

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 10am on Wednesday 31 May 2006 in CMR 0.3 (ground floor, off the café), University House.

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Group, Julian Moss, ext 22707, email julian.moss@warwick.ac.uk, or the Assistant Secretary, Holly Kinnear, ext 74464, email H.E.B.Kinnear@warwick.ac.uk

C E Charlton
University Secretary

AGENDA

1. Minutes of the Previous Meeting

TO CONSIDER:

The Minutes of the meeting held on 15 February 2006 (previously circulated; also available at http://www2.warwick.ac.uk/insite/info/gov/atoz/qualityenhancement/minutes/qewg_min_15.02.06.pdf).

2. Matters Arising

- (a) Centres for Excellence in Teaching and Learning (minute 10/05-06 refers)

TO RECEIVE:

- (i) An update on negotiations with the University of Birmingham concerning the refurbishment of space in the Shakespeare Institute and alternative uses of the grant;
- (ii) An update on progress on converting Surfers Bar into The Reinvention Centre at Westwood.

- (b) Reading Lists (minute 18/05-06 refers)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 11 May 2006 considered a report from Mr H Williams, Head of Academic Support, Library, on the outcomes of an audit of reading lists across the University, paper AQSC 102/05-06 (copy attached), and resolved:

- (i) That a standardised procedure be developed and implemented to improve the consistency and preparation of reading lists;

- (ii) That the Library investigate the possibility of a reading list web page with e-lab, to include guidance on good practice and a template to ease the transmission of reading lists to the Library in a timely fashion;
- (iii) That the Library send e-mail reminders to all members of academic staff asking them to submit new / amended reading lists and that an early deadline should be set, ideally a date prior to academic staff leaving the campus after the summer term;
- (iv) That the Library report to Heads of Department where members of academic staff have not submitted reading lists by the deadline and that SSLCs be encouraged to identify modules for which reading lists are lacking;
- (v) That departments send prospective students information referring to course material costs in their summer mailings, but this information should not be published in the Prospectus;
- (vi) That the Secretariat work with those sections of the Academic Registrar's Office and the Academic Office responsible for the University Prospectus and the Warwick Undergraduate Aid Programme and other support schemes to ensure it is clear to applicants that as students they will be expected to buy books and other material;
- (vii) That Heads of Department consider what limits on the costs of books and other material are appropriate for students in their subject.

3. Chair's Business

#4. Education Innovation Fund (minute 12/05-06 refers)

TO REPORT:

- (a) That sixteen full bids were received in the second round of EIF bids with the following ten awarded funding:
 - (i) Vilmos Fulop, Biological Sciences, *Stereoscopic Visualisation System for Biological Macromolecules*, £34,520
 - (ii) Christoph Hoerl, Philosophy, *Report Tool: an online system for undergraduate student module reports*, £1,500
 - (iii) Christoph Hoerl, Philosophy, *Computer-assisted learning in Starting Logic*, £4,000
 - (iv) Kay Sanderson, Warwick Skills Programme, *Recipes for Academic Success*, £2,000
 - (v) Katherine Astbury, French, *French Theatre of the Revolution and the First Empire*, £10,000
 - (vi) Jamie Darwen, Warwick Volunteers, *Warwick Advice Support Centre*, amount to be confirmed
 - (vii) Gillian Hundt, School of Health and Social Studies, *Ways of Learning from the Voices of Experience – Equality and Diversity in Society*, £32,000

- (viii) Evor Hines, Engineering, *PDAtric Care: Mobile Learning for Doctors*, amount to be confirmed
 - (ix) Brian Duggan, Students' Union, *SSLC System*, £7,000
 - (x) Jay Dempster, CAP, *Supporting Lecturers' Innovation in Curriculum Enhancement*, amount to be confirmed
- (b) Two further bids from the second round are still under consideration and may be approved subject to modifications.
 - (c) That the panel assessing bids resolved to encourage bids from academic departments in the third round, with bids in the area of assessment particularly welcome.
 - (d) That the Teaching Quality team is discussing publicity with the Communications Office.

TO CONSIDER:

The processes of providing feedback on Expressions of Interest and assessing full bids with a view to recommending any changes ahead of the next academic year, informed by the current guidelines, paper QEWG 11/05-06 (copy attached), and the current application form, paper QEWG 12/05-06 (copy attached).

- 5. Learning and teaching strategy (minute 5/05-06 refers)

TO RECEIVE:

An update on progress with drafting the University's Learning and Teaching Strategy for 2006-09.

- 6. e-Learning (minute 13/05-06 refers)

- (a) e-Learning Benchmarking

TO REPORT:

That an Institutional Review Document was submitted to the Observatory on Borderless Higher Education as part of the e-Learning Benchmarking project, which was distributed to members of the e-Learning Steering Group as paper EL 26/05-06 for the meeting of that group held on 5 May 2006 and is available on request from the Teaching Quality team (as a pdf or in hard copy).

- (b) Higher Education Academy Pathfinder scheme

TO REPORT:

- (i) That the University has been invited to bid for up to £170,000 in the Higher Education Academy's e-learning Pathfinder scheme, paper EL 39/05-06 (copy attached);
- (ii) That a synopsis of the bid, paper QEWG 13/05-06 (to follow) was submitted to the Higher Education Academy ahead of their deadline of 26 May;

(iii) That the deadline for submission of the full bid is 16 June.

(c) Interactions

TO RECEIVE:

An oral report from Dr J Dempster on plans for a special edition of *Interactions* published by the Centre for Academic Practice devoted to e-learning.

7. Teaching Enhancement Awards

TO REPORT:

That the Chair took action on behalf of the Group since the last meeting to approve Teaching Enhancement Awards for the following applicants:

- (a) Tony Ingram, Warwick Manufacturing Group
- (b) Catherine Zara, Centre for Lifelong Learning

TO CONSIDER:

- (c) An application for a Teaching Enhancement Award from Dr C Wolkowitz and Dr P Mizen (Department of Sociology), paper QEWG 14/05-06 (copy attached) along with the current criteria for awards, paper QEWG 16/05-06 (copy attached);
- (d) A proposal from the Centre for Academic Practice for a revised process for Teaching Enhancement Awards, paper QEWG 15/05-06 (copy attached).

8. Teaching Quality Enhancement Funding

TO REPORT:

- (a) That the University is to receive from HEFCE Teaching Quality Enhancement Funding of £433,022 per year for each of the three years 2006-07, 2007-08 and 2008-09, with funding in 2008-09 provisional and dependent on the Treasury's next Comprehensive Spending Review.
- (b) That HEFCE has rolled up into TQEF some funds previously separate (e.g. for volunteering), and identified four strategic priority areas for the funding:
 - ensuring that teaching is informed and enriched by research [*Warwick receives no allocation here; we are expected to support teaching with research from existing funds*]
 - supporting continuing professional development activity, enabling staff to meet agreed national teaching standards [recently launched by the HE Academy] and building a record of attainment against these standards
 - broadening the learning experience through support for student volunteering [*Warwick's allocation from the HE Active Community Fund is £63,163 p.a.*]

- supporting success and progression for students with diverse needs [*which could include Widening Participation and retention issues*]

Funding allocated to Warwick for Supporting Professional Standards and Institutional Learning & Teaching Strategies is £369,859 p.a.

- (c) The following allocations have been proposed for inclusion in the current 5-year Financial Plan:

<i>all amounts £000s</i>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	
Volunteers	95	97	100	
Skills	100	60	30	
Induction	31	48	50	
PDP, blogs	35	36.5	37	
URSS	32	34	45	
CAP	40	41.5	43	awards 20, 21, 31; CAP 12, 13, 14 to develop WELA, support training for PG/PT teachers
HEA subs	20	21	23	
Challenge Fund (T&L)	0	95	105	
e-learning	80	0	0	
TOTAL	433	433	433	

9. Warwick Awards for Teaching Excellence

TO REPORT:

- (a) That the winners of Warwick Awards for Teaching Excellence for 2006 are:
- Jeremy Smith (Economics)
 - Anne Barnes (Institute of Education)
 - Sarah Richardson (History)
 - Mark Newton (Physics; student nominee)
- (b) That the winner of the early career Butterworth Award will be announced shortly.

10. Celebratory event for innovative practice

TO RECEIVE:

An oral report from Dr J Dempster on proposals from the Centre for Academic Practice to organise an event in collaboration with the Communications Office to celebrate innovative practice in teaching and learning at the University.

11. Any other business

12. Date and time of next meeting

TO REPORT:

That the next meeting of the Group will be held during the Autumn Term 2006 on a date to be confirmed in the University Committee Timetable.

JDM/hk, 25.05.06
Quality\Committees\Quality enhancement\2005-06 meetings\15.02.06\agenda 31.05.06