UNIVERSITY OF WARWICK

Education Committee

There will be a meeting of the Education Committee on Tuesday 5 December 2017 at **1:00pm** in room CMR 1.0, University House.

Note: Questions on agenda items or apologies for this meeting should be directed to the Secretary of the Committee, Katharine Gray, ext 22707, email K.Gray@warwick.ac.uk or to the Assistant Secretary, Geraldine Connelly, ext 28635, email G.Connelly@warwick.ac.uk.

R Sandby-Thomas
Registrar

STRATEGIC ITEM FOR DISCUSSION

The following agenda item constitutes the main strategic item for discussion at the meeting. Up to 45 minutes of the scheduled meeting time will be allocated to discussion of this topic.

1. Draft Education Strategy

   TO CONSIDER:

   The draft Education Strategy (paper EC.01/17-18, copy attached).

Note: Restricted business (denoted by an asterisk{*}) is confidential to members and attendees of the Education Committee

A G E N D A

2. Terms of Reference, Constitution and Membership

   TO CONSIDER:

   The terms of reference, constitution and membership of the Committee for 2017-18 (paper EC.02/17-18, copy attached).

3. Freedom of Information

   TO REPORT:

   (a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC. 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and

to remind continuing members of the University policy on the publication of minutes.

(b) That all non-reserved minutes and agenda of the Committee are published on the University's Governance website at: https://warwick.ac.uk/services/gov/committees/ec/minutes.

(c) That copies of paper SC. 60/07-08 are available from the Secretary on request.

4. Conflicts of Interest

TO REPORT:

That, should any members or attendees of the 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.

5. Chair's Business

TO RECEIVE:

An oral report from the Pro-Vice-Chancellor (Education).

6. Students' Union Update

TO RECEIVE:

An oral report from the Education and Postgraduate Officers of the Students' Union.

7. Review of Personal Tutoring

TO CONSIDER:

A paper and oral report from the Dean of Students on the Review of Personal Tutoring, (paper EC.03/17-18, copy attached).

8. * Destinations of Leavers from Higher Education (DLHE) Results for 2015/16

TO CONSIDER:

A report from the Director and Head of Operations and Information, Student Careers and Skills, on the Destinations of Leavers from Higher Education (DLHE) survey results for 2015/16 Warwick graduates as reported to Steering Committee on the 20 November 2017 (paper SC.27/17-18, copy attached)

9. Student Surveys Strategy

   TO CONSIDER:

   A paper from the Director of the Warwick International Higher Education Academy setting out a proposed student survey strategy, (paper EC.04/17-18, copy attached).

10. Student Communications Strategy

    TO RECEIVE:

    A presentation on the student communications strategy by the Director of University Marketing and Communication

11. Report from Academic Quality and Standards Committee (AQSC)

    TO REPORT:

    (a) Update on Review of Assessment (unconfirmed minute AQSC.33/17-18 refers)

        That at its meeting on the 23 November 2017, the Academic Quality and Standards Committee reported the following:

        (i)   That the first meeting of the Review of Assessment had taken place on 15 November 2017;
        (ii) That membership has now been fully agreed with the second representative for the Faculty of Arts being identified as Dr J Lee;
        (iii) That Ms J Bowskill will continue to be a member of the Review of Assessment once her secondment finished in April 2018 and would then fill the role of FYBOE Secretary which was currently vacant;
        (iv) That the Review of Assessment Group agreed on the following four work streams:

              (A)   Assessment and Remedying Failure (chaired by Dr Phil Young from the School of Life Sciences);
              (B)   Examination Board procedures and IT systems (Chair: TBC);
              (C)   Mitigating Circumstances and Reasonable Adjustments (Chair: Professor Andy Clark);
              (D)   Assessment Strategies (chaired by Professor Gwen Van der Velden);

        (v)   That secretarial support for these four work streams was required from the Teaching Quality Office and the Acting Deputy Academic Registrar would be consulted to identify relevant personnel;
        (vi) That the highest priority for the Review of Assessment were the review of mitigating circumstances and remedying failure and that potential members of these two groups would be approached in due course by the Chair and Secretary of the Review of Assessment Group;

(vii)That a short briefing document would be sent out soon to the Directors of Undergraduate Studies, the Directors of Graduate Studies in departments raising awareness of the Review of Assessment and also asking for comments on initial considerations/suggestions from departments to feed into the Review of Assessment;

(viii)   That the Chair of the Review Group would also meet with the Students' Union to resolve student membership on the sub-groups;

(ix) That in due course, open workshops might be held to enable members of academic staff to feed back on the Review of Assessment and to create a dialogue between the Review Group and the wider University;

(x) That ideally the sub-groups would be reporting progress made by 21 January 2018 to report back to the Academic Quality and Standards Committee;

(xi) That further background paperwork would be provided to all sub-groups in due course on work already carried out by University Committees and working groups informing their area of work;

(xii)That expectations needed to be managed in relation to what could be achieved by each sub-groups and that some work groups may not be able to deliver concrete proposals by the end of the current academic year.

(b) Credit and Module Framework (draft minute AQSC.34/17-18 refers)

That at its meeting on the 23 November 2017, the Academic Quality and Standards Committee considered a discussion paper on the credit and module framework at the University of Warwick (paper AQSC.29/17-18, copy attached) and resolved the following:

(i) That members of the Committee were broadly supportive to review the complex module and credit framework at the University of Warwick with a view to moving to a simpler model;

(ii) That some work would need to be carried out across the sector to understand what kind of models were operating when considering module and credit sizes

(c) Consultation on the UK Quality Code for Higher Education (draft minute AQSC.31/17-18 refers)

That at its meeting on the 23 November 2017, the Academic Quality and Standards Committee resolved the following:

(i) That members of the Committee welcomed the move to simplify the Quality Code; yet it lacked detail on how to achieve appropriate quality and standards in teaching provision;

(ii) That the relationship with students in the draft Quality Code was not a partnership anymore, but was based on a transactional model which was not welcome and regressive;

(iii) That there was no evidence of externality within the draft Quality Code at present in the baseline requirements, e.g. involvement of external examiners, engagement with employers and any monitoring and review practices;

(iv) That a concise and user friendly practitioners' handbook was needed which might focus on the student lifecycle rather than themes as a meaningful guide;

(v) That the Students' Union would be making a separate response to the consultation and had expressed concern about the lack of the Student Voice and lack of reference to PGR provision;

(vi) That Appendix 3 of AQSC 27.17/18 should be strengthened and revised in view of the discussions for consideration at the Steering Committee on 4 December 2017;

(vii)That the Chair would be empowered to take Chair's action to approve the final version of the consultation to be submitted to the QAA pending changes made after the discussion of the response at Steering Committee.

12. Report from Student Learning Experience and Engagement Committee (SLEEC)

TO RECEIVE:

An oral report from the co-Chair (Students' Union Education Officer) of SLEEC.

13. Report from Board of Graduate Studies (BGS)

TO REPORT:

(a) Graduate Priorities for 2017/18 onwards (draft minute BGS.26./17-18 refers)

(i) That at its meeting on the 9 November 2017, it was reported to the Board of Graduate Studies that:

(A) That clearer communication of current scholarships funding would be beneficial to showcase funding opportunities thereby securing the best students, noting that opportunities to secure additional funding would be welcomed;

(B) That the importance of understanding the postgraduate research student lifecycle was highlighted to identify current interactions with students and areas for further consideration;

(C) That the Board considered that additional international opportunities for postgraduate students could be offered, including exchange programmes, and that there should be further consideration of the length of time visiting students could be registered without having to pay fees;

(D) That the importance of the role of the supervisor was highlighted, noting that further consideration should be given to communications and training opportunities;

(E) That ongoing issues with BPM were noted

(ii) That the Board of Graduate Studies resolved:

(A) That the priorities set out in paper BGS 14/17-18 be approved (paper EC.05/17-18, copy attached);

(B) That the Graduate School would look into instigating/tapping into an existing project to map out the PGR student lifecycle

14. Update on TEF Meetings

    TO RECEIVE:

    A report on the progress of TEF meetings with academic departments by the Acting Deputy Academic Registrar (paper EC.06/17-18, copy attached)

15. Monitoring Progress from Institutional Teaching and Learning Review (ITLR)

    TO RECEIVE:

    A paper and oral report from the Pro-Vice Chancellor (Education) outlining the ITLR progress monitoring process (paper EC.07/17-18, copy attached).

ITEMS TO REPORT AND APPROVE WITHOUT FURTHER DISCUSSION

The Chair and Secretary consider that the following items are non-controversial and/or can be accepted with a minimum of explanation. Members of the Committee may, however, ask for any of the following items to be transferred to the agenda for discussion, by contacting the Secretary in advance of the meeting, or by raising the item at the commencement of the meeting.

16. Business for report from Academic Quality and Standards Committee (AQSC)

    TO RECEIVE:

    (a) Minutes of the meeting of the Academic Quality and Standards Committee on 31 October 2017 (paper EC.08/17-18, copy attached)

    (b) Draft Minutes of the meeting of the Academic Quality and Standards Committee on 23 November 2017 (paper EC.09/17-18, copy attached)

17. Business for report from Board of Graduate Studies (BGS)

    TO RECEIVE:

    (a) Minutes of the meeting of the Board of Graduate Studies on 9 October 2017 (paper EC.10/17-18, copy attached);

    (b) Draft Minutes of the meeting of the Board of Graduate Studies on 7 November 2017 (paper EC.11/17-18, copy attached);

18. Business for report from Student Learning Experience and Engagement Committee (SLEEC)

    TO RECEIVE:

    Unconfirmed Minutes of the meeting of the Student Learning Experience and Engagement Committee on 26 October 2017 (paper EC.12/17-18, copy attached)

19. Next meeting

TO REPORT:

That the next meeting of the Committee is scheduled to be held on **Monday 26 February 2018 at 1.00pm in CMR 1.0, University House.**