

UNIVERSITY OF WARWICK			
ACADEMIC QUALITY AND STANDARDS COMMITTEE			
OPEN MINUTES OF THE MEETING HELD 09.00, THURSDAY 9 MAY 2019, CMR 1.0, UNIVERSITY HOUSE			
Present	David Lamburn	DL	Deputy Pro-Vice-Chancellor (Education) (Chair)
	Jo Angouri	JA	Representative of the Board of Faculty of Social Sciences (L)*
	Andy Clark	AC	Academic Director (Undergraduate Studies)
	Will Curtis	WC	Academic Director (Partnerships)
	Ross Forman	RF	Representative of the Board of Faculty of Arts
	Jo Garde-Hansen	JGH	Representative of the Board of Faculty of Arts
	Miriam Gifford	MG	Representative of the Faculty of Science, Engineering and Medicine
	Lucy Hammond	LH	Representative of the Faculty of Science, Engineering and Medicine
	Jonathan Heron	JH	Representative of the Institute for Advanced Teaching and Learning (arrived 9.45 am)
	Larissa Kennedy	LK	Students' Union representative (L)*
	Ellie King	EK	Students' Union representative
	Jo Lee	JL	Co-opted member of academic staff in a quality assurance role
	Matt Leeke	ML	Representative of the Faculty of Science, Engineering and Medicine
	Colin Sparrow	CS	Academic Director (Graduate Studies)
	Pat Tissington	PT	Academic Director (Employability)
Gwen Van der Velden	GVV	Deputy Pro-Vice-Chancellor (Student Learning Experience) (L)*	
Attending	Michael Broderick	MB	Process Owner, Student Personalised Information Project (item 097 only)
	Philippa Costello	PC	Graduate Trainee Ambitious Futures (observing)
	Dan Derricott	DD	Acting Senior Assistant Registrar, Teaching Quality (Secretary)
	Claudia Gray	CG	Assistant Registrar, Teaching Quality (Assistant Secretary)
	Katharine Gray	KG	Interim Director of Education Policy and Quality
	Emma Melia	EM	Programme Manager, Student Personalised Information Project (item 097 only)
			(L)* denotes late arrival
Ref	Item		
090	Apologies for absence Apologies were received from Professors Cooke, Gracia, Jones and Hughes.		
091	Declarations of Interest No declarations were made.		
092	Minutes of last meeting on 21 February 2019 The minutes of the meeting held on 21 February 2019 were received and approved.		
093	Matters arising from last meeting on 21 February 2019 The matters arising were as follows: (a) CMA responsibility (minute 068 (a)-AQSC 210219) The Interim Director of Education Policy and Quality provided a verbal update on responsibility for CMA matters. A response from the Academic Registrar had been submitted to the internal audit team. This response was normally confidential, but relevant sections would be shared with the Committee at a later stage with the intention of relocating the responsibility for CMA compliance. Actions arising from this report will be taken forward over the summer. (b) External examiners' reports and follow up actions (minute 68 (c) AQSC 210219) The Academic Director (Undergraduate Studies) will chair a working group on producing further guidance on moderation as part of the Review of Assessment, likely to be subsumed under the sub-group dealing with examination board procedures. A paper relating to induction of external examiners will be presented to the next meeting of the Committee. The Academic Director (Undergraduate Studies) had drafted a report updating external examiners on actions taken in response to their feedback to be sent out towards the end of May 2019.		

(c) Deferral of examination policy (minute 68 (d) AQSC 210219)

This policy had been approved via Chair's action and the approved policy was included on the agenda under item 112. The policy would be sent to the Senate meeting on 3 July 2019 for approval as part of the Review of Assessment approval package expected to be endorsed by the Committee on 6 June 2019.

(d) Recognised Prior Learning (RPL) revisions for the MSc Advanced Clinical Practice (ACP) and the MSc Advanced Clinical Care Practice (ACCP) (minute 68 (e) AQSC 210219)

The RPL revisions for the MSc Advanced Clinical Practice (ACP) and the MSc Advanced Clinical Care Practice (ACCP) had not yet been received by the Secretariat, although it was reported that the RPL revisions had been approved by the WMS Education Committee. An update would be reported to the Committee at its next meeting on 6 June 2019.

(e) Fitness to Practise procedures (minute 071-AQSC 210219)

The Chair reported that the WMG operational procedures had been revised in line with discussions at the meeting of the Committee on 21 February 2019 and the external examiner had been removed from the WMG Fitness to Practise Group. The Chair had taken Chair's action to approve revised WMG operational procedures and the approved procedures were included for the Committee's information under item 115. The review of FtP procedures will take place in early 2020 with the scope and remit of the review yet to be decided.

(f) Maximum period of study (minute 079-AQSC210219)

A revised paper on the maximum period of study will be considered by the Committee at its next meeting on 6 June 2019.

(g) Timeliness of Feedback (minute 083-AQSC 210219)

A meeting chaired by the Deputy Pro-Vice Chancellor (Education) and comprising the Academic Director of Undergraduate Studies, the Chairs of the Faculty Education Committees and TQ staff will take place shortly to decide on process and terms of reference of a review of the timeliness of feedback policy.

Chair's Update

094 **Chair's Business**

No Chair's Business was reported.

Theme Heading

095 **Students' Union Update**

The Committee received a progress report from the students' union representatives.

(a) Summer Examinations

The Students' Union was co-ordinating the responses from Student-Staff Liaison Committees in relation to the immediate situation in relation to summer examinations and was working with University colleagues to ensure no recurrence of the current situation.

(b) Academic representation

The Students' Union was developing a code of understanding on new approaches to student academic representation, including changing the way elections of representatives took place. A greater number of UG student representatives will be elected in the summer term and would be supported with refresher training. The Students' Union however recognised that further consideration was needed to ensure students away on placement or intercalated years could engage in elections and were represented, e.g. offering online elections.

The Committee acknowledged that hand over between Postgraduate Taught (PGT) representatives was ineffective at present. Staff Student Liaison Committees' final reports needed to be more qualitative in the future.

Members of the Committee recognised that there still remained a pressing need to bolster Postgraduate Research (PGR) student representation where the student voice was not so prominent at departmental and University levels. Whilst other students could represent PGR issues, it was helpful to have some representatives with direct experience of the particular challenges of PGR research/study.

(c) Decolonisation of the curriculum

The Students' Union Education Officer reported that work was underway to decolonise the curriculum in four departments. This work was based on an exploratory, enquiry-based approach to understand the issues and test different approaches to engaging students and staff in discussions on decolonising. The pilot phase should report in July 2019 and would be used to inform the next phase to broaden the reach and coverage of the work.

The Committee agreed that this work should be reported back to the Committee to inform work of this Committee and other Committees, e.g. the Student Learning Experience and Engagement Committee (SLEEC) and noted that this also fitted in with the work of the WIHEA Learning Circle on Anti-Racist Pedagogy and a piece of work on the Black Attainment Gap.

ACTION:

That the work on decolonisation of the curriculum should be reported back to the Committee when the pilot phase had concluded in July 2019.

096

**Strategic item for discussion: Review of Assessment/
Assessment Strategies and implementation of principles arising from sub-group**

The Chair reported that a significant amount of work had been undertaken within the review of assessment to broaden and diversify student assessment. Extensive guidance had been produced for departments on how to achieve diversification within the course/curriculum and a decision needed to be made on how to successfully implement the guidance and outcomes of proposals across the University.

The Deputy PVC (Student Learning Experience) explained a number of options which might be explored which included:

- A holistic approach to implement proposals for all departments by identifying one academic year when the wholesale change should take place; OR
- Implementation of the changes in different academic years depending on the readiness of departments as some departments had already or were currently in the process of a curriculum review. Such an approach might take a long time to complete and would be more complex in the case of joint and interdisciplinary degrees. The ILTR 2022 exercise might be used to steer/monitor progress; OR
- Leave the implementation up to departments; OR
- Adopt a Faculty by Faculty approach.

The Committee agreed that an honest conversation about the implementation of proposals was needed with departments and faculties to establish what was feasible. Members of the Committee stressed that departments needed clear and succinct guidance on what will be changing for departments, what options were available to be considered and how departments might achieve the implementation of the outcomes in the disciplinary context.

ACTION:

- 1) That members of the Committee were asked to consult on how to implement outcomes of the assessment strategies sub-strand of the Review of Assessment within their departments/faculties and a more in-depth discussion would follow at the next meeting of the Committee.
- 2) An action plan covering implementation of all proposals arising from the Review of Assessment would need to be produced for the first meeting of the Committee in September 2019 once approval of

	proposals had taken place by Senate in July 2019. This action plan would be produced by the Assistant Registrar (Assessment).
097	<p>SPI report</p> <p>The SPI Programme Manager provided an update on the SPI programme after nearly two years of operation. It was reported that a significant number of deliverables, including new systems, will be achieved over the coming weeks and months for Universal Admissions, module and course approval and mitigating circumstances. It was noted that some key individuals had been supporting the scheduling of examinations and that their efforts had been diverted from relevant SPI projects.</p> <p>The SPI Steering Group had considered prioritisation of existing and new work streams. Delivering projects collaboratively with user groups had been successful and was being designed into other projects to foster engagement and ownership.</p> <p>The Committee acknowledged that ensuring academic involvement in user groups was imperative to ensure that the academic voice was not lost in project design and development. In addition, members of the Committee stressed that it was imperative that the University moved to creating a reliable, single record of component and module marks across the University to assure the quality of assessment marks given that external policy changes and greater external scrutiny, e.g. TEF subject level exercise, would reinforce the need to have consistency in core systems across departments.</p> <p>The SPI Programme Manager noted that the focus in the first instance was to understand current practices in departments around the administration of component marks and why different practices existed and issues around harmonisation.</p>
098	<p>Course and module approval</p> <p>The Acting Senior Assistant Registrar (Teaching Quality) provided an update on the implementation of the module and course approval systems. Both systems were now live.</p> <p>The module approval system had been piloted in some departments over the last few months and communications about releasing the systems and road shows had been issued to departments.</p> <p>The focus now would be on updating the existing course and module records. 770 out of 2100 courses might not be live and needed to be deleted from University records and around 270 modules out of 3300 module might need to be deleted. It was intended that the central course and module record would be updated over the summer with a view to have the course and module record fully digitised by Christmas 2019. It was noted that the availability of an up- to-date module catalogue would be needed to implement the online module selection process across the University which was one of the next priorities for the SPI programme.</p>
099	<p>HEAR working group</p> <p>The Academic Director (Undergraduate Studies) reported on the progress of the Higher Education Achievement Report (HEAR) review. It was noted that the HEAR was introduced at Warwick in 2013 and had so far not yet been reviewed, although new guidance had been issued by Universities UK in 2017.</p> <p>Section 4.2 of the HEAR set out the programme requirements including some narrative and section 6.1 set out the extra-curricular activities students had undertaken while studying for their degree course. It was reported that current top level information in section 4.2 as set out in the Warwick HEAR did not meet the requirements of the HEAR and was incorrect in some instances. In addition, the governance and organisational changes meant that responsibilities for managing and administration of the HEAR was no longer clear and needed reviewing. Consequently, the HEAR working group made a number of recommendations as set out in paper 099- AQSC 090519.</p> <p>The Committee was concerned that no incorrect information should be published in section 4.2 as this might expose the University to undue risk and that therefore measures would need to be implemented with immediate effect. The Committee also agreed that students found the HEAR a useful document to highlight the full breath of skills developed to produce to employers and for applications for further study. Members agreed that the production of the HEAR should continue as long as it resulted in a decent HEAR for students which could be downloaded in a timely manner.</p> <p>DECISION:</p> <ol style="list-style-type: none"> 1) Recommendations as set out in the paper 099-AQSC 090519 should be adopted; 2) The HEAR should be retained as students found it a useful document;

	<p>3) Mechanisms to update section 4.2 needed to be implemented as soon as feasible</p> <p>ACTION:</p> <p>1) The Academic Director (Undergraduate Studies) would present a proposal to the next meeting of the Committee on 6 June 2019 on how to correct the factual errors in section 4.2 bearing in mind what was operationally possible at short notice.</p>
100	<p>Course Cost Working Group</p> <p>The Academic Director (Undergraduate Studies) provided a progress report of the work of the Course Cost Working Group. The Group had been established in response to student feedback as course costs were not often transparent in information provided to students. In 2015, a webpage was established as an interim solution to publish course costs to students with the intention that the relevant information would in due course be published in the University prospectus for new applicants. However, this has not happened and the website from 2015 was now out of date.</p> <p>The Committee acknowledged that course costs were more relevant at the module rather than course level and that the intended publication of a module catalogue might be the best method to publish cost incurred at the module level which should be drawn from the information on the module approval form.</p>
101	<p>Termly report on appeals and complaints</p> <p>This item was postponed to the next meeting of the Committee on 6 June 2019.</p>
102	<p>Collaborative PhDs</p> <p>The Academic Director (Partnerships) reported that document 058 –PC300419 had been endorsed by the Partnerships Committee on 30 April 2019 after initial consideration by the Academic Quality and Standards Committee on 21 February 2019. The document set out the demarcation of the roles and responsibilities between the Partnerships Committee and the Graduate School in relation to collaborative PhDs.</p> <p>Members of the Committee accepted the policy proposal in principle, but agreed that the format and phrasing of the policy needed to be refined further.</p> <p>ACTION: The Academic Director (Partnerships) and the Academic Director (Graduate Studies) would work on how to further refine the format and phrasing of the policy.</p>
103	<p>Revisions to Course Discontinuation Policy and Procedure</p> <p>The Acting Senior Assistant Registrar (Teaching Quality) reported that courses were not always discontinued when taught out or replaced by another course. The existing discontinuation policy had been revisited to ensure that it was clear who had the authority to approve the discontinuation of courses and it was proposed that this should be the Chair of the Course Proposal Scrutiny Panel. The Committee agreed though that the course discontinuation needed to be in line with ARC consultations/recommendations for individual departments.</p> <p>DECISION:</p> <p>1) That the revisions to the policy be approved subject to capturing what consultation with ARC had taken place and this be made clear on the discontinuation form. The Chair of the Committee be empowered to take Chair’s action to approve the revised policy and discontinuation form.</p> <p>2) That plans for course discontinuation should be discussed through ARC Strategy Renewals and at annual TEG meetings.</p> <p>3) That the Student Protection Plan needed to be amended over the summer 2019 to ensure that there were no discrepancies between the Student Protection Plan and the course discontinuation policy.</p> <p>ACTION:</p> <p>1) Acting Assistant Registrar (Monitoring and Review) to amend the policy and discontinuation form.</p> <p>2) Interim Director of Education Policy and Quality to amend the Student Protection Plan in summer 2019.</p>
104	<p>Recognition of Prior Learning (RPL) request: Business Education Accelerator Programme (WBS)</p>

	<p>The Committee considered the request for Recognition of Prior Learning for the Business Accelerator Programme in WBS as set out in document 104-AQSC090519.</p> <p>DECISION:</p> <p>The RPL request for students completing the Business Education Accelerator Programme be approved. Students registering for the Distance Learning or Executive Master of Business Administration programmes be exempt from modules IB9S9/IB817 or modules IB703/IB803 totalling a maximum of 20 credits at qualifications framework 7.</p>
105	<p>Revision to Recognition of Prior Learning (RPL) request: Postgraduate Award in Organisational Leadership (WBS)</p> <p>The Committee considered the revision to the request for Recognition of Prior Learning (RPL) for the Postgraduate Award in Organisational Leadership Programme granted to WBS in 2017 as set out in document 105-AQSC090519.</p> <p>DECISION:</p> <p>That the RPL request granted to WBS in 2017 be revised: Students completing the Postgraduate Awards in Organisational Leadership were granted exemption from modules IB9FI (20 credits) and IB9FH (20 credits) when wishing to register on the MBA (Executive and Distance Learning). The Committee approved that in addition to being granted exemption from 40 credits at qualifications framework 7, students will also be allowed to carry over the marks achieved for the two 20 credit modules which will be counted towards the award of the MBA (Executive and Distance Learning).</p>
106a	<p>Updated Annual Review of Collaborative Provision Template</p> <p>The Academic Director of Partnerships reported that annual monitoring of collaborative courses was removed when the course monitoring process transitioned to the EEM/TEG process and it was proposed that this should be brought back for higher risk collaborative programmes as set out in PC42b300419.</p> <p>DECISION:</p> <p>That the annual monitoring process for high risk collaborative programmes be reinstated using the template set out in PC24b300419.</p>
106b	<p>Degree Apprenticeship Course Approval Update Template</p> <p>The Academic Director (Partnerships) reported that in 2018 a Degree Apprenticeship Course approval template and guidance was created. This had now been reviewed to ensure that it was fit for purpose and a revised template was set out in document PC48a300419.</p> <p>DECISION:</p> <p>That the revised template for degree apprenticeship course approvals as set out in PC48a300419 be approved.</p> <p>ACTION:</p> <p>Teaching Quality to ensure that any second phase of development of the online course approval system includes a requirement to receive and handle degree apprenticeship proposals.</p>
106c	<p>Review of Collaborative Provision Risk Assessment</p> <p>The Academic Director (Partnerships) reported that the Teaching Quality team had reviewed the existing approach in collaborative risk assessment against best practice elsewhere in the HE sector. A new pro-forma as set out in PC49a300419 reflected best practice and was more suitable for the type of collaborative programme which the University of Warwick offered.</p> <p>DECISION: That the revised template as set out in PC49a300419 be approved.</p>
106d	<p>Risk Management of Collaborative Partnership and Provision</p> <p>The Academic Director (Partnerships) reported that as part of the outline proposal for partnership and collaborative provision, a risk assessment was created (049b-PC300419). A full risk assessment should be included in all collaborative partnership provision proposals using the risk register as developed by the University.</p>

106e	<p>Collaborative Management Group Terms of Reference (updated)</p> <p>The Academic Director (Partnerships) reported that the collaborative Management Group's Terms of Reference had been updated as set out in document PC49c300419.</p> <p>The Committee expressed concern that the collaborative management group could act as examination board, it may be the case that membership of the collaborative management group overlapped with that of examinations boards, but the groups had different remits with different terms of reference.</p> <p>DECISION/ACTION: That the terms of reference be approved subject to changing the wording in relation to membership of the Collaborative Management Group and Boards of Examiners. The Chair was empowered to take action on behalf of the Committee to approve the revised final version of the collaborative management group terms of reference.</p>
106f	<p>Partnership Responsibility Checklist</p> <p>The Academic Director (Partnerships) reported that the Partnership Responsibility Checklist (049d-PC300419) had been updated in line with QAA requirements, this checklist would form part of the paperwork to be considered when full collaborative approval was considered.</p> <p>DECISION: That the partnership responsibility checklist be approved.</p>
Items below this line were for receipt without discussion	
107	<p>Minutes of the Partnerships Committee: https://warwick.ac.uk/services/gov/committees/partnerships/minutes/</p>
108	<p>Minutes of the Board of Graduate Studies: https://warwick.ac.uk/services/gov/committees/bgs/minutes</p>
109	<p>Minutes of the Student Learning Experience and Engagement Committee: https://warwick.ac.uk/services/gov/committees/sleec/minutes</p>
110	<p>Minutes of the Faculty Education Committees:</p> <p>(a) Faculty of Arts: https://warwick.ac.uk/services/gov/committees/bfa/fec/minutes</p> <p>(b) Faculty of Science, Engineering and Medicine: https://warwick.ac.uk/services/gov/committees/bfsem/fec/minutes/</p> <p>(c) Faculty of Social Science: https://warwick.ac.uk/services/gov/committees/bfss/fec/minutes/</p>
Items approved via Chair's action	
111	Revisions to Regulation 34
112	Deferral of Examinations Policy
113	Alternative assessments
114	Discontinuation of courses in CES
115	WMG FTP Operational procedures
Next meeting: 6 June 2019, 09:00 in CMR 1.0 in University House	

DECISIONS AND ACTIONS

ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
095 – SU Update	<p>ACTION:</p> <p>That the work on decolonisation of the curriculum should be reported back to the Committee when the pilot phase had concluded in July 2019.</p>	LK and Secretary/ Assistant Secretary	September 2019
096 – Strategic Item for discussion / Assessment Strategies	<p>ACTION:</p> <p>1) That members of the Committee consult on how to implement outcomes of the assessment strategies sub-strand of the Review of Assessment within their departments/faculties and a more in-depth discussion would follow at the next meeting of the Committee.</p> <p>2) An action plan covering implementation of all proposals arising from the Review of Assessment would need to be produced for the first meeting of the Committee in September 2019 once approval of proposals had taken place by Senate in July 2019. This action plan would be produced by the Assistant Registrar (Assessment).</p>	DL, GVV CG	June 2019 September 2019
099 – HEAR review	<p>DECISION:</p> <p>1) Recommendations as set out in the paper 099-AQSC 090519 should be adopted;</p> <p>2) The HEAR should be retained as students found it a useful document;</p> <p>3) Mechanisms to update section 4.2 needed to be implemented as soon as feasible.</p> <p>ACTION:</p> <p>The Academic Director would present a proposal to the next meeting of the Committee on 6 June 2019 on how to correct the factual errors in section 4.2 bearing in mind what was operationally possible at short notice.</p>	AC	June 2019
102 – Collaborative PhDs	<p>ACTION:</p> <p>The Academic Director (Partnerships) and the Academic Director (Graduate Studies) would refine the format and the policy further.</p>	WC and CS	June 2019
103 – Course Discontinuation Policy	<p>DECISION:</p> <p>1) That the revisions to the policy be approved subject to capturing what consultation with ARC had taken place and this be made clear on the discontinuation form. The Chair be empowered to take Chair’s action on behalf of the Committee to approve a revised policy and discontinuation form.</p> <p>2) Course discontinuation discussions should happen at the annual TEG meetings.</p> <p>3) That the Student Protection Plan needed to be amended over the summer 2019 to ensure that there were no discrepancies between the Student Protection Plan and the discontinuation policy.</p> <p>ACTION:</p> <p>1) Acting Assistant Registrar (Monitoring and Review) to amend policy and discontinuation form.</p>	GC	June 2019

	2) Interim Director of Teaching Quality to amend the Student Protection Plan in summer 2019.	KG	September 2019
104 – RPL request Business Education Accelerator Programme	DECISION: The RPL request for students completing the Business Education Accelerator Programme as set out in 104- AQSC090519 be approved.		
105 – RPL request Postgraduate Award in Organisational Leadership	DECISION: The RPL exemption for students completing the Postgraduate Award in Organisational Leadership be revised as set out in 105-AQSC090519 .		
106a - Annual Review of Collaborative Provision template	DECISION: That the annual monitoring process for high risk collaborative programmes be reinstated using the template set out in PC24b300419 .		
106b- Degree Apprenticeship Course Approval Update Template	DECISION: That the revised template for degree apprenticeship course approvals as set out in PC48a300419 be approved. ACTION: Teaching Quality to ensure that any second phase of development of the online course approval system includes a requirement to receive and handle degree apprenticeship proposals.	GC, LB	December 2019
106c- Review of collaborative provision risk assessment	DECISION: That the revised template as set out in PC49a300419 be approved.		
106e- Collaborative Management Group Terms of Reference	DECISION/ACTION: That the terms of reference be approved subject to changing the wording in relation to membership of the Collaborative Management Group and Boards of Examiners. The Chair was empowered to take action on behalf of the Committee to approve the revised final version of the collaborative management group terms of reference.	WC, LB, CV	June 2019
106f- Partnerships Responsibility Checklist	DECISION: That the partnership responsibility checklist be approved.		