University of Glasgow

Academic Standards Committee – Friday 23 November 2018

Audit Report on Course Approval Activity from the College of Science & Engineering

Pat Duncan, Head of Academic & 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 Science & Engineering during 2017-2018:

Proposal Type	*Number of proposals approved*	*Number of proposals audited*
New course	91	7
Amend course	389	7
Withdraw course	116	4

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

Course Title	*School*	*Documentation complete and of required standard**	*Consultations completed prior to School approval**
CHEM 5050 Research Skills	Chemistry	BoS minutes lack closure	Yes
COMPSCI 5085 Deep Learning (M)	Computing Science	BoS minutes lack closure	Yes
ENG 4196 Rotorcraft Aeromechanics 4	Engineering	Final course support doc and consultations to be uploaded in PIP	Yes
EARTH 2011 Earth Science and the Environment 2B	Geographical & Earth Sciences	BoS minutes lack closure.	Yes
STATS 5082 Data Programming in Python (ODL)	Mathematics & Statistics	Final course support doc and consultations to be uploaded in PIP	Yes
PHYS 5056 Experimental Techniques in	Physics & Astronomy	Final course support doc and consultations to be	Yes

Quantum Optics		uploaded in PIP	
PSYCH 3023 Psychometrics 3H	Psychology	Yes	Yes

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

- Wording of ILOs
- 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
- completion of Section B of the course support document following formal approval by the Board of Studies.

These issues will be addressed through training and feedback.

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

Course Title	School	Documentation complete and of required standard*	Consultations completed prior to School approval*
CHEM 5043P Chemistry Project 4M for Chemical Physics non-WP	Chemistry	Y	
SIT 4039 Big Data: Systems, Programming and Management (SIT)	Computing Science	Y	
UESTC 2004 Embedded Processors	Engineering	Y	
GEOG 2001 Geography 2	Geographical & Earth Sciences	Y	
MATHS 2004 Mathematics 2B: Linear Algebra	Mathematics & Statistics	Y	
ASTRO 1003 Exploring the Cosmos 1X	Physics & Astronomy	Y	
Psych 1002 Psychology 1B	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*
COMPSCI 5001 Advanced Operating Systems	Computing Science	Y	Replaced by a new course
GEOG 5095 Understanding Environmental Change (Nankai)	Geographical & Earth Sciences	Y	
GEOG 5052 Catchment Management	Geographical & Earth Sciences	Y	
PSYCH 5055 Research Methods (PGT Conv)	Psychology	Y	

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