

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 25 October 2006 at **8.30am** in the Council Chamber, University House. **Please note the early start time.**

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

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, Constitution and Membership

TO RECEIVE:

Terms of Reference, Constitution and Membership of the Committee, paper AQSC 1/06-07 (copy attached).

2. Minutes of the last meeting

TO CONSIDER:

The minutes of the meeting of the Committee held on 7 June 2006 (copy attached), noting that minutes for all meetings since October 2002 are available on the Governance website at <http://www2.warwick.ac.uk/insite/info/gov/atoz/aqsc/minutes/>

#3. Matters arising

- (a) Careers Service: Voluntary Year Out for Work Experience (Minute 102a/05-06 refers)

TO REPORT:

That the Committee at its meeting on 7 June considered:

- (i) Amended proposals and form for students wishing to take a Year Out for Work Experience, paper AQSC 109/05-06, alongside the proposal considered by the Committee at its meeting on 22 February 2006, paper BGS 9/05-06 (revised);
- (ii) The concerns of the Undergraduate Studies Committee of the Board of the Faculty of Arts;

- (iii) The proposal that further and more detailed guidance is given to Heads of Departments to ensure that the examination of the proposed scheme is applied rigorously;
- (iv) The advantages of the proposed Voluntary Year Out for Work Experience over the existing procedures for Temporary Withdrawal;

and resolved:

- (v) That the clarification provided by the Director of the Careers Service answered the concerns raised by the Undergraduate Studies Committee of the Board of the Faculty of Arts;
- (vi) That the proposal would enable students to retain access to university facilities and hopefully eliminate perceived negative associations connected to the suspension of registration through Temporary Withdrawal;
- (vii) That the Committee supported the proposal subject to clarification on a number of issues and questions including:
 - (A) Any restrictions on the type and nature of work that International students can undertake during their stay in the UK;
 - (B) Criteria to inform Heads of the Departments of the appropriate types of work that can be approved for both Home and International Students?
 - (C) The extent of the University's responsibility to ensure quality of the work experience and other criteria, such as health and safety if participating students remain registered students of the University;
 - (D) Given that the year's work experience is to be an enhancement of skills and / or knowledge, a process to ensure that this happens, for example an end of year report.
- (viii) That the Chair be given authority to approve applications from students ad honorarium as they arose subject to liaison with staff and student, to prevent stalling the proposal, whilst the Director of the Careers Service clarifies the proposal for further consideration at the next meeting of the committee.

TO CONSIDER:

A revised proposal to allow students to take a voluntary year out for work experience, including a proposed new regulation, prepared by Ms R Wooldridge Smith, Director of the Careers Service and Mr S Russell, Acting Director of the Careers Service, paper AQSC 2/06-07 (copy attached).

- (b) CLL: BACP accreditation (Minute 104d/05-06 refers)

TO CONSIDER:

The report from the British Association of Counselling & Psychotherapy on their accreditation of the Centre for Lifelong Learning's Diploma in Person-Centred (Rogerian) Counselling and Psychotherapy, paper AQSC 3/06-07 (copy attached).

- (c) Self-Certification of Student Absence (minute 33/05-06 refers)

TO REPORT:

- (i) That the Committee at its meeting on 16 November 2005 considered a revised policy on Self-Certification of Absence, paper AQSC 31/05-06, and resolved that the Assistant Secretary discuss the application of the current Regulation with the Assistant Registrar in the Exams Office.
- (ii) That, contrary to the current Regulation 12, students submit medical certificates covering periods of significant assessment to their Head of Department, not the Registrar.

TO CONSIDER:

Amendments to Regulation 12 (1) (a) to require students to submit medical certificates covering periods of significant assessment to their Head of Department, not the Registrar, paper AQSC 20/06-07 (copy attached), and a University policy on circumstances in which self-certification be permitted, paper AQSC 21/06-07 (copy attached).

4. Chair's Action

TO REPORT:

That the Chair took action on behalf of the Committee since the previous meeting to recommend to the Steering Committee that a proposal from Warwick Manufacturing Group to contribute to an MSc in Major Project Management to be offered by the University of Newcastle Upon Tyne, paper SC 487/05-06 (copy attached) be approved, it being noted that the Chair of the Collaborative, Flexible and Distributed Learning Sub-Committee took action on behalf of the Sub-Committee to recommend that the proposal be approved.

5. Chair's Business

6. University Complaints Procedure

TO REPORT:

That a revised University Complaints procedure has been launched, paper AQSC 04/06-07 (copy attached), along with a website: www2.warwick.ac.uk/insite/info/gov/complaintsandfeedback.

7. National Teaching Fellowship Scheme 2006

TO REPORT:

That David Morley was awarded a National Teaching Fellowship in the 2006 competition.

#8. Risk

TO CONSIDER:

- (a) The executive summary of a report prepared by Managing Academic Risk – Final Report of the HEFCE Good Management Practice Project on Quality Risk Management in Higher Education, paper AQSC 5/06-07 (copy attached), noting that the full report is available from the Secretariat on request;
- (b) A paper prepared by Ms Y Salter Wright, Senior Assistant Registrar (Governance) on the University's approach to risk management, paper SC 489/05-06 (part) (copy attached);
- (c) The University's register of risks related to learning and teaching, paper AQSC 6/06-07 (copy attached), with the likelihood and impact of risks now expressed using the 'traffic light' system.

#9. Burgess Group Consultation

TO RECEIVE:

Consultation Paper from the Measuring and Recording Student Achievement Group (the "Burgess Group") on degree classification, paper AQSC 7/06-07 (copy attached), along with the response agreed by the Steering Committee for submission to the Burgess Group, paper SC.xx/06-07 (to follow).

TO CONSIDER:

A briefing paper produced by QAA summarising outcomes from Institutional Audit reports related to degree classification schemes, paper AQSC 8/06-07 (copy attached), also available on QAA's website at http://www.qaa.ac.uk/education/briefings/classification_20Sept06.asp

10. HERRG Concordat

TO CONSIDER:

The Higher Education Concordat commissioned by the Higher Education Regulation Review Group, paper AQSC 9/06-07 (copy attached).

#11. National Student Survey 2006

TO REPORT:

- (a) That the University's final response rate in the National Student Survey 2006 was ~15%, down from ~40% in 2005.

- (b) That nationally the response rate in the National Student Survey 2006 was ~56%, down from ~60% in 2005, and that a number of Russell Group institutions fell below the 50% publication/reliability threshold.
- (c) That the University's unpublished results are now available on the password-protected Ipsos MORI dissemination site and that, as last year, access details will be made available to Heads of Departments.

TO CONSIDER:

Paper prepared by the Secretary summarising trends in the University's unpublished results, paper AQSC 10/06-07 (to follow).

#12. National Student Survey 2007

TO CONSIDER:

Invitation from HEFCE and Ipsos-MORI to take part in a pilot of extra questions in the National Student Survey 2007, noting that the results of any extra questions remain confidential to the University, paper AQSC 11/06-07 (copy attached).

13. QAA Consultation on Subject Benchmark Statements

TO REPORT:

- (a) That QAA is carrying out a consultation on revisions to a number of Subject Benchmark Statements, with full details available on the QAA website:
www.qaa.ac.uk/academicinfrastructure/benchmark/review06.asp
- (b) That the University will make no formal response to QAA consultation on revised Subject Benchmark Statements for the following subjects:
 - Architectural Technology
 - Criminology
 - Earth Sciences, Environmental Sciences and Environmental Studies
 - Geography
 - Housing Studies
 - Landscape Architecture
 - Theology and Religious Studies
- (c) That responses to QAA consultation on revised Subject Benchmark Statements for the following subjects will be submitted, noting that the Heads of relevant Departments have been invited to consider and comment on them:
 - Accounting
 - Archaeology
 - General Business Management (undergraduate)
 - General Business Management (postgraduate)
 - Classics and Ancient History
 - Computing
 - Economics
 - English

Finance
History
Law
Philosophy
Politics and International Relations

#14. QAA Code of Practice

TO REPORT:

That QAA have published finalised revised versions of three sections of the *Code of practice for the assurance of academic quality and standards in higher education*, all available on the QAA website www.qaa.ac.uk/academicinfrastructure/codeOfPractice/

- (a) Section 6: Assessment of students
- (b) Section 7: Programme design, approval, monitoring and review
- (c) Section 10: Admissions to higher education

TO CONSIDER:

Revised versions of three sections of the *Code of practice for the assurance of academic quality and standards in higher education*, each accompanied by a covering paper prepared by the Secretary summarising changes from the previous versions:

- (d) Section 6: Assessment of students, paper AQSC 12/06-07 (copy attached) and accompanying summary, paper AQSC 13/06-07 (copy attached);
- (e) Section 7: Programme design, approval, monitoring and review, paper AQSC 14/06-07 (copy attached) and accompanying summary, paper AQSC 15/06-07 (copy attached);
- (f) Section 10: Admissions to higher education, paper AQSC 16/06-07 (copy attached) and accompanying summary, paper AQSC 17/06-07 (copy attached).

#15. University APEL policy

TO CONSIDER:

Amendments to the policy on the accreditation of prior learning, paper AQSC 18/06-07 (copy attached).

16. Report from the SSLC Coordinators

TO REPORT:

- (a) That the new SSLC on-line Portal (go.warwick.ac.uk/sslc) will soon be launched, bringing together existing on-line sources of information and advice about the SSLC system from Students' Union and University webpages, and offering a range of functions to support SSLC convenors and representatives in their work.
- (b) That the SSLC Coordinators resolved during the summer vacation that the SSLC system now be known as the Student-Staff Liaison

Committee system, to emphasise the student-led nature of the partnership, with the new title to be introduced into practice during 2006-07.

17. QAA: Outcomes from Institutional Audit

TO REPORT:

That QAA have published yet more reports in the Outcomes from Institutional Audit series, which are available on the QAA website <http://www.qaa.ac.uk/reviews/institutionalAudit/outcomes/default.asp> and have been considered by the Chair and the Secretary:

- (a) The framework for higher education qualifications in England, Wales and Northern Ireland;
- (b) Specialist institutions;
- (c) Subject benchmark statements.

18. QAA Higher Quality

TO RECEIVE:

The latest edition of QAA's bulletin *higher quality*, dated 21 June 2006, paper AQSC 19/06-07 (copy attached).

19. Any other business

20. Next meeting

TO REPORT:

That the next meeting will be held at 9.30am on Wednesday 22 November 2006 in the Council Chamber.