

## University of Glasgow

## Academic Standards Committee – Friday 23 November 2018

## Audit Report on Course Approval Activity from the College of Arts

Undergraduate Report compiled by Dr Maria-Daniella Dick (College Quality Officer & Chair, CoA UG Board of Studies) & Mrs Jane Neil (Arts Administration & Clerk to CoA UG Board of Studies)

Postgraduate Report compiled by College of Arts Graduate School

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.

## Undergraduate Proposals approved by Schools in the College of Arts during 2017-18:

<i>Proposal Type</i>	<i>Number of proposals approved</i>	<i>Number of proposals audited</i>
<b>New course</b>	SCCA – 12 plus 2 new programmes SCS – 25 plus 3 new programmes SHum – 56 plus 5 new programmes SMLC – 10 plus 3 new programmes	7
<b>Amend course</b>	SCCA – 76 plus 7 programmes SCS – 38 plus 2 programmes SHum – 38 plus 4 programmes SMLC – 17 plus 12 programmes	0
<b>Withdraw course</b>	SCS – 3 SHum – 1 SMLC – 1	0

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>
ENGLIT 4128 Genre, Energy & The Futures of the Earth	Critical Studies	Yes – minor changes requested	Yes
HIST 2014 History Level 2: Global History	Humanities	Referred back to School for name change; now Hist 2015.	Yes

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

The PIP specs we reviewed had minor issues, often to do with wording. These were reverted to Schools at the Board for follow-up, via L&T Conveners.

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

<b>Course Title</b>	<b>School</b>	<b>Documentation complete and of required standard*</b>	<b>Consultations completed prior to School approval*</b>
ENGLANG 3002 Name Studies (Non-Honours)	Critical Studies	Yes – but amending of excluded course required	Yes
ENGLANG 4004 Name Studies (Honours)	Critical Studies	Yes – but amending of excluded course required	Yes
FTV 2001 FTV2A: Spectatorship, Audiences & Identities	Cultural and Creative Arts	No consultation provided at first stage  Changes to assessment weighting disparities and tidying up requested	Yes
CELTICIV 1002 Celtic Civilisation 1B	Humanities	Yes	Yes
Comparative Literature 1: Heroes	Modern Languages & Cultures	Yes	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:

<b>Course Title</b>	<b>School</b>	<b>Documentation complete and of required standard*</b>	<b>Consultations completed prior to School approval*</b>

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

**Postgraduate Proposals approved by Schools in the College of Arts during session 17/18:**

<b><i>Proposal Type</i></b>	<b><i>Number of proposals approved</i></b>	<b><i>Number of proposals audited</i></b>
<b><i>New course</i></b>	41	6
<b><i>Amend course</i></b>	18	0
<b><i>Withdraw course</i></b>	12	0

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

<b><i>Course Title</i></b>	<b><i>School</i></b>	<b><i>Documentation complete and of required standard*</i></b>	<b><i>Consultations completed prior to School approval*</i></b>
Reading Periodicals (PGT)	Critical Studies	No	Yes
Topics in Phonetics	Critical Studies	No	Yes
Medieval Palaeography: An Introduction to Reading Medieval Documents	Humanities	No	Yes
Jewish Literature in the Graeco-Roman World (PGT)	Critical Studies	No	Yes
Law and Cultural Institutions	Humanities	No	Yes
Ethics for Artefacts: Modern Materials	Culture & Creative Arts	No	Yes

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

Reports were sent to the schools detailing the errors found by the Board of Studies asking them to make the changes and resubmit through PIP. It has all been minor changes such as standard wording not being used for the course aims (all specs had this issue). No major changes have been requested.

No follow up has taken place as we have left it to the schools to look after the updating themselves.

For the course aims wording a joint template has now been created for UG and PG for all schools to use with an agreed wording on it. This should stop PG admin using UG wording in their course specs (which was the issue).

We were not aware that amended courses and withdrawals were to be audited and therefore have only been looking at new courses. We will add these to our College Higher Degree boards for the upcoming 18/19 session.

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

<b><i>Course Title</i></b>	<b><i>School</i></b>	<b><i>Documentation complete and of required standard*</i></b>	<b><i>Consultations completed prior to School approval*</i></b>

\*'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:

<b><i>Course Title</i></b>	<b><i>School</i></b>	<b><i>Documentation complete and of required standard*</i></b>	<b><i>Consultations completed prior to School approval*</i></b>

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