

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 23 November 2017 at **2.30pm** in room CMR1.0, University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary of the Committee, Claudia Gray, ext 24812, or the Assistant Secretary, Cara Pearson, ext 74464, email [aqsc@warwick.ac.uk](mailto:aqsc@warwick.ac.uk)

R Sandby-Thomas  
Registrar

New items added to this agenda are marked in **bold** typeface.  
We will work from this agenda at the meeting

**2<sup>nd</sup> CIRCULATION A G E N D A**

1. Minutes of the last meeting

TO CONSIDER:

- (a) Minutes of the meeting of the Academic Quality and Standards Committee on 31 October 2017 (copy attached);

2. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the Academic Quality and Standards Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK, available online from:

<http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/Code-Final.pdf>

3. Matters arising

- (a) Reading Lists (minute AQSC.102/16-17 refers)

TO REPORT:

That at its meeting on 12 June 2017, it was *reported* to the Committee (inter alia) that it was proposed that implementation of Talis Aspire for institution-wide use for publication of reading lists be phased for launch in 2018/19 and that a programme had been developed by IT Services to move reading lists currently held in multiple formats to Talis Aspire, which should accommodate 80% of those available;

That at its meeting on 12 June 2017, the Committee *considered* a paper from the Head of Client Services (Library) on a proposed approach to improve the visibility of Reading Lists (paper AQSC.30/16-17) and *resolved*:

- That the Library be mandated to take forward the implementation of Talis Aspire for 2018/19;
- That the project would need to be appropriately supported and clearly communicated to departments;
- That regular reports on the take-up of Talis Aspire be provided to the Committee.

**TO RECEIVE:**

An update report on the take up of Talis Aspire (AQSC.03/17-18, copy attached)

- (b) Termly Report on Complaints and Appeals (minutes QAWG.32 and 33/16-17 refer)

**TO REPORT:**

- (i) That at its meeting on 18 May 2017, the Quality Assurance Working Group *considered* the termly report on student complaints and appeals (paper QAWG.24/16-17) and *resolved* (*inter alia*) that future reports further clarify the nature of Chair's action taken in relation to ongoing appeals, such as those referenced in section 4.3;
- (ii) That at its meeting on 18 May 2017, it was *reported* to the Working Group (*inter alia*) that an analysis of the OIA outcomes and trends would be addressed in the next termly report on Academic Complaints and Appeals, alongside the outcomes of the University of Warwick for the same period;
- (iii) That at its meeting on 31 October 2017, it was reported to the Committee that the termly and annual report on Academic Complaints and Appeals would be brought forward to the next meeting of the Committee;

**TO CONSIDER:**

- (iv) **The annual and termly report on Academic Complaints and Appeals (paper AQSC.04/17-18, copy attached);**

- (c) Good Practice Guide on Monitoring Student Attendance and Progress (minute AQSC.84/16-17 refers)

**TO REPORT:**

- (i) That at its meeting on 12 June 2017, the Committee considered a paper setting out proposed amendments to the Good Practice Guide on Monitoring Student Attendance and Progress (Paper AQSC.24/16-17) and it was reported (*inter alia*) that the fee for the intercalated year could be reconsidered if the level of monitoring required were reduced for non-Tier 4 students, noting

- that students who took a voluntary year out to work were not required to pay a fee.
- (ii) That at this meeting, the Committee resolved that the Secretariat explore the rationale for the current level of fees for the intercalated year;
  - (iii) That the matter has been referred to the Fees Working Group of the Academic Resourcing Committee;

(d) Compliance with Consumer Protection Legislation (Competition and Markets Authority) (minute AQSC.12/17-18 refers)

TO REPORT:

- (i) That at its meeting on 31 October 2017, the Committee received a report from the Acting Academic Registrar on work undertaken to comply with requirements of Consumer Protection Law at the University of Warwick to date and invited the Committee to consider how it will secure responsibility for oversight and institutional compliance with Consumer Protection Law (paper AQSC.10/17-18) in future;
- (ii) That the Committee resolved that item needed further in-depth consideration and that the item be brought forward to the next meeting of the Committee;
- (iii) That it had not been possible to progress work on the item for this meeting of the Committee and as such it would be deferred to a future meeting of the Committee in the Spring Term.

(e) Outstanding ITLR responses (minutes AQSC.91/16-17 and 5(a) refer)

TO REPORT:

- (i) That at its meeting on 31 October 2017, it was reported to the Committee that:
  - (A) The Committee had considered responses to ITLR reports from departments at its meeting on 12 June 2017 and resolved that the response to the ITLR report by Warwick Mathematics Institute not be approved, noting that responses to recommendations made in the ITLR report were still outstanding (minute 91/16/17 2 (a) (iii) (A) and (v));
  - (B) That responses to the ITLR report for Mathematics were in the process of being submitted to AQSC for consideration;
- (ii) That the Chair had taken action to approve the response to the ITLR report for the Warwick Mathematics Institute, subsequent to receiving satisfactory details in response to queries raised as set out in paper AQSC.24/17-18 (available online)

4. Chair's Business

5. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

6. Student Learning Experience and Engagement Committee

TO RECEIVE:

An oral update from the Chairs of the Student Learning Experience and Engagement Committee.

7. Recommendations from the Institutional Teaching and Learning Review 2017

TO REPORT:

- (a) That at its final meeting, the ITLR Steering Group approved a process for monitoring progress against recommendations made as part of the ITLR 2017;
- (b) That recommendations made in relation to specific departments are being monitored by Faculty Education Committees and the Student Success Programme Board;
- (c) Recommendations made to the University have been categorised thematically and allocated an 'owner' deemed best placed to address or respond to the recommendation;
- (d) That the process for monitoring progress on these recommendations will operate on a termly basis (from Spring term 2018), with summary reports due to be submitted to University Education Committee at its meeting on 26 February 2018;

TO RECEIVE:

- (e) An oral report from the Pro-Vice Chancellor for Education;
- (f) The process flowchart for monitoring progress against recommendations made as part of the ITLR 2017, as approved by the ITLR Steering Group and set out in paper AQSC 25.17-18 (copy attached);
- (g) A paper listing University-level recommendations with the Academic Quality and Standards Committee as 'owner' as set out in paper AQSC 26. 17-18 (copy attached)

*Secretary's note: it is recommended that this paper is viewed electronically in Excel format*

8. Consultation on the UK Quality Code for Higher Education

TO CONSIDER:

A discussion paper on a draft response to the QAA consultation on a revised UK Quality Code (paper AQSC.27/17-18, copy attached)

9. Guidance on dealing with contracting to cheat in Higher Education

TO CONSIDER:

The guidance issued by the QAA in October 2017 on how to address contract cheating and a proposal on how the University may wish to respond to this as set out in paper AQSC.28/17-18, copy attached

10. Update on Review of Assessment

TO RECEIVE:

An oral report from Acting Chair of the Review of Assessment.

11. Credit and Module Framework

TO CONSIDER:

A discussion paper on the credit and module framework at the University of Warwick (paper AQSC.29/17-18, copy attached)

12. Partnerships Committee

Revised policy for approval and review of collaborative programmes (minutes CFDLSC.21 & 36 and 54/16-17 and PC.9/17-18 refer)

TO REPORT:

- (i) That at its meeting on 19 May 2017, the Partnerships Committee *considered* a series of papers proposing a new collaborative taxonomy with glossary and guidance flowchart as set out in papers CFDLSC.73.16-17, CFDSL.7b.16-17{revised} and CFDLSC.74.16-17 and *resolved* (inter alia):
  - (A) That the documents be approved, subject to minor amendments;
  - (B) That the taxonomy would be reported to Senate;
  - (C) That the Secretary and incoming Chair consider the Schedule of Collaborative Reviews for 2017-18, noting that there were currently too many and some were low risk;
  - (D) That work on a framework for placements and work-based learning; and doctoral study be progressed over the summer;

- (ii) That at its meeting on 10 October 2017, it was reported to the Partnerships Committee that:
- (A) A revised approval and monitoring and review process and policy had been drafted to replace the existing separate policies and coincide with the introduction of the new course approval process, academic governance arrangements and the introduction of a new monitoring and review process;
  - (B) That the proposed procedure would take a risk-based approach proportionate to the characteristics of the partner and the collaborative arrangement;
  - (C) Changes to both the process and policy for course approval and monitoring and review of all University programmes were still underway;
  - (D) That the “Principles of Quality Assurance of programmes delivered in partnership with others” (paper PC.10/17-18 Appendix V) could serve as a reference point for the those members reviewing and categorising a proposal at the outline stage;
  - (E) That further work packages on the following would be necessary:
    - Collaborative arrangements involving doctoral study
    - Work-based learning
    - Professional Placements
    - Degree Apprenticeships
    - Study Abroad and student mobility
  - (F) That the local procedures in place in departments with professional placements, such as WMS and CTE, would need to be made explicit as a reference point for the Committee and other review or audit functions by non-specialists across the University;
  - (G) Revisions to academic policy and procedure would need to be recommended for approval to the Academic Quality and Standards Committee and the Senate;
- (iii) That at its meeting on 10 October 2017, the Partnerships Committee *considered* a revised Procedure for Approval and Monitoring of collaborative courses as set out in paper PC.10/17-18 (With appendices I – XII) and *resolved* that the revised procedure and resources be approved, subject to changes in terminology used in Appendix II and III to avoid confusion with existing roles and Committees prevalent at departmental level;

TO CONSIDER:

- (iv) A revised Procedure for Approval and Monitoring of collaborative courses as set out in paper PC.10/17-18{revised} (With appendices I – XII, copy attached) as follows:
- (A) Appendix I{revised} - Responsibilities for approval and monitoring

- (B) Appendix II *{revised}* – University Course Coordinator Responsibilities
- (C) Appendix III *{revised}* – Validation or Franchise Group or Course Management Committee: Guidelines for Good Practice
- (D) Appendix IV - The Collaborative Strategy and Policy *(Previously approved by Senate 2016)*
- (E) Appendix V - Principles of QA of programmes delivered in partnership with others
- (F) Appendix VI *{revised}* - Process for outline and full approval of collaborative programmes
- (G) Appendix VII - Procedure for Collaborative Review *(Previously approved by Senate in 2012)*

TO RECEIVE:

- (H) Appendix VIII - Guidance Flowchart (CFDLSC.74.16-17 *{revised}*),
- (I) Appendix IX - Collaborative Glossary (CFDLSC.7b.16-17 *{revised}*),
- (J) Appendix X – Collaborative Risk Assessment Form ,
- (K) Appendix XI – Collaborative staff proposal coversheet (HEI) ,
- (L) Appendix XII – Collaborative staff proposal coversheet (non-HEI),
- (M) Appendix XIII – Site visit form (excerpt from course approval form)

13. Any other business

**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. These papers are available online at the Committee's file space here:

14. Chair's Action

(a) Engineering Year Abroad

TO REPORT:

- (i) That the Chair, acting on behalf of the Committee, had approved the principle for variants of the Undergraduate Engineering programmes to have their year abroad credit awarded on a pass/fail basis only instead of using a marks conversion scheme, due to concerns raised by the accrediting bodies;

- (ii) That early communication of this change with current and prospective students would be necessary;
- (iii) That revisions to the course would be submitted by the School of Engineering as soon as possible.

15. **Digest of FEC minutes**

**TO RECEIVE:**

- (i) **A digest of the minutes of the Autumn 2017-18 meetings of the Faculty Education Committees AQSC 30.17-18, (available online)**

16. **Board of Graduate Studies**

**TO RECEIVE:**

The minutes of the meeting of the Board of Graduate Studies on 10 October 2017 (published online: <https://warwick.ac.uk/services/gov/committees/bgs/minutes/>);

17. **Progress of Committee Recommendations**

**TO REPORT:**

- (a) That at its meeting on 18 October 2017, the Senate approved recommendations from the Committee under the following headings:

Revised Collaborative Risk Assessment form

18. **Next meeting**

**TO REPORT:**

That the next meeting of the Committee is scheduled to be held on **Monday 22 January 2018 at 9.30am in CMR 1.0, University House.**