

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 10am on Thursday 27 November in the Council Chamber, first floor University House.

**Note: Questions on agenda items or apologies for this meeting** should be directed to the Secretary of the Working Group, Julian Moss, ext 22707, email [julian.moss@warwick.ac.uk](mailto:julian.moss@warwick.ac.uk), or the Assistant Secretary, Jenny Bradfield, ext 74464, email [j.bradfield@warwick.ac.uk](mailto:j.bradfield@warwick.ac.uk)

J F Baldwin  
Registrar

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*Please note the different venue for this meeting; as the Teaching Grid is not available, the meeting will be held in the **Council Chamber**, first floor University House*

AGENDA

1. Minutes of the Previous Meeting

TO CONSIDER:

The minutes of the meeting of the Group held on Wednesday 15 October 2008 (previously circulated and available on the Governance website at [http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg\\_mins\\_151008.pdf](http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg_mins_151008.pdf)).

2. Matters Arising

(a) Joint and cross-departmental degrees (minute 4(d)/08-09 refers)

TO REPORT:

(i) That at its meeting on 15 October 2008 the Group considered an oral report from the Chair on ongoing work to examine management arrangements on undergraduate courses delivered by more than one department, noting that a Working Group set up under the aegis of the Board of Undergraduate Studies and the Academic Quality and Standards Committee was due to meet on 17 October 2008, and recommended (to the BUGS/AQSC Working Group on Joint and Multi-disciplinary degrees):

(A) That the term “cross-departmental degrees” be considered as a description of the courses concerned;

(B) That the Working Group consider what implications their recommendations may hold for other sources of guidance and advice, including Student-Staff Liaison Committee guidance, Personal Tutor guidance;

- (C) That the Working Group consider whether further work would be necessary on cross-departmental taught postgraduate courses.
- (ii) That at its meeting on 28 October 2008 the Academic Quality and Standards Committee considered a report from the BUGS/AQSC Working Group on Joint and Multi-disciplinary degrees, paper AQSC 9/08-09, and resolved:
- (A) That the Committee strongly supported the work of the Working Group on Undergraduate Joint and Cross-Departmental Courses;
  - (B) That the Committee endorse the Group's recommendation that a Good Practice Guide for the management of undergraduate joint and cross-departmental courses be drafted by the Chair of the Group and the Teaching Quality section of the Academic Office, to be sent to departments for consultation later in the academic year, as set out in Recommendation 16 of paper AQSC 9/08-09, it being noted that the 'home' department for a particular course should liaise with the other relevant department(s) in managing the course;
  - (C) That the Committee endorse the Group's recommendation that an annual meeting for course leaders/coordinators of undergraduate joint and cross-departmental courses be convened by the Teaching Quality section of the Academic Office, to be chaired by the Chair of the Board of Undergraduate Studies, as set out in Recommendations 17 and 18 of paper AQSC 9/08-09;
  - (D) That the Committee endorse the Group's recommendations on the development of student representation and liaison arrangements on undergraduate joint and cross-departmental courses, and that the SSLC Coordinators consider the proposals set out in Recommendations 14 and 15 of paper AQSC 9/08-09;
  - (E) That at a future meeting the Committee consider proposed amendments to the course approval form, as set out in Recommendations 1 and 2 of paper AQSC 9/08-09;
  - (F) That the Chair of the Group take forward work concerning the other Recommendations from the Group in drafting the Good Practice Guide and through other mechanisms, as set out in paper AQSC 9/08-09, consulting with the University community as appropriate;

- (G) That in due course the Board of Graduate Studies consider the reports and recommendations from the Group, and the draft Good Practice Guide, with a view to considering whether similar guidance is needed for postgraduate courses which cross departmental boundaries.

(AQSC minute 4(g)/08-09 refers)

TO RECEIVE:

Paper AQSC 9/08-09 (copy attached), together with an oral report from the Chair on the next meeting of the BUGS/AQSC Working Group on Joint and Cross-Departmental degrees.

- (b) Teaching and Learning Enhancement Fund (minute 4(c)(ii)/08-09 refers)

TO REPORT:

- (i) That the following projects were supported in the second round of bids to the TALEF in October 2008:
- (A) Bob Thomson (Learning and Development Centre) *Action Learning*, £700.
  - (B) Geraldine Hartshorne and Silvester Czanner (Warwick Medical School) *Initial Steps towards educational modelling of Human Embryos*, £1,240.
- (ii) That subject to the outcome of discussions with the applicants, a further three projects were likely be supported.
- (iii) That the Chair of the TALEF Selection Board took action on behalf of the Board to approve the award of £27,000 to the following project: Tom Abbott (Communications Office), *Digital Press*, £27,000.
- (iv) That there will be insufficient funds to support a further round of bids for TALEF funding and that the TALEF Selection Board at its meeting on 17 October 2008 recommended that any remaining funds should be distributed elsewhere to support teaching and learning enhancement, for example, the Teaching and Learning forums.

3. Chair's Business

4. QAA Institutional Audit (minute 7/08-09 refers)

TO RECEIVE:

Oral reports from the Chair and Secretary on the Audit visit by the QAA audit team as part of the University's Institutional Audit, which took place on 10-14 November 2008.

5. Creative Environments for Learning

TO CONSIDER:

A proposal drafted by the CAPITAL Centre and the Reinvention Centre, Creative Environments for Learning, paper QEWG 17/08-09 (copy attached).

6. Teaching and Learning Developments and e-lab

TO CONSIDER:

A report from Mr John Dale, Head of e-Learning and Web Development, IT Services, paper QEWG 18/08-09 (copy attached).

7. Teaching and Learning Forums

TO CONSIDER:

Reports from the Chairs of the Faculty Teaching and Learning Forums on recent and planned activities, including:

- (a) an oral report from the Chair of the Faculty of Medicine Teaching and Learning Forum;
- (b) notes of the meeting of 31 October 2008 of the Faculty of Science Teaching and Learning Forum, paper QEWG 20/08-09 (copy attached);
- (c) notes of the meeting of 29 October 2008 of the Faculty of Social Studies Teaching and Learning Forum, paper QEWG 21/08-09 (copy attached);
- (d) an update from the Chair of the Faculty of Social Studies Teaching and Learning Forum.

8. Feedback on Assessed Work

TO CONSIDER:

A report drafted by the Assistant Secretary concerning feedback on assessed work, paper QEWG 19/08-09 (copy attached).

9. Any Other Business

10. Date of Next Meeting

TO REPORT:

That the next meeting of the Group will be held in the Spring Term 2008-09 on a date to be decided.