

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of a meeting of the Academic Quality and Standards Committee held on 22  
November 2018.

Present: Professor D Lamburn (Deputy Pro-Vice Chancellor (Education), (Chair), Professor J Angouri (Representative of the Board of Faculty of Social Sciences), Professor A Clark (Academic Director Undergraduate Studies), Dr W Curtis (Academic Director, Partnerships), Professor L Gracia (Dean of Students), Dr L Hammond (Representative of the Board of Faculty of Science, Engineering and Medicine), L Kennedy (Students' Union representative), Dr J Lee (co-opted member of staff in quality assurance role), Dr M Leeke (Representative of the Board of Faculty of Science, Engineering and Medicine), Professor C Sparrow (Academic Director, Postgraduate Studies), Professor P Tissington (Academic Director, Employability) and Professor G Van der Velden (Deputy Pro-Vice Chancellor (Student Learning Experience) and Chair of the Student Learning Experience and Engagement Committee).

Apologies: Professor G Cooke (co-opted member of staff in quality assurance role), Dr M Gifford (Representative of the Board of Faculty of Science, Engineering and Medicine), Dr J Heron (Representative of the Institute of Advanced Learning), Professor C Hughes (Pro-Vice Chancellor (Education), Professor E Jones (Representative of the Board of Faculty of Social Sciences), E King (Students Union representative).

In attendance: K Gray (Secretary), Professor J Davey (Warwick Medical School) (for item 35/18-19), D Derricott (Assistant Registrar, Monitoring and Review) (for items 28 and 29/18-19), Dr R Forman (Department of English), L Hasler (Assistant Registrar (Teaching and Learning)) (for item 33/18-19), R Ingram (Business Process Owner) (for item 28/18-19), Dr E Melia (Senior Assistant Registrar (Strategic Programme Delivery)) (for item 31/18-19); C Watters (Assistant Registrar (Teaching and Learning), R Wooldridge Smith (Deputy Academic Registrar).

23/18-19 Conflicts of Interest

REPORTED:

That, should any members or attendees of the Academic Quality and Standards 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, available online from:

<http://www.universitychairs.ac.uk/wp-content/uploads/2015/02/CodeFinal.pdf>

RESOLVED:

That no conflicts were reported.

24/18-19 Minutes of the last meeting

RESOLVED:

That the minutes of the meeting of the Academic Quality and Standards Committee held on 15 October 2018 be approved.

25/18-19 Matters arising

(a) Fitness to Practise Operational Procedures (minute 108(c)/17-18 referred)

REPORTED:

- (i) That further work was ongoing with CLL and revised procedures would follow in due course for the consideration of the Committee at a future meeting; this had been delayed due to new degree apprenticeship courses being introduced shortly which contained a Fitness to Practise element and required further consideration before CLL FtP procedures could be finalised.
- (ii) That the application of fitness to practise for new degrees in the Warwick Manufacturing Group in the area of health and wellbeing would be investigated and reported to the Committee at a future meeting.

RESOLVED:

That Fitness to Practise procedures for the Degree Apprenticeship in Social Work would be required before the course commenced in March 2019 and should therefore be considered by the Committee at its next meeting.

(b) Revisions to Regulation 41 (minute 10/18-19 referred)

REPORTED:

That Senate at its meeting on the 17<sup>th</sup> October 2018 had approved revisions to Regulation 41 as recommended by the Academic Quality and Standards Committee on 15<sup>th</sup> October 2018 but the Senate also requested that further amendments be made to Regulation 41 as set out at in S10.18/19 (revised));

(c) Analysis of undergraduate external examiners' reports received for the academic year 2017/18 (minute 12/18-19 referred)

REPORTED:

That follow up actions in relation to reviewing moderation guidance, induction events for external examiners and dissemination of good practice would commence shortly and progress would be reported to the Committee in due course.

RESOLVED:

That an update be provided at the next meeting of the Committee.

- (d) PSRB Register (minute 16/18-19 referred)

REPORTED:

- (i) That the date of the next re-engagement with the PRSB in relation to the LLB (Honours) Degree with the Ministry of Law in Singapore had had been confirmed as correct as set out in document AQSC 09.18/19 and taking place in 2021/22;
- (ii) That a number of dates for re-engagement with PSRBs for courses in the Warwick Business School were still outstanding and had been requested;

RESOLVED:

That an update on dates for re-engagement with PSRBs be requested from the Warwick Business School for the next meeting of the Committee.

26/18-19

Chair's Business

- a) Review of Assessment

REPORTED:

- (i) That a fifth sub-group of the Review of Assessment Group had been established to consider cheating and would be chaired by Professor R Clark (Warwick Manufacturing Group);

(by Dr Leeke):

- (ii) That it would be useful to have representation from the mathematical sciences on the Group to ensure that cheating with respect to problem sheets was covered.

- b) Membership of Academic Quality and Standards Committee

REPORTED:

- (i) That Dr Joanne Garde-Hansen (Centre for Cultural and Media Policy Studies) and Dr Ross Forman (Department of English) would be members of the Committee representing the Faculty of Arts from January 2019;
- (ii) That R Wooldridge Smith, Deputy Academic Registrar, would be in attendance at meetings of the Committee.

27/18-19 Students' Union Update

REPORTED (by the Education Officer, Students' Union):

- (a) That the Students' Union were working on an alternative careers week with the Academic Director (Employability) and would be running an event for women in the creative industries;
- (b) That an event would take place on 22 November on the black student experience and student mobility;
- (c) That Steering Group on the academic representation transformation project was now established;
- (d) That a BME access conference would be held.

28/18-19 Update on Course and Module Approval Project

CONSIDERED:

A paper setting out progress in relation to the course and module approval project including consideration of existing definitions of minor/major module revisions as set out in AQSC 20.18/19;

(a) Course Approval

REPORTED (by the Assistant Registrar (Monitoring and Review)):

- (i) That the new course approval process had improved the robustness of the process and record-keeping but further refinement was required to ensure it was sufficiently flexible and agile;
- (ii) That the workflow system would be piloted with a small number of departments in the new year, with wider roll out in the summer term;
- (iii) That the aim was for consideration to take four weeks, provided that proposals are fully developed;
- (iv) That consideration would need to be given to how to collect data on all courses within the system where this was not currently held.

(b) Module Approval

REPORTED (by the Business Process Owner):

- (i) That the objective for the module approval project was not to change the approval process but to ensure that a single and full record of data on approved modules was maintained;
- (ii) That the workflow process was being developed in-house and was expected to be operational in February;
- (iii) That the system was expected to deliver efficiencies in the process;
- (iv) That this project would be followed up with further work to improve the module catalogue;
- (v) That information for publication on modules would be collected through the course approval process;

(by Dr Lee):

- (vi) That the definitions of major and minor changes had not always aligned to local perceptions of major and minor changes in academic departments;

(by Dr Leeke):

- (vii) That consideration needed to be given to scrutiny of cumulative changes to courses;

(by the Deputy Pro-Vice-Chancellor (Student Learning Experience)):

- (viii) That courses and modules changed frequently and that the Institutional Teaching and Learning Review may provide an opportunity to consider whether information was up to date.

RESOLVED:

- (ix) That the criteria of what constituted a major change to a module be revised and that the following statements be removed from the list of examples constituting a major change of a module:
- A change to course on which the module is available
  - A change to the availability of the module as core/core optional/core

29/18-19 PSRB Annual Report

REPORTED: (by the Assistant Registrar (Monitoring and Review))

- (a) That the Committee was to receive an annual report on engagements with PSRBs;
- (b) That meetings were being held with PSRBs to assess where they needed support with these engagements;
- (c) That work had been paused while Teaching Excellence Group (TEG) meetings were ongoing but would recommence in 2019;
- (d) That the intention was to articulate more clearly the relationship between academic departments and the centre with respect to PSRBs and to strengthen the process for following up on engagements;
- (e) That the Warwick Manufacturing Group's response to the IET report had now been approved by the IET.

30/18-19 Credit and Module Framework

CONSIDERED:

A report from the Deputy Academic Registrar setting out the rationale and process for a review of the credit and module framework at the University of Warwick as set out in AQSC 10.18/19.

REPORTED:

(by the Deputy Academic Registrar):

- (a) That two of the three town hall meetings had taken place;
- (b) That there would be engagements with the Faculty Education Committees and Boards in the Spring Term and feedback provided in the Summer Term;
- (c) That incentives would be needed and consideration was being given as to how they would be taken into account;

(by Dr Leeke):

- (d) That discussions had been open and it was felt that concerns had been taken on board;

(by the Deputy Pro-Vice-Chancellor (Student Learning Experience)):

- (e) That word length of assessments should be linked to the learning outcomes not volume of credit and the rationale for the differences be clearly articulated to students;
- (f) That the Review presented an opportunity to provide clearer information to students on how to find routes through the flexibility available;

(by the Education Officer (Students' Union)):

- (g) That the consultation with students was welcome but the approach to communicating with students on the Review would need to set out clearly the potential impact and benefits, which may not be obvious;

(by the Deputy Academic Registrar):

- (h) In response to a query from Dr Lee, that the Review linked to many other issues, but the key factor which may lead to consideration of the structure of the teaching year would be mid-year assessment, although it may be necessary to reflect on this further once mid-year assessment had been implemented;

RESOLVED:

- (i) That the reference linking credit weighting to word length of assignments be removed;
- (j) That any further comments on the Review of the Credit and Module Framework be provided to the Deputy Academic Registrar.

31/18-19

SPI Report

RECEIVED:

An update report from the Senior Assistant Registrar (Strategic Programme Delivery) on recent activities of the Student Personalised Information Programme as set out in AQSC 11/18-19 and AQSC 11a.18-19

REPORTED (by the Senior Assistant Registrar (Strategic Programme Delivery)):

- (a) That there were a significant number of projects under way and that the challenge was to ensure that all were adequately resourced and that momentum was maintained;
- (b) That there were some projects which required all departments to engage otherwise benefits would not be realised and meetings were therefore being held with departments to understand local processes;
- (c) That developments also needed to align to policy;
- (d) That developments this year would include:
  - Course and module approval systems;
  - Case management system to go live in December;
  - Warwick Manufacturing Group exam board system with phase two to be ready by May;
  - Study abroad workflow to be piloted in spring term;
  - Universal Admissions for postgraduate taught courses to go live in September;
  - Module evaluation being taken up by some departments;
  - On a number of other projects significant milestones were expected to be met;

(by the Chair):

- (e) That progress so far had been exceptional and much work was being undertaken.

32/18-19 Annual Report from the Compliance Working Group

RECEIVED:

The annual report from the Senior Compliance Officer from the Compliance Working Group for 2018 as set out in AQSC 13/18-19.

33/18-19 Exit Qualifications

CONSIDERED:

A report from L Hasler, Assistant Registrar (Teaching and Learning) on the process of awarding exit qualifications to undergraduate students in the academic year 2017/18 with recommendations for future improvements as set out in AQSC 14/18-19.

(by the Chair):

- (a) That the Assistant Registrar (Teaching and Learning) be thanked for her work on the project;
- (b) That an external examiner had to be involved in Boards of Examiners where awards were made, including instances where those awards were exit qualifications;
- (c) That the new course approval process should facilitate the introduction of subject specific exit qualifications;

(by Dr Lee):

- (d) That the feasibility of introducing exit qualifications relevant to groups of disciplines may be considered;

(by Dr Leeke):

- (e) That it would be useful to understand students' perceptions;

RESOLVED:

- (f) That further work was required on the process for awarding exit qualifications, including whether awards should be named or subject specific;
- (g) That a paper be provided to the next meeting of the Committee on the issue of a maximum period of study.

34/18-19 Review of Assessment

RECEIVED:

A progress report on proposals emerging from the Review of Assessment and proposed process for further consultation and approval by Academic Quality and Standards Committee and Senate as set out in AQSC 15/18-19.

REPORTED (by the Chair):

That there would be a meeting of the Review of Assessment Group in January following which further details would be brought to the Committee.

35/18-19 Proposal for Validated Postgraduate Diploma in Diabetes Care with iheed

CONSIDERED:

A proposal from the Warwick Medical School to establish a validated Postgraduate Diploma in Diabetes Care in collaboration with iheed as set out in AQSC 16/18-19;

REPORTED (by Professor Davey):

- (a) That iheed were an online medical education company with existing provision validated by St. George's;
- (b) That iheed wished to expand but St George's did not have significant expertise in diabetes care whereas the Warwick Medical School did;
- (c) That the management of the partnership had been approved by Partnerships Committee and the University Executive Board was considering financial viability and security;
- (d) Given that the course was delivered online a disaster management plan was in place which the Director of IT Services considered to be satisfactory;
- (e) That Professor Davey would be the main point of contact;

RESOLVED:

That the proposal be approved.

36/18-19 Partnership Arrangement – Warwick Law School and LUISS University of Rome

CONSIDERED:

A proposal for a partnership arrangement between Warwick Law School and LUISS University Rome as set out in AQSC 17/18-19);

REPORTED (by the Chair):

- (a) That under the proposal students who would normally study for five years at LUISS would study for three years in Rome, transfer to Warwick to take the LLM for a year and then return to Rome for a final year;
- (b) That students would not have a qualification at the point of entry to the LLM, given the structure of the LUISS course.

RESOLVED:

That the proposal be approved.

37/18-19 Timeliness of Feedback Reports from the Three Faculties

CONSIDERED:

Timeliness of feedback reports from all three Faculties covering the period of summer term 2016/17 to summer Term 2017/18 as set out in AQSC 18/18-19:

- AQSC 18a/18-19 (SMEC 07/19-18 Consolidated Feedback summer term 17/18);
- AQSC 18b/18-19 (Composite Report Science Faculty Education Committee Autumn Term 17/18);
- AQSC 18c/18-19 (SFEC 33/17-18, spring term 2017/18).

REPORTED (by the Academic Director (Undergraduate):

That he had not received requests for extensions.

RESOLVED:

That the process of reporting on timeliness of feedback be reviewed to ensure regular reporting to Faculties and to the Committee, noting that the Science Engineering and Medicine report was most effective.

38/18-19 BA Law and Business Studies

RECEIVED:

A report on the naming conventions for the BA Law and Business Studies joint degree as set out in AQSC 19/18-19);

39/18-19 OIA Framework for Disciplinary Hearings

RECEIVED:

The recently published document from the OIA in relation the framework for disciplinary hearings as published at:

<http://www.oiahe.org.uk/media/124794/oia-good-practice-framework-disciplinary-procedures.pdf>

REPORTED (by the Deputy Academic Registrar):

That the document had been considered by the Students' Union Liaison Group and a mapping of the University's practices in light of the Framework would be brought to the Committee;

40/18-19 Annual Report to Council

RECEIVED:

The annual report made to Council on fulfilment of quality assurance arrangements required by the University of Warwick as set out in C211118;

41/18-19 Minutes of the Board of Graduate Studies

RECEIVED:

The minutes of the Board of Graduate Studies meetings were available at:

<https://warwick.ac.uk/services/gov/committees/bgs/minutes>

42/18-19 Minutes of the Student Learning Experience and Engagement Committee

RECEIVED:

The minutes of the Student Learning Experience and Engagement Committee were available at:

<https://warwick.ac.uk/services/gov/committees/sleec/minutes>

43/18-19 Minutes of the Faculty Education Committees

RECEIVED:

The minutes of the Faculty Education Committees were available on the governance pages at:

(a) Faculty of Arts  
<https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes>

(b) Faculty of Science, Medicine and Engineering  
<https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/>

(c) Faculty of Social Science  
<https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/>

44/18-19 Progress of Committee Recommendations

REPORTED:

That at its meeting on 17 October 2018, the Senate approved the following recommendations from the Committee under the following headings:

Examinations Review and changes to Regulation 10  
Revision to Ordinance 13

45/18-19 Next Meeting

REPORTED:

That the next meeting of the Committee was scheduled to be held on Thursday 24 January 2019 at 9.00 hours in CMR 1.0, University House.