

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee held on
Thursday 11 May 2006

Present: Professor M Whitby (Chair), Professor L Bridges, Professor J Davis, Mr B Duggan, Dr K Flint, Professor G Lindsay, Professor M Luntley, Dr R Moseley, Dr P O'Hare, Professor E Peile, Dr T Price, Dr P Roberts, Professor M Smith, Ms K Stark

Apologies: Professor M Harrison, Ms S Law

In attendance: Miss H Kinnear, Dr J Moss, Mr H Williams (for item 90/05-06)

85/05-6 Minutes of the Previous Meeting

RESOLVED:

That the minutes of the meeting held on 22 February 2006 be approved.

86/05-06 Matters Arising

(a) Integrated Masters Degrees (Minute 63(f)/05-06 referred)

REPORTED:

That the Board of the Faculty of Science at its meeting on 8 February 2006 resolved that a group be formed, chaired by Professor J Hutton, to consider issues regarding Integrated Masters courses.

(Minute 26/05-06)

CONSIDERED:

Recommendations from the Faculty of Science working group, paper AQSC 101/05-06.

RESOLVED:

- (i) That the Committee supports in principle the proposal to permit departments in the Faculty of Science to rebrand existing integrated undergraduate Masters degrees as BSc MPhys (or BSc MChem etc. as appropriate to the subject) as set out in paper AQSC 101/05-06 subject to a number of clarifications and amendments:
- (ii) That the Chair ascertain the extent to which other Russell Group institutions are supporting Integrated Masters Degrees;
- (iii) That a permissive regulation is preferred to one requiring departments to introduce the change provided

that different approaches are justified and not likely to cause confusion;

- (iv) That it is unnecessary to stipulate that 90 M-level credits must be taken in the fourth year, but that 120 credits at level M must be taken across the third and fourth years, with a preponderance of the credits taken in the fourth year at level M;
 - (v) That in due course consideration be given by departments in the Faculty of Science to the possibility of offering students on integrated Masters courses the opportunity of completing a summer research project, or of incorporating modules in Scientific Writing being developed by CELTE and MOAC.
- (c) Project Marking in Warwick Manufacturing Group (Minute 63(a)/05-06 referred)

CONSIDERED:

An oral report from Professor L Bridges on behalf of the group that discussed project marking with Warwick Manufacturing Group in a meeting on Wednesday 10 May.

RESOLVED:

- (i) That Professor Bridges continued to work with Warwick Manufacturing Group on the issue of moderation and double-marking and prepare a paper for the next meeting of the Committee, it being noted that what Warwick Manufacturing Group calls moderation would be considered double-marking by other departments;
 - (ii) That separate marks from the industrial supervisor and member of academic staff continue to be recorded in the interest of transparency;
 - (iii) That the Committee was impressed with the rigour of Warwick Manufacturing Group's moderation process.
- (d) National Teaching Fellows 2006 (Minute 63(d)/05-06 referred)

REPORTED:

That the University made three nominations to the National Teaching Fellowship Scheme: Mr D Morley (Warwick Writing Programme), Professor D Mond (Mathematics Institute), and Dr R Johnson (PDP Coordinator/History).

- (e) National Student Survey 2006 (Minute 63(b)/05-06 referred)

RECEIVED:

Final report on the University's response rate in the National Student Survey 2006, paper AQSC 108/05-06.

RESOLVED:

- (i) That it was noted that the overall response rate was significantly lower than that last year's of 40%, and consequently no results would be publishable;
- (ii) That it was noted that the University's satisfaction and evaluation surveys are more relevant, and could include broader questions favoured by NSS, thus there was still no incentive to support the survey;
- (iii) That the Students' Union President and Deputy President & Education Officer continue to work with the Aldwych Group in attempting to persuade NSS of changes.

87/05-06

Chair's Action

WMG: New Collaboration (CA-TDEC)

REPORTED:

That the Chair, on behalf of the Committee, approved in principle a proposal from Warwick Manufacturing Group, School of Engineering, to offer the existing Post-Experience Diploma in Engineering Business Management in collaboration with the China Aerospace Training and Development Exchange Centre (CA-TDEC), with the full course approval paperwork to be considered by the Collaborative, Flexible and Distributed Learning Sub-Committee at its next meeting prior to the negotiated contract coming into full operation, it to be noted that:

- (a) The Steering Committee at its meeting on 24 April 2006 considered the proposal, paper SC.297/05-06;
- (b) The Board of Graduate Studies at its meeting on 27 April 2006 resolved:
 - (i) That the proposal to deliver the Post-Experience Certificate in Engineering Business Management for CA-TDEC be approved for one year in the first instance.
 - (ii) That the continuation of the programme beyond the first year be subject to:
 - (A) A review of the rationale for the existing arrangements whereby students achieving an average of 55% in post-experience modules and 55% in the post-experience project are deemed to have met MSc entry requirements.

- (B) Satisfactory resolution of the quality assurance issues currently being considered by the AQSC.
- (C) A report on the first year of the CA-TDEC programme, to be considered by the Board following the meeting of the first Board of the Examiners, noting that this should include information on student performance, the numbers progressing to the MSc and the examination arrangements.

RESOLVED:

- (c) That although the proposal from Warwick Manufacturing Group had received rigorous scrutiny, it was highly unsatisfactory that it was not submitted through the normal routes which are in place to enable the University to assure itself of the quality and standards of new courses and collaborative arrangements;
- (d) That the approval given by Chair's action was conditional on receipt of the CA-TDEC Quality Assurance Code of Practice from Warwick Manufacturing Group as set out in the Site Visit Report Form, section 11.d (included in paper SC.297/05-06), and this should be received in time for consideration at the meeting of the Collaborative, Flexible and Distributed Learning Sub-Committee in the Autumn Term 2006;
- (e) That the approval given by Chair's action was also conditional on the consideration and approval by the Collaborative, Flexible and Distributed Learning Sub-Committee at its meeting in the Autumn Term 2006 of a report on a further Site Visit which must now be carried out by Warwick Manufacturing Group and must include another appropriate member of the University.
- (f) That any changes required to the Code of Practice or other arrangements by the Collaborative, Flexible and Distributed Learning Sub-Committee be implemented by CA-TDEC and Warwick Manufacturing Group prior to the registration of the first cohort of students in January 2007;
- (g) That the approval is for one entry cohort only in the first instance, and approval for the continuation of the course beyond that be dependant on the satisfactory completion of a report on the first year of the course, to be considered by the Board of Graduate Studies
- (h) That Warwick Manufacturing Group in the future must follow the normal approved procedures in full when proposing new or amended courses and new or extended partnership arrangements to allow sufficient time for rigorous scrutiny by the appropriate committees;

- (i) That the Committee will not approve courses and collaborative arrangements that have not been subject to rigorous scrutiny through the normal processes.

88/05-06 Chair's Business

RECEIVED:

- (a) An oral report from the Chair on the recent HEA meeting, at which Professor D Eastwood (Chief Executive, HEFCE) made clear that one of his priorities is to encourage reflection on assessment practices across UK HEIs;
- (b) An oral report from the Chair on the Heads of Departments Forum held on 5 May 2006, at which Peter Williams (Chief Executive, QAA) spoke.

RESOLVED:

That it be noted that the Heads of Department Forum to be held on 17 May will consider current assessment practice at the University.

89/05-06 QAA: Institutional Audit

REPORTED:

That the date of the next QAA Institutional Audit was yet to be finalised, but might be scheduled for Spring Term 2008, or possibly be pushed back to the academic year 2008-09.

90/05-06 Library Reading List Audit

CONSIDERED:

A report from Mr H Williams, Head of Academic Support, Library, on the outcomes of an audit of reading lists across the University, paper AQSC 102/05-06.

RESOLVED:

- (a) That a standardised procedure be developed and implemented to improve the consistency and preparation of reading lists;
- (b) That the Library investigate the possibility of a reading list web page with e-lab, to include guidance on good practice and a template to ease the transmission of reading lists to the Library in a timely fashion;
- (c) That the Library send e-mail reminders to all members of academic staff asking them to submit new / amended reading lists and that an early deadline should be set, ideally a date prior to academic staff leaving the campus after the summer term;

- (d) That the Library report to Heads of Department where members of academic staff have not submitted reading lists by the deadline and that SSLCs be encouraged to identify modules for which reading lists are lacking;
- (e) That departments send prospective students information referring to course material costs in their summer mailings, but this information should not be published in the Prospectus;
- (f) That the Secretariat work with those sections of the Academic Registrar's Office and the Academic Office responsible for the University Prospectus and the Warwick Undergraduate Aid Programme and other support schemes to ensure it is clear to applicants that as students they will be expected to buy books and other material;
- (g) That Heads of Department consider what limits on the costs of books and other material are appropriate for students in their subject.

91/05-06 Use of Postgraduate Teachers

CONSIDERED:

A draft policy prepared by Professor L Bridges on the use of Postgraduate teachers, paper BGS 32/05-06, noting that the Board of Graduate Studies at its meeting on 27 April 2006 considered the proposal and recommended that it be approved, subject to a number of amendments noted at the meeting.

RESOLVED:

- (a) That the move to clarify and codify policy on the use of postgraduate teachers be welcomed;
- (b) That Professor Bridges use the draft policy set out in paper BGS 32/05-06 as the basis for a consultation document to be circulated to departments, taking into account a number of points made at the meeting.

92/05-06 Higher Education Academy: National framework for professional standards

CONSIDERED:

The national framework for professional standards in teaching and supporting learning launched by the Higher Education Academy in February, paper AQSC 103/05-06.

93/05-06 Skills Working Group

RECEIVED:

The Minutes of the meeting of the Skills Working Group held on 28 February 2006, paper AQSC 104/05-06.

RESOLVED:

That the Secretariat continue work on the Learning and Teaching Strategy.

94/05-06 Outcomes from Institutional Audit (Minute 73/05-06 referred)

REPORTED:

- (a) That the QAA has issued four further publications in the Outcomes from Institutional Audit series:
 - (i) Arrangements for international students
 - (ii) Collaborative provision in the institutional audit reports
 - (iii) Progression and completion statistics
 - (iv) Work-based and placement learning, and employability
- (b) That the Collaborative, Flexible and Distributed Learning Sub-Committee will consider 'Collaborative provision in the institutional audit reports' at its next meeting.

RESOLVED:

That the Chair and the Secretary will attend to these publications and report back to the Committee.

95/05-06 Accreditation of Prior Learning

RESOLVED:

To defer consideration of the proposed amendments to the University Policy on the Accreditation of Prior (Experiential or Certificated) Learning, paper AQSC 105/05-06 (tabled) to the next meeting of the Committee.

96/05-06 Warwick Medical School: Amendments to Ordinances and Regulations relating to the MBChB

RECEIVED:

- (a) The minutes of an extraordinary meeting of the Board of the Faculty of Medicine held on 12 April 2006, paper AQSC 106/05-06, which convened to make recommendations on the amendments to Ordinances, Regulations, local Codes of Practice for Assessment, and University Committees required for the University to offer the MBChB degree independently of the University of Leicester, should GMC and Privy Council approval be forthcoming.
- (b) A paper prepared by the Secretary of the Board of the Faculty of Medicine summarising and contextualising the proposed changes, paper AQSC 107/05-06;

CONSIDERED:

- (c) Proposed amendments set out in paper EBFM 1/05-06 (revised) to
- Ordinance 7 'Constitution of the Boards of the Faculties'
 - Ordinance 14 'Degrees and Diplomas'
 - Ordinance 16 'Matriculation'
- (d) Proposed amendments set out in paper EBFM 2/05-06 (revised) to:
- Regulation 2 'Committee Elections'
 - Regulation 3 'Committee Elections – Student Members'
 - Regulation 6 'Admission to the University'
 - Regulation 8.10 'Regulations for the Degrees of Bachelor of Medicine and Bachelor of Surgery (MB,ChB)'
 - Regulation 9 'Constitutions of Boards of Examiners'
 - Regulation 10 'Examination Regulations'
 - Regulation 11 'Procedure to be Adopted in the Event of Suspected Cheating in a University Test'
 - Regulation 12 'Absence for Medical Reasons from a University Examination for First Degrees'
 - Regulation 13 'Regulations Governing the Continuation of Registration'
 - Regulation 33 'Regulations Governing Temporary Withdrawal from the University'
 - Regulation 34 'Regulation for the Determination of Fitness to Practise'
- (e) The revised Code of Practice for Assessment for Phase 1 of the MBChB, paper EBFM 3/05-06 (revised);
- (f) The revised Code of Practice for Assessment for Phase 2 of the MBChB, paper EBFM 4/05-06 (revised);
- (g) Proposed amendments to committee structures, terms of reference, constitutions and memberships, paper EBFM 5/05-06 (revised).

RESOLVED:

- (h) That the proposed amendments be noted;
- (i) That the Secretary work with the Secretary of the Board of the Faculty of Medicine and the University Secretary's Office to clarify some points ahead of the next meeting of the Board of the Faculty of Medicine with a view to minor amendments being proposed there and, if approved, formally recommended to the next meeting of this Committee.

97/05-06

SSLC Coordinators 2006-07

REPORTED:

That Dr P Roberts will be on study leave for two terms during 2006-07, and that no replacement staff SSLC Coordinator would be appointed to cover this absence.

98/05-06

Next meeting

That the next meeting of the Committee would be held at 9.30am on Wednesday 7 June 2006 in the Council Chamber, University House.