

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 21 October 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. Terms of Reference

TO REPORT:

That at its meeting held on 22 September, the Senate considered proposed changes to the constitution of committees of the Senate and resolved that proposed amendments to the constitution of the Academic Quality & Standards Committee be approved as set out in paper S.3/04-05, extract attached as paper AQSC 1/04-05.

TO CONSIDER:

- (a) Further minor amendments to the Terms of Reference as set out in paper AQSC 2/04-05 (copy attached).
- (b) A summary of the implications of the committee re-structuring approved by the Senate on the processing of teaching quality-related business, paper AQSC 3/04-05 (copy attached).

2. Constitution & Membership

TO RECEIVE:

A statement of the constitution and membership of the Committee for 2004-05, paper AQSC 4/03-04 (copy attached).

3. Minutes

TO CONSIDER:

The Minutes of the meeting held on 9 June 2004 (copy attached).

#4. Matters Arising

- (a) Risk & Teaching Quality (Minute 90/03-04 refers)

TO REPORT:

That at its meeting held on 13 May 2004, the Committee considered a paper setting out the actual and perceived risks associated with teaching quality and resolved that a number of corrections be made to the paper as recorded at the meeting and that the paper be sent to Professor E Peile, Medical School, for appropriate updating of the section relating to Medicine at the University.

TO CONSIDER:

A revised risk register relating to teaching quality, paper AQSC 20/04-05 (copy attached).

- (b) Annual Course Review (Minute 117/03-04 refers)

TO REPORT:

That at its last meeting held on 9 June 2004, the Committee resolved that efforts be made by the Medical School to obtain the outstanding Annual Course Review report from the MA/MSc in Applied Healthcare Studies (Diabetes Care) for consideration by the Committee at its next meeting.

TO CONSIDER:

The Annual Course Review report for the MA/MSc in Applied Healthcare Studies (Diabetes Care), paper BFM 29/03-04 (copy attached); it being noted that, in accordance with the new Terms of Reference recently approved by the Senate, individual Course Review reports will not be considered by the Committee in future.

- (c) Partnership with Warwick Institute, South Africa (Minute 120/03-04 refers)

TO REPORT:

That at its meeting held on 9 June, the Committee received a report on progress made by WMG towards implementing the University's exit strategy from the partnership with Warwick Institute, South Africa, and resolved that the position be monitored over the summer vacation and that Dr A Dowd be requested to prepare a written report for the week 4 meeting of the Committee in the Autumn Term.

TO CONSIDER:

A report from Dr A Dowd, Warwick Manufacturing Group, paper AQSC 19/04-05 (copy attached).

5. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 30th June 2004 considered a report from the meetings of the Academic Quality & Standards Committee held on 13th May and 9th June and recorded its approval of recommendations made by the Committee under the following headings:

- (a) Penalties for late submission of assessed work
- (b) Amendments to University Regulations: Fitness to Practise
- (c) Amendment to Regulation 14 Governing Higher Degrees: PhDs in a language other than English
- (d) Good Practice Guide on Providing Information to Students
- (e) Working Group on Student Support & Guidance
- (f) Working Group on Post-experience Provision
- (g) Minor amendments to External Examiner Report Form
- (h) Revised Part 1 Course Approval Documentation
- (i) Amendment to University Ordinance 7
- (j) Undergraduate Student Appeals Procedures
- (k) Annual Review Reports for Research Degrees
- (l) Revisions to Periodic Review documentation
- (m) Amendments to Course Specifications Proforma
- (n) New & Revised Undergraduate Courses of Study
- (o) New & Revised Postgraduate Courses of Study
- (p) Discontinued Course of Study
- (q) New and Revised collaborative courses
- (r) Discontinuation of Partnerships
- (s) Annual Course Review
- (t) Periodic Review Reports
- (u) Proposed Tutors for the BA English Language, Translation & Cultural Studies
- (v) Proposed Tutors for the Diploma in Integrative Counselling, Solihull College

6. Chair's Business

7. Chair's Action

TO REPORT:

That the Chair, acting on behalf of the Committee, has taken action since the last meeting to approve:

- (a) The proposed partnership between the University, WMG and Global EduTech Management Ltd (GEM), Suzhou, China (Minute 123/03-04 refers); it being noted that the drafting of a formal contractual agreement is currently in progress.
- (b) The dis-establishment of the Quality Task Group following consideration of the Audit report, the establishment of the Working Group on Assessment Conventions and the mainstreaming of other issues arising from the report.
- (c) An Open Studies Certificate in Adult Literacy Training, paper BLL 24/02-03 (copy attached).

#8. Partnerships & Distance Learning Sub-Committee of the Academic Quality & Standard Committee: Amendment to Terms of Reference and Constitution

TO REPORT:

- (a) That at its meeting held on 22 September, the Senate considered proposed changes to the constitution of committees of the Senate and resolved that proposed amendments to the constitution of the Partnerships & Distance Learning Sub-Committee be approved as set out in paper S.3/04-05, extract attached as paper AQSC 5/04-05.

TO CONSIDER:

Further minor amendments to the Terms of Reference as set out in paper AQSC 6/04-05 (copy attached).

- (b) That at its meeting held on 9 June, the Committee received a report on difficulties encountered in pursuing with colleagues in WBS issues arising from the Annual Course Review report for the Distance Learning MBA, paper GFSS 79/03-04, and resolved that the issue of the appropriate locus for consideration of distance learning provision be considered once the impact of the revisions recently approved by the Senate on the Committee system had been clarified.

TO CONSIDER:

The appropriateness of amending the current constitution of the Collaborative, Flexible and Distributed Learning Sub-Committee to include an academic member of staff from WBS with responsibility for the DLMBA on a permanent basis.

#9. Academic Satisfaction Review

TO CONSIDER:

- (a) Reports arising from the Academic Satisfaction Review 2004 on the undergraduate and postgraduate student experience at Warwick, papers AQSC 7 & 8/04-05 (copies attached).
- (b) An oral report from the Director of Student & Academic Affairs Services on the 2004 Review.

#10. Student Complaints

TO CONSIDER:

A report on postgraduate students complaints for the academic year 2003-04, paper AQSC 9/04-05 (copy attached), informed by a copy of the student complaints procedure, paper AQSC 10/04-05 (copy attached).

#11. QAA Code of Practice on Postgraduate Research Degrees

TO CONSIDER:

- (a) A copy of the revised section of the Code of Practice on Postgraduate Research Degree programmes, together with a covering letter from the HEFCE, paper BGS 3/04-05 (copy attached);

- (b) A briefing paper setting out significant issues arising, paper BGS 5/04-05 (copy attached); it being noted that at its meeting held on 6 October, the Board of Graduate Studies considered the revised Code and resolved:

(i) Use of an independent chair in viva examinations

That, as discussed at previous meetings of the Board, there was no support for the introduction of an independent Chair in viva examinations as suggested in the QAA Code of Practice, noting that University criteria for the appointment of examiners, guidance provided on regulations and procedures for the conduct of examinations should be sufficient to satisfy the institution as to the fairness of examinations.

(ii) Implications of the Code of Practice for University procedures

That the implications of the Code of Practice be given more detailed consideration at future meetings.

Minute 9/04-05 (unconfirmed)

12. HEFCE National Student Survey

TO CONSIDER:

A report from the HEFCE on the recent consultation on the proposed National Student Survey and guidance on action required of institutions, paper AQSC 11/04-05 (copy attached).

13. QAA Consultation on a Statement of Common Purpose for Subject Benchmarks

TO CONSIDER:

- (a) A draft Statement of Common Purpose for Subject Benchmarks for the Health and Social Care Professions, paper AQSC 12/04-05 (copy attached);

- (b) A response to the document from the Medical School, paper AQSC 13/04-05 (copy attached).

#14. Report from the Working Group on the Accreditation of Prior Learning

TO CONSIDER:

- (a) An oral report from Dr S Hill, Chair of the Working Group on the Accreditation of Prior Learning, established following the Review of the Foundation Degree in Community Enterprise & Development and subsequent proposed revision to the University's policy on APL proposed by the Board of Graduate Studies;

- (b) A proposed policy on the Accreditation of Prior Learning arising from the Group's work, paper AQSC 14/04-05 (copy attached);

- (c) A proposed application form to be used by candidates seeking approval for credit transfer, paper AQSC 15/04-05 (copy attached).

#15. Report from the Working Group on Assessment Conventions

TO RECEIVE:

An oral report from Professor Whitby on the progress of the Working Group on Assessment Conventions, established to consider the use of the Seymour Formula in the Faculty of Science and other issues relating to assessment and final undergraduate degree classification conventions, following the publication of the University's final Audit report.

#16. Periodic Review Schedule

TO RECEIVE:

- (a) A copy of the Periodic Review schedule for 2004-05 – 2008-09, paper AQSC 16/04-05 (copy attached).
- (b) A paper from Dr S Hill, Centre for Lifelong Learning, setting out a rationale for amending the University's current approach to the Periodic Review of Part-Time degree and 2+2 courses of study, paper AQSC 17/04-05 (copy attached).

17. Professional, Statutory & Regulatory Body accreditation

TO RECEIVE:

A copy of the schedule for forthcoming Professional, Statutory & Regulatory Body accreditation exercises, paper AQSC 18/04-05 (copy attached); it being noted that, following the amendment to procedures made in the light of Audit recommendations, reports on accreditation exercises undertaken each year will be forwarded to the Committee together with a departmental action plan for addressing matters of concern.

#18. Appointment of SSLC Co-ordinators

TO CONSIDER:

Current means of appointing of SSLC Co-ordinators and succession planning.

19. Any Other Business

20. Next Meeting

TO REPORT:

That the next meeting of the Committee will be held at 9.30 am on Wednesday 17 November 2004 in the Council Chamber, University House.

