

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

There will be a meeting of the Academic Quality and Standards Committee on Thursday 3 February 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 or to the Assistant Secretary, Rory McIntyre, ext 74464, email R.J.Mcintyre@warwick.ac.uk

J F Baldwin
Registrar

A G E N D A

1. Minutes of the last meeting

TO CONSIDER:

Minutes of the meeting held on 8 December 2010, previously circulated and available on the Governance website at:

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

2. Matters arising

(a) Secretariat of the Committee (minute 36/10-11 refers)

TO REPORT:

That Dr Christina Edgar has been appointed as Senior Assistant Registrar (Teaching Quality) and has therefore assumed the role of Secretary to the Committee with effect from 1 February 2011.

3. Chair's action

(a) Monitoring Student Progress and Attendance

TO REPORT:

That, since the last meeting, the Chair of the Committee, acting on its behalf, had taken action to approve a new student monitoring structure for the Postgraduate course "MA/PG Diploma in the History and Business of Art and Collecting", noting that details of the monitoring points are not being circulated to members of the Committee but are available on request from the Teaching Quality section of the Academic Office.

4. Progress of Committee Recommendations

TO REPORT:

That the Senate, at its meeting on 26 January 2011, resolved that recommendations from the Committee under the following headings be approved:

Terms of Reference, Constitution and Membership;
New and Revised Postgraduate Courses;
New and Revised Undergraduate Courses;
Collaborative Course Proposals.

5. Chair's business

(a) Membership of the Committee (minute 24/10-11 refers)

TO REPORT:

- (i) That, at its meeting on 8 December 2010, it was reported to the Committee that the Chair of the Board of Undergraduate Studies would soon be leaving the University and had therefore concluded her Committee work with immediate effect, and resolved (*inter alia*) that members of the Committee make known to the Chair any nominations or volunteers for the vacant position of Chair of the Board of Undergraduate Studies, and for the associated positions of Chair of the Placement Learning and Joint Degree Coordinators annual meetings, and Chair of the HEAR Project Board;
- (ii) That Professor Roger Leng, School of Law, has been appointed as Chair of the Board of Undergraduate Studies, and will also therefore assume responsibility for the associated positions.

(b) The Higher Education Academy (HEA) Consultation on UK Professional Standards Framework (minute SC.279/10-11 refers)

TO REPORT:

That, at its meeting on 10 January 2011, the Steering Committee considered a draft letter from the Pro-Vice-Chancellor (Education and Student Experience) in response to the HEA consultation on the UK Professional Standards Framework, indicating the University's intention not to complete the questionnaire whilst highlighting issues of concern regarding the HEA's processes and proposals (paper SC.200/10-11), and resolved (*inter alia*) that, following minor editorial changes, the letter would be sent in response to the HEA Consultation by the deadline of 14 January 2011

TO RECEIVE:

- (i) The HEA Consultation on the UK Professional Standards Framework (paper SC.152/10-11, copy attached), for information;
- (ii) The University's final response to the consultation (paper SC.200/10-11 (revised), copy attached).

- (c) Vision 2015 – 2010 Update (minute 25/10-11 refers)

TO RECEIVE:

An oral report from the Chair.

- (d) QAA: Recruitment of Reviewers and Review Secretaries for the Institutional Review Process (minute SC.292/10-11 refers)

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 Dr David Lamburn, CLL, would also continue as a reviewer, having previously been nominated to the QAA within the previous institutional audit process.

- (e) Warwick Awards for Teaching Excellence (2010/11)

TO REPORT:

That nominations are now invited for the Warwick Awards for Teaching Excellence (WATE) 2010/11, with further information available online at: <http://go.warwick.ac.uk/funding/wate>

- (f) National Teaching Fellowship Scheme (NTFS) 2011

TO REPORT:

- (i) That the nomination process for the Higher Education Academy sponsored National Teaching Fellowship Scheme (NTFS) has now begun, with a deadline for nominations of 23 March 2011;
- (ii) That the University will put forward the maximum three nominations in 2011.

6. HEFCE Consultation on Public Information about Higher Education (minute 28/10-11 refers)

TO REPORT:

- (a) 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:

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

Professor Ann Caesar (Chair)	Chair of AQSC
Dr J Robinson, Physics	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)

TO CONSIDER:

A paper setting out the University’s initial draft response to the consultation (paper AQSC 37/10-11, copy attached).

7. Academic Infrastructure Consultation (Code of Practice for Standards, Quality and Enhancement)

TO REPORT:

That the QAA is currently consulting on proposed changes to the Academic Infrastructure, with a deadline for responses of 1 March 2011;

TO CONSIDER:

A discussion paper from the Assistant Secretary setting out a number of the key issues within the consultation document (paper AQSC 38/10-11, copy attached), noting that the consultation document itself is attached at Annex A, and supporting information at Annex B.

8. Amendment to Regulation 8.12

TO REPORT:

That a possible inconsistency has been identified between two separate sections of regulation 8 (Regulations for First Degrees) by the Warwick Medical School, and that it has been identified that an additional note to clarify the situation with regard to academic appeals for the MBChB programme might be required;

TO CONSIDER:

A proposal from the Examinations Section of the Academic Office to add an additional note to regulation 8.12 (Governing appeals relating to decisions of final-year undergraduate boards of examiners), as follows (additions underlined), noting that, given the minor nature of the amendment, the full text of the existing regulation is not being circulated, but can be made available on request from the Secretariat:

8.12 Regulations Governing Appeals Relating to Decisions of Final-year Undergraduate Board of Examiners

Note: Appeal procedures relating to the MBChB degree are governed by Regulation 8.10 and those relating to undergraduate non-degree courses by Regulation 39.

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9. Erasmus Mundus Call for Proposals (draft unconfirmed minute BGS 35(f)/10-11 refers)

TO REPORT:

That, at its meeting on 18 January 2011, it was reported to the Board of Graduate Studies:

- (a) That the 2011 Erasmus Mundus Call for Proposals (paper BGS 26/10-11) is now open for both "Action 1A: Erasmus Mundus Masters Courses (EMMC)" and "Action 1B: Erasmus Mundus Joint Doctorates (EMJD)", noting that the University prefers Action 1B;
- (b) That although the deadline is 29 April 2011, the Commission's deadline for submission of the "Summary Sheet" of a proposed application is 31 March 2011. The Graduate School will contact departments shortly regarding the administrative support and proposed timetable for submission of applications within the University.

TO RECEIVE:

The 2011 Erasmus Mundus Call for Proposals (paper BGS 26/10-11, copy attached).

10. 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.

11. Outcomes of Collaborative Audit Provision

TO RECEIVE:

Papers by the QAA on the Outcomes of Collaborative Provision Audits (papers AQSC 39/10-11 and AQSC 40/10-11, copies attached) in the following areas, noting that these will also be considered by the Collaborative Flexible and Distributed Learning Sub-Committee at its meeting on 10 February 2011:

- (a) Student Representation and Mechanisms for Feedback;
- (b) Student Support and Information;
- (c) Assessment and Classification Arrangements;
- (d) Progression and Completion Information.

12. QAA: Revised Subject Benchmark Statements and Recognition Scheme for Subject Benchmark Statements

TO RECEIVE:

A communication from the QAA (paper AQSC 41/10-11, copy attached), detailing revised subject benchmark statements in the following areas as outlined on the cover sheet, noting that the subject benchmark statement for Architecture is not being circulated here:

- (a) Factually-updated subject benchmark statement for Psychology;
- (b) Factually-updated Foundation Degree qualification benchmark;
- (c) Revised recognition scheme for subject benchmark statements.

13. Next meeting

That the next meeting of the Committee will be held at 9.00am on Wednesday, 2 March 2011 in the Council Chamber, University House.