

THE UNIVERSITY OF WARWICK

Minutes of the Meeting of the Academic Staff Development and Appraisal Committee held
on Wednesday 31st October 2001

Present: Professor G Lindsay (Chair)
Professor G Brown, Dr L Maxwell, Professor M McCrae, Dr L Polezzi,
Mr C Price, Professor J Staunton

Apologies: Professor N Lazarus, Dr S Liff, Dr P Taylor, Professor A Warhurst

In attendance: Dr P Blackmore, Ms M Garnett, Dr A Stokes

1/01-02 Membership and Terms of Reference

REPORTED:

That the Senate (3rd October 2001) established the membership of the Committee for 2001/02 as follows:

Chair (appointed by the Vice-Chancellor)	Professor G Lindsay
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Chair of the Board of Graduate Studies, ex officio	Professor M McCrae
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Four Professors, appointed by the Senate:	Professor Brown Professor Lazarus Professor Staunton Professor Warhurst
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Three members, appointed by the
Senate, one from each Faculty:

Arts	Dr L Polezzi
Science	Dr P Taylor
Social Studies	Dr S Liff
Medicine	Dr L Maxwell

One member nominated by the Students' Union	Mr C Price
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RESOLVED:

That the Terms of Reference agreed on 26th February 1996 be approved.

2/01-02 Minutes

RESOLVED:

That the Minutes of the meeting held on Wednesday 23rd May 2001 be approved.

3/01-02 Matters Arising on the Minutes

Review of Academic Appraisal Scheme (Minute 31/00-01 referred)

REPORTED:

That at its last meeting the Committee had resolved that the paper produced by the Academic Development Adviser (Sciences) on the academic appraisal scheme be approved subject to minor amendments and forwarded to the Academic Staff Committee for consideration.

RECEIVED:

- (a) A memo stating the Academic Staff Committee's response to the paper, together with a copy of the paper (ASDAC 1/01-02).
- (b) An oral report from the Academic Development Adviser (Sciences) on changes to the scheme and copies of the revised documentation (ASDAC 2/01-02).

RESOLVED:

That the revised notes of guidance for appraisers and appraisees be approved and forwarded to the Academic Staff Committee for consideration.

4/01-02 Academic Staff Development Policy

RECEIVED:

A revised version of the Academic Staff Development Policy (ASDAC 3/01-02).

5/01-02 Academic Development Plan

RECEIVED:

The Academic Development Plan for 2001/02 (ASDAC4/01-02).

6/01-02 CAP Evaluative Report

RECEIVED:

A report on the activities of the Centre for Academic Practice during 2000/2001 (ASDAC5/01-02).

RESOLVED:

That the difficulties experienced by the Centre in finding suitable teaching accommodation for courses be notified to the Chair of Accommodation Committee, with concrete suggestions on how the problem might be resolved.

7/01-02 Summary of Feedback on Staff Development Provision 2000/01

RECEIVED:

A summary of responses to the staff development feedback questionnaire, together with a summary of the main themes emerging from evaluation forms completed by participants attending centrally organised courses (ASDAC 6/01-02).

8/01-02 Measuring Staff Development Activity

CONSIDERED:

A draft table showing participation in staff development activities during 2000/01 by academic staff from each department (ASDAC 7/01-02).

RESOLVED:

That the draft table be approved, subject to minor amendments, and circulated to Chairs of Departments with a request for responses from departments which had not yet submitted their returns.

9/01-02 Warwick Teaching Certificate

REPORTED:

That the WTC had now been accredited by the ILT. The period of accreditation runs from September 2000-July 2005 and retrospectively for 3 years for participants who graduated from the course between September 1997 and July 2000.

RECEIVED:

A report from the Standing Group on the Warwick Teaching Certificate (ASDAC 8/01-02).

RESOLVED:

That the Standing Group's recommendation that the Group should remain in existence until the WTC had passed through its current transitional phase, be approved.

10/01-02 Teaching Development Provision

CONSIDERED:

A paper from the Academic Development Tutor on the proposed developments in accredited teaching development provision (ASDAC 9/01-02).

RESOLVED:

That the proposals concerning the development of the Postgraduate Award and the Diploma/MA in Post-Compulsory Education be approved, in principle, and that the Academic Development Tutor be invited to bring forward more detailed proposals to the next meeting of the Committee.

11/01-02 Sub-Group on Institutional Policy Relating to CRS

RECEIVED:

Minutes of the meeting of the Sub-group on Institutional Policy Relating to Contract Research Staff held on 13th June 2001 (ASDAC 10/01-02).

12/01-02 Human Resources Strategy

RECEIVED:

A copy of the University's HR Strategy (ASDAC 11/01-02), with an oral report from the Director of the Centre for Academic Practice on elements of the Strategy relating to academic development.

RESOLVED:

That the Committee's support for the management development and WTC-related posts be conveyed to the HR Strategy Working Group.

13/01-02 Academic Development Budget

RECEIVED:

A paper summarising the outturn from the Academic Staff Development budget during 2000/01 (ASDAC 12/01-02).

14/01-02 Director's Action

RECEIVED:

A list of the requests for funding for staff development activities, approved by the Director of the Centre for Academic Practice since the last meeting of the Committee (ASDAC 13/01-02).

15/01-02 FORUM

RECEIVED:

A copy of the Autumn 2001 issue of FORUM (ASDAC 14/01-02).

16/01-02 ILT Membership

That the Director of the Centre for Academic Practice consider how staff might be encouraged to apply for ILT membership through the 'fast track' route, now that the deadline for such applications had been extended until July 2002.

17/01-02 Next Meeting

REPORTED:

That the next meeting of the Committee would be held on Wednesday 6th February 2002 at 10.00am in the Council Chamber.