

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Wednesday 2 March 2011 at **9.00am** in the Council Chamber, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary of the Committee, Christina Edgar, ext 22707, email [C.L.Edgar@warwick.ac.uk](mailto:C.L.Edgar@warwick.ac.uk) or to the Assistant Secretary, Rory McIntyre, ext 74464, email [R.J.Mcintyre@warwick.ac.uk](mailto:R.J.Mcintyre@warwick.ac.uk)

J F Baldwin  
Registrar

***We will work from this agenda at the meeting. New items, information and papers are included in bold.***

**SECOND CIRCULATION AGENDA**

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 3 February 2011, previously circulated and available on the Governance website at:

<http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

2. Matters arising

- (a) QAA: Recruitment of Reviewers and Review Secretaries for the Institutional Review Process (minutes 43(d)/10-11 and SC.292/10-11 refer)

TO REPORT:

- (i) That, at its meeting on 10 January 2011, the Steering Committee considered correspondence from the QAA requesting nominations for Institutional Reviewers and review secretaries and resolved that the Pro-Vice-Chancellor (Education and Student Experience) would nominate Dr Amanda Dowd, WMG, to QAA as an institutional review team member before the deadline of midday on 26 January 2011;
- (ii) That, at its last meeting on 3 February 2011, it was reported to the Committee that Dr David Lamburn, CLL, would also continue as a reviewer, having previously been nominated to the QAA within the previous institutional audit process;
- (iii) That Dr Dowd's nomination as an Institutional Reviewer has been accepted by the QAA.

**(b) HEFCE Consultation on Public Information about Higher Education (minutes 44/10-11 and 28/10-11 refer)**

**TO REPORT:**

(i) That, at its meeting on 8 December 2010, the Committee considered a consultation document by the HEFCE on changes to the information published by institutions on courses of study (paper AQSC 34/10-11) and resolved that a small working group be convened, chaired by the Chair of the Committee and to include members from AQSC, Student Admissions and Recruitment, Student Careers and Skills and the Estates Office, to formulate the University's response to the consultation, noting that:

(A) The Committee was immediately concerned about the inclusion of "average salary" in the Key Information Set, it being considered that this data was too inconsistent and would need excessive contextual information for it to be meaningful;

(B) That draft response would be considered by the Committee at its next meeting, prior to consideration by the Steering Committee and submission to HEFCE by the deadline of 7 March 2011;

(ii) That a small working group, convened to consider the consultation document, met on 26 January 2011 with the following membership:

Professor Ann Caesar	Chair of AQSC
Dr J Robinson	AQSC Member
Miss C Thomson	Assistant Registrar (Recruitment)
Mrs T Gibbs	Student Careers and Skills
Dr C Edgar	Senior Assistant Registrar (TQ)
Mr R McIntyre	Assistant Registrar (TQ)

(iii) That, at its meeting on 3 February 2011, the Committee considered a paper setting out the University's initial draft response to the consultation (paper AQSC 37/10-11) and resolved that the response be augmented to include the further comments of the Committee [as set out in the minutes].

**TO RECEIVE:**

The final response to the consultation on public information about higher education (paper SC.309/10-11, copy attached), noting that the response had also been considered by the Steering Committee at its meeting on 28 February 2011 and that a letter of objection to the consultation process will also be drafted on behalf of the Vice-Chancellor to be sent to HEFCE, copied to the Russell Group.

- (c) Academic Infrastructure Consultation (Code of Practice for Standards, Quality and Enhancement) (minute 45/10-11 refers)

TO REPORT:

- (i) That, at its last meeting on 3 February 2011, it was reported to the Committee that the QAA was currently consulting on proposed changes to the Academic Infrastructure, with a deadline for responses of 1 March 2011;
- (ii) That, at its last meeting on 3 February 2011, the Committee considered a discussion paper from the Assistant Secretary setting out a number of the key issues within the consultation document (paper AQSC 38/10-11), noting that the consultation document itself was attached at Annex A, and supporting information at Annex B, and resolved that an institutional response to the consultation be drafted by the Assistant Secretary in consultation with the Chair of the Collaborative, Flexible and Distributed-Learning Sub-Committee, noting that:
- (A) The reason for the proposed changes are unclear;
- (B) The proposed document appears to address two different audiences (the public and the QAA) and may, therefore, not address each appropriately (by the use of terms that may have a different common understanding by the public but a very specific meaning in a quality and standards context, for example);
- (C) The recognition that the Programmes Specifications (currently a requirement of QAA) are not fit for purpose be welcomed.

TO RECEIVE:

The response to the consultation on proposed changes to the Academic Infrastructure (**paper SC.294/10-11 (Revised), copy attached**), noting that the response had also been considered by the Steering Committee at its meeting on 21 February 2011.

3. Chair's business
4. Update from the Students' Union

TO RECEIVE:

An oral report from the Students' Union President and Education Officer.

5. Learning and Teaching Strategy (minute 43(c)/10-11 refers)

TO REPORT:

That, at its last meeting on 3 February 2011, the Committee received an oral report from the Chair, noting that (*inter alia*) the 'Learning Dimension' (a booklet produced by the Communications Office linked to the learning strand of the Strategy) and

'Teaching and Learning Strategy' will need to be rewritten to reflect the goals of the refreshed Strategy, and resolved:

- (i) That the 'Learning Dimension' booklet be circulated by the secretariat to Committee members along with the Teaching and Learning Strategy for discussion at the next Committee meeting;
- (ii) That Committee members be invited to consider where there are 'gaps' in the current Teaching and Learning Strategy and how Warwick's aims in this area can best be put forward;
- (iii) That feedback from the current student body regarding the expectations they would have under an increased fee regime would be fed back to the Chair to inform current discussions.

TO CONSIDER:

- (iv) The "Learning Dimension" (paper AQSC 42/10-11, previously circulated);
- (v) The current Learning and Teaching Strategy (paper AQSC 6/07-08 (revised 5), previously circulated), together with a discussion paper from the Secretary (**paper AQSC 43/10-11, copy attached**).

6. Student Experience/Fees

TO CONSIDER:

A paper discussed initially at Steering Committee at its meeting on 1 February 2011 setting out proposed principles regarding fee levels, widening participation and enhancing the student experience to guide the setting of revised undergraduate fees (paper SC.259/10-11, previously circulated).

7. Proposal to change name of AQSC

TO CONSIDER:

A proposal from the Chair to consider changes to the name of the Academic Quality and Standards Committee with effect from next academic year, to better reflect the range of business considered by the Committee and its Sub-Committees, noting the following possible ideas:

- (a) Academic Committee for Enhancement and Standards;
- (b) Committee for Academic Standards and Enhancement;
- (c) Committee for Teaching and Learning Enhancement and Standards;
- (d) Standards, Quality and Enhancement Committee;
- (e) Another name better reflecting the remit of the committee in terms of management of the student experience and enhancement activity.

8. Personal Tutoring

TO CONSIDER:

A discussion paper from the Senior Tutor on the current position of the personal tutor system and proposals to achieve enhanced consistency of guidelines' implementation (**paper AQSC 45/10-11, copy attached**).

9. What is Feedback?

TO REPORT:

- (a) That an event called "What is Feedback?" took place on 27 January 2011 in the Teaching Grid, organised jointly by the Institute for Advanced Teaching and Learning, the Students' Union and the Teaching Quality section of the Academic Office;
- (b) That the event was intended to foster debate involving both staff and students about how feedback and assessment could be improved across the University, and included a number of presentations and sessions from both internal and external speakers;
- (c) That the event was well received with 65 attendees throughout the half-day event and that, at the conclusion of the day, all participants were asked to share at least one action that they were personally going to take away from the day, and to identify one area where they felt the University could do more to improve student satisfaction in this area.

TO CONSIDER:

- (d) A paper from the Institute of Advanced Teaching and Learning listing the individual (anonymised) and University actions mentioned at the "What is Feedback?" event (paper AQSC 46/10-11, previously circulated).
- (e) The University "Good Practice Guide on Providing Feedback to Students on Assessment", (paper AQSC 47/10-11, previously circulated) approved by the Committee in January 2004, with a view to seeking the Committee's input into refreshing the content in line with the consideration of the Learning and Teaching and University Strategies, the outcomes of the "What is Feedback?" event, and the changing national picture with regard to good practice in this area.

10. Student Academic Complaints and Appeals 2009-10

TO CONSIDER:

A report from the Administrative Officer (Academic Registrar's Office) concerning student academic complaints and appeals 2009-10 (**paper AQSC 48/10-11, copy attached**).

11. Collaborative Policy (minute CFDLSC 18/10-11 refers)

TO REPORT:

- (a) That, at its meeting on 10 February 2011, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a paper from the Assistant Registrar (Teaching Quality) on the amplified section 2 of the QAA Code of Practice (Collaborative, Flexible and Distributed Provision) and its relation to existing University processes and procedures (paper CFDLSC 15/10-11) together with a copy of the new section (paper CFDLSC 16/10-11), and recommended (to the Academic Quality and Standards Committee) that, whilst reviewing the University Learning and Teaching Strategy and in light of

the ongoing refresh of the University Vision 2015 Strategy, the Committee consider whether it would be desirable to revisit the existing published collaborative policy with a view to more clearly articulating the criteria for selection and approval of potential collaborative partners and the underpinning strategy on collaborative provision, noting that the Sub-Committee will itself consider this question further at its next meeting;

- (b) That the recommendation had arisen as a result of a strong reinforcement in the amplified code of practice regarding the need for institutions to “determine their institutional strategy toward collaborative provision and how this relates to their mission and corporate plan”.

TO CONSIDER:

The University's existing collaborative policy (paper AQSC 49/10-11, previously circulated).

12. **Annual Course Review Reports (draft unconfirmed minute BUGS 14/10-11 refers)**

TO REPORT:

**That, at its meeting on 23 February 2011, the Board of Undergraduate Studies considered (*inter alia*) a Summary Report of the Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2009/10 (paper SFS 15/10-11), and recommended (to the Academic Quality and Standards Committee) that the practice of some Boards of Examiners in Science of allowing students registered on 4-year integrated masters' degrees to graduate with a bachelor's degree in a higher class if the marks achieved in their fourth year of study are relatively poor, be considered with regard to the unified degree classification conventions.**

TO CONSIDER:

**The Undergraduate Annual Course Review Reports submitted by Departments in the Faculty of Science for the academic year 2009/10 (paper SFS 15/10-11, copy attached).**

13. **Inclusion of Final Assessment information on Module Approval form**

TO REPORT:

- (a) That, as a result of a recommendation arising from the HESES audit which took place in June 2010, there is a need to collect detail on the “final assessment” in each module of study to ensure compliance;
- (b) That the “final assessment” had been identified for all existing modules, but that a mechanism is needed to collect this information during the approval of new/revised modules;

TO CONSIDER:

A proposed change to the module approval form (form item 15a) to collect the required information on “final assessment” (paper AQSC 50/10-11, previously

circulated), noting that changes to the module approval guidance notes will also be amended following the meeting.

14. Any other business

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**ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION**

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

15. Chair's Action

TO REPORT:

That, since the last meeting of the Committee, the Chair had taken action, acting on behalf of the Committee, to approve a recommendation that Dr J Robinson be appointed to sit on the e-Learning Steering Group on behalf of AQSC.

16. National Student Survey

TO RECEIVE:

A summary of departmental response rates to date (**paper AQSC 51/10-11, copy attached**).

17. Erasmus Mundus (minute 47/10-11 refers)

TO REPORT:

That, at its last meeting on 3 February 2011, the Committee received the 2011 Erasmus Mundus Call for Proposals (paper BGS 26/10-11), noting that (*inter alia*):

- (a) Arrangements were being made for a Grand Committee to consider expressions of interest (in the form of the 'summary sheet' and draft documentation) in mid-March ahead of the Commission's deadline;
- (b) The imposed timescale for the process is short.

TO RECEIVE:

A timeline setting out the dates of the Erasmus Mundus Grand Committee and other key internal deadlines, also highlighting an outline of the internal process to be followed in scrutinising proposals (paper AQSC 52/10-11, previously circulated), noting that only one Erasmus Mundus bid is now expected, for a Joint Doctoral programme in Complexity Science.

18. QAA: Doctoral degree reference point draft (draft unconfirmed minute BGS 65/10-11 refers)

TO REPORT:

That, at its meeting on 24 February 2011, the Board of Graduate Studies considered a QAA Consultation paper on Doctoral degree characteristics (paper BGS 41/10-11), and it was also reported that responses were expected by 28 April 2011, and that comments to inform the University's response were to be directed to the Graduate School.

TO RECEIVE:

The QAA Consultation paper on Doctoral degree characteristics (paper BGS 41/10-11, copy attached).

19. New and Revised Undergraduate Courses of Study (draft unconfirmed minute BUGS 6/10-11 and 9/10-11 referred)

(a) New courses

TO REPORT:

That the Board of Undergraduate Studies, at its meeting on 23 February 2011, approved the following new course:

- BSc Accounting and Finance (Undergraduate Partnership Programme)

20. New and Revised Postgraduate Courses of Study (draft unconfirmed minutes BGS 57/10-11, BGS 66/10-11 and BGS 67/10-11 refer)

(a) New courses

TO REPORTE:

That the Board of Graduate Studies at its meeting on 24 February 2011 approved the following new courses:

- Postgraduate Certificate in Language Testing and Assessment;
- Postgraduate Award in Challenges of Careers Work in Higher Education;
- Postgraduate Award in Career Development Theories: Integrating Theory and Practice;
- Postgraduate Award in Learning from Work Experience;
- Postgraduate Award in The Recruitment Process.

(b) Revised courses

TO REPORT:

That the Board of Graduate Studies at its meeting on 24 February 2011 approved the following revised courses:



- Postgraduate Diploma in Public Finance and Leadership;
- MA in Creative and Media Enterprises;
- MA in International Cultural Policy and Management;
- MA in Global Media and Communication;
- MSc in Complexity Science;
- MSc in Financial Mathematics;
- Masters in Public Management (Commissioning).

(c) Change of Title

TO REPORT:

That the Board of Graduate Studies at its meeting on 24 February 2011 approved the following changes of title:

- LLM in Law and Development [from LLM in Development Law and Legal Education].

21. Collaborative course proposals

***Note:** Copies of the papers setting out proposals for new collaborative courses will be laid on the table at the meeting. They are not circulated to members of the Committee in advance, but are available on request from the Secretariat.*

(a) Warwick Manufacturing Group collaboration with SIM/SIMTech (minute CFDLSC 24(b)/10-11 refers)

TO REPORT:

That, at its meeting on 10 February 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to extend the existing collaboration with SIM/SIMTech (paper SGS 69/10-11), and resolved that the proposal from the Warwick Manufacturing Group to extend the existing collaboration with SIM/SIM Tech to include the MSc in Supply Chain and Logistics Management, as set out in paper SGS 69/10-11, be approved, noting that the partner institutions had been made aware of the resulting increased supervision requirements.

(b) Postgraduate Award in Leading Operations and Process Management in the Service Sector (minute CFDLSC 24(d)/10-11 and draft unconfirmed minute BGS 69/10-11 refer)

TO REPORT:

- (i) That, at its meeting on 10 February 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Business School to introduce a new Distance Learning Postgraduate Award in “Leading Operations and Process Management in the Service Sector”, and resolved that the proposal from the Warwick Business School to introduce a new Distance Learning Postgraduate Award in “Leading Operations and Process Management in the Service Sector”, as

set out in papers GFSS 87a-d/10-11, GFSS 88/10-11, GFSS 89/10-11, GFSS 90/10-11 and GFSS 91/10-11, be approved by the Chair (noting that financial approval had not yet been granted), upon receipt of:

- (A) A satisfactory external advisor's assessment of the proposed course;
  - (B) Confirmation of who within WBS will undertake the role of second-marker;
  - (C) Confirmation of the measures taken to ensure that delivery of the course can be safeguarded, in light of the very high percentage of the course being delivered by a single, external member of staff;
- (ii) That, subsequent to the meeting, the additional information requested had been received, and that the Chair of the Sub-Committee, acting on its behalf, had taken action to approve the new Distance Learning Postgraduate Award in "Leading Operations and Process Management in the Service Sector";
- (iii) That it was reported to the Board of Graduate Studies, at its meeting on 24 February 2011, that the Graduate Studies Committee of the Faculty of Social Sciences, at its meeting on 1 February 2011, approved the proposal to introduce a new course entitled "PGA in Leading Operations and Process Management in the Service Sector", as set out in papers GFSS 87a-d/10-11.
- (c) Lean Sigma (Intermediate) [Title change] (minute CFDLSC 25(a)/10-11 refers)

**TO REPORT:**

That, at its meeting on 10 February 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Warwick Manufacturing Group to change the title of the existing module, delivered collaboratively with Barclays Wealth, Lean Sigma (Green Belt) to Lean Sigma (Intermediate) (paper SGS 58/10-11), noting that the module was originally approved at the meeting of the Sub-Committee which took place on 28 May 2010, and resolved that the proposal be approved.

- (d) Independent Study (Teach On) (minute CFDLSC 25(b)/10-11 refers)

**TO REPORT:**

That, at its meeting on 10 February 2011, the Collaborative, Flexible and Distributed Learning Sub-Committee considered a proposal from the Institute of Education to introduce a new module, in collaboration with Teach First, entitled "Independent Study (Teach On)" (paper GFSS 77/10-11), noting that the proposed module is a variant of an existing collaborative module, and resolved that the proposal be approved.

22. Next meeting

That the next meeting of the Committee will be held at 9.00am on Wednesday, 19 May 2011 in the Council Chamber, University House.

CE/RM, 28/2/11

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