

University of Glasgow

Academic Standards Committee - Friday 17 February 2012

Report from the Meeting of Programme and Course Approval
Working Group – 24 November 2011

Ms Helen Clegg, Clerk to the Working Group

At its meeting of 24 November 2011, the Working Group agreed to report the following items to ASC.

1. Gathering of Information – Opt-out of Reassessment (For Approval)

The Working Group had proposed a revision to the Course Proposal Support document to the ASC meeting of 27 May 2011, in order to implement the agreed University policy on reassessment of coursework. This would require proposers to provide a rationale for the opt-out of coursework reassessment, as well as Head of School approval of the opt-out. This revised procedure would apply to new or change proposals for courses submitted from 2011-12 onwards. ASC had approved the revision.

Consideration was then given by the Working Group to the issue of how to collect opt-out information for existing courses.

It was noted that the Course Proposal Support document would contain a 'yes/no' selection to show whether reassessment was available. This field would default to 'yes' for existing courses where the field was currently blank. If 'no' was entered, a proposal would require to be generated in order for a rationale to be presented for this selection.

It was proposed that Colleges would be asked to identify any courses for which reassessment of coursework was not available, by the end of June 2012 – ideally in tandem with the usual course catalogue checking exercise. These would then need to be entered into PIP. In order to reduce the workload, the Working Group proposed that these could be treated as 'corrections' and therefore trigger a 'lighter touch' approach, although it was also agreed that Senate Office should carry out spot-checks to ensure this approach was not misused. The 'corrections' route could only be used if no other information was being changed at the same time which would normally require full College approval.

It might be possible for proposers to make the changes as a bulk update, although the text in Section 29.1 might make this problematic. The changes to multiple courses could, however, be processed under one proposal heading.

Any courses not updated to 'No' would be default to yes in the PIP annual rollover in summer 2012.

ASC is **asked to approve** the proposed procedure.

2. Scrutiny of Consultation (For Noting)

At its last meeting, ASC had agreed that further consideration needed to be given to finding possible ways of incorporating evidence of College scrutiny of consultation documentation into the proposal documentation. ASC had suggested expanding Section

A4 of the Programme Proposal Support document, including space for comment on the issues raised by the consultation, the proposer's response, and an indication that the College Board of Studies was satisfied.

The Working Group gave careful consideration to this suggestion. It was agreed that an expansion of Section B asking College to affirm that any issues have been addressed would be the most appropriate means of accommodating the information. Suggested revisions would be made and circulated by the Clerk. The proposed amendments would be recommended to the April meeting of ASC.

3. Continuing Professional Development – Approval of Proposals (For Noting)

It was reported that a 'quick route' for CPD proposals had now been developed in PIP. This comprised a simple screen for the proposer to complete, which bypassed the usual approval route. Only School approval was required. The new quick function can also be used for other courses which do not require full approval such as PGR and Adult Education short courses. Whilst this was a useful addition to the approval process, there were some concerns about potential misuse of the quick route. It was agreed that an annual 'spot check' of proposals being approved through this route would be performed by the Senate Office.