

UNIVERSITY OF WARWICK

Minutes of the meeting of the Academic Quality and Standards Committee
held on Thursday 26 January 2006

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

Apologies: Professor M Whitby, Professor M Luntley, Ms K Stark

In attendance: Dr J Moss, Mr D Wallis

45/05-06 Minutes of the Previous Meeting

RESOLVED:

That the Minutes of the meeting held on 16 November 2005 be approved.

46/05-06 Matters Arising

(a) National Student Survey 2005 (Minute 8/05-06 referred)

CONSIDERED:

- (i) A paper prepared by the Assistant Secretary on detailed results from the 2005 National Student Survey, paper AQSC 36/05-06;
- (ii) The distribution to Heads of Department/Centre of the username and password allowing access to the detailed results site.

RESOLVED:

To distribute the username and password to Heads of Department along with rules on confidentiality, noting that the data presented a useful source of information on student satisfaction that could be triangulated with University-generated data.

(b) National Student Survey 2006 (Minute 22(a)/05-06 referred)

REPORTED:

That the Steering Committee at its meeting on 16 January 2006 considered a paper prepared by the Senior Assistant Registrar (Teaching Quality) and the Administrative Officer (Teaching Quality) on the University's proposed strategy for the conduct and operation of the 2006 National Student Survey (NSS) within the University, paper SC.161/05-06, together with oral reports from the Pro-Vice-Chancellor (Teaching and

Learning) and the President of the Union of Students, reported that the University of Edinburgh had opted to participate in the 2006 NSS, and resolved:

- (i) That, in the light of the issues raised in paper SC.161/05-06 and in discussion at the meeting, the University neither publicise the 2006 NSS nor encourage participation by eligible students in the survey.
- (ii) That the draft University email communiqué to be sent to all eligible students in advance of the initial contact by Ipsos MORI be revised in line with (i) above prior to dissemination.
(unconfirmed Steering Minute 247/05-06)

RESOLVED:

- (iii) That it be noted that the position of the Students' Union constituted a sensible approach to the Survey given the existence of significant doubts over the current methodology;
 - (iv) That the Secretary seek further clarification on the impact of Warwick's scores revealed in this data on the University's league-table position, it being noted that although in some respects the University's results were above average, that the Times Higher Education Supplement used a measure derived from Teaching & Learning scores moderated by Assessment & Feedback scores, leading to an average position.
- (c) PSRB engagements: Warwick Business School, EQUIS
(Minute 12(c)/05-06 referred)

REPORTED:

That at its meeting on 13 October 2005 the Committee considered the report from EQUIS on the accreditation visit carried out in January 2005, paper AQSC 13/05-06, and resolved that Warwick Business School be asked to provide an update for the Committee on progress in addressing the areas identified in the report as being "below standard", particularly in the area of executive education.

CONSIDERED:

A response to the EQUIS report from Professor K Legge, Warwick Business School, paper AQSC 76/05-06, noting that the full EQUIS report with WBS annotations referred to in the response was circulated ahead of the Committee's October meeting.

RESOLVED:

That it be noted that the action taken by the Warwick Business School constituted an effective response to the issues raised, and that the response be approved.

- (d) National Teaching Fellowship Scheme (Minute 14/05-06 referred)

RECEIVED:

- (i) A press release from the Higher Education Academy on the relaunch of the National Teaching Fellowship Scheme, paper AQSC 77/05-06;
- (ii) Further information on the scheme from the Higher Education Academy, paper AQSC 79/05-06 (tabled at the meeting).

CONSIDERED:

- (iii) A strategy for encouraging nominations;

RESOLVED:

- (iv) That the Chair send a memo to Heads of Department seeking nominations and emphasising that the £10,000 award could be used for personal professional development and that bids to the Project stream of the relaunched scheme, with a maximum of £200,000, could only be submitted where a National Teaching Fellow was involved;
- (v) That the call for nominations should encourage those that are applying for, or have previously won, the Warwick Teaching Excellence Award to apply simultaneously to the National Teaching Fellowship scheme.

- (e) Education Innovation Fund (Minute 22(b)/05-06 referred)

REPORTED:

- (a) That following the first round of bids awards were made to eight projects as set out in paper AQSC 78/05-06.
- (b) That the Guidelines for Applicants and the Application Form had been amended slightly and re-published on the Teaching Quality website (www.warwick.ac.uk/go/teachinginnovation) for the second round of bids, with a deadline of 3 March for Expressions of Interest (to be followed by full applications by 17 March).

General Medical Council review

REPORTED:

That the General Medical Council's review of the Basic Medical Education in Warwick Medical School would begin on 9 February.

48/05-06 Skills Working Group: Terms of Reference

REPORTED:

That the Skills Working Group at its meeting on 22 November 2005 considered the membership and terms of reference for the Group for 2005-06, proposing that the Senior Assistant Registrar (Teaching Quality) be added to the membership of the Group, and recommended to the Committee that the revised membership be approved as set out in paper SWG 1/05-06.

CONSIDERED:

Revised membership of the Skills Working Group, paper SWG 1/05-06.

RESOLVED:

That the revised membership be approved as set out in paper SWG 1/05-06.

49/05-06 Academic Satisfaction Review 2005 (Minutes 114/04-05, 9/05-06 and 28/05-06 referred)

REPORTED:

- (a) That in addition to being available on the University Intranet (www.warwick.ac.uk/go/quality/asr) copies of the three reports arising from the Academic Satisfaction Review 2005 had previously been circulated to members of the Committee as follows:
- (i) Report on the Undergraduate and Taught Postgraduate Student Experience: paper AQSC 84/04-05, circulated with papers for the meeting of the Committee on 8 June 2005;
 - (ii) Report on the Research Postgraduate Student Experience: paper AQSC 5/05-06, circulated with papers for the meeting of the Committee on 19 October 2005;
 - (iii) Report on the Taught Postgraduate Student Experience (Supervision and Feedback): paper AQSC 6/05-06, circulated with papers for the meeting of the Committee on 19 October 2005.
- (b) That the Committee at its meeting on 16 November 2005 considered a written response from Professor E Peile outlining the Medical School's response to a number of issues raised in

the Academic Satisfaction Review reports in 2004 and 2005, paper BFM 5/05-06, and resolved that it be noted that the Medical School had made very good progress across a wide range of issues raised by students and that a bespoke Academic Satisfaction Review was to be conducted with WMS students this academic year.

CONSIDERED:

Responses to the Academic Satisfaction Review reports from the following departments/centres/units:

- (c) Classics & Ancient History, paper AQSC 37/05-06;
- (d) English & Comparative Literature, paper AQSC 38/05-06;
- (e) Film & Television Studies, paper AQSC 39/05-06;
- (f) French Studies, paper AQSC 40/05-06;
- (g) German Studies, paper AQSC 41/05-06;
- (h) History, paper AQSC 42/05-06;
- (i) The History of Art, paper AQSC 43/05-06;
- (j) Italian, paper AQSC 44/05-06;
- (k) Theatre, Performance & Cultural Policy Studies, paper AQSC 45/05-06;
- (l) Translation & Comparative Cultural Studies, paper AQSC 47/05-06;
- (m) Biological Sciences, paper AQSC 48/05-06;
- (n) Chemistry, paper AQSC 49/05-06;
- (o) Computer Science, paper AQSC 50/05-06;
- (p) Mathematics, paper AQSC 51/05-06;
- (q) Physics, paper AQSC 52/05-06;
- (r) Psychology, paper AQSC 53/05-06;
- (s) Statistics, paper AQSC 54/05-06;
- (t) Engineering, paper AQSC 55/05-06;
- (u) Economics, paper AQSC 57/05-06;
- (v) Philosophy, paper AQSC 58/05-06;
- (w) Politics and International Studies, paper AQSC 59/05-06;
- (x) Sociology, paper AQSC 60/05-06;
- (y) Law, paper AQSC 61/05-06;
- (z) Education, paper AQSC 62/05-06;
- (aa) Warwick Business School, paper AQSC 63/05-06;

- (bb) Library, paper AQSC 64/05-06;
- (cc) IT Services, paper AQSC 65/05-06;
- (dd) Student and Ancillary Services, paper AQSC 66/05-06;
- (ee) Senior Tutor, paper AQSC 67/05-06;
- (ff) Students' Union, paper AQSC 68/05-06;
- (gg) Careers Service, paper AQSC 69/05-06;

RESOLVED:

- (hh) That the departments of Comparative American Studies and Health and Social Studies be asked to submit their responses for the next meeting of the Committee;

- (ii) That it be noted that the response of the Department of Mathematics was only a partial response and that the

Department be asked to submit a fuller response for the next meeting of the Committee;

- (jj) That a Briefing Paper on Feedback on Assessment be prepared by the Secretariat as a basis for further discussions facilitated by Chairs of Faculty and involving the Chair of the Committee, it being noted that student dissatisfaction with aspects of the assessment feedback process has been a recurrent theme in SSLC reports, the National Student Survey data and in the Academic Satisfaction Review findings and responses;
- (kk) That a number of issues surrounding the methodology and the phrasing of particular questions be discussed with Quad research prior to this year's survey of postgraduate students being undertaken;
- (ll) That steps be taken to ensure that subsequent ASR reports include an analysis of the views of the University's international student population;
- (mm) That the Secretariat clarify whether part-time students in the Institute of Education were surveyed in 2005;
- (nn) That further steps be taken to significantly increase the participation rate, it being noted that many departments had indicated a willingness to help promote the questionnaire;
- (oo) That it be noted that responses from the Library, Careers Service, IT Services and the Senior Tutor's Office constituted appropriate responses to issues flagged in a number of departmental responses;
- (pp) That the Secretary write on behalf of the Chair to follow up on department-specific issues identified in the Committee's discussion of departmental responses;
- (qq) That the Chairs of Faculty should play a role in considering further the response to faculty-wide issues, including those identified in the postgraduate reports.
- (rr) That, except where noted above, the departmental responses considered at the meeting be approved.

50/05-06

Personal Tutor System

CONSIDERED:

A summary report on the operation of the Personal Tutor system, paper AQSC 75/05-06.

RESOLVED:

- (a) That the full report, Personal Tutor Profiles, be distributed to all departmental senior tutors and updated accordingly;

- (b) That the Committee continue to monitor the extent to which the operation of personal tutor systems match the Profile, it being noted that Annual Course Reviews and departmental responses to the Academic Satisfaction Review were the most appropriate places to do this.

51/05-06 Learning & Teaching Strategy (Minute 24/05-06 referred)

REPORTED:

That the Skills Working Group at its meeting on 22 November 2005 recommended to the Committee that the benefits of embedding the Warwick Skills Programme within the University's financial plan as a core activity should be taken into account in consultations around the Learning and Teaching Strategy.

CONSIDERED:

Draft principles for the Learning & Teaching Strategy, paper AQSC 70/05-06.

RESOLVED:

That the draft statement was an appropriate starting point for consultation and that Assessment issues may merit further consideration as a theme in the Strategy.

52/05-06 Report from e-Learning Steering Group

- (a) e-Learning Strategy

REPORTED:

That the e-Learning Steering Group at its meeting on 18 January 2006 had reported that a Memorandum seeking views on the e-learning strategy, paper EL12/05-06, had been distributed on 20 October, 2005, but that little feedback had since been received due to the timing of Faculty IT Committee meetings; and resolved:

- (i) That Chairs of Faculty IT Committees continue to collate feedback and forward it to the Secretariat;
- (ii) That the Secretariat prompt Heads of Department who have yet to express any views to do so via their Faculty IT Committee;
- (iii) That, based on the views of the University community thus collected, the Chair and Secretariat propose amendments to the Strategy, in parallel with the ongoing development of a new University Learning and Teaching Strategy.

- (b) e-Learning Benchmarking Exercise

REPORTED:

That the University was successful in its application to participate in the pilot phase of the Higher Education Academy's e-Learning Benchmarking exercise, and that a team from the University gave a presentation at the launch event in London on 20 January 2006.

53/05-06. Bologna Process

RECEIVED:

An information note produced by the Europe Unit updating institutions on progress in the Bologna Process, paper SC.165/05-06, noting that the note was received by the Steering Committee on 16 January 2006.

54/05-06 M-level PGCE

REPORTED:

That the Board of Graduate Studies at its meeting on 12 January 2006 considered an outline proposal for a Postgraduate Certificate in Education (M-Level), scheduled for introduction in 2007, paper BGS 23/05-06, and resolved:

- (a) That the course be approved in outline as set out in paper BGS 23/05-06, noting that full course and module proposals would be submitted to the Graduate Studies Committee of the Board of the Faculty of Social Studies and the Board in due course;
- (b) That the title of exit route two of the proposed award of Professional Graduate Certificate in Education (with Qualified Teacher Status) be referred to the Academic Quality and Standards Committee for consideration, noting that the current proposal was to award this qualification to students who did not complete academic work successfully at M level but achieved H level and passed all school-based parts of training so were eligible for Qualified Teacher Status.

RECEIVED:

- (c) A statement from the Quality Assurance Agency and other stakeholders on the status of PGCE qualifications, dated April 2005, paper AQSC 80/05-06 (tabled).

CONSIDERED:

- (d) The principle of appropriate exit points and qualifications for students on an M-level PGCE who achieve Qualified Teacher Status but do not achieve sufficient credits at level M for the award of the PGCE, as set out in paper BGS 23/05-06.

RESOLVED:

- (e) That the proposal from the Institute of Education could not be supported in its current guise, it being a principle of the University's award framework that qualifications are awarded on the basis of achievement of specified positively defined learning outcomes;
- (d) That the Committee was nervous about the acronym PGCE being applied to both those that achieve M-level and those that achieve H-level, it being viewed as an invitation to duplicity, and that it would not be minded to support a qualification of a Professional Graduate Certificate in Education despite the QAA's statement.

55/05-06

Integrated Masters Courses: Additional Award of a Bachelors qualification

REPORTED:

That the Board of Graduate Studies at its meeting on 12 January 2006 considered a briefing note from the Europe Unit on the implications of the Bologna agreement for undergraduate Masters Degrees, paper BGS 20/05-06, and the principle of awarding both a Masters qualification and a Bachelors qualification for integrated programmes noting that students would be required to complete 120 credits at M level; and resolved:

- (a) That, as the proposed award of an Master's degree on the basis of completing only 120 credits at M level was not consistent with Masters Degrees presently offered by the University, the Board did not wish to endorse this proposal on the basis of the information available, noting that the Board would appreciate input from the departments concerned before considering the matter further.
- (b) That there were no objections to the award of a Postgraduate Diploma for 120 credits at M level or the award of a Masters degree if students were to complete an additional 60-credit dissertation at M level.

CONSIDERED:

- (c) A briefing paper from the secretariat summarising issues relating to double awards on integrated Masters programmes, paper AQSC 71/05-06;
- (d) Europe Unit Briefing Note E/05/12: 'The Bologna Process and UK's integrated Masters programmes', paper BGS 20/05-06;
- (e) The desirability of allowing, where requested by Departments, the award of a Bachelors qualification in addition to a Masters qualification for students completing an integrated Masters course.

- (f) A proposal from Dr S Jacka, Department of Statistics, to award a BSc in addition to the award of an MMORSE, paper AQSC 73/05-06;

RESOLVED:

- (g) That it be noted that intentions in the Europe Unit Briefing Note went against the principles that initially informed the development of integrated Masters programmes;
- (h) That the Committee would support any response from the Russell Group Pro Vice-Chancellors expressing unease with aspects of this proposal;
- (i) That detailed consideration of the issue should be referred back to the Board of the Faculty of Science, with a view from the Faculty being brought back to the Committee later in the year.

56/05-06 QAA Review of Postgraduate Research Programmes (Minute 9(a.ii)/05-06 referred)

CONSIDERED:

A draft submission to the QAA as part of the Agency's review of PGR programmes, paper AQSC 74/05-06.

RESOLVED:

That the Assistant Registrar (Graduate School) be congratulated on the quality of the submission.

57/05-06 QAA Guidelines on preparing programme specifications

CONSIDERED:

QAA Circular Letter CL15/05, 'Guidelines on preparing programme specifications', paper AQSC 72/05-06.

RESOLVED:

- (a) That the response to the QAA should make clear that this proposal is an unwarranted and additional burden that would add nothing of value to information that is already available.
- (b) That the Secretary draft a response for approval by the Steering Committee prior to submission to the QAA.

58/05-06 QAA Institutional Audit methodology (Minute 26/05-06 referred)

REPORTED

That the Committee at its meeting on 16 November 2005 received an oral report from the Secretary on developments in the national Quality Assurance framework, considered a consultation document from the

QAA on its proposed new methodology for Institutional Audit from 2006-07, paper AQSC 25/05-06, and resolved that the Secretary draft a response to the consultation for consideration by the Steering Committee, it being noted that the deadline for responses was 13 January 2006.

RECEIVED

The response to the consultation submitted to the QAA, as amended following consideration by the Steering Committee, paper SC.143/05-06 (revised).

59/05-06

Next Meeting

REPORTED:

That the next meeting of the Committee will be held at 9.30am on Wednesday 22 February 2006 in the Council Chamber.

DW/jdm, 31.01.06

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