

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee
held on Thursday 15 May 2014

Present: Professor C Hughes (Chair), Ms E Davies (Student Representative (Education Officer)), Ms L Gill (Student Representative (Postgraduate Officer)), Dr C Jenainati (SSLC Coordinator (Arts and Social Science)), Dr J Kidd (Representative of the Chair of the Faculty of Medicine), Mr S Lamb (Senior Tutor), Professor D Lamburn (Chair of the Collaborative, Flexible and Distributed-Learning Sub-Committee), Professor R Leng (Chair of the Board of Undergraduate Studies), Professor A Reeve (Representative of Senate (Social Sciences)), Dr J Robinson (SSLC Coordinator (Science and Medicine)), Dr P Taylor (Director of IATL), Ms A Thomas (Service Owner (Academic Technology)), Professor P Thomas (Chair of the Faculty of Science).

Apologies: Ms S Bennett (Director of Student Careers and Skills), Mr M Conaghan (Learning and Development Manager (Academic)), Dr C Constable (Representative of Senate (Arts)), Professor C Hughes (Chair of the Faculty of Social Science), Professor S Jacka (Representative of Senate (Science)), Professor N Johnson (Representative of Senate (Medicine)), Professor J Palmowski (Chair of the Board of Graduate Studies), Professor S Swain (Chair of the Faculty of Arts).

In Attendance: Ms K Gray (Secretary), Mr R McIntyre (Assistant Secretary), Professor N Thrift (Vice-Chancellor and President) (for item 84/13-14).

84/13-14 Draft University Strategy Consultation

CONSIDERED:

The consultation on the draft University Strategy (paper AQSC 40/13-14), together with an oral presentation by the Vice-Chancellor and President.

RESOLVED:

- (a) That the Committee strongly endorse the relative priority placed on learning, teaching and the student experience in the draft University Strategy;
- (b) That the Vice-Chancellor and President be invited to a further meeting of the Committee in the 2014/15 academic year.

85/13-14 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting held on 27 February 2014, previously circulated and available on the governance web-site at:

<http://www2.warwick.ac.uk/services/gov/committees/agsc/minutes> , be approved.

86/13-14 Conflicts of Interest

REPORTED:

That, should any members or attendees of the 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.

87/13-14 Progress of Committee Recommendations

REPORTED:

That the Senate, at its meeting of 12 March 2014, resolved that recommendations from the Committee under the following headings be approved:

- Strategic Items;
- Teaching College;
- E-Learning Steering Group;
- Reports from the Contact Hours Working Group;
- Regulation 8: 4-year IUMDs;
- Change to Regulation 38: maximum time allowed for minor corrections to a DClinPsych thesis;
- Regulation 8.10 Appeals: Scope of Preliminary Review Panels;
- Regulation 36: Continuation of Registration Committees;
- Collaborative Course Proposals;
- "Part 4" Course Approval Form;
- Collaborative Periodic Review Process;
- New Undergraduate Courses of Study;
- New Postgraduate Courses of Study;
- Revised Postgraduate Courses of Study.

88/13-14 Chair's Action

(a) PhD in Synthetic Biology

REPORTED:

- (i) That, at its meeting on 6 February 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Schools of Life Sciences and Engineering to introduce a new PhD in Synthetic Biology in collaboration with the Universities of Oxford and Bristol, as part of the EPSRC/BBSRC Centre for Doctoral Training in Synthetic Biology, and recommended (to the Academic Quality and Standards Committee) that the proposal from the Schools of Life Sciences and Engineering to introduce a new PhD in

Synthetic Biology in collaboration with the Universities of Oxford and Bristol, as part of the EPSRC/BBSRC Centre for Doctoral Training in Synthetic Biology, be approved as set out in the following papers:

- (A) "Part 1" course approval form (paper SGS 11(a)/13-14);
- (B) "Part 4" course approval form (paper CFDLSC 54/13-14).

(ii) That, as discussions have been ongoing with the collaborative partners, it was not possible to submit the proposal for consideration by the Committee at its meeting in February;

(iii) That the Chair of the Committee, acting on its behalf, had therefore taken action to recommend (to the Senate) that the proposal from the Schools of Life Sciences and Engineering to introduce a new PhD in Synthetic Biology in collaboration with the Universities of Oxford and Bristol, as part of the EPSRC/BBSRC Centre for Doctoral Training in Synthetic Biology, be approved as set out in the following papers:

- (A) "Part 1" course approval form (paper SGS 11(a)/13-14);
- (B) "Part 4" course approval form (paper CFDLSC 54/13-14).

(b) PhD in Statistics (Oxford – Warwick)

REPORTED:

(i) That, at its meeting on 6 February 2014, the Collaborative, Flexible and Distributed-Learning Sub-Committee considered a proposal from the Department of Statistics to introduce a new PhD in Statistics in collaboration with the University of Oxford, as part of the OxWaSp Centre for Doctoral Training, and recommended (to the Academic Quality and Standards Committee) that the proposal from the Department of Statistics to introduce a new PhD in Statistics in collaboration with the University of Oxford, as part of the OxWaSp Centre for Doctoral Training, be approved as set out in the following papers:

- (A) "Part 1" course approval form (paper SGS 15(a)/13-14);
- (B) "Part 4" course approval form (paper SGS 15(d)/13-14);

(ii) That, as discussions have been ongoing with the collaborative partners, it was not possible to submit the proposal for consideration by the Committee at its meeting in February;

(iii) That the Chair of the Committee, acting on its behalf, had therefore taken action to recommend (to the Senate) that the proposal from the Department of Statistics to introduce a new PhD in Statistics in collaboration with the University of Oxford, as part of the OxWaSp Centre for Doctoral Training, be approved as set out in the following papers:

- (A) "Part 1" course approval form (paper SGS 15(a)/13-14);
- (B) "Part 4" course approval form (paper SGS 15(d)/13-14).

(c) Course Approval Form

REPORTED:

That the Chair of the Committee, acting on its behalf, has taken action to approve minor changes to the Course Approval form (CA1 – part 2) as set out in paper AQSC 41/13-14.

89/13-14 Chair's Business

(a) National Student Survey

REPORTED:

- (i) That final departmental NSS response rates had now been received and circulated to departments;
- (ii) That a survey of first and intermediate year students, utilising the NSS questions, would run throughout May and that the results of this would be made available to departments prior to the commencement of the Summer vacation;
- (iii) That departments had been notified of the schedule for the release of NSS results, and of the requirement for action plans to be submitted;

RESOLVED:

That the full detail of departmental NSS response rates be circulated to members of the Committee for information.

(b) Teaching College (minute 63/13-14 referred)

REPORTED:

That work was continuing on developing the proposal for the establishment of a new Teaching College, and that further detail would be provided to the Committee at a future meeting;

(c) Warwick Taught Masters Scholarship Scheme

REPORTED:

That the Warwick Taught Masters Scholarship Scheme had now launched, with a deadline for applications of 16 June 2014;

(d) Teaching Quality Staffing Update

REPORTED:

- (i) That Mia Khan had recently joined the Teaching Quality team as Assistant Registrar (Learning and Teaching) and Secretary to the Board of the Faculty of Arts;
- (ii) That Rory McIntyre, Assistant Secretary to the Committee, would soon be leaving Teaching Quality to take up a new position in the Strategic Planning and Analytics team;

90/13-14 Students Union Update

RECEIVED:

An oral report from the Education Officer and the Postgraduate Officer of the Students' Union, noting that:

- (a) Elections for the new Sabbatical Officers had now taken place, and that the new office holders would begin on 1 August, with the exception of the Postgraduate Officer who would start on 1 September;
- (b) That over 200 responses had been received in response to a survey of postgraduate space, and that a paper outlining the findings of this exercise would be submitted to the Board of Graduate Studies in due course;
- (c) That the NUS and UCU had jointly launched a 10-point Postgraduate employment charter, seeking to raise the profile of postgraduate employment rights and professional development in higher education;
- (d) That the Students' Union "Feel Good" campaign would continue throughout the main Summer examination period.

91/13-14 Report from the Employability Strategy Steering Group

RECEIVED:

A report from the Employability Strategy Steering Group of the Academic Quality and Standards Committee (paper AQSC 42/13-14).

92/13-14 Report from the Student Engagement Working Group

RECEIVED:

A report from the Student Engagement Working Group of the Academic Quality and Standards Committee (paper AQSC 43/13-14).

93/13-14 Educational Experience Planning Group (EEPG)

CONSIDERED:

A paper from the Senior Assistant Registrar (Teaching Quality) on the Educational Experience Planning Group meetings which took place in March – May 2014 (paper AQSC 44/13-14).

RESOLVED:

- (a) That the EEPG meetings had been useful for all departments, and that the range of data and the briefings available for the Panels had been very helpful;
- (b) That the notes, and in particular the actions, from each of the meetings be sent to Heads of Departments to ensure follow-up.

94/13-14 Feedback Turnaround Times

CONSIDERED:

An update on the timing of the provision of feedback to students on assessed work (paper AQSC 45/13-14).

RESOLVED:

- (a) That the Faculty Boards adopt a standardised approach to reporting, noting that the Committee favoured the style of report currently utilised by the Board of the Faculty of Science;
- (b) That the rate of compliance with the 20 University working day turnaround deadline was lower at postgraduate level when compared to undergraduate modules;
- (c) That consideration be given as to the means to best escalate any issues identified by the Faculty Boards as part of the monitoring exercise;
- (d) That consideration be given to introducing a requirement for departments to perform termly action planning;
- (e) That the data on feedback turnaround times be made available to meetings of the Educational Experience Planning Group in future cycles.

95/13-14 First-Year Board of Examiners (FYBOE) Conventions

REPORTED:

That, at its meeting on 2 May 2014, the Quality Assurance Working Group considered proposed amendments to the First-Year Board of Examiners (FYBOE) conventions to provide further clarification on the requirement for resits in certain circumstances (paper QAWG 11/13-14) and recommended

(to the Academic Quality and Standards Committee) that the proposed amendments to the First-Year Board of Examiners (FYBOE) conventions be approved.

CONSIDERED:

Proposed amendments to the First-Year Board of Examiners (FYBOE) conventions to provide further clarification on the requirement for resits in certain circumstances (paper QAWG 11/13-14).

RECOMMENDED (to the Senate):

That the proposed amendments to the First-Year Board of Examiners (FYBOE) conventions be approved as set out in paper QAWG 11/13-14.

96/13-14 Report from the Contact Hours Working Group

REPORTED:

- (a) That, at its meeting on 20 June 2012, the Committee considered (*inter alia*) the report of the Faculty Engagement of the Faculty of Arts (paper TLR.96/11-12) and the report of the Faculty Engagement of the Faculty of Social Sciences (paper TLR.98/11-12) [arising from the Institutional Teaching and Learning Review 2011] and resolved (*inter alia*) that:

In relation to Recommendation 11.2(b)(ii) from the Faculty of Arts and Recommendation 13.3(b)(iv) from the Faculty of Social Sciences, following discussions with academic departments on contact hours, further policy and guidance be developed.

- (b) That at its meeting on 20 May 2013, the Committee considered a paper and oral report from the Assistant Registrar (Learning and Teaching) on contact hours (paper AQSC 55/12-13) and resolved:
- (i) That a Working Group be convened, as set out in the paper, with the following aims:
 - (i) To develop guidance for academic departments on appropriate contact hours at University/discipline level and at different levels of study;
 - (ii) To draft a University definition of 'contact hours';
 - (iii) To propose appropriate mechanisms of dissemination information on contact hours to prospective and current students and staff.
 - (ii) That the remit of the Working Group cover both undergraduate and postgraduate level study;
 - (iii) That the membership of the Working Group be confirmed following the meeting, noting the view of the Committee that it would be beneficial for membership to be drawn from those members of academic departments with considerable operational experience;

- (iv) That the working group also be asked to report back to AQSC on the feasibility and desirability, or otherwise, of developing a University Policy on Contact Hours, setting minimum expectations for courses at either University or discipline level and level of study.

(minute 96/12-13 refers)

- (c) That it was reported to the Committee at its meeting on 27 February 2014 that the Working Group has met twice and produced a draft statement for the Committee's consideration, noting that comments received would inform the next meeting of the Working Group in early March.
- (d) That, at its meeting on 27 February 2014, the Committee considered a draft Statement on Contact Hours from the Contact Hours Working Group (paper AQSC 34/13-14), and resolved (*inter alia*) that comments from members of the Committee be incorporated into a revised draft Statement on Contact Hours, for further consideration at the Contact Hours Working Group and at a future meeting of the Committee;
- (e) That further revisions had now been made to the draft Statement on Contact Hours in light of further comments received from all stakeholders;

CONSIDERED:

A paper from the Chair and Secretary to the Contact Hours Working Group, setting out the final recommendations of the Working Group and the final Statement on Contact Hours (paper AQSC 46/13-14).

RECOMMENDED (to the Senate):

That the paper from the Chair and Secretary to the Contact Hours Working Group, setting out the final recommendations of the Working Group and the final Statement on Contact Hours, be approved as set out in paper AQSC 46/13-14.

97/13-14 QAA Consultation: Strengthening the Quality of UK Transnational Education

RECEIVED:

The final University's response to the QAA consultation on "Strengthening the Quality of UK Transnational Education (paper SC 84/13-14 (revised)).

98/13-14 QAA Consultation: The UK Frameworks for Higher Education Qualifications

REPORTED:

That the QAA are currently consulting on an updated and revised version of the UK frameworks for higher education qualifications, with a deadline for responses of 27 June 2014.

RECEIVED:

The draft revised Framework for Higher Education Qualifications (paper AQSC 47/13-14).

99/13-14 Higher Education Academy: Students as Partners

RECEIVED:

Copies of two University bids for Higher Education Academy funding under the Students as Partners scheme, as follows:

- (a) Department of French Studies (paper AQSC 48/13-14);
- (b) Institute for Advanced Teaching and Learning (paper AQSC 49/13-14).

100/13-14 New Postgraduate Courses of Study

REPORTED:

That it was reported to the Board of Graduate Studies at its meeting on 1 May 2014 that the Chair had taken action on behalf of the Board to approve the following new courses:

- MPhil/PhD in Education and Psychology;
- MPhil/Phd in Adult Education and Lifelong Learning.
- MSc in Leadership for Healthcare.

101/13-14 Revised Postgraduate Courses of Study

REPORTED:

That it was reported to the Board of Graduate Studies at its meeting on 1 May 2014 that the Chair had taken action on behalf of the Board to approve revisions to the following courses:

- PGA in The Essentials of Teaching and Performing Shakespeare with Children and Young People [name change];
- Warwick Business School Doctoral Programme;
- PGCE/MA in Educational Innovation;
- PGCE/MA Educational Innovation Drama [name change];
- MSc in Restorative and Aesthetic Dentistry [name change].

102/13-14 Accreditation of Prior Learning (APL) Policy

REPORTED:

That it was reported to the Board of Graduate Studies at its meeting on 1 May 2014 that the Chair had taken action on behalf of the Board to approve revisions to the University's APL Policy for the MSc in Health Sciences.

103/13-14 Next meeting

REPORTED:

That the next meeting of the Committee is scheduled to be held on Tuesday 10 June 2014 at 9.00am in room CMR 1.0 (formerly the Council Chamber), University House.

M:\DR\Quality\Committees\AQSC\Minutes\13-14\AQSC Minutes-15-May-2014-Summer-1 - draft.docx