

**UNIVERSITY OF WARWICK**

**ACADEMIC QUALITY AND STANDARDS COMMITTEE**

**OPEN MINUTES OF THE MEETING HELD 10:00, TUESDAY 24 NOVEMBER 2020 (ONLINE MEETING)**

<b>Present</b>	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
	Megan Clarke	MC	Students Union Representative
	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)
	Shingai Dzumbira	SD	Students Union Representative
	Dr Beccy Freeman	BF	Dean of Students
	Joanne Garde-Hansen	JGH	Representative of the Board of Faculty of Arts
	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) (until 11:30am)
	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 Colin Sparrow	CS	Academic Director (Graduate Studies)
	Professor Pat Tissington	PT	Academic Director (Employability)
	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
<b>Attending</b>	Katharine Gray	KG	Senior Assistant Registrar (Teaching Quality) (Secretary)
	Geraldine Connelly	GCon	Assistant Registrar (Assessment)
	Maureen McLaughlin	MM	Director of Education Policy and Quality
<b>Ref</b>	<b>Item</b>		
<b>099</b>	<b>Apologies for absence</b> Apologies were received from Gwen van der Velden, Robin Clark and Chris Hughes.		
<b>100</b>	<b>Declarations of Interest</b> No new declarations were made.		
<b>101</b>	<b>Minutes of meeting held on held on 23 February 2021</b> The minutes of the meeting held on 23 February 2021 November 2020 were received and approved.		

102	<b>Matters arising from meeting held on 23 February 2021</b> The Committee received and noted report (102-AQSC040521). The key points and discussions were as follows: <ul style="list-style-type: none"><li>• A full review of matters arising has been undertaken and further details are provided against each item in the report, with a number of items now showing as 'complete'.</li><li>• Ongoing items will continue to be followed up.</li></ul>
<b>Substantive Items</b>	
103	<b>Chair's Business</b> The Committee received a verbal update from the Chair on the module selection project.
104	<b>Students' Union Update</b> The Committee received a verbal update from the Students' Union. The key points and discussions were as follows: <ul style="list-style-type: none"><li>• The Students' Union are progressing work on the Decolonisation of the Curriculum project, with the first meeting of the steering group having taken place and a new decolonise manager now in place.</li><li>• The Academic Transformation project were meeting again, with a focus on blended learning and to consider other topics for focus.</li><li>• The SU had been working with QA work stream on the policy documents on remedying failure and rules for award being brought forward to the AQSC meeting.</li></ul>
105	<b>UCB Update</b> The Committee received a verbal update from the Director of Education Policy and Quality. The key points and discussions were as follows: <ul style="list-style-type: none"><li>• The University was in the final stages of the academic partnership and final sign off would be complete, once financial due diligence complete.</li><li>• The Institutional accreditation event would be taking place on the 24<sup>th</sup> May, with the course accreditation event taking place on the 3<sup>rd</sup> June 2021.</li><li>• Colleagues were keen to identify a chance to network and discuss collaborative opportunities prior to the Autumn term, and it was confirmed that a sub-group would be established to enable liaison opportunities between the two institutions.</li></ul>
106	<b>OIA Good Practice Framework: Requests for Additional Consideration</b> The Committee received a report (106-AQSC040521) and a verbal update from the Senior Assistant Registrar (Teaching Quality). The key points and discussions were as follows: <ul style="list-style-type: none"><li>• The Office of the Independent Adjudicator (OIA) released the latest section of framework, which covered mitigating circumstances, and processes for other types of extensions like deferral and self-certification.</li><li>• The framework is expected to be in place for 2021/22, and the summary paper outlines the range of principles and sets out processes that may be in place for HE providers to adhere to in the next academic year.</li><li>• It was confirmed that there was currently work in progress to consider the automation of claim outcomes to students.</li><li>• The University does not currently permit appeals to be made against mitigating circumstances decisions, but as a first step the University would be looking to determine practice in the sector.</li><li>• Statistical monitoring and reporting may be more feasible now that the MC portal in place. A paper on how regular reporting should come forward for consideration.</li><li>• A meeting would be taking place on the 11<sup>th</sup> May with the Dean of Students, EPQ and the senior tutor network to consider how outcomes to students should be reported and to build policy around it.</li></ul>

107	<p><b>Report from the Progression and Remedy Failure Sub-Group</b></p> <p>The Committee received a report (107-AQSC040521) and a verbal update from the Chair of the Progression and Remedy Failure Sub-Group. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Chair summarised the recommendations made by the sub-group, concerning the following matters: <ul style="list-style-type: none"> <li>○ Timing of examinations and exam boards;</li> <li>○ Setting reassessment papers;</li> <li>○ Harmonised progression requirements;</li> <li>○ Module classifications definitions.</li> </ul> </li> <li>• It was confirmed that the matters above related to undergraduate provision, and that further discussions on the use of the 'required' module definition at PGT level would be picked up with WBS.</li> </ul> <p><b>DECISION:</b> The committee recommended for approval to the senate that a reduced examinations period be introduced in the Summer, with the reassessment session taking place over the last week of August and first week of September each academic year.</p> <p><b>DECISION:</b> The committee approved that a definitive date for all exam boards in term three should be set for week 10 of each academic year.</p> <p><b>DECISION:</b> The Committee approved the recommendation that reassessment papers should be produced and finalised, with sign off from the External Examiner, by the end of the second week of July in each academic year.</p> <p><b>DECISION:</b> The Committee approved the module classification definitions as outlined in Appendix A.</p> <p><b>ACTION:</b> GC to discuss issue of PGT 'Required modules' with WBS and determine use across other PGT depts.</p> <p><b>DECISION:</b> The committee approved the following recommendations for inclusion in the harmonised progression requirements being introduced for students commencing on their programme of student in 2021/22 that:</p> <ul style="list-style-type: none"> <li>i. Where departments have less than 90 credits worth of core modules, all core modules must be passed and the student will progress if they pass enough additional credits to meet the 90 credit progression requirement, without restrictions on where the remaining credits should be gained. Where there are accreditation requirements in place for a course, these harmonised requirements would be superseded by the requirements of the Professional, Statutory and Regulatory Body,</li> <li>ii. Where departments have more than 90 credits worth of core modules, the department should identify, at the course level, which of these modules are required to be passed for progression or award. These modules will be classified as 'required core' modules.</li> </ul> <p><b>DECISION:</b> The Committee approved the recommendation that departments should update online information and student handbooks to confirm the harmonised course progression requirements for students registering for the first time in the academic year 2021/22.</p>
108	<p><b>Policy on the Right to Remedy Failure</b></p> <p>The Committee received a report (108-AQSC040521) and a verbal update from the Chair of the Progression and Remedy Failure Sub-Group. The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The paper sets out the full policy details for the recommendation approved by the Senate in July 2019.</li> <li>• The policy had been shared with AQSC and the Faculty Education Committees for colleagues to consider and share comment on.</li> </ul> <p><b>ACTION:</b> Policy to be updated to reflect amendments suggested by members and changes required following PRF report approval.</p>

109	<p><b>Rules for Award</b></p> <p>The Committee received a report (109-AQSC040521) and a verbal update from the Assistant Registrar (Assessment). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The Rules for Award pull together the existing progression requirements and classification conventions for all undergraduate and postgraduate taught study</li> <li>• The policy had been shared with AQSC and the Faculty Education Committees for colleagues to consider and share comment on.</li> </ul> <p><b>ACTION:</b> Rules for Award to be updated to reflect amendments suggested by members.</p>
110	<p><b>Report from the Proctoring Group</b></p> <p>The Committee received a report (109-AQSC040521) and a verbal update from the Academic Director (Postgraduate Taught). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The group are developing a draft policy for approval by AQSC, which intends to layout a framework for the consideration of proctoring exemptions, where there must be a pedagogical justification.</li> <li>• Further discussions regarding the WBS proctoring exemption would be needed to determine if re-approval would be needed after the first proctoring exemption did not go forward, following student concerns.</li> </ul> <p><b>ACTION:</b> AC/RR/WC to discuss WBS proctoring exemption once new policy is in place.</p>
111	<p><b>WFS Marking Schemes for Pre-Sessional English</b></p> <p>The Committee received a report (111-AQSC040521) and a verbal update from the Departmental Administrator (WFS). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• The SIS team confirmed that the introduction of a new marking scheme would be possible in SITS, but were yet to confirm if it would feed in to Tabula.</li> <li>• WFS would provide additional in-sessional English sessions, but only can make this a recommendation to the home department, rather than a requirement, but students would have developed a good knowledge during pre-sessional learning.</li> </ul> <p><b>DECISION:</b> WFS marking scheme request approved, subject to confirmation that mark schemes are workable in SITS/Tabula.</p>
112	<p><b>Proctoring Exemption Request: Use of Proctoring on PSE modules in WFS</b></p> <p>The Committee received a report (111-AQSC040521) and a verbal update from the EAP Teaching Fellow (WFS). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• WFS were confident that they could meet the observations made by the Remote Proctoring Group, outlining the ways in which each would be addressed.</li> <li>• Committee members shared concerns that where there may be a mix in environments under which students may be sitting an assessment (such as an audio or listening assessment), this may be a disadvantage to the student and question the validity of scoring.</li> <li>• A further issue raised was where students may be able to view one another during proctoring as suggested by the proposal and use of MS Teams. Investigation in to the technical possibilities of invigilation views should be explored.</li> </ul> <p><b>ACTION:</b> CB to follow up on technical possibilities in MS teams to ensure students cannot observe one another in session.</p> <p><b>DECISION:</b> The committee approved the proctoring exemption, with the caveat that WFS may need to consider the number of persons observing students.</p>
113	<p><b>Assessment Submission Deadline for the Academic Year 2021/22</b></p> <p>The Committee received a report (113-AQSC040521) and a verbal update from the Assistant Registrar (Assessment). The key points and discussions were as follows:</p> <ul style="list-style-type: none"> <li>• For the academic year 2021/22, the University is scheduled to return the approved assessment submission deadline of 12 noon on a university working day, as per Regulation 36.</li> </ul>

	<ul style="list-style-type: none"> <li>The committee discussed if the University should return to the approved assessment deadline of 12 noon, or extend the interim measures of 2020/21 on to the next academic year.</li> <li>It was agreed that having a window of time rather than a single fixed time would allow for flexibility, particularly where</li> </ul> <p><b>ACTION:</b> Bring recommendation paper back to June AQSC, to recommend approval of extension of this year's measure on to the next academic year.</p>
114	<p><b>AOB - Law Borderline Criteria</b></p> <ul style="list-style-type: none"> <li>Committee member's queried if the mitigating circumstance information that was included in the borderline criteria (paper 115-AQSC040521), as approved by Chairs action, should be held off due to conversations on the OIA framework.</li> </ul> <p><b>ACTION:</b> Chairs of AQSC to discuss mitigating circumstance information in paper 115-AQSC040521.</p>

*Items below this line were for receipt and/or approval, without discussion*

**For Information**

**Approved by Chair's Action**

115	<b>Alternative Assessments and Changes to Course Regulation</b> The Committee received and noted the report (114-AQSC040521)
116	<b>School of Law UG Borderline Performance: Definitions of Preponderance and Exit Velocity</b> The Committee received and noted the report (115-AQSC040521)
117	<b>Updated Policy on the Recording for Lectures by Students</b> The Committee received and noted the report (116-AQSC040521)