

University of Glasgow

Academic Standards Committee – Friday 6 October 2017

Audit Report on Course Approval Activity from the College of Medical, Veterinary and Life Sciences – Undergraduate and Postgraduate Proposals

Fran McCulloch, Clerk to MVLS College Board of Studies, and Tracy Maxwell, Academic Governance Manager (Graduate School)

UNDERGRADUATE PROPOSALS

Under the current process, Schools have responsibility for considering and approving all course proposals (new, amend and withdraw). However, Colleges are required to audit this approval activity to ensure that the standard of proposal documentation remains high and that Schools are adhering to the published procedure.

In line with this recommendation, the College has spot-checked a sample of proposals, for which the full documentation for the proposals have been examined.

Proposals approved by Schools in the College of Medical, Veterinary and Life Sciences during 2016-17:

<i>Proposal Type</i>	<i>Number of proposals approved</i>	<i>Number of proposals audited</i>
<i>New course</i>	7	4
<i>Amend course</i>	55	7
<i>Withdraw course</i>	9	3

The following **new course** proposals were audited:

<i>Course Title</i>	<i>School</i>	<i>Documentation complete and of required standard*</i>	<i>Consultations completed prior to School approval*</i>
BIOL2041 BIOL2039 BIOL2042 BIOL2043 BIOL2040 BIOL2044	SoLS	Yes	Yes
BIOL4272	SoLS	Yes	Yes
BIOL4273	SoLS	Yes	Yes
VETSCI4022	SoVM	Yes	Yes

**'No' responses to these should be given further explanation, and information on how the problem has been resolved.*

The following **amend course** proposals were audited:

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
SIT3032 SIT3035 SIT3040 SIT3042	SoMDN	Section B on Course Support doc not completed (should PIP not prevent approval if this is blank?)	Yes
NURSING3044	SoMDN	Yes	Yes
BIOL4126	SoLS	Yes	Yes
BIOL4055	SoLS	Yes	Correction N/A*
BIOL4259	SoLS	Yes	Correction N/A
BIOL4008 BIOL4042 BIOL4183 BIOL4127	SoLS	Yes	Correction N/A
VETSCI3005	SoVM	Yes	Correction N/A
*SoLS carried out a big tidy up exercise last session to correct course documentation, mainly to clarify wording around what programmes the courses were available to. Given the number of proposals this would produce, the school discussed this with the College Board of Studies before making the corrections			

**'No' responses to these should be given further explanation, and information on how the problem has been resolved.*

The following **withdraw course** proposals were audited:

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
BIOL4101 BIOL4106	SoLS	Yes	Not required – redundant courses from programmes no longer running
Suite of level 2 BIOL courses	SoLS	Yes	Yes
VETSCI1003	SoVM		Not required – redundant course

**'No' responses to these should be given further explanation, and information on how the problem has been resolved.*

POSTGRADUATE PROPOSALS

Under the current process, Schools have responsibility for considering and approving all course proposals (new, amend and withdraw). However, Colleges are required to audit this approval activity to ensure that the standard of proposal documentation remains high and that Schools are adhering to the published procedure.

In line with this recommendation, the College has spot-checked a sample of proposals, for which the full documentation for the proposals have been examined.

Proposals approved by Schools in the College of Medical, Veterinary and Life Sciences during 2016-17:

Proposal Type	Number of pgt proposals approved	Number of proposals audited
New course	24	3
Amend course	56	3
Withdraw course	29	2

The following **new course** proposals were audited:

Course Title	School/Cluster	Documentation complete and of required standard*	Consultations completed prior to School approval*
Proposal 14366 <ul style="list-style-type: none"> • Applied Decontamination and Infection Control Research Methods • Oral Sciences Research Methods • Research Dissertation in Oral Sciences • Applied Oral Disease Pathogenesis Research Methods • Pathogenesis of Oral Disease 	Medical and Clinical Science Cluster	General comments Course support doc incomplete ILOs not masters level Minutes not detailed enough and lack closure	Yes
Proposal 14436 Research Approaches in Health Care		thin proposal, course aims need expanded Minutes lack closure	Yes
Proposal 14907 Research Methods in Health & Wellbeing		Minutes lack closure	Yes

**'No' responses to these should be given further explanation, and information on how the problem has been resolved.*

The following **amend course** proposals were audited:

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
Proposal 14770 <ul style="list-style-type: none"> • Laboratory Techniques in Forensic Toxicology • Forensic Toxicology Project • Research & Laboratory Management • Case review and Interpretation • Principles of Forensic Toxicology 		General comments Excessive formal contact hours Minutes lack closure ILOs not masters level	Yes
Proposal 14741 Effective Listening and Communication Skills		Minutes lack closure	Yes
Proposal 15163 MRes Ecology and Environmental Biology Project 1 and 2		No cluster minute, unable to provide an accurate review Course support doc incomplete National notional hours	Yes

**No' responses to these should be given further explanation, and information on how the problem has been resolved.*

The following **withdraw course** proposals were audited:

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
Proposal 15263		Documentation incomplete	No
Proposal 15647		Documentation incomplete	Not applicable

**No' responses to these should be given further explanation, and information on how the problem has been resolved.*