

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 10 am on 9 February 2010 in CMR 1.1, first floor University House.

Questions on agenda items or apologies for this meeting should be directed to the Secretary to the Group, Jenny Hughes, (x74464, email jenny.hughes@warwick.ac.uk) or the Assistant Secretary, Lucy Hayton (x22707, email l.hayton@warwick.ac.uk)

J F Baldwin
Registrar

AGENDA

1. Terms of Reference, Constitution and Membership

TO CONSIDER:

The Terms of reference, constitution and membership of the Group for 2009-10, paper QEWG 1/09-10 (copy attached).

2. Minutes of the Previous Meeting

TO CONSIDER:

The minutes of the meeting of the Group held on 12 May 2009, copy attached and available online at <http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes>

3. Freedom of Information

TO REPORT:

(a) That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

(b) That all non-reserved minutes and agenda of the Working Group are published on the University's Governance website at: <http://www2.warwick.ac.uk/services/gov/atoz/aqsc/minutes/>

(c) That copies of paper SC 60/07-08 are available from the Secretary on request.

4. Matters Arising

(a) Teaching & Learning Event (minutes 24(b)/08-09 and 34(c)/08-09 refer)

TO REPORT:

- (i) That at the meeting of the Working Group held on 12 May 2009 it was reported that a Teaching and Learning event would be scheduled for the week commencing 28 September 2009 and that Library representatives would establish a working group to plan the event.
- (ii) That it had not been possible to identify a source of funding to support the event.
- (iii) That the Pro-Vice-Chancellor (Student Experience) is considering possible sources of funding to support an event in 2009-10.

TO CONSIDER:

- (iv) If an event is able to take place during 2009-10:
 - (A) The timing of the event;
 - (B) Possible themes for the event, noting that the Working Group at its meeting held on 12 February 2009 resolved that the themes for the event should strongly tie in with the University Strategy and the Learning and Teaching Strategy and might include assessment, feedback on assessment, good academic practice and plagiarism, e-learning, innovative learning spaces, and research-led and research-informed teaching and learning, with the selection of themes to be informed by consultation with the chairs of the Faculty Teaching and Learning forums.
- (b) Assessment (minute 35(c)/08-09 refers)

TO REPORT:

- (i) That the Working Group at its meeting held on 12 May 2009 considered the desirability of drafting of a Good Practice Guide on Assessment, and resolved that a working group be formed to draft a Good Practice Guide on Assessment, incorporating the current Good Practice guide on Providing Feedback to Students on assessment, to include members from academic departments, Learning Development Centre, Faculty Teaching and Learning forums and the Students' Union, it being noted that the Guide should cover assessment of undergraduate, taught postgraduate and research postgraduate students and articulate with existing policies and guidelines.
- (ii) That the working group would be convened during the spring term.

5. Chair's action

6. Chair's business

7. Teaching and Learning Forums

TO CONSIDER:

Reports from the Chairs of the Faculty Teaching and Learning Forums concerning recent and planned activities, including the minutes of the meeting of 3 November 2009 of the Social Sciences Faculty Teaching and Learning Forum, paper QEWG 4/09-10.

8. Learning & Teaching Strategy and King's Warwick project (AQSC minutes 8/09-10 and 24/09-10 refer)

TO REPORT:

- (a) That the Academic Quality and Standards Committee at its meeting on 3 November 2009 considered a report from the Chair and Secretary on teaching and learning policy issues, considered by the Steering Committee at its meeting on 2 November 2009, paper SC.44/09-10, including an update on the King's-Warwick project.
- (b) That the Academic Quality and Standards Committee at its meeting on 25 November 2009 considered a discussion paper drafted by the Chair concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10, and resolved:
 - (i) That initiatives within the Learning & Teaching Strategy should continue to be progressed to maintain the profile of learning and teaching at Warwick.
 - (ii) That the Pro Vice-Chancellor (Student Experience) be encouraged to continue discussions with the University's senior management team to identify funding to support teaching and learning initiatives in 2010-11, noting that HEFCE funding for the King's-Warwick pilot project was for 2009-10 only and that funding from HEFCE beyond the pilot project may be unlikely.
 - (iii) That it be noted that the Pro Vice-Chancellor (Student Experience) intended to review the Learning and Teaching Strategy in the summer term in light of the initial outcomes of the King's-Warwick project, with a view to agreeing priorities for 2010-11.

TO CONSIDER:

- (c) An update on the King's-Warwick project, paper SC SC.44/09-10 [Extract] (copy attached), noting that:
 - (i) it is proposed that an item will be placed on Insite during the spring term, to highlight the recently launched King's-Warwick project website (hosted by King's College), and forthcoming events linked to the project.
 - (ii) the Working Group will be invited to consider at its meeting in the summer term the initial findings arising from the King's-Warwick project.

- (d) A discussion paper drafted by the [former] Chair of the Academic Quality and Standards Committee concerning progress on the implementation of the Learning and Teaching Strategy 2008-11, paper AQSC 29/09-10 (copy attached).
- (e) In addition to assessment, possible areas of focus for future meetings of the Working Group linked to the Learning and Teaching Strategy.

9. Recommendations arising from QAA Institutional Audit (minute 34(b)/08-09 refers)

TO REPORT:

That, following the Quality Assurance Agency Institutional Audit visit in November 2008, the QAA made the following recommendations to the University:

“The audit team recommends that the University consider further action in some areas.

Recommendations for action that the audit team considers advisable:

- to review its management of joint honours courses, including the application of additional credit to such courses.

Recommendations for action that the audit team considers desirable:

- to review the operation at departmental level of the new central guidelines on personal tutoring with a view to enhancing consistency of implementation.”

TO CONSIDER:

- (a) Extracts from the Annex to the QAA Institutional Audit Report, providing further background to the recommendations arising from the Audit visit, paper QEWG 2/09-10 (copy attached).
- (b) A report from the Secretary concerning progress on implementing the recommendations, paper QEWG 3/09-10 (copy attached).
- (c) Draft ‘Undergraduate Joint and Cross-Departmental Courses: A Good Practice Guide’, paper QEWG 23/08-09 (revised 2) (copy attached), draft guidance on SSLC arrangements for students on joint or cross-departmental courses, paper QEWG 24/08-09 (copy attached), and a covering paper from the Assistant Secretary concerning feedback from departments, paper QEWG 5/09-10 (copy attached).

10. Next meeting

TO REPORT:

That the next meeting of the Group will be held at 10am on Thursday 6 May in CMR 1.1, first floor University House.