper CFDLSC 43/05-06;
 - (G) Ms Su Cuthbert, paper CFDLSC 44/05-06;
 - (H) Mr Robert Fielding, paper CFDLSC 45/05-06.

TO CONSIDER:

The proposal from the Centre for Lifelong Learning for Loughborough College to offer, on a validated basis, the previously approved Open Studies Certificates for Adult Literacy Specialists and for Adult Numeracy Subject Specialists, papers CFDLSC 35-45/05-06.

(f) Warwick Medical School: Diabetes in Pregnancy module

TO REPORT:

That the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting on 3 November 2005 considered a proposal from considered a proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy, paper GCFM 1/05-06, it being noted that the Graduate Studies Committee of the Faculty of Medicine at its meeting on 18 October 2005 resolved that section 9 of the Part 5 form should be amended to make it clear that the course will not be open to the overseas market in the first instance, and recommended to the Academic Quality and Standards Committee:

- (i) That the proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy, paper GCFM 1/05-06 (revised 2), with effect from January 2006, it being noted that attendance at the fifth day of the taught course for students following the Distance Delivery variant is optional, and that they will cover the whole syllabus and enjoy equivalent learning opportunities to students following the non-Distance Delivery variant through the Distance Delivery materials, on-line discussion forums and other support mechanisms.
- (ii) That Warwick Medical School be commended for the quality of the course proposal documentation supplied for this course.

TO CONSIDER:

The proposal from Warwick Medical School to introduce a Distance Delivery variant of the previously approved module and Postgraduate Award in Diabetes in Pregnancy, paper GCFM 1/05-06 (revised 2).

#12. Course Proposal Documentation: Amendments and Guidance

TO CONSIDER:

- (a) Minor amendments to the Module Proposal Form, paper AQSC 29/05-06 (copy attached):
 - (i) The addition of a question asking which sections of a module have been changed, if the proposal is to amend an existing module;
 - (ii) The addition of tick boxes the indicate the level of a module;
 - (iii) The strengthening of the advice to delete instructions on completing the form before submission.

- (b) Minor amendments to the Course Proposal Form, paper AQSC 33/05-06 (copy attached):
 - (i) The addition of a question asking for an outline of the rationale for a new course or amendments to a course;
 - (ii) The addition of a question asking for the Department proposing a new or amended course;
 - (iii) The addition of the Postgraduate tariff of 10, 20, 30 credits for modules.

- (c) A paper prepared by the Assistant Secretary setting out in greater detail than is currently available elsewhere guidance on approval for minor amendments to modules, paper AQSC 30/05-06 (copy attached).

#13. Policy on Self-Certification of Absence

TO CONSIDER:

A revised policy on Self-Certification of Absence, paper AQSC 31/05-06 (to follow).

14. Any Other Business

15. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Thursday 26 January 2006 in the Council Chamber.