UNIVERSITY OF WARWICK			
ACADEMIC QUALITY AND STANDARDS COMMITTEE			
OPEN MINUTES OF THE MEETING HELD 10:00, TUESDAY 24 NOVEMBER 2020 (ONLINE MEETING)			
Present	Professor Andy Clark	AC	Co-Chair, Deputy Pro-Vice-Chancellor (Education and Policy)
	Professor Will Curtis	WC	Co-Chair, Deputy Pro-Vice-Chancellor (Education Quality and Standards)
	Professor Jo Angouri	JA	Academic Director (Education and Internationalisation)
	Christopher Bisping	CB	Academic Director (Postgraduate Taught)
	Dr Jon Burrows	JB	Representative of the Board of Faculty of Arts
	Professor Gill Cooke	GC	Co-opted member of academic staff in a quality assurance role
	Professor David Davies	DD	Chair of the Faculty Education Committee (Science, Engineering and Medicine)
	Dr Beccy Freeman	BF	Dean of Students
	Dr Lucy Hammond	LH	Representative of the Faculty of Science, Engineering and Medicine
	Professor Jonathan Heron	JH	Representative of the Institute for Advanced Teaching and Learning
	Professor Sarah Richardson	SR	Chair of the Faculty Education Committee (Arts)
	Dr Ross Ritchie	RR	Representative of the Faculty of Social Science
	Dr Chris Rogers	CR	Representative of the Faculty of Social Science
	Professor Jane Sinclair	JS	Representative of the Faculty of Science, Engineering and Medicine
	Professor Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience)
	Dr Naomi Waltham-Smith	NWS	Chair of the Faculty Education Committee (Social Sciences)
	Dr Philip Young	PY	Representative of the Faculty of Science, Engineering and Medicine
Attending	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality) (Secretary)
	Geraldine Connelly	GCon	Assistant Registrar (Assessment)
	Maureen McLaughlin	MM	Director of Education Policy and Quality

Ref	Item
070	**Apologies for absence** Apologies were received from Megan Clarke, Shingai Dzumbira, Joanne Garde-Hansen, Chris Hughes and Pat Tissington
071	**Declarations of Interest** No new declarations were made.
072	**Minutes of meeting held on held on 24 November 2020** The minutes of the meeting held on 24 November 2020 were received and approved.
073	**Matters arising from meeting held on 24 November 2020** The Committee received and noted report (073- AQSC23022). **ACTION**: A review of the ongoing matters arising to be reported at the next committee meeting.
	Substantive Items

074	**Chair's Business**
	No business reported.
075	**Students' Union Update**
	- Students Union (SU) Representatives were engaged in SU presidential election campaigns and unable to attend the meeting. - An update report will be provided at the next committee meeting.
076	**Teaching Excellence Group Update**
	The Committee received a verbal update from the Director of Education Policy and Quality. The key points and discussions were as follows:
	- The Teaching Excellence Group (TEG) meetings were underway, with 3 departmental meetings having taken place before the Christmas break in 2020. The TEG meeting with the Department of History took place in January 2021, but given the announcement of a new national lockdown, the decision was taken to reschedule all remaining meetings between February and March 2021. - The TEG meetings for the Academic Development Centre and MORSE programme have not yet been scheduled and were expected to take place after the Easter break. The TEG meeting for Warwick Medical School would be incorporated into the full Collaborative Review, undertaken by Partnerships Committee later in the year. - For the academic year 2020/21, the TEG meeting agenda had been refocused to concentrate solely on quality enhancement, rather than quality assurance, which would be considered by different means later in the year. - The TEG panel had been slimmed down, but student involvement on the departmental panel had been successfully maintained. - There had been significant learning by both Academic Departments and students on the approach to blended learning and teaching, with positive feedback having been received to date via internal and institutional survey feedback. The main challenges presented are the social and community aspects of learning. - A review of the TEG process would take place later in the year, which would reported to the committee. The review would potentially incorporate student survey findings, undertaken by the institution throughout the academic year.
	ACTION: Director of Education Policy and Quality to consider incorporating student survey findings from the academic year 2020/21 into the TEG review report.
078	**Report from the Senate Sub-Group 2019/20**
	The Committee received a report (078- AQSC230221) and a verbal update from the Director of Education Policy and Quality. The key points and discussions were as follows:
	- As part of a report to the Senate, a review of the Senate Sub-Group (SSG) had been undertaken to consider the work carried out by the group, which had been repurposed in the academic year 2019/20 in light of the response to the impact of Covid-19. - The report included the findings of an internal audit, which recently concluded that the practices that were put in place last year to ensure academic standards were secured and ensured students were graduated. - Nine areas of good practice had been identified through the audit, which included the use and efficacy of the SSG and the input from the Chief External Examiner. - For the Academic year 2020/21, a minor amendment to the group membership had been proposed to include the Academic Director (Postgraduate Taught) and an amendment to the Terms of Reference. - With the reinstatement of FYBoE following the September reassessment period in 2021, SSG would no longer be required to consider first year student progression decisions, which had been introduced as an interim measure in 2019/20 where FYBoE had been temporarily stood down.

	• A Special Cases Committee had been established and approved by the Senate in January 2021. The group would report to SSG and would consider student cases where existing rules, processes and regulation do not allow departments to reach the most appropriate outcome for a student. **DECISION**: The Committee recommended the proposed amendments to the Senate Sub-Group Membership and Terms of Reference be **approved** by the Senate.
079	**Degree Apprenticeships Update** The Committee received a report (079-AQSC230221) and a verbal update from the Head of Work Based and Placement Learning. The key points and discussions were as follows: • Committee members were provided with an update on the progress of the review of Degree Apprenticeship provision. Overall, progress had been made, but it had been impacted over the last 12 months by the need for response to the impact Covid-19 and where colleagues had left the University, who had been leading the work. • Where significant challenge had been identified, it was mainly in relation to the future allocation of teaching delivery space. The newly built Degree Apprenticeships Centre is for WMG programmes alone, and there are limitations on the use of timetabled space for block teaching across the wider University. • Progress had been made with departments in the recording of correct learner data in the One-File ePortfolio system, but further work required in this area, as it would impact how the University approaches Ofsted inspections. • In September 2020, the UK Government took the decision to assign the quality assurance of all Degree Apprenticeship programmes (including provision at level 6 & 7) to Ofsted from April 2021. The University are currently awaiting the publication of information on the application of inspections at a HE level, as previously it has only applied to Teacher training provision. • The move will open up new avenues for the University to enable them to look at the potential offer of level 4 and 5 provision and the creation of pathways through Degree Apprenticeship education.
080	**Risk Assessment for Degree Apprenticeship Employers** The Committee received a report (080-AQSC230221) and a verbal update from the Head of Work Based and Placement Learning. The key points and discussions were as follows: • Previously, when entering into a new arrangement with Degree Apprenticeship Employers the University adopted the use of the outline approval process for new collaborative provision. The risk assessment included as part of the process was not appropriate to degree apprenticeship provision and often caused confusion. As a result, a potential risk to the University was identified as the risk assessment was only being carried out once at the outline approval stage. • The proposed risk assessment form for degree apprenticeship provision had been extracted from the outline approval process, which left the process to focus on the academic development of a programme. A separate risk assessment form had been reworked to focus on the relationship between the University and the employer. • The form is yet to be tested on a live agreement but, having tested it with academic departments and on arrangements already in place, there had been positive outcomes. • The form will be completed within Academic Departments by University staff. As there may be different interpretations made when completing the form, the committee suggested the inclusion of a free text box to allow any explanations to be provided. • The revised process will ensure the University has oversight and approves any additional employer who joins the Degree Apprenticeship subsequent to course approval. **DECISION**: The Committee agreed to **approve** the Risk Assessment Form, subject to the addition of a free text box and review later in the academic year.
081	**Amendments to Regulation 43** The Committee received a report (081- AQSC230221) and a verbal update from the Senior Assistant Registrar (Teaching Quality). The key points and discussions were as follows:

	• Regulation 43 Governing Undergraduate Degree Apprenticeships had been set up when Degree Apprenticeships were initially introduced to the University. • The regulation included reference to resit without residence, which does not align with ESFA funding rules as apprentices are not eligible to undertake a resit without residence. • Apprentices are entitled to request a break in learning, and this must be instigated by the apprentice alone. • The proposed amendments to Regulation remove references to the option of recommending an apprentice for a resit without residence by a Board of Examiners. **DECISION**: The Committee recommended the proposed amendments to Regulation 43 be **approved** by the Senate.
082	**Amendment to Regulation 8** The Committee received a report (082- AQSC230221) and a verbal update from the Assistant Registrar (Assessment). The key points and discussions were as follows: • Two amendments were requested to Regulation 8 governing First Degrees by Warwick Medical School. • The heading for Regulation 8.3 required expansion to ensure Undergraduate (Integrated) Masters Degrees in the School of Engineering and Warwick Medical School would also be encompassed, and so the proposed changes are extended to reference the new Faculty Structure of Science, Engineering and Medicine. • Regulation 8.10 amendments had been sought to enable the waiving of clinical examinations in exceptional circumstances, such as national healthcare emergencies. • A regulatory change had previously been agreed by the Senate for Phase 1 examinations and, at that point in time, it was thought that the Phase 2 examinations that had been rescheduled to occur in January 2021 (from September 2020) would be at a time when the impact of Covid may have declined and it would be possible to operate clinical examinations, but it became apparent in Autumn 2020 that this would not have been possible. • It was originally intended that this change be handled under Regulation 41, but it was since confirmed that the regulation was no longer in operation and so the changes to regulation 8 had been put forward for AQSC's consideration. **DECISION**: The Committee recommended the proposed amendments to Regulation 8 be **approved** by the Senate.
083	**Annual Report on Complaints 2019/20** The Committee received a report (083-AQSC230221) and a verbal update from the Administrative Officer (Complaints Resolution). The key points and discussions were as follows: • Due to the impact of Covid-19, it had not been possible to provide an earlier report on complaints and appeals in 2019/20, but the paper since provided contained a more detail report and encompassed the Office for the Independent Adjudicator (OIA) complaints and student appeals. • The number of OIA cases received in 2019 set the University slightly higher than the band average and details regarding the volume of closed or justified complaints were included in the report, as well as any recommendations made by the OIA. • There had been a significant increase in the volume of stage 2 and 3 complaints, due to the impact of industrial action and covid-19.
084	**Termly Report on Complaints 2020/21** The Committee received a report (084-AQSC230221) and a verbal update from the Administrative Officer (Complaints Resolution). The key points and discussions were as follows: • The Committee received a report on the number of complaints received in the academic year thus far. No appeals had yet been received as they usually arose in the summer term, following Boards of Examiners meetings. • In November 2020, the OIA published a consultation regarding a change to rules for large group complaints, for which the University provided a response and raised a number of queries.

	• An updated consultation paper had been published which addressed concerns raised across the sector and the University has until the 12th March 2021 to provide any further comments. • The purpose behind the changes to large group complaints is in order to streamline processing and resolution of similar student complaints, with separate student issues to be handled outside of this. **ACTION**: Administrative Officer (Complaints Resolution) to share OIA consultation with secretariat for circulation.

085	**Update to WMS Health, Welfare and Professionalism and Fitness to Practise Operational Procedures**
	
	The Committee received a report (084-AQSC230221) and a verbal update from the Chair. The key points and discussions were as follows:
	
	• The proposed amendments to the WMS Health, Welfare and Professionalism and Fitness to Practice (FtP) Operational Procedures contained three substantive changes, which included:
	    ▪ A change to the membership of the sub-group;
	    ▪ Removal of references to the Orthodontic Therapy course, which had been discontinued;
	    ▪ Inclusion that registered students are eligible to be accompanied by a representative from the legal profession.
	• Warwick Medical School's operational procedures for FtP had previously been applied to other FtP policy across the university and committee members were keen to ensure alignment continued.
	• National guidance that had recently been published, recommended that legal representation be included and so the procedures were looking to align with the guidance. However, there were concerns regarding the inclusion of it and the potential impact it could have on wider university procedures, such as student disciplinary procedures.
	
	ACTION: Consult with Legal Office regarding inclusion and role of legal representation.
	
	ACTION: Will Curtis, Colin Sparrow, Student Casework Team and Faculty Senior tutor to meet with WMS to discuss alignment and legal representation queries and finalise document for approval by Chairs Action.

086	**WBS Proctoring Exemption Request (MSc Business Management)** The Committee received a report (086-AQSC230221) and a verbal update from the WBS Associate Dean for Pre-Experience Masters (Management and Business). The key points and discussions were as follows: • The Education Executive had previously given approval for Warwick Business School (WBS) to make use of Proctorio (proctoring software) on their Bank of England modules and a Distance Learning MBA module. • The Bank of England had since declined the use of the software, and WBS were requesting that it be extended to use on other quantitative modules on their MSc in Business Analytics course, which would take place in April 2021. • The use of Proctorio on the specified modules was intended to protect the integrity of the exams and the subsequent results in the numerically based assessments. • There were concerns amongst committee members in giving approval whilst the University is undergoing investigations into the ethical and legal aspects of proctoring. • Wider departments across the institute would also have a similar justification for requesting an exemption to the use of proctoring software, particularly where they too had PSRB requirements in place. • With feedback yet to be received from the first pilot, the committee agreed it should be used to inform wider discussions and should be reviewed in the upcoming meeting of the Proctoring working group before a final decision could be made on the request. **ACTION**: The pilot report, student feedback and the final WBS documentation developed, should be considered by the Proctoring Group on the 18th March2021. **ACTION**: The Proctoring Group to consider the papers and make a recommendation on approval to AQSC.
087	**Warwick Foundation Studies Proctoring Exemption**

The Committee received a report (087- AQSC230221) and a verbal update from the WFS Course Director (English for Academic Purposes). The key points and discussions were as follows:

- AQSC granted approval for the use of proctoring on the English for Academic purposes modules that form part of Warwick Foundation Studies (WFS) International Foundation Programme and the report provided an update on its use and findings.
- The use of webcams had been employed to check a student's identity, but with the potential to check for academic misconduct also. Two members of staff were included within each session.
- Colleagues did not recommend the use of this approach where there were groups larger than 36 students. The recording via Teams, only permitted up to 9 students to be captured as it did not record via a 'gallery view'.
- Only anecdotal feedback had been received from students so far, which appeared to be positive with students not feeling they were negatively impacted by the approach. Further work to gather feedback from students is to be undertaken and reported to the Proctoring Group in March, before sharing with AQSC.
- Students were made aware that the recording would be taking place throughout their assessment in advance, however active permission was not sought and would need to be considered.
- There may also be GDPR implications regarding the retention of any recordings and further guidance should be sought from the Information and Digital Group (IDG).
- The challenges that the University are presented with in regard to proctoring were reiterated and the inclusion of a proctoring software, with AI capabilities, was being considered as part of the IDG Online Assessment programme.

ACTION: WFS to consider actively seeking student permission for proctored online assessment(s).

ACTION: WFS to approach the IDG to seek advice on any GDRP implications for the retention of recording.

ACTION: WFS to provide student feedback to the Proctoring Group meeting on the 18th March 2021.

088	**Update on the Information & Digital Group**

The Committee received a report (088-AQSC230221) and a verbal update from the Director of Digital Strategy and Transformation. The key points and discussions were as follows:

- There had been a number of updates to the Information and Digital Group (IDG), under which the Student Personalised Information (SPI) programmes now sits and oversees a portfolio of projects.
- Projects that had been paused in 2019/20 due to Covid-19, had now recommenced.
- The Online Assessment programme of work, which looks to replace the AEP system with a longer term end-to-end assessment system, was currently in between procurement activities. As a next step, the system requirements would be further refined and the team will enter the tender process, which may take a number of months to complete. The Project Board would be meeting shortly and would be looking at a delivery timeline.
- The Governance structure of IDG had been refined and improved to ensure all areas of work had a structured route for consideration and review. Further information on this would be provided at an upcoming AQSC meeting.

ACTION: Secretariat to invite Director of Digital Strategy and Transformation to future meeting of AQSC.

089	**Terms of Reference of Faculty Education Committees**

The Committee received and noted report 089-AQSC230221.

DECISION: The Committee recommended the proposed amendments to the Faculty Education Committee Terms of Reference be **approved** by the Senate.

090	**Amendment to Assessment Policy - Convention O: Examination Methods**

The Committee received and noted report 090-AQSC230221, which was updated to reflect the introduction of the 24 hour duration examination option.

DECISION: The Committee approved the proposed amendments to Convention O: Examination Methods be **approved** by the Senate

	Items below this line were for receipt and/or approval, without discussion
For Information	
091	**London Film School/University of Warwick Partnership Action Plan: Update**
	The Committee received and noted the report (053-PC08022021).
092	**Covid Impact Statement – Research Theses**
	The Committee received and noted the report (024-BGS121120).
Approved by Chair's Action	
093	**Good Practice Guide on Monitoring Student Engagement and Progression**
	The Committee received and noted the report (093- AQSC230221).
094	**Introduction of the Borderline Category for Postgraduate Taught students in 2020/21**
	The Committee received and noted the report (094- AQSC230221).
Subsidiary and Sub-Committee Reports	
095	**Minutes of the Partnerships Committee**
	The Committee received and noted the report.
096	**Minutes of the Board of Graduate Studies**
	The Committee received and noted the report.
097	**Minutes of the Faculty Education Committees**
	The Committee received and noted the report.