

UNIVERSITY OF WARWICK
ACADEMIC QUALITY & STANDARDS COMMITTEE
OPEN/ RESTRICTED MINUTES OF THE MEETING HELD 10:00, TUESDAY 19 NOVEMBER 2019

Present	Professor David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education) (Chair)
	Professor Jo Angouri	JA	Academic Director (Education and Internationalisation)
	Chloe Batten	CBatten	Students' Union representative
	Chris Bisping	CB	Chair of the Faculty Education Committee (Social Sciences)
	Dr Jon Burrows	JB	Representative of the Board of Faculty of Arts
	Alice Churm	AChurm	Students' Union representative
	Professor Andy Clark	AC	Academic Director (Undergraduate Studies)
	Professor Robin Clark	RC	Co-opted member of academic staff in a quality assurance role
	Professor Gill Cooke	GC	Co-opted member of academic staff in a quality assurance role
	Professor Will Curtis	WC	Academic Director (Partnerships)
	Dr David Davies	DD	Chair of the Faculty Education Committee (Science, Engineering and Medicine)
	Dr Beccy Freeman	BF	Dean of Students
	Dr Miriam Gifford	MG	Representative of the Faculty of Science, Engineering and Medicine
	Dr Jonathan Heron	JH	Representative of the Institute for Advanced Teaching and Learning
	Professor Ross Ritchie	RR	Representative of the Board of Faculty of Social Sciences
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee (Arts)
	Dr Jane Sinclair	JS	Representative of the Faculty of Science, Engineering and Medicine
	Professor Pat Tissington	PT	Academic Director (Employability and Skills)
Professor Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience)	
Attending	Geraldine Connelly	GConnelly	Assistant Registrar, Education Policy and Quality (Assistant Secretary)
	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality)
	Maureen McLaughlin	MMc	Director of Education Policy and Quality
Ref	Item		
022	Apologies for absence Apologies were received from Prof Chris Hughes, Prof Jo Garde-Hansen, Prof Elizabeth Jones and Dr Lucy Hammond.		
023	Declarations of Interest No new declarations were made.		
024	Minutes of last meeting on 15 October 2019 The minutes of the meeting held on 15 October 2019 were received and approved.		

025	<p>Matters arising from last meeting on 15 October 2019</p> <p>The Committee received a report (027-AQSC191119) and the key points and discussions were as follows:</p> <p>(a) Moderation Guidance This work will be incorporated into the work of the Exam Board Procedures sub-group of the Review of Assessment.</p> <p>(b) HEAR Review Academic Director (Undergraduate) has now completed the review of all course HEAR statements, many of which need to be updated. These will be amended during the validation of records for the Course and Module Approval Catalogue project. Further work is required to improve the process for production of the HEAR and this is being looked at in liaison with Gradintel.</p> <p>(c) Degree Outcomes Statement The Secretary is attending a QAA seminar on the preparation of Degree Outcomes Statements and would provide a report to the Committee.</p> <p>ACTION: Academic Director (Undergraduate) to provide report on improvements to the process for production of the HEAR.</p>
Substantive Items	
026	<p>Students Union Updates</p> <p>The Committee received several verbal reports with key details and discussions, as below:</p> <ul style="list-style-type: none"> • The Students' Union have received 40% of annual reports from Student Staff Liaison Committees (SSLC). The reports indicate that there is a need to improve on the closing of feedback loops, further training for SSLC representatives and management of attendance at SSLC meetings. • Nominations for Academic Representatives took place online for the first time in 2019/20. This was the biggest digital election held by the Students' Union but further improvements would be taken forward. • The Academic Representation Steering Group is transitioning to the Student Voice Group. • The Student's Union had passed a policy to support industrial action and was now considering how this would be taken forward and how to balance this policy with support for students.
027	<p>Decolonisation of the Curriculum</p> <p>The Committee received a report (030-AQSC191119) and a verbal report from the SU Education Officer; the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The report was provided to the Committee for information and has been considered by the Student Learning Experience and Engagement Committee (SLEEC). • The project is continuing in 2019/20 with a view to implementing several of the report's recommendations, including increasing awareness of the project amongst the academic community and developing a mutual working agreement between academic staff and students. • Work is being undertaken to increase awareness of the project, with events taking place, but further engagement with departments is needed. At the moment, the project is working to support departments which have volunteered to be engaged, but further work is required to identify where related work in this area is taking place elsewhere. • To ensure the project is reaching all departments, an update should be provided to Faculty Education Committees, with the intention that further engagement from Faculty level committees would be at the point of policy development at a later stage. Consideration of the impact on collaborative courses was also important and so Partnerships Committee should also review the report. <p>ACTION: Education Officer to attend the Partnerships Committee and Faculty Education Committees to provide committees with an update on the project.</p>

028	<p>Update on the Student Personalised Information (SPI) Programme</p> <p>The Committee received a report (031-AQSC191119) and a verbal report from the Programme Lead for the SPI Programme; the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • As detailed in the paper, five projects have been delivered with a number of other projects in progress. The SPI programme is making full use of available resources. • Concerns were raised regarding the significant increase in resource required for the maintenance and support of new systems delivered by SPI projects when they become business as usual. This concern would be raised as a discussion point in upcoming SPI Steering and SIS team meetings. • The SPI programme was only approved for a period of 5 years, but it is possible that the programme may be extended further. • Concerns were also raised regarding the resource implications for academic departments, at particularly busy times in the academic year. Considerable impact has been experienced in 2019 where departmental input has been required for SPI projects. • The SPI team have done as much as possible to mitigate impact on departments, but are aware that more proactive communication is required. The team have appointed a Stakeholder Engagement Officer who will be working to improve engagement with departments.
029	<p>Quality Code Mapping</p> <p>The Committee received a report (032-AQSC191119) and a verbal report from the Assistant Registrar (Teaching and Learning) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The overarching aim of the paper was to give assurance to the Committee that the University's quality assurance and improvement arrangements address the core and common practices of the Quality Code since its revision in 2019. • The Education Policy and Quality team have undertaken a detailed mapping exercise to ensure that not only the baseline requirements recognised as a regulatory requirement by the Office for Students are addressed, but that common practices are also embraced. • Mapping for work based learning needs to be developed further, as the exercise so far has only covered degree apprenticeship provision in this area. • The Committee welcomed the paper and documentation of processes. It was agreed that an online handbook would be welcomed, particularly for departments executing processes as an aid in their delivery. <p>DECISION: The Committee approved the proposal to develop a Warwick Quality Handbook.</p>
030	<p>Collaborative Review of Degree Apprenticeships</p> <p>The Committee received a report (033-AQSC191119) and a verbal report from the Head of Work-Based and Professional Learning and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • A two day review of the University's Degree Apprenticeship provision was held in September 2019 and the report contained detailed findings and recommendations. Positive feedback had been received from both employers and apprenticeships. • Appreciation was expressed to all staff involved in the delivery of Degree Apprenticeship provision, at both department and University level, who were commended for the establishment of a new area of provision. • The Partnerships Committee will consider the report and will receive reports on progress against recommendations. The Academic Quality and Standards Committee should also receive periodic updates on actions taken. Confirmation as to which committee or group takes ownership of the actions at University level is required. • The Review report reflects the complexity of the work in this area, the need for a step change in the approach to management and support of degree apprenticeship provision and the unstable external landscape faced. • It was confirmed that the report would be shared with academic departments once formally considered by the Partnerships Committee on the 21 November 2019.

	<p>DECISION: A six-monthly update on progress of the institutional actions would be provided to the Committee for their assurance.</p>
031	<p>Degree Apprenticeships Policies</p> <p>The Committee received a report (034-AQSC191119) and a verbal report from the Head of Work Based Learning and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Degree Apprenticeship policies were submitted to the EFSA as part of the University's application to the Register for Apprenticeship Training Providers. An outcome of the University's application for registration is thought to be expected by the end of November 2019. No further amendments to the policies could be made until this was received. • The Committee queried what the process was for discontinuing a Degree Apprenticeship and noted that an adapted version of the existing course discontinuation policy would need to be developed in order to incorporate Degree Apprenticeships. <p>ACTIONS:</p> <ol style="list-style-type: none"> 1) Committee members to provide any comments to the secretariat on the policies. 2) The Course Discontinuation policy is to be adapted to incorporate the process for Degree Apprenticeship provision.
032	<p>Annual Report on Student Complaints and Academic Casework</p> <p>The Committee received a report (035-AQSC191119) and a verbal report from the Administrative Officer (Student Complaints and Academic Casework) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The key headlines arising from the data are that stage 1 complaints are being under reported by academic departments, given the level of stage 2 complaints being reported. The highest number of those referred to Regulation 23: Student Disciplinary Offences. • There has been a rise in the level of complaints at stage 2 and stage 3 and the institution is above the band median in terms of OIA cases. • There has also been an increase in the number of academic appeals that the Academic Quality and Standards Committee may wish to monitor, given its possible impact on resource. • The Student Complaints and Academic Casework team has been newly formed, with recruitment for a third team member underway. • Consideration could be given to the feasibility of monitoring numbers of cases by demographic group but the small numbers involved were noted. <p>ACTION:</p> <ol style="list-style-type: none"> 1) The Dean of Students to liaise with the Student Complaints and Academic Casework team to discuss the possibility of recording demographics and mode of study for appeals cases. 2) That the Student Complaints and Academic Casework team build on communications and outreach to Academic Departments and Faculties to raise awareness of the Complaints reporting processes.
033	<p>Maximum Periods of Study</p> <p>The Committee received a report (036-AQSC191119) and a verbal report from the Assistant Registrar (Teaching and Learning) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The proposal to introduce minimum and maximum periods of study across all qualifications offered by the University has largely been supported by all three faculties. • Further comments were received electronically from the Centre for Lifelong Learning and Warwick Medical School for consideration. • The following requests were made for consideration for inclusion in the paper: <ol style="list-style-type: none"> 1) The School of Engineering offer an Integrated Masters with Intercalated year which needs to be reflected in the maximum periods of study. 2) There was discussion regarding the labelling of a range of Postgraduate Research degrees under the title 'PhD' and a request for further clarification was made.

	<p>3) Undergraduate part-time programmes should also be included within the table.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> 1) Committee members to send any further comments to Clare Watters. 2) The paper is to be updated to incorporate comments from all interested parties and reported back to the Committee for approval in the 2019/20 academic year.
<p>034</p>	<p>Student Data Report</p> <p>The Committee received a report (037-AQSC191119) and a verbal report from the Senior Assistant Registrar (Teaching Quality) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The report provides an overview of degree classification data for Undergraduate students for 2018/19, progression data for Undergraduate students for 2019/20 and non-completion rates for Postgraduate Taught students, as well as student recruitment data for taught courses for 2019/20. • Degree classifications were largely consistent over time, with some significant increases in good honours degrees being awarded in three departments. In the Department of Computer Science, there had been an increase in qualifications on entry to the course which, with improvements in teaching and learning, may have been likely to have impacted on student outcomes. • There are a number of different approaches to analysing completion and progression. For undergraduate study the report focuses on progression between years of study. Over the last five years, there is little overall variation to be found. • Student characteristics data on progression shows some fluctuation, but the scale is small and there are currently no visible trends. There are also differentials across departments with higher rates in some and lower rates in others. Some of the lower rates can be explained by accreditation constraints on some programmes of study. • Changes in student recruitment rates can have an impact on the student learning experience and assurance is required that satisfaction levels are maintained regardless of either positive or negative changes in student numbers. <p>ACTION:</p> <ol style="list-style-type: none"> 1) Senior Assistant Registrar (Teaching Quality) to liaise with Strategic Planning and Analytics to determine if course transfers impact on non-completion data. 2) Postgraduate Taught student data contained in the report should be referred to the PGT working group.
<p>035</p>	<p>Discussion Paper on Module Optionality in Undergraduate Degrees</p> <p>The Committee received a report (038-AQSC191119) and a verbal report from the Senior Assistant Registrar (Teaching Quality) and the key points and discussions were as follows:</p> <ul style="list-style-type: none"> • Following on from the work of the review of the Undergraduate credit and module framework in 2018/19, consideration of the module offering to students and a distinctive 'Warwick Curriculum' will be taking place amongst students and staff. • There may be opportunities for introducing a more consistent approach but there are certain constraints in place such as accredited courses and difficulties for joint degree students, where there is less flexibility in content. • Consideration of structural barriers will be necessary, particularly in regard to timetabling and module selection. <p>ACTION: Paper to be reported to Faculty Education Committees for further discussion and then return to AQSC once consultation has taken place.</p>
<p>036</p>	<p>Analysis of the Undergraduate External Examiner Reports for the Academic Year 2018/19</p>

	<p>The Committee received a paper (039-AQSC191119) and a verbal report from the Academic Director (Undergraduate). Key points and discussions were as follows:</p> <ul style="list-style-type: none"> • A number of the themes outlined in the paper that have emerged from the External Examiners reports are being dealt with through the Review of Assessment, but work to communicate these anticipated changes needs to be undertaken. • There is scope for improving processes for consideration of External Examiner reports both at departmental and University level. • Areas of good practice have been identified amongst a number of departments in the areas of assessment, innovative curricula and feedback and moderation. <p>ACTION: Education Policy and Quality and the Academic Director (Undergraduate) to follow up on recommendations made.</p>
037	<p>UUK/GuildHE/QAA Consultation on Future Approaches to the External Quality Enhancement of UK Higher Education Transnational Education (TNE)</p> <p>The Committee received a paper (040-AQSC191119) and a verbal report from the Director of Education Policy and Quality. Key points and discussions were as follows:</p> <p>1) In addition to any views expressed by the Committee, comments are being sought from colleagues across the institution and the paper will also be reported at Partnerships Committee in November 2019.</p> <p>ACTION: Committee members to share the paper with colleagues and any comments to be provided to Maureen McLaughlin by the 6 December.</p>
038	<p>Changes to the Good Practice Guide on Monitoring Student Attendance and Progression</p> <p>The Committee received a paper (041-AQSC191119) and a verbal report from the Head of Immigration Services. Key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The current attendance policy in place at the University is applicable to all students without differentiation and that there has therefore been a need for a policy that satisfies multiple drivers. Following a review by Eversheds, a series of suggested changes were recommended to ensure compliance with UKVI requirements. • Several recommendations have been taken forward by the University, although this has been challenging due to restricted timescales, having only received the report in August 2019 and needing to implement changes for the 19/20 academic year. The Good Practice Guide has been updated to reflect these changes. • A further change will need to be made to the Guide in relation to the monitoring of Study Abroad students. • That monitoring points outlined for term 3 would need to be amended for provision that does not have exams included in their course of study and therefore cannot be used as a monitoring point. Chemistry and the Centre for Cultural and Media Policy Studies were identified as departments impacted by this. <p>ACTION: The Good Practice Guide is to be approved by Chairs Action subject to amendments being made to reflect the current practice for the monitoring of study abroad students.</p>
039	<p>PTES & PRES Survey Results</p> <p>The Committee received a paper (042-AQSC191119) and any comments on the report should be supplied to Professor Colin Sparrow.</p> <p>ACTION: Committee members to send any comments on the PTES and PRES survey results to Colin Sparrow.</p>
040	<p>Professional, Statutory and Regulatory Bodies</p> <p>The Committee received a paper (043-AQSC191119) and a verbal report from the Chair. Key points and discussions were as follows:</p> <p>a) Engineering JBM Accreditation Visit Update – January 2020</p>

	<p>The school of Engineering have an accreditation visit taking place on the 30-31 January 2020 from the Joint Board of Moderators (JDM) and a report on the visit will be received in due course.</p> <p>b) WBS AMBA Accreditation Visit Report – May 2019</p> <p>The report from the Association of MBA's accreditation visit was received and Warwick Business School were commended by the Committee for achieving AMBA reaccreditation without any conditions attached.</p>
041	<p>QAA Updates to Subject Benchmark Statements</p> <p>The Committee received a verbal report from the Chair. Key points and discussions were as follows:</p> <ul style="list-style-type: none"> • The Quality Assurance Agency (QAA) have published updates to Subject Benchmark Statements in Science, Technology, Engineering and Mathematics (STEM) subjects, with further updates expected across other disciplines expected. • Consultation across the sector had not taken place for the revisions made, but no substantial changes have been made, just updates in light of the new Quality Code. <p>ACTION: Secretariat to disseminate updated subject benchmark statements to all affected departments.</p>
Items below this line are for receipt and/or approval, without discussion	
Subsidiary and Sub-Committee Reports	
042	<p>Minutes of the Board of Graduate Studies:</p> <p>https://warwick.ac.uk/services/gov/committees/bgs/minutes</p>
043	<p>Minutes of the Student Learning Experience and Engagement Committee:</p> <p>https://warwick.ac.uk/services/gov/committees/sleec/minutes</p>
044	<p>Minutes of the Faculty Education Committees:</p> <p>Faculty of Arts:</p> <p>https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes</p>
For Information	
045	<p>University of Warwick response to the recent QAA Consultation on updating Guidance: Contracting to Cheat in Higher Education</p> <p>The Committee received and noted the report (048-AQSC191119)</p>
046	<p>Annual Quality Report</p> <p>The Committee received and noted the report (049-AQSC191119)</p>
047	<p>List of Approved Courses: May – September 2019</p> <p>The Committee received and noted the report (050-AQSC191119)</p>
Approved by Chair's Action	
048	<p>Alternative Assessments and Changes to Course Regulations</p> <p>The Committee received and noted the report (051-AQSC191119)</p>
049	<p>RPL Standing Exemption for the BSc Hons Digital and Technology Solutions (WMG)</p> <p>The Committee received and noted the report (052-AQSC191119)</p>

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
102 - Collaborative PhDs	<p>ACTION:</p> <p>The Academic Directors (Partnerships and Graduate Studies) are liaising to reformat the paper, in line with a wider process review on collaborative PhDs.</p>	WC/CS September 2019	Completed

120 (a) – Matters arising	ACTION: 1) Moderation guidance; 2) Plans for induction/training for external examiners To be developed via the Examination Board procedures sub-group	AC/CW December 2019	Completed <i>1) Both items to be incorporated in to Exam Boards Procedures Group</i>
120 (c) – Matters arising	DECISION: Paper on Maximum period of study to be considered at AQSC meeting on 17 September 2019	CW August 2019	Ongoing <i>To come forward to January 2019 meeting</i>
120 (e) – Decolonisation of the curriculum – SU Matters arising	ACTION: Report on pilot project on decolonisation of the curriculum to be reported to AQSC at meeting on 17 September 2019	SU representatives Secretary/Assistant Secretary August 2019	Completed
120(g) – HEAR review	ACTION: Professor Andy Clark will review any potential issues with HEAR statements arising from the digitisation and confirmation exercise carried out by Teaching Quality over the summer 2019.	DD/AC December 2019	Completed
120 (i) – Revisions to Course Discontinuation Policy and Procedures	ACTION: 1) Amend the Student Protection Plan (Interim Director of Education Policy and Quality)	KG July 2019	Ongoing <i>To come forward to January 2020 meeting</i>
123 – Review of Assessment	ACTION: 1) Academic Integrity sub-group to consider clear responsibility of ownership of guidance in relation to plagiarism and cheating and to agree final and definitive guidance for students on this matter before the start of the academic year 2019/2020;	RC/FG September 2019	Ongoing
124 - Strategic item for discussion: Review of Assessment/ Assessment Strategies and implementation of principles arising from sub-group	ACTION: An action plan to implement the proposals to diversify assessment strategies to be developed by the Committee using the feedback in relation to agenda item 124-AQSC060619 discussed at the meeting.	All GVV/DL October 2019	Ongoing
127 – Degree Classification – A statement of intent (UKSCQA)	ACTION: 1) Members with interest to contribute to the University’s analysis of and action in	ALL August 2019	Ongoing

	<p>response to the Statement of Intent were invited to contact the Secretariat;</p> <p>2) A full analysis of the Statement of Intent would be conducted by Teaching Quality to be considered at the next meeting of the Committee on 17 September 2019.</p>	<p>KG/DD August 2019</p>	<p>Ongoing</p> <p><i>To come forward to 2020 meeting</i></p>
128 – Good Practice Guide on Information to Students	<p>DECISION:</p> <p>1) The document was endorsed subject to minor factual changes;</p> <p>2) The document in future be considered by the Student Learning Experience and Engagement Committee (SLEEC) and not AQSC as it naturally fitted in better with the remit of SLEEC.</p> <p>ACTION:</p> <p>Members to send any further comments on the document to the Secretariat.</p>	<p>ALL June 2019</p>	<p>Completed</p>
132 – Revisions to Regulation 11	<p>ACTION:</p> <p>A proposal should be developed for an initial review and the ongoing maintenance of academic regulations, including Terms of Reference for a sub group of the Committee to provide oversight and make recommendations about academic regulations.</p>	<p>DL/KG October 2019</p>	<p>Ongoing</p>
2019/20			
005(a) Timeliness of Feedback Review	<p>DECISION:</p> <p>Data for feedback turnaround times to be supplied for TEG meetings.</p>		<p>Ongoing</p>
005(g) Refocus of the Graduate School	<p>ACTION:</p> <p>The Chair of AQSC to discuss representation on PGT working group with Rhiannon Martyn and Kirsty Hooper from the Doctoral College.</p>	<p>DL January 2020</p>	<p>Ongoing</p>
009 Student Surveys PTES & PRES	<p>ACTION:</p> <p>The Committee agreed that the item would be brought forward to the next Committee Meeting with representation from the Doctoral College.</p>	<p>CS November 2019</p>	<p>Completed</p>
012 Collaborative Review of Degree Apprenticeships	<p>DECISION:</p> <p>That the report on the collaborative review of Degree Apprenticeships would be considered at the next Committee meeting.</p>	<p>WC November 2019</p>	<p>Completed</p>
013 Collaborative Report – London	<p>DECISION:</p>	<p>WC April 2020</p>	<p>Ongoing</p>

Film School Validation Review	The committee approved the programmes for renewal for a further period. ACTION: That the agreed action plan would be reported to AQSC after it had been considered by the Partnerships Committee in the Spring Term 2020		
014 Degree Apprenticeships Policies	ACTION: That the item on Degree Apprenticeships policies would be considered at the next Committee meeting.	WC November 2019	Completed
015 Annual Quality Report	ACTION: That committee members submit any comments they have on the report to the Senior Assistant Registrar (Teaching Quality) by the 17 October 2019.	ALL 17 October 2019	Completed
025 – Matters Arising (HEAR Review)	ACTION: Academic Director (Undergraduate) to provide report on improvements to the HEAR process.	AC May 2020	Ongoing
027 – Decolonisation of the Curriculum Project	ACTION: The Committee agreed that the Education Officer attend the Partnerships Committee and Faculty Education Committees to provide committees with an update on the project.	CB Term 2 19/20	Ongoing
029 – Quality Code Mapping	DECISION: The Committee approved the proposal to develop a Warwick Quality Handbook.	MW	Ongoing
030-Collaborative Review of Degree Apprenticeships	DECISION: A six-monthly update on progress of the institutional actions would be provided to the Committee for their assurance.	WC/LB	Ongoing
031 – Degree Apprenticeships Policies	ACTIONS: 1) Committee members to provide any comments to secretariat on policies. 2) The Course Discontinuation policy is to be adapted to incorporate the process for Degree Apprenticeship provision.	All December 2019	Ongoing
		EPQ/WC Term 2 2019/20	Ongoing
032 – Annual Report on Student Complaints and Academic Casework	ACTIONS: 1. The Dean of Students to liaise with the Student Complaints and Academic Casework team to discuss the possibility in recording demographics and mode of study for appeals cases. 2. That the Student Complaints and Academic Casework team build on communications and outreach to Academic Departments and Faculties to	BF/NM/EPQ 2019/20	Ongoing
		KJ/NM 2019/20	Ongoing

	raise awareness in Complaints reporting processes.		
033 – Maximum Periods of Study	ACTIONS: 1) Committee members to send any further comments to Clare Watters. 2) The paper is to be updated to incorporate comments from all interested parties and reported back to the Committee for approval in the 2019/20 academic year.	All December 2019	Ongoing
		CW January 2020	Ongoing
034 – Student Data Report	ACTIONS: 1) Senior Assistant Registrar (Teaching Quality) to liaise with Strategic Planning and Analytics to determine if course transfers impact on non-completion data 2) Postgraduate Taught student data contained in the report should be referred to the PGT working group.	KG January 2020	Ongoing
035 – Module Offering	ACTION: Paper to be reported to Faculty Education Committees for further discussion and then return to AQSC once consultation has taken place.	KG Term 2 2019/20	Ongoing
036 – Analysis of UG External Examiner Reports 2018/19	ACTION: Education Policy and Quality and the Academic Director (Undergraduate) to follow up on recommendations made.	GC/AC Term 1 2020/21	
037 - UUK/GuildHE/QA A Consultation on Future Approaches to the External Quality Enhancement of UK Higher Education Transnational Education (TNE)	ACTION: Committee members to share the paper with colleagues and any comments to be provided to Maureen McLaughlin by the 6 December.	ALL 6 December 2019	
038 - Changes to the Good Practise Guide on Monitoring Student Attendance and Progression	ACTION: The Good Practice Guide is to be approved by Chairs Action subject to amendments being made to reflect the current practice for the monitoring of study abroad students.	MD January 2020	

039 - PTES & PRES Survey Results	ACTION: Committee members to send any comments on the PTES and PRES survey results to Colin Sparrow.	ALL January 2020	
041 - QAA Updates to Subject Benchmark Statements	ACTION: Secretariat to disseminate updated subject benchmark statements to all affected departments.	GC January 2020	