

University of Glasgow

Academic Standards Committee - Friday 6 October 2017

Audit Report on Course Approval Activity

College of Science & Engineering

Pat Duncan, Head of Academic and Student Administration

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 520 during 2016-17:

<i>Proposal Type</i>	<i>Number of proposals approved</i>	<i>Number of proposals audited</i>
<i>New course</i>	95	7
<i>Amend course</i>	384	2
<i>Withdraw course</i>	41	9

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>
CHEM5044 Inorganic Chemistry 4M (half) for Chemistry and Mathematics	Chemistry	Minutes lack closure.	N/A (new course is for administrative purposes only; it does not represent new material)
COMPSCI5079 Cryptography and Secure Development (M)	Computing Science	Minutes lack closure	Y
ENG5312 Introduction to Advanced Manufacturing	Engineering	Course support document incomplete	Y – but school omitted to upload external examiner consultation into course proposal (submitted with new programme proposal only)
SIT3044 Control 3	Engineering	Course support document incomplete.	N/A (new course is for administrative purposes only; it does not represent new material)

GEOG4109 GeoViolence and the Geographies of Violence	GES	Minutes lack closure.	Y
PHYS5052 Laser Interferometry and Quantum Measurements (December Exam)	P&A	Y	N/A (new course is for administrative purposes only; it does not represent new material)
PSYCH4083 Social Psychology and Health 4H	Psychology	Y	Y

The audit has highlighted the following issues that require greater attention from most schools:

- ensuring that all documentation is uploaded into PIP before final approval
- the importance of clear minutes detailing discussions and conclusions reached
- recording sign-off of any amendments required by Board of Studies
- recording the formal approval of each course by the Board of Studies
- completion of Section B of the course support document following formal approval by the Board of Studies

These issues will be addressed through in-house training sessions by Dean L&T and HoASA for School Conveners/School L&T Administrators/School staff managing proposals through PIP.

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

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
PHYS4012 Mathematical Methods 2	P&A	Y	
PSYCH4059 Computational Neuroscience 4H	Psychology	Y	

The majority of course amendments are reported as regular updates to the course catalogue each year, hence the large number of courses involved.

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

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
GEOG4087 The Last Glacial Cycle	GES	Y	
PSYCH5059/5036/4 059 Computational	Psychology	Y	

Neuroscience			
MATHS2029 UCEAP: Mathematical Thinking & Communication	M&S	Y	
COMPSCI4033/506 6 and SIT4029 Multimedia Systems and Applications	Computing Science	Y	
ENG5025 Desalination Technology M5	Engineering	Y	

The audit has highlighted the need to ensure that the withdraw proposal includes:

- a statement to make it clear that consideration has been given to the impact of the withdrawal on the overall curriculum and the impact on students, including those in other schools.

This will be addressed through the training session referred to above.

General Observation

- the need for Schools to consult across Schools and Colleges to assess the impact of new courses/changes to courses/withdrawal of courses on students undertaking combined degrees. Changes to the timetable require similar consultation although they do not go through PIP.