

UNIVERSITY OF WARWICK

Academic Quality and Standards Committee

Minutes of the meeting of the Academic Quality and Standards Committee held on
7 July 2003

Present: Professor S Bassnett (Chair), Professor R Burns, Professor A Easton, Dr S Hill, Mr G Jones, Professor J Jones, Professor I Lauder, Professor M McCrae, Professor A Mullender, Dr P O'Hare, Mr A Reiss, Professor M Whitby.

Apologies: Dr P Blackmore, Professor M Cooper, Professor R Dyson, Professor G Lindsay, Professor A Reeve.

In attendance: Professor P Derrick (for item 89/02-03), Mr R Jones, Ms K Penner, Mr R Watson, Ms R Wooldridge Smith.

85/02-03 Minutes

RESOLVED:

That the Minutes of the meeting held on 11th June 2003 be approved.

86/02-03 Matters Arising

(a) Regulation 15. Regulations Governing Research Degrees
(Minute 73/02-03 referred)

REPORTED:

- (i) That the Committee, at its meeting on 11 June 2003, considered proposed amendments to University Regulation 15, Regulations Governing Higher Degrees (paper BGS 19/02-03) and resolved:

"That clarification be sought from the Chair of the Graduate School as to whether the revision to 15 (A) (13) was intended to preclude entirely the option of extension of PhD registration for a period in excess of 12 months; it being noted that this would place overseas students in a particularly difficult position and that if this were the intention behind the proposed amendments, they be not approved."

- (ii) That the Board of Graduate Studies, at its meeting held on 16 June considered a revised version of University Regulation 15, 'Regulations Governing Higher Degrees' (paper BGS 19/02-03 {revised 1}) and resolved:

"That an explanatory note be forwarded to the Academic Quality and Standards Committee for consideration, noting that

- (A) Extensions beyond the 12 month continuation period would continue to be at the discretion of the Chair of the Graduate School.
- (B) Under the new HEFCE framework for research degrees, submission rates for all research students would be monitored and the University would be expected to achieve a minimum of 70% submission within four years from initial registration.”

The Board further recommended that the revised version of University Regulation 15, ‘Regulations Governing Higher Degrees’ be approved as set out in paper BGS 19/02-03 {revised 1}.

(Minute 54/02-05, unconfirmed)

CONSIDERED:

The revised version of University Regulation 15, ‘Regulations Governing Higher Degrees’, paper BGS 19/02-03 {revised 1} in the light of the resolution of the Board of Graduate Studies.

RECOMMENDED (to the Senate):

That the revised version of University Regulation 15, ‘Regulations Governing Higher Degrees’ be approved, as set out in paper BGS 19/02-03 {revised 1}.

- (b) Student Complaints (Minute 72/02-03 (c) referred)

CONSIDERED:

A response from Nicola Owen, Senior Assistant Registrar (Operations & Planning) concerning financial recompense for students having a formal complaint against the University upheld (paper AQSC 162/02-03).

RESOLVED:

- (i) That the response from Nicola Owen be forwarded to the Working Group on Student Support and Guidance to inform the Group’s review of the Complaints procedure.
- (ii) That it be noted that approaches concerning the remission of fees outside the formal Complaints procedure should be directed to the Academic Registrar.
- (iii) That the procedure, whether as currently set out or in revised form, be circulated to departments for information before the start of the Autumn Term 2003.

87/02-03

Chair’s Action

- (a) Proposals for New or Revised Courses

REPORTED:

That the Chair, acting on behalf of the Committee, had taken action since the last meeting to recommend to the Senate for approval:

- (i) A proposal from the Centre for Renaissance Studies for a revised MA in The Culture of the European Renaissance (paper AGSC 25/02-03 (revised)).
- (ii) A proposal from the departments of Biological Sciences, Chemistry and Mathematics for a new MSc in Molecular Organisation and Assembly in Cells (paper BGS 28/02-03).

RESOLVED:

That the Centre for Study of the Renaissance review the Course Specification for the revised MA in The Culture of the European Renaissance and consider methods of formative or summative assessment for the 'problem solving' learning outcome.

(b) Course Specifications

That the Chair, acting on behalf of the Committee, had taken Chair's Action to approve Course Specifications for those courses listed in paper AQSC 163/02-03.

88/02-03

Chair's Business

(a) Centres for Teaching Excellence

REPORTED:

That the Steering Committee, at its meeting on 30 June 2003 resolved:

"That the Academic Quality and Standards Committee be asked to establish a working group to identify disciplines in which the University might wish to bid to host a Centre for Teaching Excellence as proposed by the Government White Paper on Higher Education and bring forward a report for consideration by the Committee at a future meeting."

(Minute 460/02-03)

RESOLVED:

That members of the Committee submit nominations to the Chair after the meeting; it being noted that the Group would include a student representative.

(b) Length of the Teaching Year

REPORTED:

That the Steering Committee, at its meeting on 7 July 2003, resolved:

“That the Academic Quality and Standards Committee establish a group, with representation from the Undergraduate Curriculum Review Group, to examine the issue of the duration of the teaching year in more detail for report back to the Steering Committee at the future meeting.”

(Minute 475/02-03, unconfirmed)

RESOLVED:

- (ii) That members of the Committee submit nominations to the Chair after the meeting; it being noted that the Group would include a student representative.
- (iii) That information be sought from the Central Timetabling Office on the extent of teaching conducted by departments in the Summer Term.

(c) Warwick Awards for Teaching Excellence

RESOLVED:

That the following members of staff be congratulated for receiving the University's inaugural Awards for Teaching Excellence:

Dr Erica Carter, Department of German Studies
Dr Philippa Sherrington, Department of Politics and International Relations
Mr Andrew Williams, School of Law

89/02-03

QAA Developmental Engagement: Department of Chemistry

CONSIDERED:

The draft report from the QAA on the Developmental Engagement conducted in the Department of Chemistry in May 2003 (paper AQSC 164/02-03).

RESOLVED:

- (a) That the response to the QAA query the comment made under item 9; it being noted that the Department had given considerable attention to changes in the curriculum content which might be needed to accommodate the needs and abilities of students from different backgrounds as demonstrated by its Foundations Module.
- (b) That it be noted that other issues raised in the report were already under discussion or had been considered.
- (c) That the Department of Chemistry be congratulated for an excellent Developmental Engagement report.

90/02-03

Guidelines on Postgraduate Research Degree Programmes

REPORTED:

That at its meeting on 27 May and 16 June, the Board of Graduate Studies considered proposed revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students, and recommended to the Committee that the amended guidelines on the Supervision and Monitoring of Research Degree Students be approved as set out in paper BGS 21/02-03 {revised 1}.

CONSIDERED:

Proposed revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students (paper BGS 21/02-03 {revised 1}).

RESOLVED:

That the revised guidelines on monitoring the progress of Postgraduate Research Students and on responsibilities for the supervision of Research Students be approved, subject to:

- (a) The amendment of point 2(e) on page 4, Management of Research Students, to read 'Supervision will normally be provided by a ~~team of staff including~~ designated main supervisor assisted by a team.'
- (b) An amendment to text on page 7 relating to Reviews of Student Progress indicating that "The panel should consist of at least one members of staff who ~~are~~ is not involved in the supervision of the student," in the light of the latest stage of the HEFCE consultation on Improving Standards in Postgraduate Research Degree programmes.

91/02-03

PhD Viva examinations by Video-Conferencing

REPORTED:

That at its meeting held on 16 June, the Board of Graduate Studies considered proposed procedures for the conduct of PhD viva examinations using video-conferencing (paper BGS 24/02-03) and recommended that the proposed procedures be approved, subject to the inclusion of:

- (a) A statement indicating that the agreement of the candidate should be obtained.
- (b) A limit on the total cost of call charges.

CONSIDERED:

Proposed procedures for the conduct of viva examinations using video-conferencing (paper BGS 24/02-03 (revised)).

RESOLVED:

- (c) That the proposed procedures for the conduct of viva examinations for research degrees using video conferencing be approved as set out in paper BGS 24/02-03(revised); it being noted that the operation of the system should be kept under review.
- (d) That External Examiners' reports on viva examinations conducted by video-conference should state this clearly and note any issues associated with the conduct of the examination.
- (e) That consideration be given by the Board of Graduate Studies to the inclusion of an independent person in the viva examinations to act as a Chair.

92/02-03

HEFCE Consultation on Improving Standards in Research Degree Programmes

CONSIDERED:

The formal consultation on the HEFCE's proposals on Improving Standards in Postgraduate Research Degree Programmes (paper BGS 23/02-03), noting that the Board of Graduate Studies, at its meeting held on 16 June resolved that a draft response be prepared and circulated for comment.

RESOLVED:

That it be noted that members of the Committee expressed serious misgivings about the proposals contained within the HEFCE Consultation on Improving Standards in Research Degree Programmes; that the Committee felt that it was difficult to see either how the proposals could improve standards or how they accorded with the Government's five stated principles of good regulation, and that the documents be forwarded to the Chair of the Better Regulation Review Group.

93/02-03

Assessment Practices and Examination Load and Late Submission of Assessed Work

REPORTED:

- (a) That at its meeting held on 19 June the Board of Undergraduate Studies reported:
 - (i) That the Board had sought the views of departments on the possible exclusion from the 50% rule (paper AQSC 165/02-03), calculations of those modules examined 100% by assessed essay, dissertation or project work.

- (ii) That the Secretary to the Board had written to departments to seek their response to a proposed amendment to the existing convention on the submission of assessed work is late (where that piece of work is marked out of 100).
- (b) That the Board considered responses from academic departments to the above consultation as set out in paper BUGS 29/02-03 and recommended:
 - (iii) That the current 50% rule be amended to allow Departments to request approval from the Board of Undergraduate Studies to permit the required proportion of unseen examination for a degree course to be not less than 35%, on the basis that the proportion of assessed work beyond 50% is accounted for by (a) substantial piece(s) of work (e.g. a dissertation or project) undertaken on an individual basis.
 - (iv) That the current regulation regarding late submission of assessed work be amended such that five marks would be deducted for each day a piece of assessed work counting for 10% or more of the credit for a module is late, noting that it would be for departments to determine whether this penalty should apply to those pieces of work which count for less than 10% of the module.

CONSIDERED:

The recommendations of the Board of Undergraduate Studies concerning revisions to the 50% rule and the imposition of penalties for the late submission of work.

RESOLVED:

- (c) That the heading "Submission of Assessed Work", to section F of the Examination & Degree Conventions be amended to read 'Submission of Assessed Coursework'.
- (d) That the amendment to the convention be widely circulated to ensure inclusion in departmental handbooks.

RECOMMENDED (to the Senate):

That the recommendations of the Board of Undergraduate Studies concerning revisions to the 50% rule and the imposition of penalties for the late submission of work be approved, subject to the

amendment of the convention on the submission of assessed work to deduct five marks for each working day a piece of assessed work counting for 10% or more of the credit for a module was late.

94/02-03

Additional Course Costs

REPORTED:

That at its meeting held on 15 May, the Committee considered a paper from the Education Officer, Students' Union, providing an overview of the additional costs incurred by students taking degrees at the University, by department (paper AQSC 42/02-03) and resolved:

- (a) That SSLCs not having responded to the request for information on additional course costs from the Students' Union be requested to do so as soon as possible, this to include the Medical School SSLC.
- (b) That the paper be circulated to Departments with a request for feedback for consideration by the Committee later in the term; noting that the Committee viewed costs incurred in the purchase of set texts differently from other additional costs and that the key points were the extent to which students received information on additional costs prior to their arrival at the University, and the transparency of that information.
- (c) That clarification be sought from the Department of English concerning the charges levied on English Studies students attending compulsory Creative Writing talks on Wednesday afternoons.
- (d) That clarification be sought from the Chair of the School of Law concerning the £55 charge levied upon the students' arrival.
- (e) That the information about year abroad costs be considered by the Placement Learning Working Group

CONSIDERED:

Information received from departments in response to the Committee's enquiries (paper AQSC 167/02-03).

RESOLVED:

That the Department of English and School of Law be asked to respond to items (c) and (d) above respectively.

95/02-03

Annual Course Review Reports

- (a) MSc Health Information Sciences

CONSIDERED:

The Annual Course Review report submitted by the School of Postgraduate Medical Education, Medical School for the MSc Health Information Sciences (paper GCFM 10/02-03).

RESOLVED:

- (i) That the Committee noted that all Annual Course Review reports submitted for 2001-02 indicated that no Annual Reviews had been conducted since the Periodic Review in 1999 and that the Postgraduate School of Medical Education be reminded that the conduct of Annual Review and submission of a full report was a University requirement.
- (ii) That a complete version of the Annual Review report for the MSc Health Information Sciences, including responses to sections 8, 9 and 10 be considered at the next meeting of the Committee.

(b) MSc Child Health

CONSIDERED:

The Annual Course Review report for the MSc Child Health (paper GCFM 11/02-03 (revised)).

RESOLVED:

- (i) That the missing Appendices A & B be submitted for the next meeting of the Committee.
- (ii) That further information be provided explaining the reference to student concerns relating to the level of teaching delivered by one member of staff outside the School and the action plan implemented to address the concerns and assure delivery of this part of the curriculum at the appropriate level.
- (iii) That further information be provided confirming the refurbishment of departmental facilities in June 2003.
- (iv) That the Course Director of the MSc Child Health address the query included in point 2.

(c) MSc Community Gynaecology

CONSIDERED:

The Annual Course Review report for the MSc Community Gynaecology (paper GCFM 12/02-03).

RESOLVED:

- (i) That the Course Director for the MSc Community Gynaecology provide further details of measures being taken to provide enhanced support to students.
- (ii) That the Course Director provide further information on the School's efforts to secure more appropriately sized teaching rooms for its classes.
- (iii) That the Committee would expect to see evidence in the 2002-03 report of the electronic SSLC currently being established to provide a forum for the exchange of student views.

(d) MClinSci Clinical Sciences

CONSIDERED:

The Annual Course Review report for the MCLinSci Clinical Sciences (paper GCFM 13/02-03).

RESOLVED:

That it be noted that the Student handbook had yet to be approved since students admitted to the course had yet to progress beyond the PGA in Clinical Sciences and that the Committee would expect the Handbook to be published for the arrival of the next cohort.

(e) MA/MSc Applied Health Studies: Primary Health Care; Policy, Organisation and Practice

CONSIDERED:

The Annual Course Review report 2001-02 for the MA/MSc Applied Health Studies: Primary Health Care; Policy, Organisation & Practice (AQSC 200/02-03).

RESOLVED:

That the Annual Course Review report 2001-02 for the MA/MSc Applied Health Studies: Primary Health Care; Policy, Organisation & Practice be approved as set out in paper AQSC 200/02-03.

(f) MBChB

CONSIDERED:

The Annual Course Review report 2001-02 for the MBChB (paper BFM 16/02-03).

RESOLVED:

- (i) That the Annual Course Review report 2001-02 for the MBChB be resubmitted for consideration at the next meeting of the Committee; it being noted that the Review report should be an analytical and evaluative account of the academic year written by the academic Course Director.
- (ii) That an example of best practice be sent to the Medical School to provide guidance as to what was expected in an Annual Course Review report.

96/02-03 Medical School Code of Practice for Assessment (Phase 1)

CONSIDERED:

The Code of Practice for Assessment in Phase 1 of the MBChB, as set out in paper BFM 26/02-03.

RESOLVED:

- (a) That the document be reviewed in light of potential conflicts between General Medical Council and Quality Assurance Agency terminology and, in particular, that the Dean of the Medical School re-work section 2.3, page 5, setting out descriptors for levels of achievement; it being noted that students passing Phase 1 could not be deemed not to have demonstrated the attainment of all core learning outcomes, as inferred by the 'Excellent' descriptor.
- (b) That the revised document be brought back to the next meeting of the Committee to be held on 18 September; it being acknowledged that this would require consultation at the University of Leicester.

97/02-03 Periodic Reviews of Departments

CONSIDERED:

- (a) Periodic Review reports and responses from the relevant Chair for the following Departments:
 - (i) Department of English & Comparative Literary Studies, (papers BFA 27 (revised) & 28/02-03 respectively).

RESOLVED:

That the Periodic Review report and response from the Department of English & Comparative Literary Studies be approved as set out in papers BFA 27 (revised) and 28/02-03 respectively.

- (ii) Department of Italian Studies (papers BFA 29 & 30/02-03 respectively); it being noted that at its meeting held on 16 June the Board of Graduate Studies considered the report and response and recommended that the report of the Periodic Review of courses offered by the Department of Italian Studies and the Department's response be approved as set out in papers BFA 29/02-03 and BFA 30/02-03, subject to clarification of the response to recommendation 4(c)(i) on SSLC provision.

RESOLVED:

That the Periodic Review report and response from the Department of Italian Studies be approved as set out in papers BFA 29 & 30/02-03 respectively; it being noted that the Committee was content with postgraduate students participating in the undergraduate SSLC.

- (iii) Department of German Studies (papers BFA 31 & 32/02-03 respectively); it being noted that at its meeting held on 16 June the Board of Graduate Studies considered the report and response and recommended that the report of the Periodic Review of courses offered by the Department of German Studies and the Department's response be approved as set out in papers BFA.31/02-03 and BFA 32/02-03, subject to receipt of a full response to recommendation (b) (i).

RESOLVED:

That the Periodic Review report and response from the Department of German Studies be approved as set out in papers BFA 31 & 32/02-03 respectively, it being noted that the Estimates and Grants Committee had indeed provided funding for one year only for the third lektorin post.

- (iv) Department of History of Art (papers BFA 33 & 34/02-03 respectively).

RESOLVED:

That the Periodic Review report and response from the Department of History of Art be approved as set out in papers BFA 33 & 34/02-03 respectively; it being noted that the Board of the Faculty of Arts would hold a formal review of progress on Periodic Review recommendations in the Autumn Term 2003 owing to the current restructuring taking place within the department.

- (v) School of Health & Social Studies (papers BFSS 32-34/02-03); it being noted that at its meeting held on 16 June the Board of Graduate Studies considered the report and response and recommended that the report

of the Periodic Review of courses offered by the School of Health and Social Studies (paper BFSS 32/02-03) and the responses from the School of Health and Social Studies (paper BFSS 33/02-03) and the Centre for Primary Health Care Studies (Paper BFSS 34/02-03), be approved, subject to approval by the Board of the Faculty of Medicine at its meeting on 30 June 2003.

- (vi) A set of Minutes of a meeting of Course Directors in the Centre for Primary Healthcare Studies held in May 2003 illustrating consideration of recommendations arising from the Periodic Review (paper AQSC 201/02-03).

RESOLVED:

That the Periodic Review report of the School of Health & Social Studies and responses from the School of Health and Social Studies and Centre for Primary Health Care Studies be approved as set out in papers BFSS 32-34/02-03 and AQSC 201/02-03 respectively.

- (b) Notes of a meeting held between members of the Quality Task Group and the School of Theatre Studies (paper AQSC 204/02-03 [tabled]):

RESOLVED:

- (i) That the notes be amended to clarify that the appointment of the Chair of the School was in the gift of the Advisory Committee on the Appointment of Chairs of Departments.
- (ii) That point 1(a) of the notes be amended to clarify the recent resolution of the Board of Undergraduate Studies to permit a 35:65 split between examination and assessed coursework on the basis that the proportion of assessed work beyond 50% is accounted for by (a) substantial piece(s) of coursework undertaken on an individual basis.

98/02-03

New Postgraduate Courses

REPORTED:

That the Board of Graduate Studies, at its meeting on 16 June, considered proposals to establish the following new Postgraduate Awards and recorded the following resolutions:

- (a) The Organisation and Delivery of Diabetes Care

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled 'The Organisation and Delivery of Diabetes Care' be approved for introduction with effect from May 2003 as set out in paper GCFM 8/02-03 (revised), subject to clarification of the differential CATS points and to the approval of the course fees by the Finance and General Purposes Committee.

(b) Sexual Health in Primary Care

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled Sexual Health in Primary Care be approved for introduction with effect from September 2003 as set out in paper GCFM 4/02-03, subject to clarification of the title, of the exam component and of the fee, and to the approval of the course fees by the Finance and General Purposes Committee.

REPORTED:

That the Partnerships and Distance Learning Sub-Committee at its meeting on 1 July 2003, considered the partnership arrangements proposed for the Postgraduate Award entitled Sexual Health in Primary Care and resolved that the proposal be not approved pending the receipt of further information.

(c) Assessment of Examination Performance through Experiential Learning

RESOLVED:

That the proposal from the School of Medicine to introduce a Postgraduate Award entitled 'Assessment of Examination Performance through Experiential Learning' be approved for introduction with effect from September 2003 as set out in paper GCFM 5/02-03, subject to the revision of the title and to the approval of the course fees by the Finance and General Purposes Committee.

99/02-03 Course Specifications

CONSIDERED:

Course Specifications drafted for the following courses, approved by Faculty Working Groups:

Faculty of Arts

- (a) Film and Literature (AUCSWG 23/02-03 (revised)).
- (b) Film and Television Studies (AUCSWG 24/02-03 (revised)).

- (c) French Studies (AUCSWG 37/02-03 (revised)).
- (d) English and French (AUCSWG 38/02-03 (revised)).
- (e) French and History (AUCSWG 39/02-03 (revised)).
- (f) French with Film Studies (AUCSWG 40/02-03 (revised)).
- (g) French Studies with German (AUCSWG 41/02-03 (revised)).
- (h) French Studies with Italian (AUCSWG 42/02-03 (revised)).
- (i) French with International Studies (AUCSWG 43/02-03 (revised)).
- (j) French with Sociology (AUCSWG 44/02-03 (revised)).
- (k) MA English Literature (AGSC 31/02-30).
- (l) MA Writing (AGSC 32/02-03).
- (m) MA Humanities (Caribbean Studies) (AGSC 46/02-03).
- (n) MA Gender, Literature & Modernity (AGSC 51/02-03).
- (o) European Studies (Part-time degree) (paper AUCSWG 45/02-03 (revised)).
- (p) History of Art, MA, (AGSC 44/02-03 (revised)).
- (q) History of Art, PG Diploma (AGSC 45/02-03 (revised)).
- (r) History & Sociology (AUCSWG 48/02-03 (revised)).
- (s) History (AUCSWG 25/02-03 (revised)).
- (t) History & Politics (AUCSWG 26/02-03 (revised)).
- (u) English & Latin Literature (AUCSWG 34/02-03 (revised)).
- (v) Film & Television Studies (MA & PG Diploma) (paper AGSC 33/02-03).
- (w) Research in Film & Television Studies, MA (paper AGSC 34/02-03).

RESOLVED:

That the Course Specifications be approved, subject to:

- (x) MA Caribbean Studies: The completion of the empty fields relating to the assessment of key skills in the Course Specification.
- (y) Amendment of the “French with” courses to include the appropriate secondary benchmark statements.
- (z) History and Sociology: Inclusion of summative assessment methods for the cognitive skills learning outcome ‘developing a self-reflexive approach to learning’.
- (aa) Removal of numeracy key skills where not assessed.

Faculty of Science

- (bb) MSc in Molecular Organisation and Assembly in Cells (MOAC) (SCSG71/02-03).
- (cc) H100, BEng, Engineering (SCSG45/02-03).
- (dd) H102, MEng, Engineering (SCSG46/02-03).
- (ee) H1N1, BSc, Engineering and Business Studies (SCSG47/02-03).
- (ff) H200, BEng, Civil Engineering (SCSG48/02-03).
- (gg) H202, MEng, Civil Engineering (SCSG49/02-03).
- (hh) H300, BEng, Mechanical Engineering (SCSG50/02-03).
- (ii) H302, MEng, Mechanical Engineering (SCSG51/02-03).

- (jj) G610 (Internal Code: H600), BEng, Electronic Engineering (SCSG52/02-03).
- (kk) H612 (Internal Code: H602), MEng, Electronic Engineering (SCSG53/02-03).
- (ll) HH13, BEng, Combined Technology (SCSG54/02-03).
- (mm) HH36, BEng, Systems Engineering (SCSG55/02-03).
- (nn) HH63, MEng, Systems Engineering (SCSG56/02-03).
- (oo) HH73, BEng, Manufacturing and Mechanical Engineering (SCSG57/02-03).
- (pp) HH37, MEng, Manufacturing and Mechanical Engineering (SCSG58/02-03).
- (qq) HN12, BEng, Management of Engineering Business (SCSG59/02-03).
- (rr) GLN0 (Internal Code: Y602), BSc/MORSE, Mathematics, Operational Research, Statistics and Economics (SCSG60/02-03).
- (ss) G0L0 (Internal Code: Y604), MMORSE, Mathematics, Operational Research, Statistics and Economics (SCSG61/02-03).
- (tt) GG13 (Internal Code: GG14), BSc/MathS, Mathematics and Statistics (SCSG62/02-03).
- (uu) GGC3 (Internal Code: GGCK), MMathStat, Mathematics and Statistics (SCSG63/02-03).
- (vv) G4P1, MSc & PGDip, Statistics (SCSG64/02-03).
- (ww) F300 – BSc Physics (SCSG 65/02-03).
- (xx) F303 – MPhys Physics (4 years) (SCSG 66/02-03).
- (yy) F3G5 – BSc Physics with Computing (SCSG 67/02-03).
- (zz) F3N1 – BSc Physics and Business Studies (SCSG 68/02-03).
- (aaa) GF13 – BSc Mathematics and Physics (SCSG 69/02-03).
- (bbb) FG31 – MPhys Mathematics and Physics (4 years) (SCSG 70/02-03).

- (ccc) A memorandum from Dr G Dunbar, Department of Psychology, seeking clarification as to whether course specifications should be written as ‘threshold’ or ‘modal’ statements of learning outcomes (paper AQSC 162/02-03).

RESOLVED:

That the Course Specifications be approved, subject to:

- (ddd) Engineering: Amendment of most Course Specifications for Engineering to reflect the Committee’s view that imposing penalties for late submission of assessed work was not a method of summative assessment of time management.
- (eee) Engineering: Clarification of the summative assessment method for ‘working with others’.
- (fff) Statistics MSc/PG Diploma: Completion of the key skills learning outcomes for written communication skills, oral communication skills and working with others.
- (ggg) That the Committee’s view was that Course Specifications should constitute threshold statements of students’

achievement and that consultation of other Russell Group universities be undertaken to ascertain their approach.

- (hhh) That a letter be sent to the Chair of the Department of Computer Science drawing his attention to the fact that his was the only department not to have submitted Course Specifications and to remind him that Specifications should be submitted to the Science Faculty Working Group, and subsequently to the Committee at its next meeting to be held on 18 September, in order to ensure that they could be approved prior to the start of the academic year 2003-04.

Faculty of Social Studies

- (iii) MSc Economics and Finance (AQSC 168/02-03).
(jjj) MA Educational Research Methods (AQSC 169/02-03).
(kkk) MA in Race and Ethnic Studies (AQSC 170/02-03).
(lll) MA & PG Diploma in Sociology (AQSC 171/02-03).
(mmm) MA & PG Diploma in Social Research (AQSC 172/02-03).
(nnn) MSc Management Science and Operational Research (AQSC 173/02-03).
(ooo) MA Organisation Studies (AQSC 174/02-03).
(ppp) LLM Law in Development (AQSC 175/02-03).
(qqq) Postgraduate Diploma (Law in Development) (AQSC 176/02-03).
(rrr) BA Sociology (paper AQSC 177/02-03).
(sss) BA Sociology with Social Policy (paper AQSC 178/02-03).
(ttt) Sociology of Education, MA & PG Diploma (paper AQSC 179/02-03).
(uuu) Social and Political Thought, MA & PG Diploma (paper AQSC180/02-03).
(vvv) Comparative Labour Studies, MA & PG Diploma (paper AQSC181/02-03).
(www) MSc Mathematics Education (paper AQSC 182/02-03).
(xxx) MA Diploma in International Politics & East Asia (paper AQSC183/02-03).
(yyy) PG Diploma in International Politics & East Asia (paper AQSC184/02-03).
(zzz) MA Globalisation & Development (paper AQSC185/02-03).
(aaaa) PG Diploma Globalisation & Development (paper AQSC186/02-03).
(bbbb) MA International Political Economy (paper AQSC187/02-03).
(cccc) PG Diploma International Political Economy (paper AQSC188/02-03).
(dddd) MA International Relations (paper AQSC189/02-03).
(eeee) PG Diploma International Relations (paper AQSC190/02-03).
(ffff) Accounting & Finance (paper AQSC191/02-03).
(gggg) Management Sciences (paper AQSC192/02-03).
(hhhh) International Business (paper AQSC193/02-03).
(iiii) Master of Public Administration (paper AQSC194/02-03).
(jjjj) Diploma in Organisational Evaluation and Improvement (paper AQSC195/02-03).
(kkkk) Politics and Sociology (paper AQSC196/02-03).
(llll) Politics with French (paper AQSC197/02-03).
(mmmm) MA Politics (paper AQSC 198/02-03).

- (nnnn) PG Diploma Politics (paper AQSC 199/02-03).
- (oooo) Politics (paper AQSC 202/02-03).
- (pppp) Politics and International Studies (paper AQSC 203/02-03).

RESOLVED:

That the Course Specifications be approved, subject to:

- (qqqq) Politics and International Studies: Amendment of all Course Specifications for Politics and International Studies to reflect the Committee's view that imposing penalties for late submission of assessed work was not a summative method of assessment of time management.
- (rrrr) Politics and International Studies: Addition of the size of assessments and dissertation to the Course Specifications.
- (ssss) Masters in Public Administration: Addition of the size of assessments and dissertation to the Course Specification.
- (tttt) MA/PG Diploma in Social Research: Consideration as to whether the Group presentation in the Researching Society module could be applied to summative assessment of the Learning Outcome 'working with others' in addition to 'oral communication skills'.
- (uuuu) MSc Management Science and Operational Research: Consideration as to whether all of the learning, teaching and assessment methods were appropriate to the learning outcomes in the Course Specification and clarifying the methods where appropriate, specifically;
 - (A) 'The ability to undertake and manage effectively an intervention in a problem situation determining and employing various techniques and methods as appropriate' taught through lectures
 - (B) Oral communication skills assessed via dissertation
 - (C) Working with others assessed via dissertation.
- (vvvv) LLM Law in Development: Consideration as to whether the Learning and Teaching methods listed in other Skills sections might be applicable to key skills such as oral communication and working with others.
- (wwww) Sociology and Social Policy, MA Sociology of Education, MA Sociology and Political Thought, MA Comparative Labour Studies: Consideration as to whether all of the learning, teaching and assessment methods were appropriate to the learning outcomes in the Course Specifications, specifically whether;
 - (A) 'The ability to conduct literature searches and reviews and to identify and evaluate other relevant sources' was most effectively taught and assessed by lectures and unseen examinations, and

- (B) Oral communication skills, working with others and time management were most effectively taught in lectures.

Faculty of Medicine

- (xxxx) MBChB (paper BFM 17/02-03 (revised2))
(yyyy) MA/MSc Applied Health Studies: Diabetes Care (paper BFM 34/02-03 (revised)).
(zzzz) MA/MSc Applied Health Studies: Primary Healthcare Practice (paper BFM 35/02-03 (revised)).
(aaaaa) MA/MSc Applied Health Studies: Implant Dentistry (paper BFM 36/02-03 (revised)).
(bbbbb) MA/MSc Applied Health Studies: Policy, Organisation and Practice (paper BFM 41/02-03 (revised)).
(ccccc) MA/MSc Applied Health Studies: Emergency Care (paper GCFM 21/02-03 (revised)).

RESOLVED:

That the Course Specifications be approved, subject to consideration as to whether the MA/MSc Applied Health Studies (Implant Dentistry) only delivered a single learning outcome.

100/02-03 New HEFP Course

CONSIDERED:

A proposal from the Departments of Biological Sciences and Chemistry to establish a new Higher Education Foundation Programme in Chemistry and Biology, comprising:

- (a) Part 1 of the Course Approval form (paper PDLSC 59/02-03(revised)).
(b) Part 2 of the Course approval form (Fees & Resources (paper PSLSC 60/02-03(revised)).
(c) Part 4 of the Course Approval form (Partnership Provision) (paper PDLSC 61/02-03).
(d) A Site Visit Form (paper PDLSC 62/02-03(revised)).

RECOMMENDED (to the Senate):

That the Higher Education Foundation Programme in Chemistry and Biology be approved as set out in papers PDLSC 65, 60 & 62/02-03(revised) and PDLSC 61/02-03.

101/02-03 Warwick Skills Programme

REPORTED:

- (a) That following consideration of a Business Plan for the implementation of the next anticipated phase of development of the Warwick Skills Programme for the academic year 2003-

04 the Skills Working Group recommended that the Business Plan be scaled down to reflect the desire of the Group to maintain the current level of provision of the Warwick Skills Certificate and further analyse the extent of existing skills provision within departments before proceeding with the revised delivery plan.

- (b) That the advent of Course Specifications had led to a more thorough codification of the delivery of key skills within departmental curricula and whilst the absence of some skills in particular (e.g. numeracy in the Arts Faculty) was likely to require the retention of free-standing skills delivery in some areas, it was clear that achievement of truly embedded key skills delivery in some departments would in a good number of cases require little more than a dialogue with departments about their assessment methodology.

102/02-03 Date of the next meeting

REPORTED:

That a meeting of the Committee (2002-03 membership) had been scheduled to be held at 9.15am on **18th September 2003**, in the Council Chamber, Senate House.

HRWS/kp 14.07.03
Quality\aqsc\min 07.07.03