

**University of Glasgow****Academic Standards Committee - Friday 27 May 2011****Report from Programme & Course Approval Working Group – 5 May 2011****Ms Helen Clegg, Clerk to the Working Group**

At its recent meeting the Working Group agreed to report the following items to ASC.

**1. ELIR Action Plan [Action 33]: External Input to Programme Development/Scrutiny (for comment)**

At its previous meeting, the Working Group had considered the ELIR recommendations with regard to external input to programme development and scrutiny. Whilst it had been recommended to – and approved by – ASC that current practice should remain unchanged and that external consultants should not be included on Programme Approval Groups, there had been recognition that some development of the External Consultation proforma might be useful, in order to encourage more detailed comments from external consultants.

The Working Group had received a revised version of the proforma, as well as updated guidance notes. The main changes had been the inclusion of a section for the proposer to respond to the comments and suggestions made by the external consultant, and the application of a deadline for the return of the consultation proforma.

There had been discussion regarding the issue of external consultation for course proposals. Whilst it was agreed this was clearly necessary for new course proposals, it had been argued that it was perhaps excessive for changes to existing courses. Additionally, consultation with Central Room Bookings was currently mandatory but, in many cases, there would be no impact on room bookings (for instance, where a course was being proposed to directly replace one being withdrawn).

**The Working Group invites comment from ASC as to the necessity of consultation with External Consultants and Central Room Bookings with regard to course changes.**

**2. Reassessment Opportunities: Opt-out for Coursework Reassessment**

The Code of Assessment reference to reassessment opportunities was to be strengthened and it had been agreed that cases where reassessment of coursework was not available should be exceptional and only possible as a formal opt-out approved by the Head of School.

The Working Group had been asked to work with the PIP team to develop an opt-out process in the course approval system. **ASC is invited to approve the recommended revision that:**

The Course Proposal Support document to be amended to require i) a rationale for the opt-out of coursework reassessment and ii) confirmation that the Head of School had approved the proposed opt-out. (New fields A5.1 and B8 would be added to cover these). PAGs would therefore be able to review the rationale for opt-out and check approval by the Head of School.

This revised procedure would apply only to new or change proposals for courses submitted from 2011-12 onwards, although the issue of how to collect the opt-out information for existing courses would be discussed at the next Working Group meeting.

### **3. Review of Approval Documentation (for information)**

The Working Group had considered a number of changes to the Course Specification, Programme Specification and Course Proposal Support documents, which had arisen as a result of interface issues that had been identified between PIP and the Campus Solutions system, and in order to improve clarity and understanding for the proposer, the reviewer and the reader. It was anticipated that these changes would be made over the summer months.

These included the addition of several new fields and some changes to existing fields. Additionally, changes to the explanatory text were suggested, as it had been noted that, on publication, the red guidance text was no longer visible and, in some cases, this rendered the content of the field meaningless to the reader.