

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 17 November 2004 at 9.30am in the Council Chamber, University House.

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

TO CONSIDER:

The Minutes of the meeting held on 21 October 2004, (previously circulated).

#2. Matters Arising

(a) Departmental Senior Tutor Role (Minute 5/04-05 (e) refers)

TO REPORT:

That a role description for Departmental Senior Tutors is being prepared by Dr P Byrd, Senior Tutor, for the meeting of Departmental Senior Tutors to be held on 23 November.

(b) HEFCE National Student Survey (Minute 12/04-05 refers)

TO REPORT:

That the Steering Committee at its meeting held on 1 November, considered a report on the issues surrounding the implementation and operation of the National Student Survey together with a letter from the Students' Union to the HEFE detailing the objections of the Students' Union to the NSS and the consultation process conducted by the HEFCE, paper SC. 39/04-05 and an oral report from the President of the Students' Union on the co-operation of Students' Union in other institutions and resolved that the Steering Committee be kept informed of any response received from the HEFCE as well as any responses received by Students' Unions in other institutions and that, for the present, the University comply with the requirement of the HEFCE to provide contact details for all relevant students in the University by the end of November 2004.

Minute 73/04-05 (unconfirmed)

TO RECEIVE:

An oral report from the Students' Union President and Education Officer on the Union's stance on the National Student Survey following liaison with other institutions.

- (c) WMG Exit strategy from South Africa (Minute 4/04-05 (e) refers)

TO REPORT:

That the Steering Committee, at its meeting held on 1 November, considered a report on the exit strategy for the Warwick Manufacturing Group from its collaboration with da Vinci (formerly Warwick Institute SA), paper SC. 49/04-05 and resolved to endorse the recommendation of the AQSC that the remaining students enrolled on Warwick courses be allowed to continue with their studies in accordance with the current approved University Course Regulations with no requirement to travel to the UK with complete further modules.

- (d) Student Complaints (Minute 10/04-05 refers)

TO CONSIDER:

Revisions to the Students Complaints procedure, amended in line with recommendations made by the Committee at its meeting held on 21 October, paper AQSC 10/04-05 (revised).

- (e) Accreditation of Prior Learning (Minute /04-05 refers)

TO CONSIDER:

- (i) Revisions to the proposed policy AP(E)L, amended in line with recommendations made by the Committee at its meeting held on 21 October, paper AQSC 14/04-05 (revised);
- (ii) Revisions to the proposed AP(E)L application form, amended in line with recommendations made by the Committee at its meeting held on 21 October, paper AQSC 15/04-05 (revised);

- (f) Postgraduate Research Degrees: External Examiners' Report (Minute 11/04-05 refers)

TO CONSIDER:

An amendment to the External Examiner report form for postgraduate research degrees incorporating the recommendation made by the Committee at its last meeting that a section be included where issues of concern or examples of good practice identified at departmental or institutional level could be noted, paper AQSC 21/04-05 (copy attached).

3. Chair's Business

TO REPORT:

That the Steering Committee as its meeting on 8 November reported that concerns had been raised at the most recent meeting of the Academic Quality

and Standards Committee on the reduction in the teaching year consequent upon terms commencing on Wednesdays rather than Mondays, and resolved that the University Secretary, the Director of Personnel, the Senior Assistant Registrar (Teaching Quality) and the Director of Warwick Commercial Enterprises meet to review existing approved term dates and discuss the feasibility of altering term dates where these commenced mid-week or were scheduled to commence in close proximity to a national holiday.

Minute 100/04-05 (unconfirmed)

#4. Risk and Teaching Quality (Minute 4/04-05 (b) refers)

TO REPORT:

That at its meeting held on 21 October 2004 the Committee considered a revised risk register relating to teaching quality incorporating an updated section relating to Medicine, paper AQSC 20/04-05, and resolved:

- (i) That a new column be added to the register, noting the likelihood of each of the listed risks occurring;
- (ii) That a number of changes be made to the paper as noted at the meeting;
- (iii) That a list of key risks be brought to the next meeting of the Committee to permit prioritisation and consideration of appropriate management.

TO CONSIDER:

Further revisions to the risk register, paper AQSC 20/04-05 (revised) (copy attached) with a view to the Committee considering their prioritisation and appropriate management.

#5. Academic Satisfaction Review: Medical School

TO CONSIDER:

The report on the student experience in the Medical School arising from the focus group held as part of the 2004 Academic Satisfaction Review, paper AQSC 22/04-05 (copy attached).

#6. Credit

TO CONSIDER:

Issues relating to the differential credit tariffs used throughout the University, raised specifically by the departments of Economics and Statistics, paper AQSC 23/04-05 (copy attached).

#7. Report from Collaborative Policy Working Group

TO CONSIDER:

- (a) An report from the Working Group on Collaborative policy, paper AQSC 24/04-05 (copy attached);

- (b) A draft policy on the development of collaborative partnerships with other institutions/organisations, paper AQSC 25/04-05 (copy attached).

#8. Report from the Quality Enhancement Working Group

- (a) Terms of Reference

TO REPORT:

That the Quality Enhancement Working Group, at its meeting held on 21 October, recommended to the Academic Quality and Standards Committee that the Terms of Reference of the Working Group be amended to remove section (a) since it was the Group's expectation that the AQSC would henceforth take a holistic view of quality enhancement activities undertaken in the University as reflected in that Committee's revised Terms of Reference; and that section (d) be amended as follows, (additions underlined, deletions ~~struck through~~):

~~"To oversee current and proposed~~ foster the development of Quality Enhancement projects in line with ~~undertaken in the Centre for Academic Practice, in the first instance those relating to research-based learning and the development of approaches to evaluation institutional priorities."~~

TO CONSIDER:

The revisions to its Terms of Reference proposed by the Quality Enhancement Working Group, paper QEWG 1/04-05, (copy attached).

- (b) HEFCE Teaching Quality Enhancement & Professional Standards Funding

TO REPORT:

- (i) That confirmation has been received from the HEFCE that the bid submitted by the University to the HEFCE for an extension to existing Teaching Quality Enhancement Funding for 2005-06 and for funding for Professional Standards work for 2004-05 and 2005-06 has been successful;
- (iii) That consideration has been given by the e-Learning Steering Group and the Quality Enhancement Working Group to means of administering the challenge funds intended to be awarded to departments for e-Learning projects on a competitive basis; monitoring the progress of projects and carrying out appropriate evaluation.

TO CONSIDER:

Criteria by which departmental e-Learning bids will be adjudicated, paper AQSC 26/04-05 (to follow).

#9. Periodic Review

TO CONSIDER:

- (a) The summary report on the Periodic Review of undergraduate provision in the Department of Physics, paper AQSC 28/04-05 (copy attached), noting that the Board of Faculty of Science, at its meeting held on 3 November, resolved that the full report and departmental response be approved:
- (b) The report on the Periodic Review of postgraduate provision in the Department of Biological Sciences, paper BFS 4/004-05 (copy attached), together with the response to the report from the Department, paper BFS 5/04-05 (copy attached), noting that the Board of the Faculty of Science, at its meeting held on 3 November, resolved that the full report and departmental response be approved.

Note: Although only summary reports are now routinely considered by the Committee, the report on Biological Sciences pre-dates the introduction of the summary report form. It was felt more appropriate to bring forward the report itself, which is relatively concise, rather than writing a summary document at this stage.

#10. School of Engineering: PSRB Accreditation

TO CONSIDER:

A memorandum from Dr A Price, School of Engineering, reporting on the outcome of visits made by several professional accrediting bodies to the School in Spring 2004, paper AQSC 27/04-05 (copy attached).

11. Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee

TO REPORT:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed learning Sub –Committee considered its revised Terms of Reference, paper CFDLSC 1/04-05 and resolved that it be noted that the clause indicating approval for Open Studies Certificates and Diplomas be conferred by the Committee be stricken from the Terms of Reference, since this responsibility now had been transferred to sub-faculty committees;

TO CONSIDER:

A slight amendment to the Terms of Reference of the Collaborative, Flexible and Distributed Learning Sub-Committee, paper CFDLSC 1/04-05 (revised) (copy attached).

#12 Revised QAA Code of practice on Collaborative, Flexible and Distributed Learning

TO REPORT:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered the QAA's revised Code of Practice, published in September 2004, paper CFDLSC 10/04-05 and a briefing paper on the revised Code, prepared by the Secretary, paper CFDLSC 11/04-05 and resolved:
- (i) That the Committee was reassured that existing departmental monitoring procedures, such as Annual Review, SSLC and other student feedback mechanisms, and the External Examiner system provided sufficient reassurance as to the appropriateness and currency of Distributed Learning course materials;
 - (ii) That a statement be inserted in the proforma collaborative contract indicating that the University did not enter into serial arrangements and did not permit sub-contracting of any aspect of provision offered in partnership with another institution or organisation;
 - (iii) That the Committee revisit the proforma collaborative contract at its meeting in the Spring Term with a view to considering the insertion of appropriate clauses relating to exit strategies;
 - (iv) That a copy of the Code and accompanying briefing note be circulated to all Validation and Franchise Groups/Course Management Committees for consideration;
 - (v) That the name of partner institutions be included on student transcripts issued from Summer 2005; it being noted that the Committee did not support any alteration to the format of degree certificates;
 - (vi) That consideration be given by the Committee at its next meeting to the Site Visit report form with a view to ensuring appropriate coverage of learner support in collaborative and distributed learning settings;
 - (vii) That a letter be sent by the Chair of the Committee to all departments seeking information on the extent of distributed learning in departmental provision with a view to auditing the coverage of such methods throughout the University.
- (b) That the Sub-Committee recommended to the Academic Standards and Quality Committee that consideration be given to the development of a document setting out expectations about learner support, including responsibilities incumbent upon students and departments, intended to make explicit what was already implicit in existing procedures.

Minute 10/04-05 (unconfirmed)

TO CONSIDER:

The QAA's revised Code of Practice on Collaborative, Flexible and Distributed Learning, published in September 2004, paper CFDLSC 10/04-05, the associated briefing paper, paper CFDLSC 11/04-05 (copies attached) and the proposed *modus operandi* of the CFDLSC for responding to the Code.

13. QAA Quality Audit of Overseas Partnership Arrangements

TO REPORT:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered notification from the QAA of its intention to conduct overseas audits in 2005 and 2006 to review quality assurance arrangements which UK HEIs operate with overseas partners, paper CFDLSC 15/04-05 (copy attached) and resolved that the University ensure appropriate and transparent categorisation of existing provision offered in collaborative with institutions in China as mature or immature in order to inform any potential involvement by the University in the QAA overseas audit of China in 2005-06.

14. Proposed QAA Collaborative provision Audit: Supplement to the QAA Institutional Audit Handbook

TO REPORT:

That at its meeting held on 4 November, the Collaborative Flexible and Distributed Learning Sub-Committee considered a letter from the QAA providing feedback on the outcome of its consultation on a proposed operational description for Collaborative Provision Audit, including a proposed supplement to the Handbook for Institutional Audit, paper CFDLSC 16/04-05 (copy attached) and recommended to the substantive issues, the University not respond formally to the consultation.

#15. WMG: Proposed Extension to IGDS in Malaysia

TO REPORT:

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a paper drafted by DR A Dowd, WMG, Engineering, providing a rationale for an extension to the existing IGDS programme in Penang, Malaysia, paper CFDLSC 13/04-05, including a Site Visit report form, paper CFDLSC 14/04-05 and resolved:

- (a) That the proposal be approved, subject to minor amendments to the Site Visit Report to make clear that the proposal constituted an extension to an arrangement previously approved, particularly with respect to Quality Assurance requirements;
- (b) That WMG continue to scrutinise publicity materials produced by BATC/FINE ARTS:
- (c) That the role of Dr Choo be kept under scrupulous review by WMG.

TO CONSIDER:

The proposal from Warwick Manufacturing Group to extend the IGDS in Malaysia, and the Site Visit report form, amended in the light of comments from the CFDLSC, papers CFDLSC 13 and 14/04-05 (revised) (copies attached).

#16. Centre for Lifelong Learning: Proposed Partnership with Solihull LEA

TO REPORT:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Centre for Lifelong Learning to establish a Higher Certificate for Teaching Assistants in partnership with Solihull Local Education Authority with effect from January 2005 comprising the documents set out below, it being noted that at its meeting held on 13 October, the Undergraduate Studies resolved that the proposal be approved (Minute 8/04-05).
- (i) A memorandum from the Director of the Centre, paper UFSS 19/04.05.
 - (ii) Course approval documentation comprising Parts 1, 2 and 4 of the course approval form; a Site Visit and *Curricula Vitae* for Susan Spencer, Kathryn Slinn and Lorraine Lord, proposed module tutors, paper UFSS 21/03-04.
 - (iii) A letter from Solihull LEA, paper UFSS 20/03-04.
 - (iv) The course specification, paper UFSS 24/04-05.
- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee recommended to the Academic Quality & Standards Committee:
- (i) That the course be entitled a “~~Higher~~ Certificate for Teaching Assistants”;
 - (ii) That the Certificate for Teaching Assistants with Solihull Local Education Authority be approved with effect from January 2005;
 - (iii) That it be noted that confirmation of the success of recent efforts to obtain approval for revisions to the split of validation fees from the Academic Registrar remained outstanding and that the matter be resolved without further delay.

TO CONSIDER:

The proposal from the Centre for Lifelong Learning to establish a partnership with Solihull LEA to deliver a Certificate for Teaching Assistants with effect from January 2005 as set out in papers UFSS 19, 20, 21 (extract) & 24/04-05 (copies attached).

#17. Institute of Education: Proposed Partnership with the Adult Learning Inspectorate

TO REPORT:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Institute of Education to validate a Masters in Inspection and Evaluation in partnership with the Adult Learning Inspectorate with effect from April 2005, comprising the following documents, it being noted that at its meeting on 19 October, the Graduate Studies Committee of the Board of the Faculty of Social Studies had resolved that the course be approved subject to a number of minor amendments, enacted in the revised documentation:
- (i) Parts 1 & 2 of the course approval documentation, paper GFSS 13/04-05 (revised);
 - (ii) The Course specification, paper GFSS 14/04-05 (revised);
 - (iii) Part 4 course approval form and the Site Visit Report, paper CFDLSC 30/04-05.
 - (iv) Proposals for a series of constituent new modules.
 - (v) *Curricula Vitae* for a series of proposed module tutors.
 - (vi) Letters from the institute of Education and the Adult Learning Inspectorate relating to the proposal, paper CFDLSC 36/04-05;
- (b) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee resolved that the proposal for an MA in Inspection and Evaluation in partnership with the Adult Learning Inspectorate be approved with effect from April 2005, subject to a number of amendments being made to the course proposal documentation noted at the meeting.

TO CONSIDER:

The proposal for the Institute of Education to validate a Masters in Inspection and Evaluation in partnership with the Adult Learning Inspectorate with effect from April 2005 as set out in papers CFDLSC 30 (revised) & 36/04-05 (copies attached).

#18. Collaborative Contracts

TO REPORT:

- (a) That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub-Committee received an oral report from

the Secretary on progress with the drafting of the following formal collaborative contracts:

- (i) GEM, Suzhou (WMG).
- (ii) SST (Institute of Education).
- (iii) Beijing Normal University (CELTA).
- (iv) GIFT (Medicine).

That at its meeting held on 4 November, the Collaborative, Flexible and Distributed Learning Sub Committee resolved that it was seriously concerned by the continuing inability of the Medical School to finalise a contract with GIFT for approval at institutional level and recommended to the Academic Quality & Standards Committee that departments not be permitted to enrol students on collaborative courses until a formal contract had been signed.

TO CONSIDER:

The recommendation of the Collaborative, Flexible and Distributed Learning Sub-Committee that departments not be permitted to enrol students on collaborative courses until a formal contract has been signed.

- 19. Any Other Business
- 20. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30am on Thursday 27 January 2005 in the Council Chamber, University House.